1. **AIM**
	1. The Annual General Meeting for Session 201\_ / 201\_ for the club (name of club) is held to dissolve the committee members for session 201\_ / 201\_ and to appoint new committee members for session 201\_ / 201\_.

1.2 The Annual General Meeting for Session 201\_ / 201\_ for the club (name of club) is held annually to present all activities carried out the previous year and to report on club finances (name of club).

* 1. Any other matters if necessary (example : new activity planned and presented during the annual general meeting).
1. **PARTICIPATION (Created in “Excel” Mode) as an Attachment**

2.1 Advisor who attended :

Name :

 Designation :

 Department :

 Id Card Nbr :

 Mobile Telephone Nbr:

2.2 Nbr of officers attended :

2.3 Nbr of MPP representative attended (if any)

Name :

Matrix nbr :

Faculty :

Semester :

Telephone Nbr :

2.4 List the name of club members who attended as follows

Name :

Matrix Nbr :

Faculty :

Semester :

Telephone Nbr :

1. **PROGRAM OFFICIATION**

3.1 Date :

 3.2 Time :

3.3 Officiator :

**Name :**

**Designation :**

**Department** :

1. **CHAIRMAN’S SPEECH**
	1. Meeting began with a doa recitation from student representative year \_\_\_, dan thank you speech to lecturers and students who attended this meeting.

* 1. Welcome speech in conjunction with the \_\_\_\_th Annual General Meeting (AGM).
1. **ADVISOR’S SPEECH**

5.1 (Welcome note, hopes, **officiate the AGM** – if any)

5.2 (Advisor’s name) has dissolve the club committee members (name club) for session 201\_ / 201\_.

1. **PRESIDENT’S SPEECH**

6.1 (Welcome note)

6.2 (Presentation of previous activities – Please include **Attachment 2**)

6.3 (Any questions officiated by ........... and Closed by .............)

6.4 (Please include **Attachment \_\_\_** about question/recommendation and answers for each question/recommendation.

**7.0 TREASURER’S SPEECH**

7.1(Presentation of Club Financial Report – include **Attachment 3**)

7.2 (In what mode is the presentation made?)

 Example - Powerpoint

**8.0 MPP REPRESENTATIVE SPEECH-------------**if any

8.1 (Name of MPP, Welcome Note)

8.2 Hopes, **Officiate the Dissolution of Committee Members Session 201\_ / 201\_ - If any**

**9.0 OFFICIATING THE DISSOLUTION OF OLD EXCO MEMBERS**

9.1 Session for the dissolution of old exco members has been carried out by club advisor (name advisor).

* 1. Old exco to go up on stage and officially resign from their appointments.
	2. Council invites ………………….. to hand out certificates (name of President) President represents previous exco.

(PLEASE INSERT **ATTACHMENT 4** THE LIST OF OLD COMMITTEE MEMBERS)

**10.0 SELECTION OF NEW COMMITTEE MEMBERS**

10.1 Selection of new committee members is done by voting by each club member who attended.

* 1. Selection secretariat is chaired by …………………………………

 10.3 As many as (nbr) positions have been contested **(Please state positions)**

 10.4 Every candidate needs a proposer and seconder.

 10.5 (Explain selection method)

 Eg : 1) Voting by show of hand by voters

 2) Voting by ballot papers.

 3) Others

10.6 Results of election and posts contested are as in **Attachment 5.**

**11.0 APPOINTMENT OF SUPREME COUNCIL AND NEW EXCO OF CLUB**

 11.1 (Please refer to **Attachment 6** list of new committee members)

**12.0 SURRENDER OF FILES FROM OLD EXCO TO NEW EXCO**

12.1 Old Exco and new Exco to gather on stage.

* 1. Old Exco surrenders the activity file to new Exco.
	2. The new Exco is introduced to all attendees.
1. **NEW PRESIDENT’S SPEECH**

13.1 (Welcome speech)

**14.0 PLANNING OF CLUB ACTIVITIES SESSION 201\_ / 201\_**

* 1. Every member is given the opportunity to present their recommendation.
	2. As many as \_\_ recommendation have been submitted and discussed by all club members.
	3. \_\_ recommendations have been accepted to serve as club activities for session 201\_ / 201\_.
	4. Please refer to **Attachment 7** for club activities planned with budgets needed for each activity.

**15.0 PROGRAM CLOSING**

14.1 Date :

 14.2 Time :

14.3 Closing Official :

**16.0 CLOSING**

 Closing speech by council chairman. Meeting adjourned to next session.

Prepared by, Verified by,

…………………………………… …………………………………….

