

CHESTERTON COMMUNITY ASSOCIATION

Standing Orders

1. Notice of Meetings

At least four days' notice shall be given of any committee meeting. In the case of general meetings at least twenty-one days' notice shall be posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating in the area of benefit.

2. Time and Place of Committee Meetings

Except for the months of July and August the Management Committee shall meet in St. Andrew's Hall in accordance with a timetable to be set by the Management Committee from time to time. At its first meeting following the Annual General Meeting each sub-committee shall determine the dates of its meetings for the following year. No meeting shall continue beyond 9.30 pm unless previously notified in writing to all members of the committee

Power to summon a special meeting of any committee shall lie with the Honorary Officers of that committee, who may call a meeting to discuss any special matter which in their opinion cannot wait until the next scheduled meeting of the committee. Should it be impossible to call a meeting of the committee, a meeting of officers may be called but any decision made at their meeting shall be reported to the next full meeting of the committee.

3. Agenda and Order of Business

The agenda for meeting of any committee shall be prepared by the Secretary of the committee, acting in consultation with the Chair. Business will normally be dealt with in the order that it appears on the agenda, except that the Chair of the meeting may, with the consent of the meeting, give precedence to special or urgent business.

Members wishing to raise new business at a meeting should notify the chair or Secretary in advance of the meeting. If this is not possible the Chair should have discretion, if time allows, to permit items to be raised without prior notice under 'Any other business' or alternatively to defer such item(s) to the next meeting.

4. Minutes

(a) Minutes shall be kept of all meetings and they shall include a record of apologies and a list of those attending. They shall be presented to the following meeting of the committee and, after any necessary amendment, shall be approved as a correct record and signed and dated by the Chair of the committee. The minutes of the previous meeting shall be circulated to members of the committee in advance of the meeting but if for any reason this is not done such minutes shall be read out in full by the Secretary.

(b) Discussion on matters arising from the minutes of the previous meeting shall not take place until their accuracy has been confirmed. Only when this has been done shall the Chair accept questions and allow reports on matters arising.

5. Voting

- (a) Only those persons who have been registered as members of the organisation for at least one calendar month shall be entitled to vote at general meetings of the organisation or be elected to any office or committee. The Secretary of the organisation must ensure that an accurate and at all times up-to-date list of members is maintained.
- (b) Voting for the election of Officers shall be by ballot; other voting shall be by a show of hands, except where a request for a ballot is approved by a simple majority of those present.
- (c) Persons who serve on committees in advisory capacities shall not have the power to vote.
- (d) At general meetings of the organisation two tellers shall be elected to count the votes made in any ballot.

6. Quorum

At all committee meetings of the organisation one third of the members with a power to vote shall form a quorum.

7. Associate Members, Junior Members and Affiliated Organisations.

Prior to the Annual General Meeting the Honorary Secretary shall

- (a) convene a meeting of all associate members to enable them to choose two of their number to vote on their behalf at general meetings of the organisation. Such representatives shall have full voting rights and may be elected to any office or committee of the organisation.
- (b) convene a meeting of all junior members to enable them to choose two of their number to attend as observers at general meetings of the organisation without the power to vote.
- (c) write to the Honorary Secretaries of all affiliated organisations requesting the names of their appointed representatives and alternates to enable them to be announced at the Annual General meeting. If the names are not received by the date of the Annual General Meeting, they shall be reported to the first management or general meeting following receipt of the notification.

8. Procedure for Nominations of Officers and Committee Members

Nominations for all Honorary Officers of the organisation and members of the Management Committee must be in the hands of the Secretary at least fourteen days before the Annual General Meeting. In every case the prior consent of the nominee must be obtained. In the absence of any nomination for any post or place on a committee a nomination shall be taken from the floor.

9. Length of Service of Honorary Officers

In the event of an Honorary Officer completing three successive years in any one office, he/she shall retire from office and shall not be eligible to be elected to that office again until a further year has elapsed.

10. Finance

Financial Rules for Chesterton Community Association are in the Appendix to this document.

