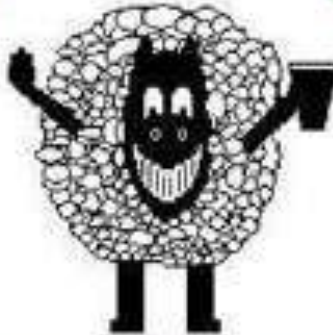




SSWIGS



Students Of Swansea
In Guides & Scouts

**THE CONSTITUTION FOR
STUDENTS OF SWANSEA
IN GUIDES & SCOUTS
(JANUARY 2010)**

CONTENTS

SECTION	CONTENT	PAGE
1	Purpose	2
	SECTION A: THE SOCIETY	2
2	Name, Insignia and Mascot	2
3	Aims and Objectives	2
	SECTION B: AFFILIATIONS, MEMBERSHIP AND SUBSCRIPTIONS	3
4	Affiliations	3
5	Membership	3
6	Disclosure Checks	4
7	Subscription Fees	4
	SECTION C: FORMAL STRUCTURE OF "THE SOCIETY"	5
8	The Executive Committee	5
9	Additional Representatives and Supplementary Committees	5
	SECTION D: ELECTIONS	7
10	Returning Officer	7
11	Eligibility of Candidates	7
12	Election Applications and Nominations	8
13	Voting in Elections	8
14	Announcement of Results	10
15	Handover	10
	SECTION E: MEETINGS OF THE SOCIETY	11
16	General Meetings	11
17	Executive Committee Meetings	11
	SECTION F: MISCELLANY	12
18	Financial Provisions	12
19	Publicity and Promotion	12
20	Uniform, Kit, Merchandise and Assets	12
21	Amendments	13
APPENDIX A	Policy Motions	14
APPENDIX B	Motions of No Confidence	15
APPENDIX C	Timeline of Required Actions for Elections	16
APPENDIX D	Annual General Meeting Announcement Statement	17
APPENDIX E	Returning Officer Declaration	18
APPENDIX F	Executive Committee Agreement	19

1. PURPOSE

- 1.1. This document sets out the structure for the governance of Students of Swansea in Guides and Scouts (SSWIGS), referred to in this document as “the Society”.
- 1.2. The document has been prepared in accordance with the Swansea University Students’ Union (SUSU) based on the SUSU Societies Constitution; and is compatible with the Student Scout and Guide Organisation (SSAGO) constitution.

SECTION A: THE SOCIETY

2. NAME, INSIGNIA AND MASCOT

- 2.1. “The Society” shall be called “Students of Swansea in Guides and Scouts”, and shall be abbreviated to SSWIGS, and be referred to by no other title. For all bar formal purposes, “the Society” shall be referred to as SSWIGS.
- 2.2. “The Society” shall use the “Derek Logo” as its official logo. This shall be referred to as the “SSWIGS logo”
- 2.3. The “SSWIGS Logo” shall be used on all correspondence and merchandise. The “SSWIGS Logo” with SSWIGS in capital letters above or underneath and/or shall have the words “Students of Swansea in Guides and Scouts” underneath. The “SSWIGS Logo” may be used by all members of “the Society”.
- 2.4. The official colours of SSWIGS shall be bottle green, black and white. These shall be represented on the SSWIGS neckerchief, as viewed from the rear, as right half black and left half green, both with white trim.
- 2.5. The SSWIGS Executive Committee shall be responsible for ensuring that the SSWIGS logo is used appropriately and in accordance to “the Society’s” wishes. Members are able to use the SSWIGS logo provided that the SSWIGS Executive Committee has no reservations about its use.
- 2.6. SSWIGS shall have a mascot represented by a sheep. The name of the mascot shall be “SSWIGS Derek”. The mascot shall be more commonly known as simply “Derek”. Derek will be classified as a kidnappable mascot under the SSAGO Policy Document, “SSAGO Mascot Kidnapping”.

3. AIMS AND OBJECTIVES

- 3.1. “The Society” shall pursue the fulfilment of the aims and objectives of Student Scout and Guide Clubs as set out in the SSAGO constitution:
 - 3.1.1. To provide a social framework for members to exchange ideas and maintain, renew, or acquire an interest in the principles of Scouting and Guiding
 - 3.1.2. To assist the local Scout and Guide community and where possible to provide links for those members wishing to assist with units.
 - 3.1.3. To create a wider understanding of the roles of The Scout Association and Girlguiding UK among fellow students by the dissemination of information and where possible by example.
- 3.2. To provide a forum for discussion about matters which affect all members of “The Society”, full and associate, and to be a channel of communication to and from the headquarters of The Scout Association and Girlguiding UK.
- 3.3. To encourage the organising of events that the Membership require or request.
- 3.4. To liaise with other organisations whose aims and objectives are sympathetic to those of SSWIGS.
- 3.5. To promote the involvement of “the Society’s” members within the local community.
- 3.6. To ensure “the Society” has a warm, friendly and inviting atmosphere and that the Membership has fun!

