

Minutes

Tuesday 9th February 2016 – 18:00, Westlain House



Present: 16

	Agenda item	Notes and actions to be taken	Person responsible
1.	Matters arising		
1.1	Travel policy	The travel policy was read out with the opportunity for questions, none were posed. Motion to approve travel policy; passed unanimously. The policy will be available on the MedSoc website and in the appendix to the constitution.	
1.2	Achieving member quorum to be able to make decisions.	Proposed addition to the constitution that committee decisions require 10 committee members to vote in favour of any item. In discussion it was raised that this might be difficult if the attendance to a specific meeting is low. It was suggested to decrease from 10 to 8 committee members, which was voted on and was unanimously passed. This will form a new clause 11.1.3: <i>“To vote at committee meetings, a quorum of 8 committee members must be achieved, one of whom must be the President or Vice-President.</i> <ul style="list-style-type: none"> <i>Should there be a deadlock, the casting vote falls to the President.”</i> 	
1.3	Adding the responsibility of the weekly bulletin into the role of the VP in the constitution.	Feedback from last year was that the bulletin was very useful and popular amongst members. Leading to the suggestion of the addition of a new clause 8.2.2: <i>“Be responsible for the weekly bulletin. This must inform BSMS students of any information that is deemed relevant for the student body including but not limited to events, advertisements and messages from BSMS societies”</i> This motion was passed unanimously.	
1.4	Potential Removal of clause 8.2.3 and its sub-clauses.	<i>8.2.3. Responsible for liaising with:</i> <i>8.2.3.1. Other health science students. e.g. Schools of Midwifery and Nursing.</i>	



		<p><i>8.2.3.2. Health-care professionals in Brighton.</i></p> <p>General consensus is that it is a good clause to have, otherwise the role of VP is relatively thin. It is quite an ambiguous clause, and this is not something that we have done in the last few years. If the opportunity should arise for communications with other healthcare professionals it would most likely not go through the Vice president therefore having this clause is redundant.</p> <p>Motion to remove clauses 8.2.3, 8.2.3.1 and 8.2.3.2; passed with 11 for, 3 against and 2 abstaining.</p>	
1.5	Assigning constitutional responsibility for WorldPay online to treasurers. To be included in point 8.4.1.	<p>Proposed rewording of clause 8.4.1: From: <i>“Be responsible for the supervision of the MedSoc finances and all money paid out.”</i> To: <i>“Be responsible for the supervision of the MedSoc finances. This includes WorldPay Zinc.</i></p> <p>This has previously been managed by IT and Comms position but for future committees the role will now be managed by the treasurers.</p> <p>This was voted on and passed unanimously.</p>	
1.6	Assigning constitutional responsibility for social media outlets such as Instagram and twitter. This to include a rewording of 8.9.3.	<p>The twitter and Facebook accounts are already assigned and managed by the IT and Comms Representative. Rather than clause 8.9.3 be an exhaustive list, it was proposed that it be changed to:</p> <p><i>“Be responsible for MedSoc’s presence on social media”</i></p> <p>This was passed unanimously.</p>	
1.7	Adding online voting into the constitution.	<p>There were very mixed feelings by attendees. One suggestion was that a member must request an online vote with legitimate reason for needing an online vote, for example childcare, work commitments or regional placements. This is not an exhaustive list. The idea behind this is that only people that would have attended if it had been possible are allowed to vote online.</p> <p>Another suggestion was to create polls before general meetings on voting matters, release minutes to those that qualify for a vote and send out the voting links for those that qualify. To then allow reasonable time for voting to occur after the minutes have been released and votes to be recorded and collated with those from voting links.</p> <p>Addition of clause 11.2.3: <i>“Voting on motions proposed at general meetings will take place in person only, unless a request has been made prior to the meeting. See appendix for full details.”</i></p>	



