

Royal College of Science Association



103RD ANNUAL GENERAL MEETING OF THE ROYAL COLLEGE OF SCIENCE ASSOCIATION

To be held at The Union Bar, Imperial College Union, South Kensington
On Thursday 14 September 2017 at 7pm

A G E N D A

- 1 CHAIR'S BUSINESS
- 2 MINUTES OF THE 102ND ANNUAL GENERAL MEETING Appendix 1
- 3 ANNUAL REPORT 2016 Appendix 2
- 4 TREASURER'S REPORT & ACCOUNTS 2016 Appendix 3
- 5 RULES Appendix 4
- 6 ELECTION OF EXECUTIVE OFFICERS FOR THE YEAR 2017-18 Appendix 5
- 7 ELECTION OF COMMITTEE FOR THE YEAR 2017-18 Appendix 5
- 8 APPOINTMENT OF INDEPENDENT EXAMINERS
- 9 MEMBERSHIP & LIFE MEMBERSHIP FEES
The Committee proposes no amendments to the Membership & Life Membership Fees.
- 10 STRATEGY 2017 TO 2022 CONSULTATION PAPER
- 11 ANY OTHER BUSINESS
- 12 DATE OF NEXT MEETING
Thursday 13 September 2018 – 7pm

CLOSE

The AGM will be followed by a brief meeting of the Committee to nominate members of the Management Board of the Royal College of Association Trust and to appoint Members to the Governance & Rules, Relations with College & Union, Membership & Publications and Events Sub-Committees.

Royal College of Science Association



Appendix 1

102nd Annual General Meeting Of the Royal College of Science Association

Held in the Union Bar, Imperial College Union, South Kensington

On Tuesday 14 June 2016 at 7pm

MINUTES

PRESENT: Duncan Robertson (Honorary Secretary; in the Chair; minutes), Mo Dulloo (Deputy President), Nas Andriopoulos (RCSU VP (Activities); ICU President-elect), James Badman (RCSU President), Oscar Farrell, Lloyd James (RCSU President-elect), David Legg (Physics Rep), Brendan Molloy, Matyas Molnar, John Sanderson (Immediate Past President).

APOLOGIES: Rob Park (President), Dominic Al-Badri, Keith Arundale (Past President), Maurice Axelrod, MC Black (OM; Past President), Jim Cammiade, Marisa Cassoni, Donald Gillies, Tony Goodings, Cathy Hadlow, Alec Hester, Michael Hill, Angie Joughin-Coppin (Biology Rep), Jacqueline Liddell, Jonathan Miller, Michael New (OM; Honorary Vice President), Caroline Nuttall (Past President), Roger Pullin, Alan Redman (Honorary Vice President), Stephen Robinson (Chemistry Rep), Gary Slater, Graham Smith, Chris Tinsley, Chris Yewlett, Ffio Welford, Xandria Williams.

Meeting Opened at 7:24pm with Duncan Robertson in the Chair.

1. CHAIR'S BUSINESS

The Chair welcomed everyone to the meeting and noted the apologies.

2. MINUTES OF THE 101st ANNUAL GENERAL MEETING

The minutes of the 101st Annual General Meeting, held on Tuesday 9 June 2015, were **approved unanimously** (proposer: Brendan Molloy, seconder: John Sanderson) and **signed**.

3. ANNUAL REPORT 2015

The Annual Report was **approved unanimously** (proposer: Mo Dulloo, seconder: David Legg).

4 TREASURER'S REPORT AND ACCOUNTS FOR 2015

The report and accounts had been reviewed by the two Independent Examiners, who had both signed the necessary paperwork to state that they were completely satisfied.

The report and accounts were **approved unanimously** (proposer: David Legg, seconder: Mo Dulloo).

5 RULES

The proposed amendments to the Rules were **approved unanimously** (proposer: John Sanderson, seconder: Mo Dulloo).

