

OXFORD UNIVERSITY WALKING CLUB

MINUTES FOR THE TERMLY GENERAL MEETING OF MT 2010

Location	St. Aldates G&D's
Date	Thursday 2 nd December 2010
Time	Start: 7.00pm Finish: 8.45 pm
People Present	Joseph Delo, Jaya John John, Bernhard Elsner, Rob Siddaway, Juan Guan, Lucy Kelsall, Carina Brehony, Elizabeth Butler, Kathrina Franz, Alan Iwi, Kanishka Bhattacharya, Imogen Wade

1. APOLOGIES FOR ABSENCE

Christopher Thomas

2. READING OF THE PREVIOUS TGM MINUTES (MT10)

Printed copies of TT10 TGM Minutes distributed.

3. OBJECTIONS TO THE PREVIOUS MINUTES

- a) The date is wrong in the first table: TT10 TGM was not on 16/3/10 (that was no doubt leftover from the TGM in HT10).
- b) Under heading 2 (reading of previous minutes) it should be HT 2010 in brackets.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

None

5. OFFICERS' REPORTS

PRESIDENT

It seems to have been another successful term; quite a few folk signed up at Freshers' Fair and joined the club, and all the trips filled up.

The only major issue the committee has faced this term is severe under-representation; of a total 12 places on committee, four were vacant at the start of term and one place filled during it. As a result of this, the social calendar for this term has been rather sparse, and the local walks schedule not as

full as it could have been. Next term's committee, and/or committees of the future, finding themselves under-represented shall have to direct their efforts to energising the club's membership to get more involved in its running.

Huge thanks to all the members of Michaelmas' Committee for all their hard work and the fun had along the way! Thanks are also due to the organisers, leaders and drivers who went out on trips this term, and without whom we couldn't function.

SECRETARY

Minibus drivers:

We had 2 new drivers pass their assessment this term: Cath Porter and Michiel Mentink.

Alex Zawadzki, also joined our list of drivers having taken his test with another club,

Brings the total number on our lists to 16, although some will not be in Oxford anymore.

We have 1 driver that needs to retake (Peet Morris) and 1 driver that needs to renew (Marc Hass).

By January 2011 we will have an additional 2 drivers that need to retake (Nicolas Delerue, Kevin Hilliard) and 1 driver that will need to renew (Penny Jackson).

We have 5 people waiting to take the assessment in HT11, and 1 person waiting to take the assessment at the end of TT11.

Booking minibuses: We have now started confirming our booking with Eurodrive (either in person or by telephone) following some miscommunications between the Sports Fed and Eurodrive.

Committee meetings: we did not have a fixed day of the week for committee meetings. This seemed to work well as it meant we could work around individual commitments.

Secretary files: The paper files from years gone by will be stored in stores. All the electronic files have been transferred to the OUWC Secretary USB stick.

ToR: has been updated to reflect changes in the Sports Fed staff.

TREASURER

Total profit this term: £1086 (+- a few pence)

Still to pay: £770 to the BMC, £90 in Snowdonia refunds.

Still to receive: £24 from Yuan, about £16 from Bernhard, £40 from Rob

So we made a profit of about £300 this term. Not a bad result given all the equipment we bought.

See separate file for accounts.

TRIP AND SAFETY COORDINATOR

1) MT10 trips:

This term we had 4 weekend trips: Dartmoor (end of 2nd), Lakes (end of 3rd), Snowdonia (end of 4th) and the Pembrokeshire BIG trip (end of 5th). We had one minibus day-trip to the Malvern Hills, also a BIG trip (end of 6th). All the trips seemed to go well.

2) HT11 trips:

For next term, 3 weekend trips are planned: Lakes (end of 2nd, organiser: Kubo Macak), Yorkshire (end of 3rd, organiser: Juan Guan) and Exmoor (end of 7th, organiser: Cath Porter). One minibus day-trip is planned to the Ridgeway (end of 5th, organiser: Lydia Lei). As this will be the first time organising a club trip for all 4 organisers, I will run a Trip Organiser training session at the end of term.

Nic Freeman is interested in organising a wild camping trip at Easter. This may or may not be organised as an official club trip.

3) Leader situation:

I reviewed the number of leaders who are in fact available to lead trips and found that the actual numbers are quite low:

Level	MT10	HT11	TT11	Sum11
Leaders available - level 4	6	6	6	6
Leaders available - level 3	2	2	2	2
Leaders available - level 2	4	4	4	4
Leaders available - level 1	4	3	3	2

This relatively small number means that our leaders are stretched thin and trips are vulnerable to cancellation if any leaders have to pull out. Encouraging more members to take leader training must be a priority for this academic year.

