

Special General Meeting

16 May 2007
London South Bank University



MINUTES

Present

Peter Halfpenny (in the Chair)

Nick Acheson, William Ackah, Mike Aiken, Pete Alcock, Julia Burdett, Ben Cairns, Helen Cameron, Anthony Claff, Alison Ewart, John Higgs, Philip Holden, Romayne Hutchison, Asma Jihna, Daniel King, Véronique Jochum, Jeremy Kendall, Mike Locke, Joanna Machin, Rob Macmillan, Gareth Morgan, Alex Murdock, Nick Ockenden, Alison Penn, Cathy Pharoah, Greg Piper, Nick Plant, Sylke Schnepf, Duncan Scott, Simon Teasdale, Helen Timbrell, Karl Wilding

In attendance

Matthew McClelland

1. Chair's Report

Received: an oral report from Peter Halfpenny.

Reported: After a competitive tendering process, the Association of University Administrators (AUA) had been appointed to provide an Executive Officer function to VSSN. Matthew McClelland, Deputy Director of AUA, was the named contact and would normally fulfil the duties of Executive Officer.

2. Membership Secretary's Report

Received: an oral report from Gareth Morgan.

(1) Membership update

Reported: Total membership stood at 96, including those who had joined on 16 May 2007 to attend the seminar.

(2) Membership directory

Reported: The membership directory was in press and would be circulated to all members as soon as possible.

3. Constitutional changes

(1) Organisational membership

Resolved by unanimous vote:

Clause E - Membership

- to REPLACE clauses E(1) to E(3) with the following:

(1) Membership of VSSN shall be open to any person over the age of 18 years or to any

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VSSN Office, Room B.010 Eddie Newcomb Student Services Centre,
The University of Manchester, Oxford Road, Manchester M13 9PL

Registered address:

VSSN, c/o Angela Ellis Paine, IVR, Regents Wharf,
8 All Saints Street, London N1 9RL

constituted organisation provided that in either case the individual or organisation has expressed a wish to further the objects of VSSN and has paid the annual subscription laid down from time to time by the Steering Group. The Steering Group may set different subscriptions for different categories of members.

- (2) Every individual member shall have one vote.
- (3) Every organisational member shall appoint at least one and not more than five individuals ("appointed representatives") to participate in VSSN and to vote on the member's behalf and each such appointed representative shall have one vote.
- (4) The Steering Group may by unanimous vote and for good reason terminate the membership of any individual or organisation: provided that the member concerned shall have the right to make a written submission to the Steering Group before a final decision is made.

Clause F -Steering Group

- to REPLACE clauses F(1) and F(2) with the following:
 - (1) The elected members of the Steering Group shall consist of not less than 5 nor more than 8 individual members or appointed representatives.
 - (2) The Steering Group may appoint not more than 2 co-opted persons to the Steering Group (in addition to the elected members) and may also co-opt persons to fill any vacancies in elected members, provided that no co-option may be made unless notice was given when the Steering Group meeting was called. Each appointment of a co-opted member shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.

Clause H - Determination of Membership of Steering Group

- to ADD new sub-clause H(4)
 - (4) in the case of an elected member of the Steering Group, ceases to be either an individual member of VSSN or an appointed representative of an organisational member (but only if at least three members of the Steering Group will remain in office).

Clause U - Alterations to the Constitution

- to REPLACE clause U(1) with the following:
 - (1) Subject to the provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the individual members and appointed representatives present and voting at a general meeting. The notice of the general meeting must include the notice of the resolution, setting out the terms of the alteration proposed.

- (2) Postal / electronic voting in elections to the Steering Group

Resolved by unanimous vote:

Clause Q - Annual General Meeting

- to REPLACE clause Q(5) with the following:
 - (5) Nominations for election to the Steering Group shall be made in writing by individual members or by appointed representatives of organisational members and must be in the hands of the Secretary of the Steering Group (or his/her nominee) at least 28 days before the Annual General Meeting. Should nominations exceed vacancies, the Steering Group shall arrange a ballot of all individual members and appointed representatives. The Steering Group shall determine the method of voting (which may include electronic voting if the Steering Group so directs) provided that at least 14 days shall be allowed between the transmission of any ballot message and the deadline for votes to be cast. Elected members shall take office from the conclusion of the Annual General Meeting.

(3) Deletion of inaugural provisions

Resolved by unanimous vote:

- to DELETE clause W - Inaugural General Meeting

Matthew McClelland
Executive Officer

21 May 2007