6 ELECTION OF EXECUTIVE OFFICERS FOR THE YEAR 2016-17

The meeting **approved unanimously** the following for the Executive Officer positions (proposer: David Legg,, seconder: Brendan Molloy):

President	Rob Park	Deputy President	Mo Dulloo
Honorary Secretary	Duncan Robertson	Honorary Treasurer	Matyas Molnar

7 ELECTION OF COMMITTEE FOR THE YEAR 2016-17

The meeting **approved unanimously** the following for the Committee positions (proposer: Mo Dulloo, seconder: Duncan Robertson):

2006-16	Jasper Stassen	Nas Andriopoulos
Biochemistry Rep	Sam Pickering	
Biology Rep	Angie Joughin-Coppin	
Chemistry Rep	Dr. Stephen Robinson	
Mathematics Rep	Brendan Molloy	
Physics Rep	David Legg	
Ordinary Members	MC Black	Steven Cann
	Steve Cumbers	King Ma
	Michael New OBE	Simon Torn
Immediate Past President	John Sanderson	
Co-opted Members	Stuart Davis	Asst. Prof. Allison Wylde
RCSU Reps	Lloyd James	Sam Robinson

The meeting **accepted** the Committee's nominations for Honorary Vice Presidents, as follows:

Piers Corbyn	Prof. Maggie Dallman	Michael New OBE
Trevor Phillips OBE	Dr. Alan Redman	Prof. Tom Welton

It was noted that the Past Presidents wishing to serve as observers on the Committee were:

Keith Arundale	Dr. Digby James	Mrs. Caroline Nuttall
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8 APPOINTMENT OF INDEPENDENT EXAMINERS

It was announced that Martin Smith (Maths 2002-05) and Mike Johns were willing to continue as Independent Examiners. The meeting **approved unanimously** their re-appointment (proposer: John Sanderson, seconder: Brendan Molloy).

9 MEMBERSHIP & LIFE MEMBERSHIP FEES

The proposal from the Committee to maintain the current membership rates was **approved unanimously**.

10 ANY OTHER BUSINESS

10.1 Alumni Weekend

It was agreed that the RCSA should be represented at the Alumni Weekend in 2017.

10.2 Imperial College Union

Nas Andriopoulos reported that he was examining ideas for how to improve the College's services for recent alumni and welcomed ideas and involvement from the Association's Committee.

11 DATE OF NEXT MEETING

The date of the next Annual General Meeting would be Thursday 14 September 2017 at 7pm.

Meeting Closed at 7:59pm.



Annual Report 2016

Work of the Committee and Strategy

On behalf of the Committee, I present the Annual Report for 2016.

In last year's report, the Committee said that the biggest challenge in the year ahead would be the capacity of the Association to deliver on strategy and whilst the Committee, notably the Executive Officers, would foster links and establish new relationships, we would need the buy-in and support of Members and prospective members/students to convert these relationships into creative collaborations supporting students, supporting the work of the College and of course staying true to the mission and values of the Association.

This work has been ongoing and will see the presentation to the AGM in 2017 of a strategic plan for the Association seeing us through to 2023. Significant new and re-vitalised relationships have been formed and nurtured during the year at the College, both within the student body and more widely amongst the staff and College administration. I'd encourage Members to attend the AGM if they can to feedback and endorse the strategic plan.

Events in 2016

The AGM was held in the Union Bar in June 2016, which dovetailed in with the opportunity for networking and renewing acquaintances over beer and sandwiches. Members present were able to view some of the changes that have happened in the environment and services around the South Kensington campus

With the RCS mascot Jezebel's 100th birthday in 2016, the Association supported the Motor Club in its commemorations, and the Committee, on behalf of the Association, agreed to make a grant to paying for some authentic period helmets for the Jez crew. The formal presentation of these was made at the Alumni Weekend in 2017.

The Annual Dinner in 2016 was not held, with the Association supporting the Jez 100 dinner at the start of the year. The 2018 Annual Dinner will itself take place at the House of Lords in February 2018., so I'd encourage members to ensure they keep a look out for the date of the next Annual Dinner, and come along to meet some of the next generation of graduates as well as our contemporaries.

Communications

The Association has an active presence on Facebook, LinkedIn and Twitter, and more regular news and communications will be going through these media as well as through email. Our Twitter and Facebook accounts have increased their following, but still lag behind our LinkedIn account, which may suggest the wider external exposure we have.

