Anime and Manga Club

2021 Annual General Meeting Agenda

Club name: **Anime and Manga Club**

**Annual General Meeting**

Date of meeting: **18/03/2021**

Advertised time: **18:00**

Venue: **Digital (Zoom)**

**Item 1 Attendance**

**1.1** Opening and acknowledgement of traditional owners

**1.2** Attendance

**1.3** Apologies

***(List names)***

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

**Item 3 Chairperson’s Welcome**

**Item 4 Constitution**

**4.1** Distribution of club constitution***(motion)***

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

**Item 5 Reports**

**5.1** President’s report

**5.2** Treasurer’s report

**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

**Item 7 Other Business**

**7.1** Appointment of Bank Signatories ***(motion)***

**7.2 *(list other items for discussion)***

**Item 8 Close**