

SSWIGS



Students Of Swansea
In Guides & Scouts

**COMMITTEE MEETING AGENDA
THE RHYDDINGS HOTEL
02/11/2009, 19:30**

1. Welcome and Apologies
2. Constitution and Election Policy Documents
 - Review of Shaun's and Em's Changes
 - Use of old election document
 - Constitution workload (complaint by member)
3. Treasurer Election
4. Fresher's Camp Review
5. Review of Last Week
6. Atmosphere of the Society
7. Derek
8. Rally Travel
9. Final Details for Upcoming Socials
10. AOB

SSWIGS



Students Of Swansea
In Guides & Scouts

**COMMITTEE MEETING MINUTES
THE RHYDDINGS HOTEL
02/11/2009, 19:30**

ATTENDEES:

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

APOLOGIES: NONE

1. WELCOME AND APOLOGIES

Claire opens the meeting at 19:37, welcoming the committee
Jason did not attend without any apologies received

2. CONSTITUTION AND ELECTION POLICY

2.1 Review of reasons for undertaking this process



We have received a complaint from a member regarding the constitution writing process thus the committee clarified their reasoning and process used.



The complaint suggested that the committee has been too focused on the constitution and not on their other duties. This included taking away some of the enjoyment from the socials. However, the committee agree that the constitution is being written in addition to the social programme rather than as an alternative. This term's programme has not been overly different to that of previous year's.

➤ We have had some positive comments regarding the programme: Dawn stating that the recent pub crawl was the best ever and Adam commented that he really enjoyed the joint social with Cardiff SSAGS



Some members are aware that the constitution is being rewritten without a formal notification from the committee. It was agreed that in the next SSWIGS News email we shall notify the members of the process currently in progress to ensure the openness we initially agreed upon at handover.



The main reasons for undertaking such a challenge of enacting a new constitution are:

- To benefit the governance of the society and to assist future committees in running the society, giving them guidelines to fall back on where required, even if it should not be used for several years;
- It is good practice for any organisation to write a constitution unique to itself and thus should be considered an investment;
- The absence of a single constitution i.e. working from constitutions of the SU, SSAGO and the SUSU Society's has resulted in a lack of clarity, ambiguity and conflicts. A single constitution resolves these issues;
- Previous committees have wished to write a SSWIGS specific constitution but ran into difficulties;
- To avoid issues like those that occurred after the SSWIGS AGM 2009.



It was also agreed that each committee member will write a short statement regarding the tasks they have been undertaking in the short-term.

2.2 Constitution comments




Any changes will then be notified to the remainder of the committee before going to the SU and SSAGO for approval and then to members.



Despite comments from Em and the belief of some members, Claire stated that Em seems to be supportive of the constitution and for us attempting to rewrite it and make it more specific to SSWIGS.


2.3 Analysis of the AGM and Election Procedure Document


Shaun hands responsibility for taking minutes to Bex in order to concentrate on the document


 Section One should be removed as it is no longer relevant.


Section Two – This section needs to be made more general to cover any general meeting.

 2.1 Remove the instruction that AGM should be held in the second term.


 2.5 It was argued that associate members should be able to ask questions as well as full members. This was changed to all members can question.


 2.7 It was questioned whether all members were allowed to vote on resolutions? This is covered elsewhere but is not clear at this point so the item was removed.


 2.9 Provision for AOB is not allowed in general meetings. Every item must go on the agenda therefore it was decided this point could be taken out.


 2.10 It was asked whether or not the minutes needed to be published on the web especially as it could be a whole year before they could be approved. It was decided that the draft should be put online and that the point should be amended to include a more definite time limit in which this should happen.


Section Three

 3.1 It was asked why 4 days were needed between handing in resolutions and the General Meeting. This is because the time is needed for processing and clarification. It was also decided that something needed to be added about the Secretary being able to submit resolutions to avoid ambiguity even though it states all members and the secretary is a member.

 3.2 and 3.3 It was decided these two points should be combined.