11. Rules of Debate

At meetings of the organisation the rules of debate shall be as follows:

- (a) A resolution or an amendment to a resolution shall be proposed and seconded by a voting member of the organisation/meeting.
- (b) If an amendment is moved and seconded the debate and vote on it shall take place before a vote is taken on the resolution itself. If the amendment is carried the resolution incorporating the amendment shall, subject to any further discussion and/or amendment, then be put to the meeting. If the amendment is lost the original resolution shall be put to the meeting.
- (c) The mover of a resolution shall have the right to reply at the closure of the debate on the resolution, immediately before it is put to the vote. The mover of the resolution shall not have the right to speak during the debate on an amendment but shall have the right to reply at the close of that debate. The mover of an amendment does not have the right to reply at the close of the debate.
- (d) A procedural motion 'to proceed to next business', 'that the question now be put' or 'that the debate/meeting be adjourned' must always be seconded. The Chair shall then have the right to decide whether, in his/her opinion, the relevant business has been sufficiently dealt with, whether the mover of any resolution and/or amendment before the meeting can exercise the right of reply, and whether (and if so when) the procedural motion is to be put. It is in the Chair's discretion to dismiss any such procedural motion if s/he regards it inappropriate.

12. Trust Documents

A copy of the constitution together with all other legal documents belonging to the organisation shall be lodged with the organisation's solicitor/bank.

13. Suspension of Standing Orders and Points of Order

- (a) In matters of urgency the Chair may accept, with the approval of members, a motion to suspend one or more standing orders. The proposer must state the reason for the suspension and the length of time it is desired it should last.
- (b) The ruling of the Chair on any questions arising from points of order under the Standing Orders shall be final.

Appendix

CHESTERTON COMMUNITY ASSOCIATION

Financial Rules

Chesterton Community Association ('the Organisation') aims to ensure the fullest possible control of the organisation's finances by the Management Committee ('the Committee'). The Committee has agreed this set of policies and procedures to make sure that the organisation's money is used and accounted for properly and efficiently.

- In these Rules, references to 'bank' include any other financial institution (e.g. a building society) in which the organisation may have an account.
- Only those Committee members authorised by the committee, as recorded in the minutes, may authorise expenditure on behalf of the Organisation, and then only to the levels specified in these Rules.
- Only the Treasurer and other named Committee members authorised by the committee, whose names are recorded in the minutes and reported to the bank, may sign cheques and other financial documents.
- Before a cheque is written, bills should be checked to see that the payment has been properly authorised.
- The Treasurer must make a financial report at every regular Committee Meeting or, if unavoidably absent, must submit a written report.

Account Records

- The Treasurer (or, if agreed and appointed by the Committee, an Assistant Treasurer or other person acting under the Treasurer's oversight) is responsible for keeping the account records. These will normally be at least:
 1. A Petty Cash Book; and
 2. A Bank Transaction Record Book;
- and in each case they will record income and expenditure in separate columns or on separate pages. When there is more than one bank account, the bank record book will record each account separately.
- If the Committee agrees, these records may be kept on a computer spread sheet or accounts package. In this case, printed copies of the records will be made monthly, and stored in a safe, secure place, remote from the computer and accessible to all the Honorary Officers. Back-up disk copies of the records will be made at the end of any week in which transactions have occurred, and similarly stored.
- The books or printed records may be inspected by any member of the Organisation, on request to the Treasurer or by arrangement through any committee member. The books or printed records, however, may only be taken away, or entries made, by
 - (a) the Treasurer, or
 - (b) an appointed person acting on the authority of the Treasurer or of the Committee.
- The Treasurer will also maintain files containing all bills, invoices, receipts, copies of order notes, and such other documents as may reasonably be required at the time of the annual independent examination / audit of the accounts.
- All records and other documents relating to the accounts, including copies of the Committee minutes, will be kept in a safe place for a period of not less than seven years from the end of the financial year to which they relate.

