General Meeting Agenda

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

***Annual General Meeting***

Date of meeting: ***14/03/2017***

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

Venue: ***Old Geology-B25 (Theatre 2)***

**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)***

**Item 3 Chairperson’s Welcome**

**Item 4 Constitution**

* 1. Distribution of club constitution
  2. 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. Art Director
        2. Librarian
        3. Publications Officer
        4. Sponsor Liaison Officer
        5. Webmaster

**Item 7 Other Business**

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

**Item 8 Close**