



University of
St Andrews

Societies Committee Annual/Extraordinary General Meeting Checklist



Society Name:

Date:

Essential Prerequisites	
The Societies Committee Elections Officer/Advisor and The Student Activities Coordinator has been given at least two weeks' notice (14 days) of the society's intention to hold an AGM.	
Society members have been given at least two weeks' notice of the society's intention to hold an AGM.	
The committee has announced that only paid members can vote and will ensure that this is regulated	
Constitution is available at Meeting	
President's Report (Not Applicable for EGMs)	

Financial Report (Not Applicable for EGMs)	
Total assets as of the last AGM	
Total income since the last AGM	
Total income from Association grants since the last AGM	
Total expenditure since the last AGM	
Total value of assets	
Total liabilities	

Constitution Re-adoption and Training	
Society's name/title	
Society's aims	
Statement that the society is affiliated to the Association	
List of subgroups or subcommittees affiliated to the society and whether they have individual bank accounts (if applicable)	
Statement that Ordinary Membership is available to all matriculated students	
Definition of other classes of membership (if applicable)	
List of officers	
Statement that one officer will be responsible for completing the Health and Safety Training, passing the Health and Safety Competency Assessment, reviewing and submitting all risk assessments as shall be required by the Student's Association, and keeping a record of the risk assessments submitted during their term, and passing them onto their successor	
A statement that the above officer's duties shall not be delegated to another officer except in the event of a casual vacancy in the position	

Statement that the Social Secretary and other officer will attend the Gottaday Training, if no Social Secretary is elected then any two officers are acceptable to attend.	
Statement that the elected President, Treasurer and Secretary (or equivalent) shall complete mandatory training modules	
Statement that the committee is elected at a general meeting or co-opted in the case of casual vacancy	
Definition of quorum for committee meetings and requirements of at least 24 hours' notice of committee meetings	
Statement of who may call committee meetings	
Statement that no officer shall derive any personal gain by reason of their officer ship unless the same benefit is available to any and all members of the society	
Statement that debt shall be satisfied by an equal membership subscription	
Statement that annual subscription fee must be approved at a general meeting (at least £3)	
Statement that two signatories from the Association shall appear on bank mandate	
Declaration of any outside affiliations	
Statement that the constitution must be amended at a General Meeting by duly proposed and seconded motion	

Election is completed by Single Transferable Vote (unless the constitution states otherwise)	
Annual membership subscription approved	

Elected Position	Name	Email
President		
Treasurer		
Secretary		
Social Secretary		

Contact the Union Cash office **immediately** after the AGM with updated signatories to access your society's bank account

Signatory 1 Name:

Signatory 2 Name:

The Societies Committee reserves the right to invalidate AGMs that do not fulfil the Essential Prerequisites, which may result in disaffiliation from the University of St Andrews Students' Association. Extenuating circumstances will always be considered on a case-by-case basis, and exemptions may be permitted, but it is your duty to contact the Societies Committee to discuss such matters.