 3.4 This needs to state that this is after abstentions have been taken into account.

 3.5 Is this not the same as 3.4. There is also the problem of associate members – can they vote or not. It is either that they have no votes at all or a vote on everything. Is it justifiable for them to be able to vote on some things and not others. Raechel needs to be asked why associate members cannot vote in elections.


 3.6 Is not needed and needs to be fitted into 3.4

 3.7 It was decided that resolutions should come in within seven days.


Section Four


 4.1 Should be reworded to state that the committee has to appoint a Returning Officer. The issue of who should appoint a returning officer should a vote of no confidence be brought against the whole committee. It was clarified that the committee remains in control until the election of a new committee.


 4.3 and 4.4 Should be swapped with each other so that the second choice would be a committee member and the third any member.

 4.6 Decided this can be removed as it is all stated within the Returning Officers Declaration.








Section Five

 5.1 Em has commented about the possibility of associate members standing for social secretary and publicity officer as they are not official Students Union positions but it was decided that it should be kept either allowed to stand for all or for none to avoid confusion.







 5.3 This could cause future problems and it was questioned whether it was really needed. It was decided that this point should be removed.

 5.4 Em commented that the member can remain in office until the end of their term of office. It was decided that if they were elected at the SSAGO AGM they could remain in office until the SSWIGS AGM but if elected at a SSAGO EGM they must relinquish their role at the earliest possible moment. Therefore 5.4.1 and 5.4.2 are not needed.


Section Six

-  **6.2** It was decided that should associate members be given the right to vote then they should also be able to nominate. If they do not have the right to vote then they should also not be allowed to nominate.
-  **6.6** Is this point to heavy handed? Is it fair for a candidates application to be rejected if the nominator or seconder speak about it. Electioneering also needs to be more clearly defined. Also will this actually stop members speaking and is this actually a problem. It was decided that this should be removed.
-  **6.7** It was decided that there was no need for a word limit or a standardised format so nice pictures and other such stuff could be included.
-  **6.8** is to be moved to before 6.6
-  **6.9** Speaking rights give to all members. What about representatives from the Students Union, The Scout Association or Girlguiding Uk etc – do they also have speaking rights? It was decided they should be allowed them only where appropriate – for example the auditor of the accounts may speak in relation to the accounts. The second part of this point is to be removed.
-  Tom then fried our brains with some technical jargon about something that sounded a lot like mattresses. Apparently they are always used...
-  **6.11** The issue of what would happen if the Returning Officer did not want to make the decision to remove someone from the running. This is included in the declaration so they must do it. If they did not want this responsibility surely they should not have signed the declaration in the first place. It was also questioned how the Returning Officer would know rules had been broken? It was decided that although problematic this seems the only fair way. If the option of removing a candidate was left up to the members we would need two votes which would cause complications.


Section Seven

-  **7.4** Should this be left to the discretion of the outgoing committee? Could this lead to problems?
-  **7.4.2** Should not need a valid reason to get a postal vote.
-  **7.5** Should it not be the Returning Officers responsibility to count votes. We want Associate Members to be able to vote so they would then not be able to count votes. It was decided this should be clarified to state that it votes should be counted by the Returning Officer and one non-voting attendee. The committee will be responsible for making sure two non voters are present.
-  **7.8** This is a complicated description – a simpler version could be found by looking at the Student Union's explanation, Claire's earlier email explaining it or by Googling it.
-  **7.9** Ballot Papers should be destroyed by the returning officer.
-  **7.10** The 51% needs to be changed to overall majority.

Section 8

-  **8.2** Should RON be an option of a RONned position? Shaun is going to investigate RON procedures.



Section 9

-  **9.1** This should be clarified to state that handover is only complete once all forms have been completed, returned to the Students Union and processed.




Section 10

-  **10.3** Give this the same time limit as resolutions (seven days) unless not practically possible.

Appendix A






-  The handover date should be announced at the AGM and handover meetings can take place any time after AGM (useful if they are before Easter Camp so the new committee can start straight away).
-  Claire asked how far away from the AGM did it have to be before elections to fill a vacant committee position were not needed. Election is needed unless their period in office will be less than 4 weeks before the AGM. This needs to go in the Constitution.

