General Meeting Agenda

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

***Annual General Meeting***

Date of meeting: ***13/03/2018***

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

Venue: ***Theatre A, Old Arts***

**Item 1 Attendance**

* 1. **Opening**
	2. **Attendance**
	3. **Apologies**

***David Gifford***

**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. Librarian
			2. Webmaster
			3. Publisher
			4. Art Director
			5. 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**