General Meeting Agenda

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

***Annual General Meeting***

Date of meeting: ***19/03/2019***

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

Venue: ***South Theatre, Old Arts***

**Item 1 Attendance**

* 1. **Opening**

**1.2 Attendance**

**1.3 Apologies**

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

**Item 3 Chairperson’s Welcome**

**Item 4 Constitution**

**4.1** Distribution of club constitution

**4.2** Consideration of proposed amendments ***(motion)***

**4.3** Ratification (adoption) of club constitution ***(motion)***

**Item 5 Reports**

**5.1** President’s report

**5.2** Treasurer’s report

***(motion to accept reports ‘en bloc’)***

**Item 6 Elections**

**6.1** Appointment/confirmation of Returning Officer ***(motion)***

**6.2** Outline of election procedure

**6.3** 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. Discussion of remaining suggested amendments
    3. *Other items*

**Item 8 Close**