Appendix C







-  The returning officer should oversee counting and count themselves.
-  The Committee has to support them in their role.
-  Returning Officer is responsible for the destruction of ballots.

3 TREASURER ELECTION




Bex hands responsibility for taking minutes back to Shaun


-  The committee discussed postponing the EGM for the treasurer election to give us a greater amount of time to ensure the process goes ahead as smoothly as possible.
-  It was thus decided that we cannot work without a full time treasurer and thus decided to keep the EGM on Thursday 26th November. We will not be including the ratification of the constitution in this general meeting. We wish to hold the EGM at the Scout Hut by the church in 44th Sketty.
-  The issue of appointing a returning officer was discussed. Our first choice, as with June's EGM, is the Student Union's Societies and Services Officer – Raechel Matthey. Claire will approach her in the following week regarding this.
-  The single transferable voting system is to be used once more in this election, but we shall not be permitting postal voting as we believe that most members will be able to attend.
-  We realise there is approximately three weeks until the EGM, thus we will open nominations as soon as possible and close them one week before the EGM (Thursday 19th November).

4 FRESHERS CAMP

-  Once more we have received a complaint from a member regarding parts of Fresher's Camp.
-  One complaint involved the seemingly unorganised nature of the planning of the camp. We do not see that the camp was poorly planned, but we acknowledge that it was later announced than we would have liked although this was purely due to problems with confirmation of the minibus. Jason was absolved of any blame as he was seen organising the minibus and had been waiting for Raechel to confirm.
-  A second complaint came from the 'mini committee meeting' that happened on the Friday night. It was agreed that it was far from ideal for Claire, Jason and Shaun to discuss the finances at an event. Jason needed to discuss certain issues regarding the society's finances with Claire particularly with him standing down. Claire felt that the timing over the weekend that it happened was fair as members had soup and were joining in with banter before silly games were to start. It was agreed that any issues that need discussing as a committee will not happen at events again.
-  A third complaint has been received regarding value for money. This was resoundingly rejected by the committee as this was the cheapest camp that we have held for at least three years, thanks to SU funding. It would not have been possible to reduce the camp cost without cutting down on the essentials. If members were to get involved in all the activities we put in place then they would all get value for money.
-  Bex had a complaint about the treatment of Derek over camp with him being hanged and bashed about on the Saturday. Tom and Shaun were two of the main instigators whilst Claire stood by and filmed it.
-  We shall be making it clear that if members have problems with the way an event is run they should tell us immediately as we can attempt to solve arising issues.

5 ATMOSPHERE OF THE SOCIETY

-  One member has mentioned the feeling of a negative atmosphere in the society recently with private talk going on between certain members of the society. We cannot stop people thinking what they want about the society, or even us as a committee, we can only ensure that all members feel as included as possible.
-  There are issues, suggestions and ongoing processes that have been leaked to members. This is not necessarily the fault of anyone on the committee but we should be conscious of this. To prevent this from happening, we must ensure we all sign out from the SSWIGS email account after use and only release information officially. This should not prevent us from being as open as possible.
-  Claire has been asking members whether they feel that the atmosphere is unwelcoming and has received no negative responses. Shaun noted that there are unfortunately factions within the society but as members are close friends there is not a great deal we can do about that. Tom mentioned that there was a member whose general persona at a recent point could well have made new members feel incredibly unwelcome.

 The committee agreed that we are incredibly committed to the continuous improvement of the society and this can be done by ensuring all members, new and old are included and made to feel welcome, although it is possible to please “all of the people some of the time and some of the people all of the time but you cannot please all of the people all of the time” (Abraham Lincoln).

6 DEREK

6.1 There have been conflicting suggestions about Derek's attire he has recently been wearing. Some members wish that he should just be wearing his necker, whilst others wish to add more items to his wardrobe.

6.2 The committee do not see a problem with him having different items of clothing, particularly for fancy dress, although he does not need to be too cluttered with stuff.

7 RALLY

7.1 We have 17 members coming on rally of which 12 will be in the bus and 4 in Dawn's car. Jenny has alternative arrangements due to no longer being in Swansea. Tom made it clear that he was not going.