SECTION B: AFFILIATIONS, MEMBERSHIP AND SUBSCRIPTIONS

4. AFFILIATIONS

- 4.1. "The Society" shall be an affiliated Society under the Constitution of the SUSU.
- 4.2. "The Society" shall be affiliated to SSAGO, providing such affiliation is approved by the SSAGO Executive Committee. This is in line with the aims of "the Society".
 - 4.2.1. The SSWIGS Executive Committee is responsible for the completion of all relevant forms, for the SUSU and SSAGO, and the submission of subscription fees for affiliation to SSAGO.
 - 4.2.2. Members who have attended two or more meetings, or shall be attending a SSAGO event as a member of SSWIGS shall be made members of SSAGO. Subscription fees for each of these members must be paid by "the Society" to SSAGO.
- 4.3. "The Society" may affiliate to any other external organisation as it sees fit providing it is in line with the aims of "the Society". Any affiliation must be passed by a majority vote at a general meeting of "the Society" and have authorisation from both the SUSU and SSAGO.

5. MEMBERSHIP

- 5.1. Members of SSWIGS shall be classified as:
 - 5.1.1. Full Members: Full membership is open to any registered student, undergraduate or postgraduate, currently studying at Swansea University, upon payment of the subscription fee as set by the "Executive Committee" and agreed by the membership. All full members of "the Society" will be "Student Members" under the SSAGO Constitution.
 - 5.1.2. Associate Members: Associate membership is open to individuals with a close connection with Swansea University upon an affirmative vote of the society committee, and upon payment of a subscription fee. Associate members may be individuals who have graduated from Swansea University, registered students currently studying at the Swansea Metropolitan University or considered by the SSWIGS Executive Committee to have any other connection to Swansea University. Associate members shall not have the privilege of voting in Society meetings, to hold office within "the Society", or to nominate and vote in elections. Associate members are permitted to speak in general meetings of "the Society". Any privileges open to full members (e.g. discounted prices for events etc) are not open to associate members. Associate members of SSWIGS shall be classified as either "Student Members" or "non-Student Members" of SSAGO in accordance the SSAGO Constitution.
 - 5.1.3. There shall be no honorary members of "the Society".
- 5.2. Where there is a change in a "non-Student Member's" circumstance, as defined by the SSAGO Constitution 2009 under Section 3.2., the Secretary of "the Society" must notify the SSAGO Members' Officer in writing.
- 5.3. Membership to "the Society" of any individual shall be considered lapsed should the subscription fee not be paid before December 31st of any given year.
- 5.4. The SSWIGS Executive Committee shall have the power to expel or terminate the membership to "the Society" of full or associate members for misconduct or behaviour of a nature opposed to the objectives of "the Society" and the SUSU.
- 5.5. The membership at a general meeting shall have the power to make such rules and regulations pertaining to the conduct of the members of "the Society" as it shall from time to time deem necessary.
- 5.6. The SSWIGS Executive Committee is responsible for responsibly holding members details, including the details of emergency contacts.

5.6.1. This information shall only be shared with the SUSU, SSAGO and the home contact for nights away. It may be shared with other organisations if required for an activity, although members must be informed before details are given as to whom the information is being shared with and give their permission for the information to be shared.

5.6.2. All personal details pertaining to members shall be removed and destroyed by “the Society” at the end each individual’s membership within SSAGO.

6. DISCLOSURE CHECKS

6.1. Membership for any individual joining “the Society” is conditional on completing a Criminal Records Bureau (CRB) check through SSAGO following the procedure outlined in the guidelines for Student Scout and Guide Clubs produced by SSAGO. A failure of this CRB check that would result in a bar of membership to the Scout Association is automatically a bar to membership of SSWIGS.

6.2. Members of The Scout Association and/or Girlguiding UK who have previously been CRB, Disclosure Scotland (DS) or Access Northern Ireland (AccessNI) checked are required to undertake a new CRB check upon joining SSWIGS as stipulated in clause 7.1. Any CRB applied for through SSAGO does not apply to assisting in the local community.

6.3. Members of SSWIGS who are under the age of 18 are not required to complete a CRB check. However the CRB check must be completed upon the member’s 18th birthday.

7. SUBSCRIPTION FEES

7.1. Subscription fees are payable annually by all members.

7.2. The subscription fee shall consist of two components:

7.2.1. The fee to be paid to SSWIGS for the individual member’s subscription to “the Society”. This is set at £3 for Swansea University students and £4 for associate students. Any changes to this component of the subscription must be ratified by “the Society” at a SSWIGS General Meeting.

7.2.2. The fee to be paid to SSAGO for the individual member’s subscription to “the organisation”. Any nominal change in this value shall result in an automatic and equal change in the subscription fee charged by SSWIGS. The membership shall be informed of such changes but no resolution or General Meeting of “the Society” shall be required.

7.3. Any member who does not pay their subscription fees to SSWIGS before December 31st shall have their membership terminated.

