

# British Federation of Women Graduates

## 99th Annual General Meeting

4 July 2009, Franklin Wilkins Building, Kings College, University of London

### AGM INFORMATION

#### Registration:

Registration takes place on Friday 3 July from 1700 hours and on Saturday 4 July from 0900 hours in the First Floor Registration Area.

#### Programme for Friday 3 July Update:

After a Buffet Supper we look forward to you joining us for a lively conversation:

*When I started work, I never thought I would end up as ...*  
with

Dr Sheila Macrae  
Margaret Stone  
Marianne Haslegrave

Moderated by: Gillian Roche

(For further information on our panellists see the Supplement in Spring News).

#### Bring and Buy:

There will be a Bring and Buy Table in the meeting room for the AGM. Please bring good quality items and books, ready priced. There will also be a raffle.

Volunteers are needed to help run both the Bring and Buy and the Raffle. If you are able to help please contact Jenny Morley or Marianne Haslegrave.

All proceeds will go to the Nancy Edwards Memorial Scholarship.

*Delegates and other members coming to the AGM should check the BFWG website regularly for further information about the AGM and for documentation for the meeting.*

### PROGRAMME

#### Friday 3 July

From 17.00	Registration (First Floor Registration Area)
18.30 - 20.00	Buffet supper including glass of wine or fruit juice
20.30 - 21.30	Programme: Panel conversation "When I started work, I never thought I would end up as ..."

#### Saturday 4 July

07.30 - 8.45	Breakfast
09.00 onwards	Registration (First Floor Registration Area) Bring and Buy
10.00 - 11.00	First Session
11.00 - 11.30	Coffee Bring and Buy
11.30 - 12.30	Second Session
12:30 - 1300	AGM of BFWG Scholarship Funds
12.30 - 14.00	Lunch Bring and Buy
14.00 - 14.30	AGM of BFWG Charitable Foundation
14.30 - 16.00	Final session
16.00	Close of BFWG AGM

### VACANCIES for BFWG (Company Reg No 278795)

#### ELECTIONS

##### Vacancy

CIR Alternate

Nominations requested.

CER Alternate

Nominations requested if Su Allen is elected as a Vice-President.

Editorial Committee

Nominations are requested for Editor and members of the Editorial Committee.

##### Nominees/Retirees

#### APPOINTMENTS

##### Vacancy

Archivist

Nominations requested.

Const/Proc Advisers

Nest Overend and Jean McDonald have indicated their willingness to continue.

##### Nominees/Retirees

### VACANCIES for BFWG (Scholarship Funds Charity No 273043)

##### Vacancy

Trustees

If Amendment to the Articles of Association 8.1.10 is passed, five Trustees should be appointed by the AGM. Gillian Clerici, Margaret Middlemass and Elizabeth Poskitt have indicated their willingness to continue; Marianne Haslegrave will not continue; therefore there are three vacancies.

##### Nominees/Retirees

### IFUW Officers and Committee Members and UWE Officers

Candidates for election as IFUW Officers and Committee members to be elected at the IFUW Conference in Mexico City in 2010 must be approved at this BFWG AGM. Candidates for UWE positions must also be approved.

