

SSWIGS



Students Of Swansea
In Guides & Scouts

**COMMITTEE MEETING AGENDA – GOVERNANCE DOCUMENTS
THE RHYDDINGS HOTEL
14/10/09, 19:30**

1. Welcome and Apologies
2. Process of Ratification and Enactment of the Governance Documents
3. Format of the Governance Documents
4. Examination of the Constitution
5. Format of the EGM
6. A.O.B.
7. Date of Next Meeting and Closure

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**COMMITTEE MEETING MINUTES
THE RHYDDINGS HOTEL
14/10/2009, 19:40**

ATTENDEES:

C. Mollart (President), S. Harris (Secretary), J. Keeler (Treasurer), R. Maby (Social Secretary), T. Duncan (Publicity Officer)

APOLOGIES: Jason leaving at 20.35

1. WELCOMES

Claire opens the meeting at 19.41 ½ and welcomes the Committee. She then hands over the running of the meeting to Shaun.

2. PROCESS OF RATIFICATION AND ENACTMENT OF THE GOVERNANCE DOCUMENTS (roughly translates as how we're going to do it!!)

- Once we have agreed the documents tonight (Tom already has issues, he doesn't like the cover!) the documents will be sent to SSAGO and the Students Union to check and amend as they see fit.
- The committee will then make any further changes before returning the documents to SSAGO and the Students Union.
- The documents will then be sent to the members – who won't read them!
- The members will then agree/ disagree with them at the EGM.
- Any changes made at the EGM will need to be agreed by SSAGO and the Students Union.

3. FORMAT OF GOVERNANCE DOCUMENTS

- Do the Constitution and Election Procedure need to be in two separate documents?
- Claire commented that it would be easier to extract the relevant documents for running the elections if they were in two separate documents.
- It was agreed that the Election Procedure documents should be inserted into the main Constitution.

4. EXAMINATION OF CONSTITUTION

Front Cover:

- This should display the date that it comes into action.
- The date will be added when it can be confirmed.

Contents Page:

- Numbering needs to be completed.
- Miscellany should be section 'E'
- This document would also read better if this was page one instead of two.

Section One:

- 1.2. Change this so that it explains that the document is based on the SU Society's Constitution not written in accordance with.

Section Two:

- 2.2 The 'Derek Badge' should be referred to as the 'Derek Logo' to avoid confusion should the society get badges in the future.
- 2.3 There is no need to refer to it as a corporate logo.
- 2.4 The exact colour (Bottle Green) should be added in to make it easier for future committees to order kit.
- 2.6. Derek should be referred to as 'SSWIGS Derek' this is in line with his Facebook account.
- 2.6.2 Forfeits should be given if Derek is misplaced or damaged. These forfeits should be within the society to avoid alienating members at a SSAGO event.

Section Three:

- 3.3 Suggested that require should be changed to request.

Section Four:

- 4.1 Change 'no full uniform' to no 'official uniform'
- 4.2 The buying of neckerchiefs cannot be made compulsory as we cannot force the members to pay for them. Change to 'strongly encourage members'.
- 4.3 Again the exact colour should be noted. Claire asked what would happen should a future committee wish to change the colour. It was decided they would have to change the constitution in order to do this.
- 4.3.4 Change shall to may so that all committee members do not have to have their positions embroidered on their shirts should they not wish to.

Section Five:

- 5.2.1 Add in that the forms are for Students Union and SSAGO for clarity.

Section Six:

- 6.1.1 It was asked why the number of members only counted full members. Also the issue of whether SMU students are full or associate members was raised. It was decided that; 'The number of members in the society refers to full membership only' should be removed.
- 6.1.2 Everyone questioned why associate member should not be allowed to speak. This was taken from another constitution and has subsequently been removed from the SSWIGS constitution.
- Ali rang Claire and in keeping with tradition Tom sacked her.
- 6.2 It was asked why SSAGO only needed to know about the change in status of a 'non student member' surely they would need to know if a student member changed status as well i.e. stopped being a student. Shaun will ask Em to clarify this.
- 6.3 There was discussion over clarifying this to stipulate that anyone attending a camp or event would need to have paid membership. It was decided that this would be left as it was.

Section Seven:

- 7.2 Decided that it needs to be added in that SSAGO CRBS do not cover the individual for helping out in a local group.

Section Eight:

- **8.2.1** It was questioned why SMU members have to pay more – this is not stipulated in the Student Union's Society's Constitution as previously believed. It was decided that SSWIGS membership should be made a flat rate of £3 regardless of whether they are from Swansea University, SMU or not even a student. The differing SAGO fees will then be added on top. This will need to be passed in a motion at the EGM – this should be done before the constitution is discussed.
- **8.3.** Whether or not it is always possible to set the fee by this point was discussed but it was decided to leave this point as it is.

Section Nine:

- **9.3** Changed so that just Chairperson, Secretary and Treasurer are compulsory roles. Also it should be clarified that all positions are flexible – the job descriptions included in the constitution are not comprehensive lists and are at the discretion of the committee.
- **9.3.1** Everyone was happy to change the position of 'President' to 'Chairperson'. There will be no change in role.
- **9.3.2** The job of writing the agenda should be listed under the roles of the secretary. Also liaising with outside groups should feature in both the role description of Chairperson and Secretary as the roles are flexible. Add to the role of writing the risk assessment that they should also be in charge of consulting the banned activities list. It should also be added that the secretary should be responsible for managing all policy documents.
- **9.3.5** The title of the role was discussed at length – suggestions included 'Publicity and Website Officer', 'Publicity and Notice board Officer' and 'Notice board and everything else Officer'. It was decided that the role should remain 'Publicity Officer'.

