General Meeting Agenda

Club name: ***Anime and Manga Club***

***Annual General Meeting***

Date of meeting: ***22/03/2016***

Advertised time: ***12:05***

Venue: ***Alan Gilbert – Theatre 1***

**Item 1 Attendance**

* 1. **Opening**
     1. **Appointment of Chairperson**
     2. **Appointment of Minute-taker**
  2. **Attendance**
  3. **Apologies**

***[List names]***

**Item 2 Adoption of the Agenda *(motion)***

* 1. ***Amendments***
  2. ***Adoption of Agenda (motion)***

**Item 3 Chairperson’s Welcome**

**Item 4 Constitution**

* 1. Distribution of club constitution
  2. Consideration of proposed amendments ***(motion)***
  3. Ratification (adoption) of club constitution ***(motion)***

**Item 5 Reports**

* 1. President’s report
  2. Treasurer’s report ***(motion to accept reports ‘en bloc’)***

**Item 6 Elections**

* 1. Appointment/confirmation of Returning Officer ***(motion)***
  2. Outline of election procedure
  3. Nomination and election of each Constitutional committee position
     1. **Executive Committee**
        1. President
        2. Vice President
        3. Secretary
        4. Treasurer
     2. **General Committee**
        1. Librarian
        2. Webmaster
        3. Publications Officer
        4. Art Director
        5. Sponsor Liaison Officer

**Item 7 Other Business**

* 1. Appointment of bank account signatories ***(motion including names and bank account number)***
  2. ***Other Items***

**Item 8 Close**