Putting the constitution right — documents to gather

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Before the meeting of 26/09 · fictional document

Fictional document — demonstration example

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What must be found to know what was voted in 2022

#	Document	Where to look	Who may hold it
1	Appendix to the 2022 minutes	Secretariat archives	Secretary at the time
2	2022 notice of meeting and agenda	Emails or letters of the period	Secretary, chair
3	2022 attendance sheet	Meetings binder	Secretary
4	Any declaration receipt after 2019	Administrative file	Chair, or the registry

> **Document 4 is requested externally and takes time.** It should therefore go out today, while the first three are searched for in a cupboard — the reverse of the natural order.

The two routes, depending on what turns up

If	Then	Timing
The amendment was indeed voted in 2022	An amending declaration is filed; the September meeting is held under the voted rules once declared	Tight, but before 26/09
Nothing evidences a vote	**The meeting is held under the 2019 version**, and may resolve to amend the constitution then	No prior formality

The second route is simpler and less comfortable: it means convening under a one-third quorum, when recent practice has used one quarter. Which is exactly why it is better known now than a quarter of an hour before the doors open.

Amending declaration form

Subject of the amendment: .....

Date of the resolution: ...../...../..... · **Signature of the legal representative:** .....

The form is attached blank. Filling it would mean knowing what was voted — which nobody yet does.

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