The website - www.rcsa.org.uk - is updated regularly and we can facilitate payments through our PayPal account. We have been looking at customer relationship management tools to collate out

efforts together and ensure a clean database of Members, and have been working with the College to enable this.

Membership Benefits

The Committee continues actively to build on the range of benefits that are available for Members, from discounts on New Scientist magazine to corporate membership of the Royal Over-Seas League, as well as our new arrangement with Club Quarters, that replaced the New Cavendish Club following its closure the year before last.

We would like to hear Members' views on the Club Quarters benefit, as part of the condition the AGM in 2014 set for our affiliation was a review after 18 months.

Members in the Edinburgh area will be pleased to know that the Royal Over-Seas League has a sister branch in the city.

Subscriptions

Members are reminded that the age-related Life Membership one-off subscription is now for any Members 60 and over and is seven times that annual fee – a nice round £70.

Rob Park
President



Treasurer's Report & Accounts 2016

Treasurer's Report

In the absence of a Treasurer, I present the accounts for 2016. It was a quiet year for the Association financially, with continued investment in student activities being the major activity.

Income was lower in 2016 than 2015 due to the decision not to hold the Annual Dinner, which would have clashed with the celebrations relating to Jezebel's 100th. As such the only major source of income for the year was from membership fees.

Expenditure was also lower in 2016, again due to the absence of the Annual Dinner. The Association continues to support the RCSU Science Challenge and also in 2016 committed to pay for the purchase of ten new helmets for Motor Club as part of Jezebel's 100th festivities. These helmets were officially presented at the 2017 Alumni Weekend, but the costs are included in 2016 as that is when the commitment was made.

Overall for the year the Association made a deficit of £122.49, down from a deficit of £1,642.80 the previous year.

The Association continues to hold a high level of reserves, with net assets of £51,357.10 at the end of the year. Whilst this is extremely healthy, continued and future student activity funding plans will over time gradually deplete these reserves. The Executive is also continuing to research the high costs of subsidising Annual Dinners, which should recommence in 2018.

Finally, the Executive is also in discussions with HMRC regarding corporation tax. In light of updated guidance from HMRC on the subject of "mutual organisations" (which the RCSA would be considered to be) it is possible that in future the Association will not have to pay corporation tax. However, the negotiations are ongoing so corporation tax for 2016 has been included in the accounts.

Duncan Robertson
Honorary Secretary

Accounts 2016

Summary - Income Statement & Balance Sheet

	2016	2015
<u>Income Statement</u>		
Income	£3,975.19	£5,406.75
Operating Expenditure	£3,672.37	£6,927.19
Operating Surplus	<u>£302.82</u>	<u>-£1,520.44</u>
Investment Income	£0.00	£0.00
Investment Expenditure	£0.00	£0.00
Movement on Investments	£0.00	£0.00
Bank charges	-£56.04	-£58.20
Surplus Before Tax	<u>£246.78</u>	<u>-£1,578.64</u>
Tax Already Deducted	£0.00	-£4.18
Tax To Be Paid/Refunded	-£49.36	£319.91
Tax Unrecoverable	-£319.91	-£379.89
Surplus	<u>-£122.49</u>	<u>-£1,642.80</u>
<u>Balance Sheet</u>		
	2016	2015
Investments	£0.00	£0.00
Cash	£52,035.06	£53,289.58
Debtors	£100.00	£419.91
Creditors	-£777.96	-£2,229.90
Prepayments	£0.00	£0.00
Net Assets	<u>£51,357.10</u>	<u>£51,479.59</u>
Change in Net Assets	-£122.49	-£1,642.80