# BFWG 99th Annual General Meeting

## AGENDA

- |           |   |   |  |
|-----------|---|---|--|
| <b>1</b>  | <b>Opening Remarks</b>  | <i>President</i>  |  |
| <b>2</b>  | <b>Apologies for Absence</b>  |   |  |
| <b>3</b>  | <b>Minutes of the National AGM held on 12-13 July 2008, Telford Campus of Wolverhampton University</b>  |   |  |
|           | <b>3.1 Accuracy</b>   | <i>President</i>  |  |
|           | <b>3.2 Matters arising not included elsewhere on the agenda</b>   |   |  |
| <b>4</b>  | <b>Receive and adopt written reports of Standing Committees, Coordinators, Representatives, Regional Executive Representatives, BFWG Associations</b>                     |   |  |
|           | <b>4.1 Executive</b>  | <i>President</i>  |  |
|           | <b>4.2 Academic Awards</b>  | <i>Dr Alexandra Blakemore</i>   |  |
|           | <b>4.3 Editorial Committee</b>  | <i>Jean Cockling</i>  |  |
|           | <b>4.4 Finance Committee</b>  | <i>Barbara Jackson</i>  |  |
|           | <b>4.5 Working Group on Guidelines for Management of Scholarship Accounts</b>   | <i>Margaret Gotheridge</i>  |  |
|           | <b>4.5 International Relations Coordinator</b>  | <i>Margaret Middlemass</i>  |  |
|           | <b>4.6 European Relations Coordinator</b>   | <i>Griselda Kenyon</i>  |  |
|           | <b>4.7 WNC and Six-O</b>  | <i>Marianne Haslegrave</i>  |  |
|           | <b>4.8 Llais Merched/Women's Voice (Wales)</b>  | <i>Gabrielle Suff</i>   |  |
|           | <b>4.9 National Council of Women</b>  | <i>A Patricia Bearmore</i>  |  |
|           | <b>4.10 Sybil Campbell Library</b>  | <i>Cynthia Richmond</i>   |  |
|           | <b>4.11 Other representatives on outside bodies</b>   |   |  |
|           | <b>4.12 Regional Executive Representatives</b>  | <i>Regional Representatives</i>   |  |
|           | <b>4.13 BFWG Associations</b>   | <i>BFWG Associations</i>  |  |
| <b>5</b>  | <b>Receive consider and adopt:</b>  | <i>Barbara Jackson</i>  |  |
|           | <b>5.1 Directors Report and Accounts for year ended 31 Dec 08</b>   |   |  |
|           | <b>5.2 Reappointment of Auditors</b>  |   |  |
|           | <b>5.3 Introduction of Budget for 2009 and Forecast for 2010</b>  |   |  |
| <b>6</b>  | <b>Domestic and Financial Resolutions</b>   | <i>President</i>  |  |
|           | <b>6.1 Articles of Association</b>  | <i>D1</i>   |  |
|           | <b>6.2 Financial Resolutions</b>  | <i>D2-D6 Finance Committee Chairman</i>   |  |
|           | <b>6.3 Consensus resolution on Amendments to Articles of Association</b>  | <i>Executive Committee D7</i>   |  |
|           | <b>6.4 Rotation for Election of Vice-Presidents</b>   | <i>D8 President</i>   |  |
|           | <b>6.5 Chairman of Finance Committee</b>  | <i>D9 Vice-President</i>  |  |
| <b>*7</b> | <b>Briefing of Charitable Foundation Shareholders prior to BFWG Charitable Foundation (FfWG) AGM which will take place at 2 pm (This item must be taken before lunch)</b> |   |  |
| <b>8</b>  | <b>National Elections and Appointments</b>  |   |  |
|           | <b>8.1 Elections</b>  |   |  |
|           | <b>8.1.1 Three Vice Presidents (if Amendment to Article 5.1 of the Articles of Association is passed)</b>   | <i>Su Allen<br/>Jasmit Kaur Phull<br/>Jenny Morley</i>                          |  |
|           | <b>8.1.2 CIR (Confirmation)</b>   | <i>Margaret Middlemass</i>  |  |
|           | <b>8.1.3 CIR Alternate</b>  |   |  |
|           | <b>8.1.4 CER Alternate (if Su Allen is elected Vice-President)</b>  |   |  |
|           | <b>8.1.5 Regional Representative Mercia and Wales</b>   | <i>Dr Nesta Farrow</i>  |  |
|           | <b>8.1.6 Editor BFWG News and Editorial Committee</b>   |   |  |
|           | <b>8.1.7 Finance Committee:</b>   | <i>Chairman (if Resolution D9 is passed);<br/>Member</i>                        | <i>Barbara Jackson<br/>Margaret Gotheridge</i> |
|           | <b>8.1.8 Trustees (5) for the BFWG Scholarship Funds Charity No: 273043</b>   |   |  |
|           | <b>Election of Trustees (2) for Sybil Campbell Library Fund Committee:</b>  | <i>Sue Ouvry (confirmation - appointed at Executive);<br/>Susan Butterfield</i> |  |
|           | <b>8.1.9 IFUW Officers and Committee members and UWE Officers</b>   |   |  |
|           | <b>8.2 Confirmation of Appointments</b>   |   |  |
|           | <b>8.2.1 Archivist</b>  |   | <i>Gabrielle Suff</i>                          |
|           | <b>8.2.2 WWNC</b>   |   | <i>Nest Overend;<br/>Jean MacDonald</i>        |
|           | <b>8.2.3 Constitutional/Procedural Advisers</b>   |   | <i>Vice President</i>                          |
| <b>9</b>  | <b>General Resolutions</b>  |   |  |
| <b>10</b> | <b>Up-coming Conferences</b>  |   |  |
|           | <b>10.1 Conference 2010</b>   |   |  |
|           | <b>10.2 Conference 2011</b>   |   |  |
| <b>12</b> | <b>Urgent resolutions or business</b>   | <i>President</i>  |  |
| <b>13</b> | <b>Unfinished business</b>  | <i>President</i>  |  |
| <b>14</b> | <b>AOB</b>  | <i>President</i>  |  |
| <b>15</b> | <b>Close of AGM</b>   |   |  |