SECTION C: FORMAL STRUCTURE OF “THE SOCIETY”

8. THE EXECUTIVE COMMITTEE

- 8.1.** The entire administration and management of “the Society” in accordance with Student Union rules and regulations shall be the responsibility of the SSWIGS Executive Committee.
- 8.2.** The SSWIGS Executive Committee shall be a means of communication between the membership and outside organisations, the SUSU, SSAGO, the Scout Association and Girlguiding UK
- 8.3.** The SSWIGS Executive Committee must consist of the following five positions: President, Secretary, Treasurer, Social Secretary and Publicity Officer. The foremost three positions must exist in accordance with SUSU Society rules.
- 8.4.** By accepting a position on the SSWIGS Executive Committee, the respective member shall have read and understood this constitution for SSWIGS and the rules and regulations as set out by the SUSU in the Societies Handbook and agrees to abide by all conditions and clauses.
- 8.5.** Elections for the SSWIGS Executive Committee are to be held annually and in accordance to the guidelines set out under Section D of this constitution.
- 8.6.** A term of office will last for 12 months when elected at an AGM or until the subsequent AGM when elected at an EGM.
- 8.7.** Any Executive Committee Member may be removed from their appointment by the following means:
 - 8.7.1.** Resignation by giving written notice to the Executive Committee, after which a cooling off period of 14 days must be observed before any action can be taken to fill the position. During this time the remainder of the committee shall resolve to fulfil the roles until the position has been filled. The resigned committee member may stay in the position until a successor is elected, should they wish. After the cooling off period has lapsed, the position may be filled by following the relevant conditions under Section D of this constitution;
 - 8.7.2.** Motion of “No Confidence” subject to Appendix B: Motions of No Confidence

9. ADDITIONAL REPRESENTATIVES AND SUPPLEMENTARY COMMITTEES

- 9.1.** Supplementary committees (such as in the event of Swansea hosting a SSAGO event) and additional positions (such as associate representative or quartermaster) may be created at the discretion of the SSWIGS Executive Committee or upon vote by membership at a General Meeting of “the Society”.
 - 9.1.1.** Supplementary committees may be disbanded upon vote by membership at a General Meeting of “the Society”
 - 9.1.2.** Additional positions may be removed at the discretion of the SSWIGS Executive Committee or upon vote by membership at a General Meeting of “the Society”.
- 9.2.** All members in positions supplementary to the SSWIGS Executive Committee will be elected by a show of hands at a Society general meeting with the successful candidate gaining a simple majority of votes.
- 9.3.** Members of the SSWIGS Executive Committee are permitted to stand for election to supplementary positions in conjunction with their role on the Executive Committee.
- 9.4.** A representative from supplementary committees and all additional representatives shall be invited to meetings of the SSWIGS Executive Committee where considered necessary. They shall only be allowed to comment on issues that affect their role and shall not be permitted to vote on any items or issues raised in the meeting.
- 9.5.** The SSWIGS Executive Committee may co-opt a maximum of two members onto the Executive committee upon a majority vote of the SSWIGS Executive Committee

- 9.5.1. Any co-opted member must comply with the Executive Committee eligibility rules under Section D: Chapter 11 of this constitution;
- 9.5.2. The membership shall be notified of co-opted members fourteen days before a member takes office. If an objection is raised then a general meeting shall take place where the membership may vote on the decision to co-opt the member. A simple majority, by show of hands, shall be considered sufficient support for a member to be co-opted;
- 9.5.3. If an individual is co-opted onto the SSWIGS Executive Committee, their role must be clearly defined and circulated to the members.

SECTION D: ELECTIONS

10. RETURNING OFFICER

- 10.1. The outgoing "Executive Committee" will appoint a Returning Officer for any "Executive Committee" election process culminating in a General Meeting of "the Society" taking place.
- 10.2. The Returning Officer should be an individual external to "the Society" in order to prevent a conflict of interest arising. A representative from the Swansea University Students' Union, The Scout Association or Girlguiding UK will be considered suitable.
- 10.3. If no suitable individual satisfying condition 10.2 can be found/are unable to attend the AGM, then the "Executive Committee" is permitted to appoint a member from the outgoing "Executive Committee" to undertake the role of Returning Officer. They will thus forego their right to vote and to participate as a candidate for any position in the respective election.
- 10.4. If no suitable individual satisfying condition 10.3 can be found/are unable to attend the AGM then the "Executive Committee" is permitted to appoint a suitable member of the society to fulfil the role. Ideally this individual should have little association with "the Society" for the forthcoming year. Where applicable, they will forego their right to vote and to participate as a candidate for any position in the respective election.
- 10.5. Under no circumstances is the outgoing President permitted to undertake the role of Returning Officer.
- 10.6. The Returning Officer must agree to and sign the Returning Officer Declaration Form outlining their duties and responsibilities, and setting out their expected conduct.

11. ELIGIBILITY OF CANDIDATES

- 11.1. All candidates standing for positions on the "Executive Committee" must be full members of "the Society", both at the time of standing and for their full term in office.
- 11.2. Under no circumstances will an associate member be permitted to stand as a candidate for the "Executive Committee". This does not apply to other elections that may be held for supplementary committees (i.e. in the event of Swansea being host to a SSAGO event) or for additional representatives.
- 11.3. An individual holding a position on the national SSAGO Executive Committee is not permitted to stand for election to any position on the SSWIGS Executive Committee, unless clauses 11.3.1, 11.3.2 and 11.3.3 are upheld.
 - 11.3.1. Should a member of the SSWIGS Executive Committee become elected onto the national SSAGO Executive Committee at a SSAGO AGM they may complete their term in office but cannot stand for a position on the SSWIGS Executive Committee for the following year;
 - 11.3.2. Should a member of the SSWIGS Executive Committee become elected onto the national SSAGO Executive Committee at a SSAGO EGM they must relinquish their duties of the SSWIGS Executive Committee at the soonest convenient date. The remainder of the SSWIGS Executive Committee must resolve to either fulfil the duties of the position for the duration of the term of office or to arrange an EGM for the appointment of a new member to fulfil the position.
 - 11.3.3. Should a member be standing down from the SSAGO Executive Committee, they shall be permitted to stand for a position on the SSWIGS Executive Committee for the forthcoming year.

