**Annual General Meeting**

**Section A:**

1. **Apologies for absence**
2. **Reports**

Committee members report on how the society/sport’s committee, budget and events have functioned throughout the academic year.

1. **Committee Election**

New committee will be announced for any unaware members. The outgoing committee are to chair this:

* President
* Secretary
* Treasurer
* (any other optional positions)

1. **Constitution Discussion (Optional, if there are changes to be made)**

Any amendments to the existing must be (re-)approved through a vote by membership. If no constitution exits, one must be made during this meeting.

[Please bring a copy of your Constitution to your AGM]

**(If you do not have one, one can be created. Request a template from your SOC)**

**Section B: Discussion**

1. **Discussion of the society/sport’s year since last AGM.**

Open discussion of good and bad points felt by the group for the year; what can be improved and how it can be improved.

**Section C: Planning**

1. **Complete Development Plan**

In preparation for next year’s operation of the activity, complete a Development Plan again, which will detail aims and events planned for the next academic year and compares progress from the previous (if relevant).

**7. Sign Documents:**

- Development plan

- Code of Conduct

- Constitution agreed upon

- New committee to sign committee contract

- New committee to sign any other relevant documents

- Expenditure for the entire year is signed off (no further payments to be made until the next academic year).

**8 Any other business**