Income and Expenditure in Detail

	<u>Income</u>	<u>Expenditure</u>	<u>Surplus</u>
Membership Fees			
Annual Membership	£3,956.01	£0.00	£3,956.01
Life Membership	£0.00	£0.00	£0.00
Events			
AGM	£0.00	£439.77	-£439.77
Annual Dinner	£0.00	£0.00	£0.00
London Walk	£0.00	£0.00	£0.00
Membership Benefits			
ClubQuarters	£0.00	£900.00	-£900.00
Awards & Donations			
RCSU Donations	£0.00	£104.00	-£104.00
RCSA Prize	£0.00	£0.00	£0.00
Science Challenge	£0.00	£1,500.00	-£1,500.00
Motor Club	£0.00	£699.90	-£699.90
Administration			
Website	£0.00	£14.40	-£14.40
General Administration	£0.00	£14.30	-£14.30
Financing			
Bank Interest & Charges	£19.18	£56.04	-£36.86
Corporation Tax	£0.00	£49.36	-£49.36
Tax Refund Write-off	£0.00	£319.91	-£319.91
Total	<u>£3,975.19</u>	<u>£4,097.68</u>	<u>-£122.49</u>

List of Debtors and Creditors at 31st December 2016

Debtors

P Corbyn £100.00

Total £100.00

Creditors

HMRC -£49.36

Motor Club -£699.90

D Robertson -£28.70

Total -£777.96



Appendix 4

Proposed Rule Changes

The retiring Committee submit the following Rule changes for approval by the Annual General Meeting:

Reason for Amendments 1 & 2

The guidance from the HMRC with regards to the duty to pay Corporation Tax was updated and clarified following a long-running campaign by mutual organisations – of which the RCS Association is clearly one. Following on from conversations with the Revenue, and reviewing the advice and guidance from the Government (on www.gov.uk) for us to ensure that we can be considered to be outside the scope of Corporation Tax, some technical amendments need to be made to the Rules to formally state our corporate vehicle and also the membership admission to the association.

Amendment One – Statement of Corporate Vehicle Status

To add under the “Purpose” section in the Rules, the following:

“An unincorporated association of persons admitted as Members in accordance solely with these Rules. The association shall only conduct its business between Members in accordance with the resolutions of the Officers and Committee of the Association in line with the resolutions of the Members in a General Meeting.”

Amendment Two – Admission to Membership

To add in Rule 2, the text in bold italics:

- 2.1 *Former students of the RCS, **current** undergraduate and postgraduate students of the RCS, members of the RCS staff, and senior officers of the University shall be eligible for membership. **The Committee may admit other members of the University to Memberships in accordance with bye-laws set down by them and ratified by a General Meeting.***
- 2.2 *The subscription payable by Members shall be determined annually by Ordinary Resolution at an Annual General Meeting on recommendation of the Committee.*

Amendment Three – Honorary Vice Presidents

To amend Rule 3.6, as follows:

Current:

- 3.6 The Committee may appoint up to six Honorary Vice Presidents, who shall have observer status and full speaking rights at Committee meetings.

Proposed:

- 3.6 The Committee may appoint up to **ten** Honorary Vice Presidents, who shall have observer status and full speaking rights at Committee meetings.

PURPOSE

To promote and safeguard the interests of former students of the Royal College of Science, the interests of the Royal College of Science and the interests of the Imperial College of Science, Technology and Medicine and to promote social intercourse among the Members.

1. DEFINITIONS

- 1.1 Imperial College of Science, Technology and Medicine shall hereinafter be called "the University".
- 1.2 The Royal College of Science, hereinafter called "the RCS", shall be defined as being the current departments of Biochemistry, Biology, Chemistry, Mathematics and Physics at the University plus any departments formerly described as part of the RCS (that awarded the ARCS Diploma) for such time as they were thus described.
- 1.3 The Royal College of Science Association shall hereinafter be called "the Association".
- 1.4 The Student Union of the departments of Biochemistry, Biology, Chemistry, Mathematics and Physics at the University shall hereinafter be called "the RCSU".

2. MEMBERSHIP & SUBSCRIPTIONS

- 2.1 Former students of the RCS, undergraduate and postgraduate students of the RCS, members of the RCS staff, and senior officers of the University shall be eligible for membership.
- 2.2 The subscription payable by Members shall be determined annually by Ordinary Resolution at an Annual General Meeting on recommendation of the Committee.