12. ELECTION APPLICATIONS AND NOMINATIONS

- 12.1.** The application period for “Executive Committee” positions shall be opened by the Returning Officer at least 28 days before the AGM and shall be open for a minimum of 14 days. Any application received outside of this timeframe will not be accepted, under any circumstances, by the Returning Officer.
- 12.2.** Only full members of “the Society” are permitted to be nominated for an “Executive Committee” position. Associate members are not permitted to be nominated for any “Executive Committee” positions. This does not apply to any elections for supplementary committees such as in the event of hosting a SSAGO event or additional representative positions that may be formed.
- 12.3.** No member is allowed to stand as a candidate for anymore than one position on the “Executive Committee” in the same election. This condition is relaxed for re-opened nominations under condition 13.10. Where more than one application from the same individual is received the Returning Officer must withdraw all applications from such individuals.
- 12.4.** Each candidate requires two members to support their application; one to nominate and one to second the application. Only full members are permitted to nominate or second any other full member. Associate members are not permitted to nominate nor second a candidature. Nominators and seconders must be prepared to provide a short verbal statement at the AGM as to why the candidate is suitable for election to this role.
- 12.5.** There is no limit on the nominations a member is permitted to make providing that they give no more than one nomination per position i.e. members are not permitted to nominate more than one candidate for the same role.
- 12.6.** Applications (nominations and manifestos) should be kept between the candidate, nominator and seconder until they are officially announced by the Returning Officer.
- 12.7.** Each candidate is invited and encouraged to write a short statement or manifesto to accompany their application, setting out their aims and objectives for the year within that role and why they are suited for that role. All nominations and manifestos will be made available by the Returning Officer to the Membership upon the closing of the application period.
- 12.8.** All applications (manifestos and nominations) must be sent to the Returning Officer, for which an appropriate address will be provided upon the opening of the application period.
- 12.9.** Each candidate must be prepared to answer questions from the floor of the AGM. Questions may be asked by any member of “the Society”.
- 12.10.** Where there are no applications received by the Returning Officer for a role, nominations will be re-opened to the floor at the general meeting after the results from the elections are announced. Any full members fulfilling 12.2 are eligible to stand for re-opened positions, including previously unsuccessful candidates from all positions. Any candidates for re-opened positions will not have to provide a manifesto but will be subject to questioning from the floor under clause 13.9.
- 12.11.** Any candidate who is considered to have not followed the rules and regulations of the nomination procedure or the election procedure as a whole may have their application annulled by the Returning Officer.

13. VOTING IN ELECTIONS

- 13.1.** All full members of “the Society” are entitled to one vote per “Executive Committee” position. Associate members of “the Society” are not entitled to vote in elections for the “Executive Committee”. This does not affect their eligibility for voting for supplementary committees (i.e. in the event of Swansea being host for a SSAGO event) and in SSAGO elections.
- 13.2.** Voting will take place by secret ballot conducted in the written form.
- 13.3.** Under no circumstances shall voting by proxy be permitted.
- 13.4.** Postal voting will be permitted in all elections for Executive Committee positions:

- 13.4.1.**The option for postal voting will be notified to members upon the announcement of the AGM.
- 13.4.2.**Any full member of “the Society” wishing to vote by post must submit their request to the Returning Officer no fewer than 7 days before the general meeting. The Returning Officer must submit a list of those who have requested postal voting to the outgoing “Executive Committee” at the general meeting.
- 13.4.3.**Ballot papers must be submitted by the Returning Officer to those requesting postal voting no fewer than 7 days before the general meeting, each with an individual reference number, known solely to the Returning Officer. Ballot papers should subsequently be completed and returned to the Returning Officer no fewer than 48 hours before the general meeting. Any postal votes submitted outside of this time frame shall be null and void.
- 13.4.4.**Requesting a postal vote automatically restricts a member from voting in the elections at the general meeting despite whether they have submitted their postal vote, however, this does not restrict the eligibility of the member to attend and participate at the general meeting. It is the responsibility of the individuals of the outgoing “Executive Committee” along with the Returning Officer that no “double-voting” occurs.
- 13.4.5.**Standing candidates are permitted to apply to vote by post.
- 13.5.** Counting will be conducted by the returning officer and one other individual who shall be announced to the floor of the general meeting before voting takes place. Postal votes will be opened and counted at the same time as votes placed at the general meeting.
- 13.6.** There are no restrictions on candidates voting for themselves.
- 13.7.** Separate ballot slips shall be used for each position voted on
- 13.8.** Each ballot paper must contain options for re-opening nominations (RON) and for abstaining, along with the candidate options.
- 13.9.** The Transferable Voting System shall be used in all “Executive Committee” elections:
- 13.9.1.**Each voting member will be asked to indicate their first and second preferences for each Executive Committee position.
- 13.9.2.**When abstain is a first preference, no second preference can be indicated;
- 13.9.3.**When RON is a first preference any second preference may be indicated;
- 13.9.4.**In the event of a tie, the first choice votes for the candidates not involved in the tie are discarded and the second choices of these discarded votes that apply to the tied candidates are then distributed to the tied candidates.
- 13.10.** In the event of a tie after first choice votes are discarded and second choice votes are distributed the President shall have the deciding vote for all positions they are not standing for. For any position the President is standing for, the deciding vote shall pass to the next SSWIGS Executive Committee Member in hierarchical order (who isn’t involved in the election for that position).
- 13.10.1.** The deciding voter shall rank their preferences for each position on each respective ballot paper which shall be held in a sealed envelope by the Returning Officer and will not be opened unless required. If the deciding vote is not required, the Returning Officer is responsible for destroying this ballot paper, unopened. Due to holding such privileges, the deciding voter foregoes any right to initially vote in the election for each respective position. This does not affect their right to stand as a candidate for any role providing conditions under Section D: Chapter 11 are upheld.
- 13.11.** In the event of RON gaining an overall majority of votes or no applications for a position are received, nominations will be re-opened at the AGM to the floor. Unsuccessful candidates who applied for the position in question or any other position are not restricted from standing. Candidates from the floor must be nominated and seconded under Section D: Chapter 12 and must adhere to all conditions under Section D: Chapter 11. There shall not be the option to re-open nominations once more in re-opened elections