(Note, these numbers were true at the time of the MT10 TGM – we will now have +7 more level 1 leaders after the HT11 First Aid course. It is still vital to gain more level 4 leaders however.)

4) Potential leaders:

- There are a total of 9 members who have said they are interested in attending Mountain Leader training.
- One member has taken ML previously and only needs a First Aid course in order to lead (as his has run out).
- There are 2 members interested in attending Walking Group Leader training.
- 1 member has said he would be keen to attend a “Club Course” to upgrade from level 2 to level 3.

The level of interest is encouraging – we just need to follow up with these potential leaders now.

5) Upcoming training courses:

- a) **First Aid:** the club will run an outdoor-oriented First Aid course at end of 6th week in HT (Saturday 26 February and Sunday 27 February). We will probably fill up the course with club members as interest has been high. Course costs have been set at £50 per person, which is about half the going rate. As this is already a very good price, no subsidy from the club is proposed at this time.
- b) **Winter Skills training:** we have £300 funding from the BMC for this. There was initially a good deal of interest for such a course, but it is proving difficult to organise due to a number of separate aspects to organise and cost.

OTHERS

ALUMNI SECRETARY

A newsletter was sent out over the summer (by email rather than post, to keep the cost down) and it generated some nice responses. Alumni were invited to the Ceilidh as well.

ARCHIVIST

Justin filled in for this, kindly preparing a schedule for us, and things generally went well. The Freshers' Walk in particular was highly popular.

MEMBERSHIP SECRETARY

The club currently has 87 members. This is very similar to the number reported at the TGM this time last year, which was 90.

There are 38 male members and 49 female members.

There are currently 9 external members. There would be space for 10 more external members to join before they constituted 20% of the club's membership (the university's limit).

QUARTERMASTER

Things done:

- 1) Full inventory check: done with Jaya John at the beginning of this term. The renewed inventory is going to be updated online soon.
- 2) First aid kit: checked and updated. A box with supplementary items is placed beside the first aid kits (for the information of next quartermaster).
- 3) Equipment purchase: 3 sleeping bags as requested by the weekend trips; waterproofs 4 trousers and 2 jackets; 2 head torches. Things to be done: Waterproof washing-up during Christmas holiday (not required in Quartermaster's terms, but requested by members).

Thanks to all the leaders and organisers! The equipments borrowed during the trip were all back to the stores, and the wet stuff has been hang up nicely!

SOCIAL REPRESENTATIVE

We had three socials, the highlight being the Ceilidh, which was a spectacular success.

The Ceilidh happened on Saturday 27th November (7th week). There was no social representative so all the committee pitched in to help organise it.

We booked the Mouse and Trousers Band, and used Pusey Hall at Keble College.

73 attendees in all - 35 paid £10, 37 paid £12 (and 1 refund due to injury)- giving us a total income of £794

We spent £554.92 (including £450 on the band).

Made a profit of £239.08

(See Ceilidh reports for more details).

WEBMASTER

Our hosting was updated over the summer, and the website has been cleaned up, especially the photos section (expired links removed, new photos and links added).

6. SPECIFIC IMPORTANT BUSINESS

a) Motion for ratification: to make an addition to the OUWC Constitution to comply with the changes requested by the Sports Federation.

Addition of the following paragraph:

“The activities of the Club will at all times be conducted in accordance with the following university policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.”

This motion was passed with 8/8 in agreement at the last TGM (TT10), and was introduced into the Constitution earlier in MT10 at the request of the Sports Federation.

- (i) It was noted that a location for the inclusion of this paragraph was not specified: this will be found and reported back to the next TGM (HT11).
- (ii) The issue of immediate inclusion of clauses in the Constitution at the Proctors' behest should be raised with them; it is possible that they wanted clubs to do this because most Sports Clubs only hold a General Meeting once per year rather than every term.

The motion was passed unanimously by nine attending members.

b) Motion presented: changing the constitution/COP to allow immediate adoption of new policies from the sports fed/proctors.

Background

The Club's Constitution provides a mechanism for member-instigated changes to the way the club is run. However, it does not allow for immediate changes required by the Proctors and Sports Federation, forcing the Club into a Constitutional grey area: it can either immediately adopt the policy and thus act unconstitutionally; or reject the policy, and in doing so not only cease to comply with paragraph 2a but risk being struck off the list of recognised sports, no longer being able to use 'Oxford University' in its name, and losing access to invaluable resources such as the minibus hire scheme and the university's insurance policies.