## AGM of Trustees of the Scholarship Fund

### AGENDA

- 1** Welcome to new Trustees by President of BFWG
- 2** Apologies for absence
- 3** Election of Chairman of Trustees
- 4** Minutes of the last meeting
- 5** Approval of accounts
- 6** Reappointment of Auditors
- 7** Consideration of Duties of Trustees document
- 8** Appointment of Scholarship Finance Committee
- 9** AOB
- 10** Date of Next Meeting

Please hand in copies of reports/speeches, however basic, or send them to Jenny Morley as soon as possible after the AGM. This would greatly assist in ensuring the accuracy of the minutes.

## ■ Report of Executive to AGM (Agenda item 4.1)

The change and reorganisation of BFWG has continued during 2008-2009. While there still remains work to be done before we are in a position to rent out at least one desk in the office, great progress has been made in improving our business procedures. In addition to a paid administrative support on average one day a week, we have benefitted greatly from the work that has been carried out by members of the Federation who have helped in a variety of ways ... 'Streamlining' has been the key word in improving our procedures: the database has been updated, the number of email addresses has been reduced so that any email for BFWG should be sent to [office@bfgw.org.uk](mailto:office@bfgw.org.uk) and any email for the Scholarship Funds to [awards@bfgw.org.uk](mailto:awards@bfgw.org.uk). Thanks are due to members of the Finance Committee and the Scholarship Funds Committee, particularly the Chairmen, who have spent endless hours working on our investments and sorting out our bank accounts. Elizabeth Poskitt has spent a great deal of time making the necessary changes so that applications for Academic Awards are now made on line with major savings to the Federation. Sheila Stevens has re-vamped the website which is now being used as a major source of information for any Local Association or individual member. This has meant that we have been able to provide documentation for the Executive Committee Meeting and the AGM on-line, thereby minimising the costs of circulating it through BFWG News. In turn the Editor and Designer have been able to devote more space in News to issues of interest to our members, despite the cuts to four issues of eight sides a year. While the tragic death of Nancy Edwards has left a gap in the sorting of our archives, other members are taking on the task of going through the remaining filing cabinets, a necessity if we are going to look for another organisation to take a desk in the office. And, whenever members arrive early for a meeting, or have a spare afternoon afterwards ... there is always plenty of shredding to do! The Federation is indeed fortunate to have the support not only of its officers, chairmen, conveners and committee members and appointed representatives, but from other members as well.

During the year the Federation has had to replace its computers: it now has a desktop on which the database is kept and a laptop which is used for emails, monthly figures and the auditor and other functions as required. The telephone system, which was archaic and beyond the current needs, has been replaced with a much simpler system.

As agreed at the 2008 AGM, the Federation has been run this year

by a 'Management Team', consisting of the President, Vice President (Gill Clerici), two Additional Vice Presidents (Su Allen and Jasmit Kaur Phull) and a Secretary (Jenny Morley). Formalising the procedure with the necessary changes to the Articles and By-laws was discussed at an extended meeting of the Management Team, at which the voting members of the Executive were also present, and then at the Executive Committee meeting. In addition, while we have not had a Treasurer, Barbara Jackson has been extremely active as the Chairman of the Finance Committee, while not sitting on the Management Committee. At this AGM delegates will be asked to vote on the proposed changes.

At the end of 2007/2008 we said goodbye to three of our Local Associations – Bath, Chelmsford and Brentwood and Shropshire. Some of their members have become Independent Members and are therefore still participating in our Programme activities. These have included a very successful International Day at which Karen Newman, Co-ordinator of the Population and Sustainability Network spoke on Population: a Critical Element in the Sustainability Equation. This was followed by a packed House of Commons Day on Women, Higher Education and Leadership. Sponsored by Diana Johnson, MP for Kingston Upon Hull North, speakers included Nia Griffiths MP Llanelli, Teresa May MP and Baroness Margaret Sharp. In January a meeting was held to examine possibilities for setting up an IFUW Commonwealth Group at which Lalage Bown, one of our own members and a member of the Commonwealth Consortium for Education and Annie Watson, formerly of the Commonwealth Trade Union Council spoke.

Two candidates for the European Parliament, Therese Coffey and Anne Fairweather, spoke at the European Day in April and in May postgraduate students again presented their research.

Regional meetings have been held in all four regions of the Federation during the year, providing opportunities for members to participate 'closer to home'. In addition, Leeds and Sheffield (which will sadly close this year) Associations celebrated their 100th birthdays and Reading its 80th.