14. ANNOUNCEMENT OF RESULTS

- 14.1. The results of the elections for the “Executive Committee” will be declared by the Returning Officer during the general meeting. There must be an attempt to ensure all “Executive Committee” positions are filled upon the conclusion of the General Meeting.
 - 14.1.1.If no member is willing to stand for the positions of President, Secretary or Treasurer, a subsequent general meeting must be called at the soonest convenient date in order for the position to be filled.
 - 14.1.2.If no member is willing to stand for the positions of Social Secretary or Publicity Officer the remainder of the Executive Committee can resolve to fulfil the duties entailed in these roles. This must be agreed by a majority vote of full members of “the Society”.
- 14.2. Where RON has been the option chosen by “the Society” for any position, this should be announced along with the other results prior to nominations being re-opened and the election for that position being re-run.
- 14.3. In the result of a tie, the Returning Officer must announce that a tie has occurred, naming the candidates involved, before declaring the winner from the deciding vote as per condition 13.10.
- 14.4. Upon the declaration of the election results any member present at the general meeting is permitted to request a recount for one or all positions. Each member is allowed one recount request per “Executive Committee” position. Recounts may be requested by different members until the same result is declared twice in a row.

15. HANDOVER

- 15.1. The handover process will be completed when the outgoing “Executive Committee” relinquishes, and the newly elected “Executive Committee” assumes, complete and full responsibility for the governing and day to day running of “the Society”.
- 15.2. “The Society” must be informed at the AGM the proposed date for completion of the handover procedure. This shall be proposed by the outgoing “Executive Committee”.
- 15.3. The handover process must not take place before the conclusion of Easter Camp, providing such an event takes place, and it must be complete by June 1st on any given year. This period may be extended, if approved by the Swansea University’s Student Union, given the Swansea University examination period spans this timeframe.
- 15.4. It is the responsibility of the outgoing “Executive Committee” members to ensure that their successors are fully acquainted with their role, and the tasks and responsibilities each role entails. The outgoing “Executive Committee” members must also make themselves available to the successors, being prepared to assist the successors in their role up to the summer break.
- 15.5. It is the responsibility of the newly elected President to ensure that all handover documents are appropriately completed and submitted to the SUSU.

SECTION E: MEETINGS OF THE SOCIETY

16. GENERAL MEETINGS

- 16.1. General meetings must be called to resolve any governance issues within “the Society”, to approve or reject any resolutions or to elect members to the Executive or Supplementary Committees or as additional representatives for “the Society”.
- 16.2. SSWIGS shall hold a general meeting no less than once per academic year (AGM)
 - 16.2.1. The SSWIGS AGM must be held after the SSAGO AGM but in the same academic year
- 16.3. The “Executive Committee” must announce a general meeting no less than 28 days prior to the general meeting being held, detailing dates, location, time and where applicable, the election procedure.
- 16.4. The SSWIGS Executive Committee shall arrange Extra-Ordinary General Meetings (EGM’s) of “the Society” when necessary or required. These may be arranged to fill casual vacancies of positions on committees of “the Society”, resolutions to changes in SSWIGS policy documents or any other reason deemed to require an EGM.
- 16.5. The Secretary must provide an agenda for each general meeting of “the Society” and distribute it to all those invited to attend no less than 24 hours prior to the general meeting taking place. Any member of “the Society” may submit agenda items in writing to the Secretary at least 48 hours before the meeting is due.
- 16.6. All full and associate members, representatives from the SUSU, SSAGO, The Scout Association and Girlguiding UK for West Glamorgan shall receive invitations of attendance to the general meeting with a copy of the agenda.
- 16.7. Elections for the “Executive Committee” shall take place at general meetings only.
- 16.8. The quorum of “the Society” is 10% of full membership to SSWIGS or 10 full members of “the Society”, whichever is the larger number. The quorum must be present at any General Meeting in order to validate any elections and resolutions. If the quorum at any SSWIGS General Meeting is not met, the meeting shall be postponed and reconvened at another date.
- 16.9. The Society’s full membership in a Society General meeting shall have the power to overrule any decision of the Executive Committee by a majority vote of those members present at a General Meeting.
- 16.10. Minutes of the AGM must be taken by the outgoing Secretary who shall distribute these to all invited individuals once they are finalised, within 14 days of the AGM taking place. They will then be put forward for approval by “the Society” at the subsequent General Meeting.