**(NAME OF NEW SECRETARY) (NAME OF NEW PRESIDENT)**

Secretary, President,

(Name of Club) Session 201\_ / 201\_ (Name of Club) Session 201\_ / 201\_

Universiti Sultan Zainal Abidin Universiti Sultan Zainal Abidin

(Student Telephone Nbr) (Student Telephone Nbr)

Matrix Nbr Matrix Nbr

Confirmed by Advisor:

……………………………………

**(NAME OF ADVISOR )**

(Name of Club) Session 201\_ / 201\_

Universiti Sultan Zainal Abidin

(Telephone Nbr)

ID Card Nbr

**ATTACHMENT 1**

**LIST OF CLUB MEMBERS NAME WHO ATTENDED THE \_\_\_\_\_\_th CLUB GENERAL MEETING (NAME OF CLUB)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO** | **MEMBERS NAME** | **MATRIX NO** | **PROGRAM** | **YEAR** | **TEL NO.** |
|  |  |  |  |  |  |

**ATTACHMENT 2**

**ANNUAL ACTIVITY REPORT SESSION 201X/201X**

**Activity Carried Out**

1) Program Title :

 Date :

 Venue :

 Time :

**(EXPLANATION OF ACTIVITIES CARRIED OUT – IN PARAGRAPH FORM)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Program Title :

 Date :

 Venue :

 Time :

**(EXPLANATION OF ACTIVITIES CARRIED OUT – IN PARAGRAPH FORM)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Nbr of activities depend on the nbr of activities carried out***

**Activities Not Carried Out**

1) Program Title :

 Excuses :

2) Program Title :

 Excuses :

* ***Nbr of activities depends on the nbr of activities planned but not carried out.***

**ATTACHMENT 3**

**ANNUAL INCOME AND EXPENSES ACCOUNT FOR SESSION 201\_ / 201\_**

**Income :**

|  |  |
| --- | --- |
| **ITEMS** | **TOTAL (RM)** |
| Previous balance from club fund |  |
| Club Program Fee :1. Program A
2. Program B
3. Program C

\* dan so forth |  |
| HEPA contribution |  |
| External party contribution |  |
| **OVERALL AMOUNT** |  |

**Expenses :**

|  |  |
| --- | --- |
| **ITEMS** | **TOTAL (RM)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **OVERALL AMOUNT** |  |

**Club Fund latest balance = Total Overall Income – Total Overall Expenses**

 **= RM\_\_\_\_\_\_\_ - RM\_\_\_\_\_\_\_\_\_\_**

 **= RM\_\_\_\_\_\_\_**

**ATTACHMENT 4**

**LIST OF CLUB COMMITTEE MEMBERS SESSION 201\_/201\_**

**Supreme Council Members (Matrix No.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POST** | **MATRIX NO.** | **TELEPHONE NO.** |
|  | President |  |  |
|  | Vice President |  |  |
|  | Secretary |  |  |
|  | Assistant Secretary |  |  |
|  | Treasurer |  |  |
|  | Assistant Treasurer |  |  |

**List of Exco Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **EXCO POST** | **MATRIX NO.** | **TELEPHONE NO.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***\* Nbr of exco depends on the nbr of exco appointed by club.***

***\* Attachment 4 is for the list of previous membership committee that was dissolved.***

**ATTACHMENT 5**

**LIST OF MEMBERS CONTESTED, CANDIDATES CONTESTING AND RESULTS OF ELECTION FOR THE NEW EXCO FOR THE CLUB (NAME OF CLUB) FOR SESSION 201X/201X**

**PRESIDENT POST**

1) CANDIDATE :

PROPOSER :

SECONDER :

VOTE :

2) CANDIDATE :

PROPOSER :

SECONDER :

VOTE :

(DEPENDS ON NBR OF CANDIDATES CONTESTING)

**(From the election results, (name of winning candidate) have won with a majority of (nbr of winning votes – nbr of closest competitor)**

(Please state if the Vice President is automatically elected based on the candidate that got the second highest votes).

**SECRETARY POST**

1) CANDIDATE :

PROPOSER :

SECONDER :

VOTE :

2) CANDIDATE :

PROPOSER :

SECONDER :

VOTE :

(DEPENDS ON NBR OF CANDIDATES CONTESTING)

**(From the election results, (name of winning candidate) have won with a majority of (nbr of winning votes – nbr of closest competitor)**

(Please state if the Assistant Secretary is automatically elected based on the candidate that got the second highest votes).

**(NEXT POSTS)…………**

***(Please state post, name and Matrix No. of incumbent post if any committee member is appointed automatically without going through the election process.)***

**ATTACHMENT 6**

**LIST OF CLUB COMMITTEE MEMBERS SESSION 201\_/201\_**

**Supreme Council Members (Matrix No.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **POST** | **MATRIX NO.** | **TELEPHONE NO.** |
|  | President |  |  |
|  | Vice President |  |  |
|  | Secretary |  |  |
|  | Assitant Secretary |  |  |
|  | Treasurer |  |  |
|  | Assistant Treasurer |  |  |

**List of Exco Committee Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **EXCO POST** | **MATRIX NO.** | **TELEPHONE NO.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***\* Nbr of exco depends on the nbr of exco appointed by club.***

***\* Attachment 6 is for the list of new committee members that were elected.***

**ATTACHMENT 7**

**PLANNING OF CLUB ACTIVITIES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SESSION 201\_/201\_**

**Annual Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTH** | **ACTIVITY** | **PROGRAM DIRECTOR / TELEPHONE NO** | **BUDGET ESTIMATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Activity planned**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTH** | **ACTIVITY** | **PROGRAM DIRECTOR / TELEPHONE NO** | **BUDGET ESTIMATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***\* Annual Activity involves activities carried out by club every year.***

***\* Activities planned are activities planned by club throughout session 201\_/ 201\_***