3. COMMITTEE

- 3.1 The affairs of the Association shall be managed by the Committee, which shall comprise the Executive Officers and Ordinary Members as defined in 3.3 and 3.4.
- 3.2 All Committee posts shall be elected at the Annual General Meeting.
- 3.3 The Executive Officers of the Committee shall be:
 - a) The President
 - b) The Deputy President
 - c) The Honorary Secretary
 - d) The Honorary Treasurer
- 3.4 The Ordinary Members of the Committee shall be:
 - a) Thirteen elected members, of whom:
 - i) two representatives are chosen from among former students who entered the RCS no more than ten academic years prior to the date of the election.
 - ii) five representatives are chosen from among former students to represent the five current departments of the RCS.
 - iii) six representatives are chosen from among former students without reference to department or year of entry to the RCS.
 - b) The Immediate Past President of the Association.
 - c) Two registered students of the RCS, who shall be nominated by the President of the RCS Union or his/her nominee.
- 3.5 The Committee may at its discretion co-opt up to two further Ordinary Members, who may serve up to, but not beyond, the next Annual General Meeting.
- 3.6 The Committee may appoint up to six Honorary Vice-Presidents, who shall have observer status and full speaking rights at Committee meetings.
- 3.7 Those Past Presidents who agree to serve shall have observer status and full speaking rights at Committee meetings.
- 3.8 Five members of the Committee, at least one of whom must be an Executive Officer, shall form a quorum.

- 3.9 The Committee may create and dissolve Sub-Committees and shall have the power to appoint as members of such Sub-Committees Members of the Association, whether or not members of the Committee.
- 3.10 The Committee may delegate powers to its Sub-Committees. All Sub-Committees shall report to the following Committee meeting.
- 3.11 The Executive Officers shall be ex-officio members of all Sub-Committees.

4. ELECTIONS & GENERAL MEETINGS

- 4.1 The Returning Officer for elections shall be the Honorary Secretary unless he is standing in a contested election, in which case the Committee shall appoint an independent Returning Officer. Members shall be informed of the opening and closing dates of nominations between four and five months prior to the date on which the Annual General Meeting is due to take place.
- 4.2 Nominations shall be open for a period of at least three weeks, and shall close between three and four months prior to the date of the Annual General Meeting.
- 4.3 Before the close of nominations, a Member may communicate to the Returning Officer his wish to be a candidate. The communication shall be made in writing and shall identify five other Members as nominators.
- 4.4 All nominators shall communicate their assent to nominate to the Returning Officer in writing before the close of nominations.
- 4.5 Once satisfied that a candidate's five nominators are all Members of the Association, the Returning Officer shall confirm to the Member that his application to be a candidate has been successful.
- 4.6 After the close of nominations the Committee may appoint Members to fill vacant posts.
- 4.7 A list of all nominations shall be published and communicated to the membership at least six weeks before the Annual General Meeting.
- 4.8 The Committee shall maintain a policy on the conduct of elections, including distance voting, and in the event of a contested election shall inform the membership of this procedure at the same time as the list of nominations is issued.
- 4.9 Any vacancy occurring on the Committee between any two Annual General Meetings may be filled by the Committee. Members so-elected shall hold office until the next Annual General Meeting. The Executive Officers and Ordinary Members of the Committee elected at the Annual General Meeting shall take office immediately after the close of the Annual General Meeting of the Association.
- 4.10 An Extraordinary General Meeting shall be summoned by the Honorary Secretary on receipt of a requisition signed by twenty members of the Association or on recommendation by the Committee within six weeks of receiving such a requisition.
- 4.11 At least one month's notice shall be given of all General Meetings.
- 4.12 The quorum at General Meetings shall be twenty-five, but meetings shall be deemed quorate until challenged.

5. FINANCE

- 5.1 The Association's financial year runs from 1 January to 31 December.
- 5.2 The Committee shall hold one or more bank accounts such as to maximise the assets of the Association. The opening and closing of bank accounts shall be reported to the Annual General Meeting for ratification in the Financial Report.
- 5.3 The Honorary Treasurer shall maintain these bank accounts on behalf of the Association. The accounts for the past year shall be submitted by the Honorary Treasurer at the Annual General Meeting.
- 5.4 The Annual General Meeting shall appoint Auditors of the accounts. No person who is an Executive Officer or signatory to the bank may be appointed as an Auditor. If there is a vote on an appointment or reappointment of Auditors at the Annual General Meeting, the Executive Officers for the forthcoming year shall not be

permitted a vote on this matter. This provision shall not prevent Executive Officers from presenting motions or reports on the appointment or reappointment of Auditors.