17. EXECUTIVE COMMITTEE MEETINGS

- 17.1. The SSWIGS Executive Committee is obliged to meet at least three times a year and once per academic term, with the quorum being three members. Additional meetings of the SSWIGS Executive Committee can be convened by the President on an ad hoc basis.
- 17.2. Meetings of the SSWIGS Executive Committee may be called by any two members of the SSWIGS Executive Committee or by the President alone;
- 17.3. The Secretary must distribute an agenda for the meeting at least 24 hours prior to a meeting taking place;
- 17.4. Any member of “the Society” may submit agenda items for such meetings but are not permitted to attend the meeting unless specifically asked by the President;
- 17.5. Minutes of the SSWIGS Executive Committee meetings should be made available to those invited to attend within two weeks of the meeting taking place. Once approved by those who attended the meeting, minutes must then be made available for the members.

SECTION F: MISCELLANY

18. FINANCIAL PROVISIONS

- 18.1. The Treasurer shall present a financial report at every SSWIGS Executive Committee and SSWIGS General Meeting, outlining the current status of all accounts held in the name of SSWIGS. At an annual general meeting, the accounts must be proposed and seconded by two separate members of “the Society” as an accurate record of “the Society’s” financial status.
- 18.2. The Treasurer, in conjunction with the SSWIGS Executive Committee, shall monitor and authorise the payment of expenses to individuals who have incurred expense through activities related to SSWIGS, on receipt of a valid claim, as determined by the SSWIGS Executive Committee;
- 18.3. All purchases of goods and services for use by “the Society” must receive prior consent by the SUSU Societies and Services Officer. The SUSU cannot be expected to reimburse any expenses incurred without this consent;
- 18.4. “The Society” shall have two accounts, both held by the SUSU, the private account, for funds raised by “the Society”, and the grant account, for funds awarded to “the Society” by the SUSU;
- 18.5. The accounts shall be available for inspection by any member of “the Society” at general meetings or by mutual agreement between said member and the SSWIGS Executive Committee between general meetings;
- 18.6. The accounts shall be audited on an annual basis by an impartial individual on behalf of the membership. An individual from the Scout Association or Girlguiding UK would generally be considered suitable. The SUSU Societies and Services Officer or a member of the SUSU Finance Department would not be considered suitable;
- 18.7. The membership of “the Society” will not be liable for debts contracted by Executive Committee members or by any persons purporting to act on behalf of “the Society”, unless such person has the authorisation of the Executive Committee in contracting such debt.

19. PUBLICITY AND PROMOTION

- 19.1. All members on the Executive Committee shall have use of “The Society’s” email account, swanseasswigs@yahoo.co.uk, to communicate with the rest of the Executive Committee, the membership or external individuals and organisations.
- 19.2. “The Society” shall have a website with the address www.sswigs.org.uk. This shall be used to inform current members, prospective members and other individuals or organisations about “the Society”, past and future events and any other relevant information;
- 19.3. “The Society” can make use of a SUSU notice board to inform members or to publicise events. This should be updated on a regular basis and made bilingual where possible;
- 19.4. All posters must be made bilingual (English and Welsh) in line with SUSU Policy. “The Society” may make use of the SUSU Welsh translators to ensure this is adhered to;
- 19.5. “The Society” may accept donations and sponsorship from business or industry. This may be in a general form for “the Society” as a whole or for specific activities or events. Any sponsorship agreements must be authorised by the SUSU;
- 19.6. Photographs and names of members may be published on “the Society’s” website although every member has the right to have their details removed upon informing the Executive Committee;
- 19.7. All other rules and regulations as detailed in Section 9 of the SUSU Society’s Handbook must be adhered to.

20. UNIFORM, KIT, MERCHANDISE AND ASSETS

- 20.1. “The Society” shall have no full uniform, but shall make garments of kit available for purchase each year by all members.
- 20.2. It shall be strongly encouraged, although not compulsory, for all members to purchase a SSWIGS neckerchief.

20.3. The SSWIGS Executive Committee shall be responsible for the holding and maintenance of all assets belonging to “the Society”. This is inclusive of all tents, cookers and equipment from socials. An inventory listing all assets shall be compiled and reviewed on an annual basis;

20.3.1. The treasurer should make provisions for the purchasing of further assets;

20.3.2. Assets may be passed onto members for holding in-between events although the final responsibility for the care lies with the SSWIGS Executive Committee.

21. AMENDMENTS

21.1. Any amendments a member wishes to make to this document must submit a policy motion to the Secretary in accordance with all clauses under Appendix A: Policy Motions;

21.2. This Constitution may be adapted without resolution should any changes occur within the Constitutions of the SUSU, SUSU Society’s or SSAGO which are deemed by the Executive Committee to not have a significant influence on the SSWIGS Constitution. The membership will be informed of any such amendments;

21.3. Any approved amendments to this document at a general meeting of SSWIGS, will come into operation seven days following the conclusion of the general meeting.