After two years of re-adjustment and re-organisation, the time has come for the Federation to become more outward-looking and to concentrate on continuing to develop a strong and interesting programme and on recruiting and retaining its members.

*Marianne Haslegrave, President*

## ■ Deceased Members (From May 2008 to May 2009)

The BFWG News Editor's obituaries file and the Memorial/Book of Remembrance (of which the £10 admin charges go towards the BFWG Scholarship Fund) are on display at the National AGM. We are indebted to Ruth Simpson of BFWG Worcestershire Association for her calligraphy into the latter.

Member	Association
Pat Brennan	Bath
Elise Broadbent	Independent
Jane Coates	Bath
Nancy Edwards	Chelmsford/Independent
Mrs S M Gunning	Nottingham
Mrs BA Jones	Shropshire
Doris King	Cambridge/Independent
Rose Powell	Swansea
Dr M Ross	Huddersfield
Marnam Suff	Swansea
Miss H Upton	Leeds
D Wright	Canterbury

## ■ Amendment to Article 8.1.10

8.1.10 The Trustees of Charities Administered by BFWG No: 273043 shall be appointed at the AGM of the Federation. 5 Trustees shall be appointed to the Scholarship Funds. The Trustees shall be appointed to serve a period of three years but shall be eligible for re-appointment for a period not exceeding a further three years.

The wording of the above amendment has been revised following discussions with the Auditors and Charity Commissioners as the Sybil Campbell Library cannot appoint its own Trustees under the Scholarship Funds. The suggestion is that SCL continue to act with its own committee (currently referred to as 'Trustees') and examine the possibility to become a separate charity under BFWG in the future.

Are you a Delegate for the BFWG AGM? Maybe coming to listen?  
MAKE SURE YOU DOWNLOAD YOUR DOCUMENTS FROM THE SECURE  
AREA OF THE WEBSITE [www.bfgw.org.uk](http://www.bfgw.org.uk) BEFORE YOU COME!  
Not sure how to do this? Contact Webmistress Sheila Stevens by  
e-mail on [webadmin@bfgw.org.uk](mailto:webadmin@bfgw.org.uk) for your user name and password

## **I CHAIRMAN'S ROLE**

### **1.1 Direct the Meeting:**

The Chairman shall declare the opening and closing of each meeting, direct the discussion, ensure the observance of the rules, put questions to the vote, and announce decisions. The Chairman may also call a speaker to order if her remarks are not relevant to the subject under discussion.

### **1.2 Call to Speak:**

When two or more members rise to speak, the Chairman calls upon the member whom she first observed rising in her place.

### **1.3 Authority:**

When the Chairman rises, any member then speaking or offering to speak must resume her seat, and all must remain sitting in order that the Chairman's words may be heard without interruption.

### **1.4 Matter of Order Arising:**

During the discussion of any matter a member may raise a point of order. In this case the Chairman shall immediately state her ruling. If it is challenged the Chairman shall forthwith submit her ruling to the meeting for decision and it shall stand unless over ruled by the vote.

## **2 SPEECH TO BE DIRECTED TO THE QUESTION**

Any member who rises to speak shall address the Chair, identify herself, and direct her speech to the motion or amendment under discussion, or to a question of order.

## **3 SUSPENSION OF RULES AND REGULATIONS**

Any one or more of the rules and regulations prescribed for the transaction of business may, if a case of urgency arises, or upon motion made on a notice duly given, be suspended at any meeting, so far as regards any business at such meeting, provided that three fourths of the members present and entitled to vote shall so decide.

## **4 MOTIONS/RESOLUTIONS**

Motions to be discussed at the AGM must have been submitted beforehand in accordance with the Articles of Association of BFWG. Motions of urgency submitted at any time up to the beginning of the meeting may be dealt with provided they are accepted as matters of urgency by a majority of three quarters of those present and entitled to vote. Motions must be seconded except those proposed by the Chair and a resolution proposed by a Local Association must be seconded by another Local Association.

### **4.1 No Second Speech:**

The mover of a resolution may reply immediately before such resolution is put to the vote, strictly confining herself to answering previous speakers and introducing no new matter: otherwise a member shall not speak more than once on any motion or amendment except to a point of order or by consent of the Chair.

### **4.2 Discussion of Motion:**

When a motion has been proposed and seconded the Chairman shall allow discussion of the motion before the amendments. But no vote can be taken on the motion until the amendments have been disposed of.