At the time of writing, there is one such policy change that the Committee unanimously decided to accept, regarding Generally these amendments make little or no impact on the way the Club operates, but simply formalise and restrict something already done. It is anticipated that similar situations will arise in the future and the Club should have a mechanism to incorporate such amendments into its Constitution.

Proposed Change

Replace:

“39. Any amendment to this Constitution must be passed by simple majority in a secret ballot at two consecutive Termly General Meetings. Any amendment to the Code of Practice or the Trip Leader Safety Document must be justified point-by-point to and approved by the Area Safety Officer for Sport. The changes to the Trip Leader Safety Document should be justified point-by-point to the members and passed by simple majority in a secret ballot at one Termly General Meeting. Members with concerns over safety issues are invited to discuss them with the Trip and Safety Coordinator or the Sports Federation.”

With:

“39. Amendments to this Constitution may be introduced by two mechanisms:

- (i) Amendments proposed by members of the Club must be passed by simple majority in a secret ballot at two consecutive Termly General Meetings.
- (ii) Where amendments are mandated by the Proctors and in proxy the Sports Federation to maintain compliance with their policies, they may be immediately accepted or rejected at the discretion of the Committee, with the amendment being reported at the next Termly General Meeting. If the Committee has concerns about, or objections to, such a constitutional amendment, they shall first discuss this with the Sports Federation.

Any amendment to the Code of Practice or the Trip Leader Safety Document must be justified point-by-point to and approved by the Area Safety Officer for Sport. The changes to the Trip Leader Safety Document should be justified point-by-point to the members and passed by simple majority in a secret ballot at one Termly General Meeting. Members with concerns over safety issues are invited to discuss them with the Trip and Safety Coordinator or the Sports Federation.”

Proposed by: Robert Siddaway; seconded by: Bernhard Elsner and Joseph Delo.

This motion caused considerable controversy amongst members both absent and present, with various comments made:

- (i) Where the Proctors require a Club to immediately include a change in their Constitution in such a fashion, it would be foolish to contest the matter, since refusal to bow to this request would result in the club risking being declared non-compliant and ultimately stripped of its Recognised Sport status and associated benefits.
- (ii) It was accepted that the required amendments are likely to generally be innocuous and unlikely to have far-reaching effects on the Club without either prior consultation with the club, or the option for discussion about valid concerns on the topic.

and solutions proposed:

- (i) Keep the proposed mechanism. It was suggested that this would affect the ability of the Club's membership to have influence over matters of Constitutional change.
- (ii) Adopt a system whereby an EGM is immediately called to discuss and vote upon the matter and, if successful it is presented at the next TGM and included, thus speeding up the process by one term. It was noted that this would likely be frustrated by the fact that such requests were likely to come at the end of the long vacation when it would be difficult to hold a General Meeting that would achieve quorum.
- (iii) Similar to ii. above, adopt a system whereby an EGM is immediately called to discuss and vote upon the matter and, if successful it is firstly included in the Constitution immediately, and then presented at the next TGM for ratification. If unsuccessful at this stage, the Constitutional change would be reversed. The same comments apply here as in ii. above.
- (iv) Stick to the current two successive TGMs achieving quorum, which is far slower than above.
- (v) Modify the proposed mechanism such that the Committee could take an immediate decision to adopt the required change, and rather than simply reporting it to the next TGM, present it as a motion to be voted upon. Such a motion being rejected by a simple majority would result in its removal from the Constitution.

The following amended motion was drawn up and voted on, noting in passing that there is currently no mechanism for modifying a motion presented such that it is not substantially different to the original but a better motion in light of debate on it. It is unclear if this is acceptable, or if instead the motion as presented should be rejected and presented at the next TGM in its modified and improved state. It was unanimously agreed that instant modification should be permissible, and that this matter will be addressed at future TGMs.

“39. Amendments to this Constitution may be introduced by two mechanisms:

- (i) Amendments proposed by members of the Club must be passed by simple majority in a secret ballot at two consecutive quorate Termly General Meetings, disregarding any intervening non-quorate meetings.
- (ii) Where amendments are mandated by the Proctors in writing to maintain compliance with their policies, they may be immediately accepted or rejected at the discretion of the Committee, with the amendment being presented for ratification at the next quorate Termly General Meeting. If not ratified by a simple majority in a secret ballot at that Termly General Meeting, then the amendment will be reversed. If the Committee has concerns about, or objections to, such a constitutional amendment, they shall first discuss this with the Proctors.