APPENDIX A: POLICY MOTIONS

- A.1** Any member wishing to make a policy motion at the general meeting must hand the resolution, in writing, to the Secretary at least four clear days before the General Meeting. The motion must be seconded by at least one other member of “the Society”, full or associate. The Secretary is not restricted from submitting resolutions.
- A.2** All attendees at the general meeting will be presented with a copy of each motion submitted to the Secretary. The proposer of the resolution must provide a verbal statement at a general meeting as to why the resolution is required. All members are able to request a Point of Information (POI) or a Point of Clarification (POC) for a fuller understanding of the resolution. The proposer and/or seconder of the resolution must be prepared to respond to any questioning from the Membership.
- A.3** Amendments, removals or additions may be made to any resolution at the AGM. Any changes must be approved by “the Society”, conducted by a simple majority from a show of hands for approval or rejection.
- A.4** All resolutions shall be voted for approval or rejection by a show of hands from the floor of the general meeting. Only full members shall be permitted to vote on each resolution. Three options will be offered upon voting for a policy motion: approve, reject and abstain. The decision will be declared from a simple majority from non-abstention votes.
- A.5** If accepted, any policy motion will come into force after 7 days of the general meeting taking place.

APPENDIX B: MOTIONS OF NO CONFIDENCE

- B.1** A motion of no confidence may be used to remove any or all of the SSWIGS Executive Committee.
- B.2** A maximum of two votes of no confidence may be levied against the whole SSWIGS Executive Committee, or individual members of the SSWIGS Executive Committee. No more than one motion may be levied at the same meeting.
- B.3** A motion of no confidence may be initiated by any full member of “the Society”. A letter must be produced and submitted to the President or Secretary and must be countersigned by at least two other full members of “the Society”.
- B.4** In the event of the motion of no confidence being placed against the President or Secretary, the letter must not be sent to the concerned party.
- B.5** If a motion of no confidence is levied against whole committee, a letter must be produced and submitted to the SUSU Societies & Services Officer, countersigned by at least two other full members of “the Society”.
- B.6** Upon the issue of a motion of no confidence against any Executive Committee member or the Executive Committee as a whole, a general meeting of “the Society” must be called within 28 days of the motion being issued.
- B.7** The general meeting may only discuss the motion, until it has been resolved. Additional items may be on the agenda, but not discussed until the motion has been resolved.
- B.8** If the SSWIGS Executive Committee member against who the motion is being levied does not attend the meeting without good cause, they shall be deemed to have resigned.
- B.9** The meeting shall open with a presentation from a representative of the signatures outlining reasons for proposing the motion. An equal period of time will be given to the individual/s to whom the motion is being levied against to respond.
- B.10** A simple majority, as demonstrated by show of hands, is required for a motion of no confidence to succeed.
- B.11** Should the motion succeed, the position/s left unfilled must then be opened to the floor in accordance with the constitutional guidelines. The position/s must not be left unfilled upon the conclusion of the general meeting.

APPENDIX C: TIMELINE OF REQUIRED ACTIONS FOR ELECTIONS

TIME PRIOR TO AGM	ACTION REQUIRED	BY WHOM
January	<ul style="list-style-type: none"> – Date and location to be set for AGM – “Executive Committee” indicate their preference as to the individual to undertake the Returning Officer role – Potential Returning Officers approached. Role accepted by suitable individual – Returning Officer briefed on duties and responsibilities, signing the declaration form 	<ul style="list-style-type: none"> – Outgoing “Executive Committee” – Returning Officer
>28 days prior to AGM	<ul style="list-style-type: none"> – AGM and Returning Officer announced to the Membership – AGM, election procedure and postal voting procedure to be outlined to Membership 	<ul style="list-style-type: none"> – Outgoing “Executive Committee”
28 days prior to AGM	<ul style="list-style-type: none"> – Application period for “Executive Committee” positions to be opened for a minimum of 14 days – Candidates to find both a nominator and seconder and to write a manifesto before submitting application – Members may submit a request for a postal vote 	<ul style="list-style-type: none"> – Returning Officer – Candidates – Nominators/Seconders – Membership
>7 days prior to AGM	<ul style="list-style-type: none"> – Application period to be closed – Applications (nominations and manifestos) to be published to the Membership – Postal voting ballot slips must be sent to any members who have requested a postal vote – Returning Officer must record the names of any members who have been sent a postal vote 	<ul style="list-style-type: none"> – Returning Officer – Membership
>48 hours prior to AGM	<ul style="list-style-type: none"> – Postal voting closes 	<ul style="list-style-type: none"> – Returning Officer
At AGM	<ul style="list-style-type: none"> – Returning Officer must provide the outgoing SSWIGS Executive Committee with a record of all members who requested a postal vote (to ensure no double voting occurs). – Returning Officer should attend with print outs of any postal votes received – Question and answer session to candidates – Elections for the “Executive Committee” to take place – All votes to be counted (including postal votes) – Results to be announced – Handover date and procedure to be announced 	<ul style="list-style-type: none"> – Outgoing “Executive Committee” – Returning Officer – Candidates – Nominators/Seconders – Membership
Easter Camp	<ul style="list-style-type: none"> – Planned, organised and implemented by outgoing “Executive Committee” – Newly Elected “Executive Committee” to be prepared to help implement if required 	<ul style="list-style-type: none"> – Outgoing “Executive Committee” – Newly Elected “Executive Committee”
Pre-exam socials until end of term	<ul style="list-style-type: none"> – Handover meetings to take place between outgoing committee member and successor for each role – Newly elected “Executive Committee” assume full responsibility for “the Society”, with support from the outgoing “Executive Committee” if required 	<ul style="list-style-type: none"> – Outgoing “Executive Committee” – Newly Elected “Executive Committee”

