**Minutes of the General Assembly of [ASSOCIATION NAME], held on [DATE]**

**Attending members :**

**Excused members :**

**Absent members :**

**Voting proxies :**

Minutes taken by : [NAME]

Start of the GA : [TIME]

**Agenda (*examples to be adapted to your needs*)**

1. Welcome and information about the General Assembly’s process
2. Welcome to the new members
3. Brief presentation of the association
4. Explanations about the voting modalities
5. Acceptance of the agenda **\***
6. Acceptance of the last General Assembly’s minutes
7. Presentation of the activity report
8. Presentation of the accounts
9. Report of the accounts’ certifiers
10. Discharge of the outgoing management committee and approval of the accounts \*
11. Election of the new management committee **\***
12. Election of the new accounts’certifiers \* *(NB : the accounts’ certifiers should not be part of the management committee)*
13. Review of membership fees
14. Presentation and exchange of opinions about the semester’s activity programme
15. Presentation of the projects by working groups
16. Selection of projects by vote
17. Creation of a new working group
18. Votes on proposals to change some statutes’ articles *(NB : thank you for submitting your statutes’ proposed modifications to AVP SAO prior to presenting them for validation during your GA)*
19. Discussion on funding requests addressed to AVP SAO / section / external instance
20. Miscellaneous

*\*Subject to exceptions, these points have to be discussed during an Ordinary General Assembly*

1. **Welcome and information about the General Assembly’s process**
2. **Welcome to the new members**

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1. **Brief presentation of the association**

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1. **Explanations about the voting modalities**

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1. **Acceptance of the agenda**

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1. **Miscellaneous**

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End of the General Assembly : [TIME]

[DATE AND PLACE]

President : Vice-President :

[NAME] [NAME]

[SIGNATURE] [SIGNATURE]

Treasurer/Secretary/Other committee member :

[NAME]

[SIGNATURE]