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**