



## University of St Andrews Students' Association Annual General Meeting Checklist

The Annual General Meeting Checklist is a reference document for all societies to use during the preparation for, and carrying out of, their Annual General Meeting. All societies will be required to confirm completion of this checklist as part of their [Annual Reaffiliation](#).

<b>Essential Prerequisites</b>	
Society members have been given at least two weeks' notice (14 days) of the society's intention to hold an AGM.	
The Activities Team has been given at least ten working days' notice (excluding weekends, holidays, and evenings) 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	
Treasurer's Report	

<b>Financial Report</b>	
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	

<b>Constitution Re-adoption and Training</b>	
Society's name/title	
Society's aims	
Statement that the society is affiliated to the Association as the primary affiliation.	
List of subcommittees of 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 committee positions	

Statement that one committee member 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 member's duties shall not be delegated to another committee member except in the event of a casual vacancy in the position	
Statement that the Social Secretary and one other committee member will attend the Got-a-Day Training. If no Social Secretary is elected or appointed, then any two committee members are acceptable to attend.	
Statement that the elected President, Treasurer and Secretary shall complete mandatory training modules before 1 <sup>st</sup> August each calendar year.	
Statement that at least 50% of the committee is elected at a general meeting or co-opted in the case of casual vacancy.	
Statement for each committee position that is appointed rather than elected. Roles where a core skill or experience set outweighs the need for a representative view may be appointed. Typically, this role is making decisions amongst elected representatives.	
Statement that only elected committee positions may vote on society matters.	
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 committee member shall derive any personal gain by reason of their committee membership 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 every General Meeting (at least £3).	
Statement that three signatories from the Association shall appear on the bank mandate. (Names will be provided by the Association annually.)	
Declaration of any outside affiliations, and that the Students' Association is the primary affiliation.	
Statement that the constitution must be amended at a General Meeting by duly proposed and seconded motion.	

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

Elected Position	Name	Email	Phone Number
President			
Treasure			
Secretary			
Social Sec / Events			

The Activities Team reserves the right to invalidate AGMs that do not fulfil the Annual General Meeting checklist, which may result in disaffiliation from the 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 Activities Team.

**Last Updated: 13.5.26**

