



# Actuarial Students' Society

## Meeting Agenda

Club name: Actuarial Student Society

Type of meeting: Annual General Meeting

Date of meeting: 16<sup>th</sup> September 2010

Advertised time: 11am-1pm

Venue: Senior Theatre, Chemistry Building

### **Item 1 Attendance**

#### **1.1 Opening**

Meeting chaired by Melissa Tam

Meeting opened at 12pm

Minutes taken by Josephine Ooi

#### **1.2 In Attendance**

(attendance list form)

#### **1.3 Apologies**

### **Item 2 Adoption of Agenda (motion required)**

### **Item 3 Chairperson's Welcome**

### **Item 4 Constitution**

4.1 Distribution of current club constitution

4.2 Discussion and adoption of club constitution (motion required)

### **Item 5 Reports**

5.1 President's report (motion required)

5.2 Treasurer's report (motion required)

5.3 Educational officer's report (motion required)

### **Item 6 Elections**

6.1 Appointments and confirmation of Returning Officer (motion required)

6.2 Outline election procedure

- i. A 2-minute speech by each nominee
- ii. Nominees require to leave the room
- iii. Voters vote by show of hands
- iv. Returning Officer counts votes
- v. Nominee with highest votes get elected

6.3 Nomination and Election of each constitutional committee position

**Item 8 Close**

Meeting close at 1pm