Preparation and presentation of Annual Accounts

- The financial year for the Organisation will be from 1st April to the 31st March next following.
- The Treasurer will prepare (or oversee the preparation of) annual statements of the accounts, and arrange for them to be examined and certified by the Independent Examiner / Auditor appointed by the preceding Annual General Meeting.
- The Treasurer will present the annual accounts to the Annual General Meeting. The Independent Examiner will be invited to be present, and be given the opportunity if s/he desires to present her/his own report.
- Following the Annual General Meeting, any required documents will be forwarded by the Secretary to the Charity Commissioners (if/as required under the Charities Acts) and to such other persons as may have a right automatically to receive them.

Bank Accounts

- The Organisation will hold accounts in its own name with the Co-operative Bank or with such other financial institution(s) as the Committee may from time to time decide.
- Bank statements are to be addressed to the Treasurer at an address approved by the Management Committee, and passed to the Treasurer without delay. The Treasurer will make them available for inspection at the next regular committee meeting.

Cheques

- All cheques must be signed by any two of the following:
 - (a) The Treasurer;
 - (b) Other named committee members (at least two in number) appointed by the Committee and recorded in the minutes.
- A mandate form will be completed each time signatories are appointed or changed by the Committee, and forwarded to the bank.
- Under no condition is any signatory to sign a blank cheque, unless authorised in advance by the Committee.
- The cheque book(s) will normally be held by the Treasurer or, in her/his absence, by another signatory.

Expenditure

- Money to be spent by the Organisation may be authorised as follows:
 - . Up to £500 by the Treasurer or, in her/his absence, by another signatory.
 - . Up to £1,000 by the Treasurer plus another signatory.
 - . Over £1,000 by the full Committee, and recorded in the minutes.
- Travelling expenses are normally to be authorised in advance as above. In unexpected circumstances, local journeys may be made, and the cost reimbursed, without prior authorisation.
- Travel should normally be by the least expensive means of travel. Public transport journeys will be reimbursed at cost, car and cycle journeys at mileage rates agreed from time to time by the Committee. These should be in accordance with current HM Revenue & Customs rules.
- Non-travel expenses will normally be authorised in advance, in conformity with any decisions of the Committee and otherwise according to the scale set out above.

- Invoices and/or receipts for all expenses in support of any expense claim will be submitted together with an expenses claim form. Before it is submitted to the Treasurer, the person who authorised the expenditure will sign the claim form. When cash payment is made, a receipt will be signed by the claimant. The Treasurer will file receipts and all documents submitted in support of claims.
- No payment will be made to any member of the Committee, except for the reimbursement of legitimate out-of-pocket expenses and any other payment authorised in accordance with the Constitution and/or HM Revenue and Customs.

Petty Cash

- The Organisation will operate a petty cash system. The petty cash will be held by a person or persons authorised by the Committee. Members needing to spend petty cash on behalf of the organisation should apply to the petty cash holder for an advance. The petty cash holder will record the nature of the expense on a duplicate petty cash voucher, a copy of which will be held by the applicant. The petty cash balance may not exceed £50 at any time without express authorisation by the Committee or on the Committee's authority.
- The Treasurer will balance the petty cash at least once a month, and re-fund the cash to the level authorised above. A report will be presented to each regular Committee Meeting.

Incoming Cash

- All cash received (e.g. subscriptions, cash payments for hire of the building, income from fund-raising events) will be counted by at least two people, handed to the Treasurer, and booked into the Treasurer's records.
- All cash received will be paid without delay into the bank. Cash received will not be used as petty cash, other than in exceptional circumstances authorised by the Committee on the advice of the Treasurer.

Paying Bills

The procedure for paying bills is as follows:

1. On receipt of a bill it must be checked and signed by the persons who ordered the purchase and/or authorised the expenditure.
2. The bill will then be passed to the Treasurer for payment. The Treasurer and other bank signatories will not sign cheques without assurance that the expenditure has been properly authorised. Any request for unauthorised payments will be reported to the committee, who will determine the appropriate course of action.
3. All paid-up bills will be marked 'paid', with the cheque number and date of payment. The Treasurer will keep on file original bills, invoices, copies of orders, receipts, and other documents related to payments, and will not under normal circumstances accept photocopies.

Reviewing and amending these Rules

These rules are to be reviewed annually by the Committee, and may be amended by the Committee at any time. All decisions to amend the rules are to be recorded in the minutes.