Any amendment to the Code of Practice [... etc as before ...]”

Nine attending members passed the motion unanimously. It will be presented for ratification at the HT11 TGM, and discussed with the Proctors before this.

c) Motion presented: changes to quoracy rules and rules for constitutional changes.

Background

Please see accompanying document.

Proposed changes:

Replace:

8a. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by twelve or more members, stating the reason for which the meeting is to be called, which is delivered to the Secretary between seven and fourteen days before the date of the meeting. Notice of the time and place of the Extraordinary General Meeting shall also be given to the members not less than seven days before the Meeting, of all matters to be decided at that meeting. Decisions may only be taken on those matters concerning which the meeting was convened.

With:

8a. An Extraordinary General Meeting may be called in any Full Term:–

(i) by the President, the Secretary or the Treasurer on not less than seven days' notice; or

(ii) on a written requisition by twelve or more members, stating the reason for which the meeting is to be called, which is delivered to the Secretary between seven and fourteen days before the date of the meeting.

Notice of the time and place of the Extraordinary General Meeting shall also be given to the members not less than seven days before the Meeting, of all matters to be decided at that meeting. Decisions may only be taken on those matters concerning which the meeting was convened.

Replace:

10. The quorum for a General Meeting shall be eight members present in person, of whom three must be members of the Committee. When any financial business is to be transacted, there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

With:

10. The rules of quorum for a General Meeting shall be:–

10a. Eight members must present in person.

10b. Additionally, three or more of those members present in person must be members of the Committee.

10c. When any financial business is to be transacted, there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

10d. Paragraph 10(b) shall not apply in the case of an Extraordinary General Meeting called under paragraph 15(c), provided that the non-quorate Termly General Meeting was quorate but for paragraph 10(b).

10e. Paragraphs 10(b) and 10(c) shall not apply in the case of an Extraordinary General Meeting called under part (ii) of paragraph 8(a).

Also add after the new 10(e):

11a. No General Meeting may be held outside the City of Oxford.

11b. No General Meeting may be scheduled to conflict foreseeably with another activity of the Club, except with the written consent of the Senior Member or the Proctors.

In paragraph 39, after the words:

Any amendment to this Constitution must be passed by simple majority in a secret ballot

replace:

at two consecutive Termly General Meetings.

with:

at two consecutive quorate Termly General Meetings, disregarding any intervening non-quorate Termly General Meetings.

And renumber existing paragraphs 11 and following and references to them accordingly (noting that the reference to 15(c) in the new 10(d) above, as well as paragraph 39 above, are prior to renumbering).

Proposed by Alan Iwi; seconded by Robert Siddaway and Joseph Delo.

- (i) It was decided to drop references to paragraph 39 and include these in modified motion B.
- (ii) There was some debate about whether relaxing the requirement for the Treasurer or an appointed deputy to be present at an EGM called by the members of the Club was sensible, thus potentially allowing a member-called EGM to make wide-reaching financial decisions with grave consequences on the Club's behalf.
- (iii) Recognised that an EGM called by the members is both unlikely to occur and result in such mischief-making,

The motion was passed with eight out of nine attending members in agreement. There was one abstention. The motion will be presented for ratification at the TGM of HT11.

7. ELECTIONS TO COMMITTEE

SENIOR MEMBER: Dr Kevin Hilliard elected unanimously by nine attending members.

OFFICERS

PRESIDENT: nominations taken from the floor. Kanishka Bhattacharya elected unanimously by nine attending members.

SECRETARY: nominations taken from the floor. Joseph Delo elected unanimously by nine attending members.

TREASURER: nominations taken from the floor. Juan Guan elected unanimously by nine attending members.

TRIP AND SAFETY COORDINATOR: Robert Siddaway elected unanimously by nine attending members.

OTHERS

ALMUNI SECRETARY: nominations taken from the floor. Katharina Franz elected unanimously by nine attending members.

ARCHIVIST: nominations taken from the floor. Imogen Wade elected unanimously by nine attending members.

MEMBERSHIP SECRETARY: Carina Brehony withdrew from this contest and new nominations were sought from the floor. Lucy Kelsall elected unanimously by nine attending members

QUARTERMASTER: nominations taken from the floor. Carina Brehony elected unanimously by nine attending members.

SOCIAL REPRESENTATIVE: Elizabeth Butler elected unanimously by nine attending members

WEBMASTER: nominations taken from the floor. Alan Iwi elected unanimously by nine attending members.

8. AOB

None