

SCHEDULE OF ACTIVITIES ON AGM DAY

S NO.	ACTIVITY	TIME
1.0	Welcome and registration open for membership and dinner contribution	6.00 onwards
1.1	Holding of voting by postal ballot.	6.15 – 7.15
1.2	Calling of members to be present for quorum count. Postpone for 15 minutes and commence proceedings. (Secretary) (two minutes silence for deceased members)	7.30 7.45
2.	President's Opening remarks (President)	7.45-8.00
3.	Adoption of minutes of the previous AGM.(Secretary)	8.00-8.05
4.	Adoption of the audited Balance Sheet. (Treasurer)	8.05-8.20
5.	Presentation of the Annual report. (President) Matter of appointment of auditor (President)	8.20-8.35
6.	Any other matter. Vote of thanks (President/ secretary)	8.35-8.45
7.	Announcement of election results. (Election officer)	8.45-8.55
8.	Taking over and handing over.(new President) Thanking the election commissioner.(new President)	8.55-9.00
9.	Proceed for Dinner	9.00 -10.30