

APPENDIX 1

HELPFUL HINTS FOR RUNNING INSTITUTE MEETINGS

1. ANNUAL BUSINESS MEETING

1.1 At the meeting held the month before the annual business meeting, the following points shall be put to the Institute by the President:

- each member of the Institute is responsible for the election of the new committee
- every member of an Institute is expected to serve on the committee, if elected
- the existing committee resigns office at the meeting, but may be eligible for election for another year (it is advisable that no member should serve on the committee, or hold office, for more than three years without a break of one year)
- the number of members to be appointed to the committee
- tellers must be appointed by the Institute to count the votes. (These tellers may be either SWI members, if possible from another institute, or non-members)
- each member shall receive a voting paper listing all the members in the Institute and their eligibility for election.

1.2 Agenda for Annual Business Meeting

- Counting by tellers of votes for new committee
- Minutes of previous business meeting
- Secretary's report
- Treasurer's report and independently examined accounts
- Discussion of reports
- Adoption of reports (to be moved and seconded)
- President's address including votes of thanks
- Announcement of names of new committee
- Election of delegate(s) to Federation and/or group meetings
- Suggestions from members for next year's programme.

In addition to this, any correspondence or ordinary business that may have arisen shall be dealt with.

1.3 Voting Procedure

a. To vote, each member shall:

- put a cross (X) opposite the names of those whom she wishes to elect from those who are eligible
- bring or send this marked voting paper to the business meeting. A list is disqualified if too many votes are recorded on it, or if it is signed.

b. At the business meeting, all voting papers, should be given to the Tellers duly marked. The result of the voting is confidential.

c. The members receiving the greatest number of votes form the new committee. A note should be kept of the next three or four names with most votes.

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d. The number of votes given to each member shall be treated as confidential, and the list of the new committee shall be read out in alphabetical order.

e. In the event of a tie, the Institute shall decide whether to draw lots or to put the members concerned on the committee.

f. While it is desirable to obtain consent in advance, a member who is not present at the business meeting may be elected to the Institute committee in her absence.

g. In the event of any member elected to the committee being unable to serve, the member with the next highest number of votes shall fill the vacancy.

h. Voting papers should be put in a sealed envelope by the Tellers and handed to the Institute secretary, who should retain them for three months.

i. Membership of the Institute committee shall be terminated if three consecutive committee meetings are not attended and no acceptable reason is provided.

1.4 Election of Office-bearers i.e. President, Vice- President, Secretary, Treasurer

a. Each Institute may decide on the most appropriate term of office for its Office-bearers. (It is advisable that no member should serve on the committee, or hold office, for more than three years without a break of one year.)

b. The Office-bearers shall be elected by ballot vote, either by the entire Institute or by the committee.

c. No member shall hold office in more than one Institute.

d. If a vacancy occurs during an Office-bearer's term of office, this will be filled by replacing the Office bearer from the elected committee members by progression, ballot vote by the entire Institute or by the committee.

e. As a minimum if all positions cannot be filled by the committee a Treasurer must be appointed and other roles shared as required.

1.5 DUTIES OF OFFICE-BEARERS

a. The President or alternate shall

- chair all meetings of the Institute and committee and conduct all business impartially
- put motions in definite form and take the vote of the meeting, but not personally vote except having a casting vote where necessary.

b. The Vice-President shall

- act for the President in their absence

c. The Secretary shall

- ensure that the Institute is familiar with all current Federation and National business
- keep a register of the names and addresses of the members
- keep a brief written record of all meetings of the Institute and committee

- Communicate, to the committee or Institute members as appropriate, all correspondence received and reply in accordance with their decision, all communications having first been shown to the President. draw up an agenda for each meeting in consultation with the President
- call meetings of the committee at the instance of the President or any three members
- prepare a report for presentation at the business meeting of the year's activities of the Institute
- co-operate with the Treasurer in completing the annual reports as required by the Federation
- write the minutes of the business meeting before handing over to her successor.

If relevant, it is desirable that other members be enlisted to help the Secretary. The Secretary's duties may be divided

d. The Treasurer shall:

- receive all monies belonging to the Institute and disburse the same only on the instruction of the committee;
- keep an accurate account of receipts and payments and prepare a statement of accounts to be presented at the business meeting;
- have the statement of accounts independently examined, signed and dated, but not by a member of the Institute
- hand over the books to her successor at the business meeting.

2. COMMITTEE MEETINGS

2.1 The committee members must remember that:

- they are the representatives of their Institute elected to carry out the wishes of the majority of the members
- all matters affecting the general running of the Institute shall be decided by the majority vote of the members at the regular meeting, the committee thereafter carrying out the details.

2.2 A committee meeting shall be called by the Secretary at the instance of the President, Vice President or any three members who request it. An agenda should be sent with the notice of the meeting.

2.3 Agenda for a committee meeting may include

- Minutes
- Treasurer's report
- Correspondence
- business.

2.4 A majority of the committee constitutes a quorum.

2.5 Committee meetings shall ensure that a record is made of all meetings

- reading of a statement of finance by the Treasurer, when required
- Deal with all correspondence

3. SUB COMMITTEES

The Institute committee has power to appoint sub committees. The President, Vice President(s), Secretary and Treasurer shall be ex officio members, with voting powers, of all sub committees.

4. RECOGNITION AWARD

4.1 Institutes may confer a recognition award for exceptional service