

REEDHAM COMMUNITY ASSOCIATION



STANDING ORDERS

(NB. In this document the word chairman and associated pronouns shall apply to a person of either gender)

1. ANNUAL GENERAL MEETINGS

(i) Notice

- (a) All members of the Association its Management Committee and public shall be notified of Annual General Meetings of the Association at least 14 days before the meeting by means of the Village newsletter and posters in the Hall and at suitable sites in the village.

(ii) Nominations for Community Association Officers

- (a) Two tellers shall be appointed at each Annual General Meeting and shall be approved by the meeting.
- (b) Nominations for all Officers of the Association shall be in the hands of the Secretary at least 14 days before the Annual General Meeting. Only in the event of their being no or only one nomination for a particular office shall nominations from the floor of the Annual General Meetings be accepted.
- (c) The consent of the nominees must be obtained prior to nomination.
- (d) No member absent from any meeting at which an election is to take place shall be eligible for nomination unless it is known that s/he is prepared to accept such nomination.
- (e) Voting for the election of Community Association Officers and committee members and others shall be by ballot where there is more than one standing, otherwise voting shall be by a simple show of hands, except where a simple majority of those present and eligible to vote request a ballot.

(iii) Election of Officers and others

- (a) Chairman, Honorary Secretary, & Treasurer are elected at the ANNUAL GENERAL MEETING.
- (b) The Management Committee of the Association shall elect its own Vice-Chairman, and any other officers or duty holders as they deem necessary for the efficient management of the Association.
- (c) Minutes of Annual General Meetings & Management Committee Meetings incorporating a record of attendance and apologies received shall be kept in a book or file and read in full at the following meeting unless they have been previously circulated to all members, and shall be signed in ink and dated by the chairman of the meeting.
- (d) No motion or discussion shall be allowed on the presentation of the Minutes except in regard to their accuracy. After confirmation reports or questions on matters arising from them shall be allowed.

2. MANAGEMENT COMMITTEE MEETINGS

(i) Time & Place

The Committee and all committees shall, insofar as is possible, determine at the beginning of each Association year, dates and places for their meetings throughout the year.

3. THE MANAGEMENT COMMITTEE

- (a) The Management Committee shall meet not less than 8 times per year.
- (b) A Management Committee Meeting shall be deemed to be properly summoned by the exhibition of notices (where possible) and by each member being individually notified and provided with a copy of the agenda at least 7 days before the date of the meeting.
- (c) Any elected member, who fails to attend 50% of the meetings without reason satisfactory to the committee, shall be asked to resign. If such resignation is received a replacement may be co-opted until a replacement is elected at the next Management meeting of the Association.
- (d) A meeting of the Management Committee may be called by any 2 Elected Officers acting together for the purpose of dealing with any special matter requiring attention and the consideration of which cannot without prejudice be postponed until the next meeting of the Management Committee.

(i) Agenda and order of business at Meetings

- (a) The agenda for the meeting shall be prepared by the secretary acting in conjunction with the Chairman. Business shall be dealt with in the order that it appears in on the agenda, except that the Chairman of the meeting may, with its consent, give precedence to such business as is deemed urgent, or for other reason, expeditious or necessary.

(b) Members wishing to raise new business should notify the Chairman or Secretary in advance so that it may appear on the agenda. The Chairman may however, at his discretion, either permit new business to be raised without prior notice under 'Any Other Business' or (to) defer such items to the next meeting.

(ii) Voting

(a) No person other than a fully paid up member of the Association or accredited representative of a constituent body shall be entitled to vote at Management Committee Meetings of the Association.

(b) Ex Officio members of committees shall have the right to vote.

(c) Properly appointed co-opted members of committees shall have the right to vote.

(iii) Minutes

(a) Minutes of Annual General Meetings & Management Committee Meetings incorporating a record of attendance and apologies received shall be kept in a book or file and read in full at the following meeting unless they have been previously circulated to all members, and shall be signed in ink and dated by the chairman of the meeting.

(b) No motion or discussion shall be allowed on the presentation of the Minutes except in regard to their accuracy. After confirmation reports or questions on matters arising from them shall be allowed.

(ix) Subcommittees

(a) The Management Committee may form other subcommittees for particular purposes or with particular terms of reference and delegate powers thereto. They may elect the chairman and appoint members, or failing which, the subcommittee shall elect its own chairperson who shall be responsible for reporting the actions and recommendations of that committee to the Management Committee.

4. CONDUCT OF MEETINGS

(i) Motions

(a) No motion or amendment shall be discussed and voted on until it has been moved and seconded by members present at the meeting. The Chairman may require any motion or amendment to be put in writing

(b) An amendment to a motion shall be discussed and voted on before the original motion is taken. Only one amendment shall be discussed at a time, but notice of further amendments shall be given before the first amendment is put to the vote. Amendments shall be taken in the sequence in which they propose to amend the motion.

5. MEMBERSHIP

(i) Membership for Affiliation Groups, Families and Individual Members

(a) Membership fees shall be, Family £7.50p, individual member £5.00, Affiliation membership £12.50p to be reviewed each year on or before 1st November of each year.

6. BUDGETS

(i) Budgets for Maintenance and Entertainments.

(a) Such Management committee shall be empowered to carry out administrative and maintenance work as is usual and necessary for the management and upkeep of the hall, the field and any other premises and assets. It may expend any monies necessary that are within the annual budget (if no budget agreed then the figure shall be last year's expenditure plus allowance for inflation) provided that for any expenditure in excess of £150.00 per calendar month there shall be a quorum of 3, and that all expenditure is included in the report to the next Annual General Committee Meeting.

(b) Such Management committee shall be empowered to set a annual budget for entertainments. It may expend any monies necessary that are within the annual budget provided that for any expenditure in excess of £100.00 per calendar month there shall be a quorum of 3, and that all expenditure is included in the report to the next Annual General Committee Meeting.


7. GENERAL

(i) Suspension of standing orders

(a) In matters of urgency the Chairman of a meeting may accept a motion for the suspension of one or more standing orders.

- (b) The Proposer shall state in full the reason for moving suspension and the length of time it is desired that the suspension should last.
- (ii) **Chairman's ruling**
 - (a) The ruling of the chairman on any question arising from points of order under the Association's Standing Orders and Rules shall be final.
- (iii) **Disbursements and expenses**
 - (a) All payments except petty cash payments shall be made by cheque that shall be signed by at least two Officers of the Association.
 - (b) Travelling and out-of-pocket expenses may be paid, but in all cases it shall be agreed before the expenditure is incurred what items may be charged and at what rate. No refund shall otherwise be given.

These adopted by General Committee on 06th June 2014

Signed (Chairman)  Chris Bradbury. Date: 6/6/2014