### **4.3 Timing of Motion:**

The proposer & seconder share 5 minutes, split by agreement; speakers from the floor are allowed 3 minutes each and if the proposer exercises her right to reply, she is allowed a further 3 minutes. Timing lights will be in operation.

### **4.4 Previous Question:**

When a resolution is under discussion it is competent for a member who has not spoken to this resolution to move 'the Previous Question' (or 'That the question be not now put') the object being to avoid putting the original resolution to the vote. If duly seconded, this shall become the only question before the meeting. The 'Previous Question' may not be moved upon an amendment. If the 'Previous Question' is not carried, the original resolution must be put to the vote forthwith without permitting adjournment, amendment or debate. If the 'Previous Question' is carried, the original resolution cannot be put at that meeting, though it may be brought up at a subsequent meeting.

### **4.5 Withdrawal of Motions:**

Any motion or amendment may be withdrawn by leave of the meeting, but not otherwise, on the request of the member moving it before the vote has been taken.

### **4.6 Chairman's Casting Vote:**

In case of an equality of votes on a motion or amendment the Chairman shall have the casting vote in addition to her original vote.

### **4.7 Closure of Debate:**

At any time after a motion or amendment has been proposed and

seconded any member may move 'That the question be now put'. If this is duly seconded, the Chairman, unless she considers it an infringement of the right of reasonable debate, forthwith and without permitting discussion, shall put the motion before the meeting 'That the question be now put'. If this question be agreed to, the Chairman forthwith puts the question under debate to the vote; provided that if the question under debate be an original motion, the Chairman before putting the question calls upon the mover of the original motion to reply.

### **4.8 During the Debate:**

During the debate on a motion or amendment if it appears to the Chairman that it has been fully and fairly discussed it is open to her to declare that she will hear only two more speeches on that question and accordingly after two more speeches (unless her ruling is challenged) the proposer shall reply and the vote shall be taken.

### **4.9 Be Not Put:**

(a procedural motion) see 4.4 and for the converse motion see 4.7.

## **5 AMENDMENTS TO A MOTION**

An amendment shall be relevant to the motion on which it is moved and shall not be equivalent to a direct negative thereof. No amendment may be proposed which is the same, in substance, as an amendment which has been resolved in the affirmative or the negative during the same meeting.

### **5.1 Notice:**

Amendments to a motion may be submitted in writing up to three weeks before the first day of the AGM. Amendments submitted verbally during the meeting may be discussed if the Chairman so decides, and if they are duly proposed and seconded, but not otherwise.

### **5.2 Order:**

The Chairman shall decide the order in which the amendments shall be moved and when two amendments are substantially the same, she shall decide which one shall be accepted and ask the meeting to agree to the withdrawal of the other. If a written amendment has no seconder the Chairman shall ask the meeting for a seconder and if none is found the amendment shall be dropped.

### **5.3 Amendment to Amendment:**

If an amendment is moved to the proposed amendment, the last mentioned amendment is dealt with as if it were the original question until all amendments of it have been disposed of.

### **5.4 Vote:**

Amendments shall be discussed one by one and put to the vote. When all amendments have been voted on the Chairman shall read out clearly the original motion, amended or not as the case may be, and shall ask whether the meeting wishes for further discussion on this motion. If there is no further discussion the proposer shall reply and the motion as read out shall be put to the vote.

## **6 EMERGENCY VOTING**

Resolutions on matters not raised on the Agenda cannot be discussed without an Emergency Vote being taken. Nos 7 or 8 below refer.

## **7 SPECIAL RESOLUTIONS**

These require 21 days notice and a 3/4 majority of those present entitled to vote and voting (abstentions do not count). Special Resolutions cannot be amended but an alternative or varied resolution may be put forward either on 21 days notice or on short notice (7.1).

### **7.1 Short Notice:**

Under Section 378(3) of the Companies Act 1985 the 21 days notice can be abridged if members exercising 95% of the total voting rights (abstentions and non-attendance do count) agree to the Special Resolution being considered on short notice.

## **8 URGENT RESOLUTIONS**

Under Section 7: Article 7.4.3, this procedure applies to Ordinary Resolutions only. A 3/4 majority of those present and entitled to vote (abstentions do count) may agree to an Ordinary Resolution being considered as a matter of urgency although notice has not been given as required by the Articles.

## **9 ACCEPTANCE OF REPORTS**

All reports will be set out in News or on the website. and for those that need only be received, that will be the end of the matter. For those reports which have to be considered, time will be allowed for discussion.

## **10 VOTING**

Election to office will be by ballot. Voting on resolutions will be a show of voting cards. Any delegate may only hold three voting cards.