Section Ten:

- It was agreed that something needed to be added to this section about co-opting members onto the committee. It was agreed that a majority vote by the committee would be needed to co-opt someone onto the committee – members will not need to vote for this. They would then have speaking rights but not voting rights (on committee issues).
- **10.1** Network Liaison, Senior Section Liaison and Website Officer were added in as ideas for positions that could be co-opted onto the committee.

Section Eleven:

- **11.1** It was agreed that instead of 'shall hold' it should state that 'SSWIGS shall aim to hold weekly activity meetings'. Thus avoiding problems if it is not possible for a meeting to be held.

Section Twelve:

- **12.4** It was agreed that this should be changed to let any member submit items for the agenda of a General Meeting instead of just allowing full members.

Section Thirteen:

- **13.3** It was agreed that the condition that the agenda be made available at least 24 hours before a meeting should be added in. This should also be added into 12.4.

Section Fourteen:

- **14.1** It was agreed that it did not need to be compulsory that Fresher's Camp be inside and Easter Camp be outside. Also it should be noted that Easter Camp may be held in the Easter Break. It was also agreed that

the condition that only full or associate members shall be allowed to attend these events as we like to be visited by all our old members!

- Claire was not sure that Miscellany is actually a word. It is. Tom admitted that he had to google some of the 'big' words.

Section Fifteen:

- **15.6** It was noted that Kate had audited the accounts in the past but it should be impartial – someone from wither The Scout Association or Girl Guiding UK.

Section Sixteen:

- **16.6.** It should be added in that all sponsorship must be approved and agreed by the Students Union.

Section Seventeen:

- The Procedure regarding the minibus policy and place allocation should be at the discretion of the committee but they should have something in place.

Section Eighteen:

- **18.2** Claire asked what was an acceptable limit for what the committee can change in the constitution without first agreeing it with the members. It turns out that Shaun just wrote it wrong thus changing the meaning. Once this has been corrected Claire's question will no longer be an issue!

Appendix A

- No problems or amendments. Wooooo!

Appendix B

- The last point should state that we need to adhere to both the SSAGO and Student Union's Constitutions.

Extra Things to be Added in:

- **Data Protection:** This should be as per Claire's earlier email. It should also be made public that photos will be put onto the website and that the publicity officer should be informed should a member not wish their name or photo to be displayed on the website. Information should also not be kept longer than absolutely necessary. To be added to the Miscellany section.

3. FORMAT OF EGM

- Elections for the role of Treasurer will be held.
- The constitution will then be agreed with members.
- Location has not been decided – somewhere with a projector would be good.

4. A.O.B

Fresher's Camp:

- The Students Union have funded us £150 for the mini bus, £80 for fuel and £20 for electricity etc. Receipts for these things will need to be kept and any left over money will be returned to the Union.
- We will charge £19 for the camp. (£8.50 for accommodation and £8 for food). By charging this it will cover a smaller turn out.
- Activities: Silly games – Bex to organise. Pioneering. Bex needs to give Claire the book of walks.
- Shaun will provide directions.

- Jason was reminded to pay Claire and Bex the money they are owed. As well as the Rhyddings Scout Hut and SUCS.
- It was also pointed out that Members need to be encouraged to pay membership fees on Thursday.
- It was noted that lots of SSWIGS emails are being sent out at the moment and it was suggested that for the sakes of members inboxes that any information (apart from social information) should be sorted into one big weekly email unless it is urgent. Shaun has agreed to take responsibility for this.
- Tom has sorted out the First Aid Kit and has compiled a list of what is needed. It was agreed to add these items onto the fresher's camp budget.
- Plate Bags- Bex now has a super awesome sewing machine :D So when we know numbers who want them Fabric will need to be bought.
- It was agreed that we would hold off on the plan to purchase SSWIGS badges until the Treasurer election has been sorted.
- Rich has suggested that we put a necker on the noticeboard. It was then suggested that we should purchase a club necker for use on the board and at Fresher's fair.
- It was decided not to pursue the kayaking social further – backwoods cooking would be held on that night instead.
- An email needs to be sent about the Ocean Societies night on the 19th October.
- Claire will email Tom's poster to the appropriate people when it has been amended.
- SSWIGS is now so awesome it has been mentioned in Swansea Life – a link to this should be put onto the website.
- It was also discussed that an International Jamboree page should be added to the website as well as a blog for Dawn following her as part of the Welsh contingent to the World Scout Jamboree and also one for those doing the Centenary Challenge. The Poland diary should also be uploaded to the website.
- Aikido Social – Tiff has asked if the day of the social could be changed to a Wednesday or Friday. This would cause too many problems. It was decided we could try and contact Brian Smith directly.
- SSWIGS have been asked to help with planting in Brynmill park. This would be best done on a Saturday or Sunday morning. Bex will email them enquiring about times and dates.
- Shaun received the travel abroad pack and is now applying for the Ireland specific pack.
- Shaun also gave Bex the Ireland stamps she wanted :D Claire said Bex was sad!

7. DATE OF NEXT MEETING AND CLOSURE

- The next meeting will be held on Monday 2nd November at 6pm in the Rhyddings.
- Hopefully Raechel the societies officer will be attendance.

- The meeting was closed at 22.20pm.