- 5.5 In the event of a casual vacancy, the Committee may appoint an Auditor who shall act in such capacity until the next Annual General Meeting.
- 5.6 Should the Association be dissolved, its records and memorabilia shall be deposited in the Imperial College archives and its assets shall be donated to the RCSA Trust.

6. **TERMINATION OF MEMBERSHIP**

- 6.1 Any Member may terminate his membership at any time by giving written notice to the Honorary Secretary.
- 6.2 The Committee may give to any person whose subscription is in arrears notice of such arrears and the membership of such person shall terminate four weeks from giving such a notice unless those arrears are received by the Honorary Treasurer within that period.
- 6.3 If at any time the Committee are of the opinion that the interests of the Association so require they may give to any Member notice of termination of his membership. Such termination shall take effect four weeks from when it is given unless, within that period, the member gives notice of appeal to the Honorary Secretary whereupon such termination shall not take effect unless and until confirmed by a resolution passed at the next General Meeting.
- 6.4 Where the membership of any person is terminated for any reason, that person shall remain liable to pay any subscription falling due before the receipt of the notice relating to such termination and shall not be entitled to any refund of any subscription already paid.

7. **SERVICE OF NOTICES**

- 7.1 Any notice required by these Rules may be given by sending it in writing to the last recorded address of the Member concerned.
- 7.2 If at any time a notice is to be given to a Member, including a Life Member, asking him to confirm his last recorded address or to supply a new one, no further notice need be given to that Member under any provision of these Rules, except Rule 6.3, until that Member provides such confirmation or supplies a new address.

8. **RULES**

- 8.1 Interpretation of these Rules shall be by the President. In the event of dissatisfaction, the matter shall be referred to the Committee and in the event of further dissatisfaction, to a General Meeting, whose ruling shall be final.
- 8.2 The term "in writing" shall include, but not be limited to, electronic mail.
- 8.3 An Ordinary Resolution shall require more votes in favour than against to be passed; a Special Resolution shall require at least twice as many votes in favour as against to be passed.
- 8.4 These Rules may only be altered by a Special Resolution of a General Meeting; provided that notice of the proposal to change a Rule shall be received by the Honorary Secretary at least four weeks prior to the meeting at which the proposal is to be discussed. The Honorary Secretary shall notify Members on the Agenda clearly of any motions changing the Rules and particulars of any proposed alterations or additions shall be sent to every Member at least two weeks before the meeting.
- 8.5 The Committee shall review these Rules annually.
- 8.6 These Rules are binding on the Association and all its Members as of 14 June 2016.

ROYAL COLLEGE OF SCIENCE ASSOCIATION



RULES

Correspondence Address:
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Imperial College:
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Email: royalcollegescienceassociation@gmail.com

14 June 2016



Appendix 5

Election of Officers & Committee 2017-18

The retiring Committee submit the following nominations and appointments for approval by the Annual General Meeting:

Executive Officers

President	Mo Dulloo
Deputy President	Nas Andriopoulos
Honorary Secretary	Stephen Ball
Honorary Treasurer	Duncan Robertson

Committee

2007-17	Jasper Stassen Oscar Farrell
Biochemistry Rep	<i>vacancy</i>
Biology Rep	Jenny Morgan
Chemistry Rep	Dr. Stephen Robinson
Mathematics Rep	Brendan Molloy
Physics Rep	David Legg
Ordinary Members	MC Black Steve Cumbers Chris Kaye John Sanderson Jim Sarsfield Simon Torn
Immediate Past President	Rob Park
Past Presidents (observer status) <i>[Committee appointments]</i>	Keith Arundale Dr. Digby James Mrs Caroline Nuttall
Honorary Vice Presidents (observer status) <i>[Committee appointments]</i>	Piers Corbyn Prof. Maggie Dallman Michael New OBE Trevor Phillips OBE Dr. Alan Redman Prof. Tom Welton

*The Lord Fox
*Karen Bradley PC MP

* - subject to the vote on Rule amendment 3.6.