APPENDIX D: ANNUAL GENERAL MEETING ANNOUNCEMENT STATEMENT



Dear all,

The SSWIGS Executive Committee would like to announce the details of the forthcoming Annual General Meeting for the academic year 20xx-xx, to be held on (DATE) at (TIME). The location shall be (PLACE). An agenda for the meeting is attached/will be sent nearer the time. The AGM shall be held in accordance to the guidelines set out in the SSWIGS Constitution, which can be found on the SSWIGS website (www.sswigs.org.uk). .

The elections for the Executive Committee for the forthcoming academic year, 20xx-xx, shall also be held at the AGM. These shall be held in accordance with the rules and regulations set out in the SSWIGS Constitution. The Returning Officer for the elections shall be (NAME & POSITION). Applications for the elections shall open on (DATE) and close on (DATE). Applications will be notified to the Society upon closure of the application period by the Returning Officer. Anybody wishing to stand should familiarise themselves with the SSWIGS Constitution and the rules and regulations of the election procedure. Failure to adhere to the rules may result in annulment of your application. Applications (nominations and manifestos) should be sent to the Returning Officer by email to (EMAIL ADDRESS). If you wish for more information of any specific role, contact the Executive Committee who will be more than happy to answer any queries.

Any full members of SSWIGS (current Swansea University students only) who wish to vote by post (e-mail) should request a postal ballot slip from the Returning Officer by (DATE). The Returning Officer will send out postal ballot slips once applications from candidates have been published. You should complete and return your postal ballot slip to the Returning Officer by (TIME & DATE), without making any unnecessary changes to the slip. Requesting a postal vote bars you from voting in the elections at the AGM, regardless of whether or not you submitted your postal vote. You are however, still welcome to attend and participate at the AGM.

For any points of information or clarification about the AGM or election procedure please consult Sections D and E of the SSWIGS Constitution. Any further questions, do not hesitate to make contact with the Executive Committee.

Kind Regards,

The Executive Committee 20xx-xx

APPENDIX E: RETURNING OFFICER DECLARATION



RETURNING OFFICER DECLARATION

Undertaking the role as Returning Officer for the SSWIGS Executive Committee Elections to be held on/...../....., I,, agree to abide by the conditions set out below in accordance with the Constitution for SSWIGS. My responsibilities within the role shall commence on/...../....., and shall terminate on/...../..... upon the conclusion of the General Meeting of “the Society”.

I understand that:

- I am responsible for overseeing the election process and for its good organisation and good conduct in line with the SSWIGS Constitution;
- Where applicable, I become ineligible to stand for any position on the SSWIGS Executive Committee upon taking up the role.
- I am responsible for opening the application period at least 28 days before the AGM and closing the application period after a minimum of 14 days;
- I am responsible for collecting applications (nominations and manifestos), and making them available to the membership upon the closure of the application period. I am prepared to annul any applications that do not adhere to the appropriate rules and regulations;
- I shall conduct the question and answer sessions to candidates at the General Meeting of “the Society”;
- I shall distribute and collect the ballot papers at both the General Meeting of “the Society” and where appropriate from postal votes. Once counted, and results announced and confirmed, I shall destroy all ballot papers;
- I shall oversee the counters and conduct the count;
- I shall announce the results of the Executive Committee elections and if necessary oversee the process for the elections of re-opened positions.

I have read and understood this disclosure statement, the SSWIGS Constitution and unreservedly agree to abide by all clauses and conditions. I am also aware the SSWIGS Executive Committee will be happy to help and assist where necessary

SIGNED..... PRINT NAME
DATE/...../.....

APPENDIX F: EXECUTIVE COMMITTEE AGREEMENT

We, as in the committee, agree to abide by the conditions set within and ensure that:

- Event forms (Risk Assessment, Budget Planners) are completed for every event and signed by the relevant SUSU staff at least two weeks in advance of the event.
- Each event will be placed on the Society Web Page.
- The details contained within this constitution are the truth as best as we know it.
- We will not agree to sponsorship deals without permission from SUSU.
- Membership lists are completed and handed in as new members join.
- All membership fees and event takings are handed in within 24 hours or as near to as possible to the SU Finance Office, and no monies are kept in petty cash.
- To the best of our abilities one representative will attend SUSU meetings as required.
- Members of the Executive Committee shall adhere to the SSWIGS Constitution

SIGNED BY:

POSITION	SIGNED	PRINT NAME	DATE
President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Social Secretary	_____	_____	_____
Publicity Officer	_____	_____	_____

ADDITIONAL POSITIONS

_____	_____	_____	_____
_____	_____	_____	_____