



SSC Societies Committee

Annual General Meeting Checklist



Society name: _____ Date: _____

AGM Requirements	
Constitution is available at Meeting	
President's Report	
Financial Report	
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	
Society's name/title	
Society's aims	
Statement that the society is affiliated to the Association	
Statement that Ordinary Membership is available to all matriculated students	
Definition of other classes of membership (if applicable)	
List of officers	
Statement that the committee is elected at a general meeting or co-opted in the case of a casual vacancy	
Definition of quorum for committee meetings & requirements of at least 24 hours' notice of committee meetings	
Statement of who may call committee meetings	
“No officer shall derive any financial profit or gain by reason of his officership, including favourable rates on goods or services, unless the same benefit is available to any and all members of the Society.”	
Statement that debt shall be satisfied by an equal member 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 singly transferable vote (unless the constitution states otherwise)	
Annual member subscription approved	

Elected president: _____ Email: _____

Elected treasurer: _____ Email: _____

Election advisor: _____ Signature: _____