7.2 We have Rich and Kate to drive the bus (for which they will swap several times over each journey).

7.3 The kit can come on the bus but as the bus is not going to get there until late (Shaun pointed out he cannot leave Swansea until 6) we shall ask Dawn and her passengers whether they would start to set up the tents for the rest as the car will be leaving much earlier.

7.4 Claire mentioned that she is sorting out the minibus forms and attempting to gain funding for us.

7.5 We have had a couple of ideas for rally costumes.


- Dawn has suggested going as contraceptives. Committee are not sure how this will work. Shaun said that he was uncomfortable with the idea and concerned that other members may not be too keen on the idea.
- Bex suggested going as sniffer dogs and their trainers. This we feel would also be unique and should not be too hard to manufacture.
- The social on Thursday 12th November shall be rally costume making.

8 SOCIALS


8.1 The social programme for the remainder of the term was amended


8.2 Thursday 5th November

 Shall be watching the fireworks at St. Helens Rugby Ground from the beach


 We shall not be constructing a bonfire as we believe with the amount of people around it could get dangerous


 We shall meet outside the Bryn Road Scout Headquarters at 19:30


 Once the fireworks have finished we shall end up in the pub

 Bex will be sending email to notify members

8.3 Friday 6th November


 We have been invited to join Cardiff SSAGS at Playzone this Friday. Although we have not had any confirmation of this thus Bex will email them.


 Information regarding this must be put into this week's social email. The cost per person will be £8.50.

 We will not have the minibus for this event as it would be too expensive. Raechel has suggested that the cheapest option would be to hire 7 seater taxis to ferry people across and back.

8.4 Thursday 12th November


 This is rally costume night as per above.

 Shall also be conducting some silly games and a quiz.

 We hope to be doing some woggle making as well.


8.5 Thursday 19th November


 We shall be going to Winter Wonderland outside the Waterfront Museum.

 This is a few weeks away from Christmas but there is no other place in the programme for this to happen.

8.6 Thursday 26th November


 This is the EGM night as per above.

 We hope to use 44th Sketty Scout Hut for the EGM but need to speak to Rich about booking it.


 Upon the conclusion of the EGM, we shall then be doing some backwoods (that's not backwards) cooking. A list of things to make was constructed including: Readymade cake mix in oranges, bananas with chocolate, sausages and hot drinks.


8.7 Thursday 3rd December

 This is the provisional date for the Christmas Ball arranged by the hiking society

 Details need to be sent to members so that they can arrange to get dresses/tuxedos for the event. This will go out in an edition of SSWIGS News

8.8 Thursday 10th December

 As the last meeting before Christmas we shall be having a mince pies and mulled wine evening

 Shall also be some Christmas crafts

 Want a relaxed meeting before Christmas

8.9 Aude has suggested a cocktail evening. Although we won't be conducting such an event this term, it is an idea for next terms social calendar.

8.10 We have been emailed about helping out with Community Work in Brynmill Park. We will contact them with regards to perhaps being able to help at a weekend. If they would rather a weekday, then a Wednesday afternoon would be best possible time as most members will not be in university.

8.11 On Saturday 28th November we have the opportunity to help out at the Gower Heritage Centre.

8.12 A member has suggested holding more than one social a week perhaps at weekends. The committee were in agreement that we could not afford the time for the organisation and implementation of two socials a week on a regular basis, although there will be the occasional week with two events.

9 A.O.B

9.1 Ireland

Shaun stated that only four members (himself, Claire, Bex and Suzie) have confirmed their intention to come to Ireland. The initial deadline passed on Friday but Shaun said he will start to poke people this week regarding whether they will be coming or not. If there are not a suitable number of people confirmed after rally then he will unfortunately have to cancel the trip.

10 CLOSE

10.1 Meeting closed by Claire at 22:36

10.2 Next meeting shall take place before the end of term. Date and location to be confirmed nearer the time.

Minutes Proposed By:

Seconded By:

Shaun Harris (Secretary)

Claire Mollart (President)