		<p>This motion was passed unanimously following both of the aforementioned suggestions.</p>	
1.8	<p>Changes to Treasurer's role</p>	<p>Reword clause 8.4.1 from: <i>"Be responsible for the supervision of the MedSoc finances and all money paid out"</i>.</p> <p>To: <i>"Be responsible for the supervision of the MedSoc finances. This includes but is not limited to the external account, USSU accounts and WorldPay Zinc"</i>.</p> <p>This incorporates the new online paying system that was introduced this year.</p> <p>Motion to change clause passed unanimously.</p> <p>Removal of Clause 8.4.5: <i>"Be responsible for ensuring that all funds are removed from USSU accounts and placed in MedSoc account every June so that balances are zeroed in preparation for the coming September."</i></p> <p>We have the external account with HSBC, and whilst we still have an account with USSU, it is not used frequently. USSU do not want us to move money between that account and our external account. The treasurers are in charge of all of MedSoc's money so it is a redundant point. Motion to remove this clause was passed unanimously.</p> <p>Rewording of clause 8.4.6</p> <p>Change of the word "annually". This seems excessive and if we can get USSU to agree on a less frequent audit this will save time and money:</p> <p>To: <i>"Ensure that a financial audit can be undertaken on MedSoc's external accounts whenever deemed necessary, but for a time limit not extending 5 years"</i></p> <p>This means that if USSU request one yearly then that is how often it shall be done.</p> <p>Motion to change clause passed unanimously.</p>	
1.9	<p>Changes to Social Secretaries role</p>	<p>Rewording of Clause 8.5.2</p> <p>From: <i>"Oversee the organisation of MedSoc balls and liaise with the appropriate year representatives where necessary"</i></p> <p>To: <i>"Provide support for the organisation of MedSoc balls with the appropriate year representatives when necessary"</i></p> <p>The social secretaries are not always available to oversee the arrangements of all balls throughout the year. Especially for the grad ball which 5th year representatives organise the whole event and the</p>	



		<p>half-way-there-ball which is organized by 3rd year representatives. “Provide support” is a better way of wording the clause so that they are available to assist if required but are not required to be involved should they not be needed.</p> <p>Insertion a new clause: 8.5.3 “Where necessary, assist societies in the organisation of socials”</p> <p>Both motions were passed unanimously.</p>	
1.10	Discussion as to whether or not social secretaries should be restricted to only 2 nd year students.	<p>Suggestion to get rid of second year representatives, as we currently do not have them on the committee. In the past there hasn’t been second year representative due to the social secretaries being in second year. In the past social secretaries have always been in second year so this has caused no problems however this is making the second year representatives redundant. To formulate options in MedSoc committee meetings and then bring it back for the AGM.</p>	
1.11	Changes to the Sports Representatives role	<p>Insertion of a new clause: 8.6.6: <i>“Any reimbursement from the MedSport account shall be managed at the discretion of the sports representatives”</i></p> <p>Currently there is no inclusion of finances or the MedSport account in the constitution and it is felt there needs to be for financial credibility. A further suggestion for the clause was <i>“Be responsible for MedSport finances”</i> which encompasses the aforementioned point.</p> <p>This motion was passed unanimously.</p>	
1.12	Changes to the Societies Representatives role	<p>Insertion of clause 8.8.5: <i>“To arrange to have a meeting with society presidents, or a representative of each society twice a year.”</i></p> <p>The feedback from the meeting that was held this year was very positive and it is felt by all that it is necessary to have these meetings more frequently so that information is disseminated to societies more efficiently. It is also an opportunity for societies to voice concerns should they have them.</p> <p>Motion passed unanimously.</p>	
1.13	General Meetings	<p>Addition of clause 11.1.2: <i>“These meetings are open to members outside of the committee on</i></p>	

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		<i>communicating with the secretary.”</i> Moving SGM and AGM points to sub-clauses. These changes were passed unanimously.	
2.	Any other business		
3.	Date of next meeting	AGM 14/04/16	

Minutes taken by JL