

Standing Orders of Oaten Hill & South Canterbury Association

1 Voting

- 1.1 Except on motions to a General Meeting to dissolve the Association or to amend its Constitution or Standing Orders and on motions for revocation of membership, all decisions by bodies of the Association shall be taken by a simple majority of the eligible Members present and voting, the chair of the meeting having a casting vote except in a vote on revocation.
- 1.2 All persons appointed by the Committee to a sub-committee or Special Interest Group shall be entitled to vote at meetings of that sub-committee or Group.
- 1.3 Co-opted members shall not be entitled to vote at meetings of the main Committee.
- 1.4 No Member resident within the prescribed area of the Association (clause 2 of the Constitution) shall be entitled to vote at any meeting of the Association if the subscription in respect of her or his household is not paid up at the time of the vote.
- 1.5 No Member resident outside the prescribed area of the Association shall be entitled to vote at any meeting of the Association (clause 4.3 of the Constitution), except any appointed to a sub-committee or Group (clause 1.2 above), in which case they shall be entitled to vote at meetings of those sub-committees or Groups.
- 1.6 A non-Member appointed to a temporary sub-committee or project group (clause 6.3 of the Constitution) shall be entitled to vote at meetings of that sub-committee or project group (but not at any other meetings of the Association).

2 Membership and Revocation of Membership

- 2.1 The Association undertakes to act in conformity with all Data Protection legislation.
- 2.2 The Committee shall have the power to revoke a Member's membership for any misconduct likely to bring the Association into disrepute, or which disrupts the aims, objects or work of the Association, subject to the following provisos:
 - 2.2.1 Revocation of membership is an extreme measure, only to be considered in exceptional circumstances, and any proposal to exercise it must appear on the Agenda of the Committee meeting at which it is to be discussed.
 - 2.2.2 Revocation of membership can only be applied to individual Members, not two or more Members taken together or as a group.
 - 2.2.3 At least three weeks prior to the meeting, the Member in question must be informed in writing of the specific charges and the names of the person or persons proposing revocation of her or his membership. The Member shall be invited to make written representation to the Committee, to be sent within two weeks of receiving notice. The Member shall also have the right to attend the Committee meeting at which the matter is to be discussed, and the right to be accompanied by another Member as supporter, who shall have a right to speak. If attending, the Member shall also have the right to speak in her or his defence, and be invited to do so by the Chair. Members who elect to speak will be

expected to answer questions raised by the Committee, for the purposes of clarification.

- 2.2.4 Revocation of membership can be decided only by elected Committee members (including Officers), who shall take account of any written representation from the Member, as well as any representation made in person at the meeting. If the accused Member is in attendance, s/he and any supporter will be asked to leave the meeting once the general discussion is deemed to be at an end. The final decision shall then be made *in camera*, normally immediately after the discussion has been completed. The decision shall be communicated to the Member by the Chair, in writing, within three days of the decision having been made.
- 2.2.5 At least six Committee members entitled to vote are required to be present at the meeting, including both the Chair and Hon Secretary, with a minimum two-thirds majority in favour amongst those voting members present required for revocation of membership (no casting votes allowed). Votes cannot be cast by or in respect of elected Committee members or Officers not present.
- 2.2.6 Notwithstanding the provisions of the Constitution on membership of the Association, the Committee shall have power during the first twelve months of the existence of OHSCA to declare named long-time members of OHDS and SCRA now resident outside the Association's area to be eligible to transfer their existing membership to OHSCA, with any such voting rights as may be decided by the Committee.

3 Declaration of Interest

- 3.1 Whenever a Member has a financial or other interest, which a reasonable observer might consider liable to prejudice the Member's judgment, in a matter to be discussed at any meeting of the Association, that Member must:
- 3.2 Declare that interest before the meeting or at the meeting before discussion begins;
- 3.3 Be absent from that part of the meeting unless expressly invited by the Chair to remain in order to provide information;
- 3.4 Not be counted as present in the quorum for that part of the meeting; and
- 3.5 Be absent during voting.

4 Communication and Notice of Meetings

- 4.1 The Committee shall except where otherwise expressly provided in the Constitution or these Standing Orders have discretion to authorise and use appropriate methods of communication with Members in the light of current technologies and facilities.
- 4.2 Notice in writing of General Meetings must be sent to Members at least twenty-one days before the meeting date, with the Agenda including full details of any amendments proposed to the Constitution or Standing Orders.

- 4.3 Notices in writing with Agendas for meetings of the Committee, sub-committees and Special Interest Groups should be sent to members of the relevant committee at least seven days before the date of the meeting.
- 4.4 'Writing' shall be deemed to include a message to an electronic address which the member has supplied to the Association for the purpose of personal communication.

5 Vacancies and Attendance at Meetings

- 5.1 In the event of a vacancy occurring among the Officers during the course of the year, the Committee shall have the power if required to appoint a replacement either from the Committee or from the membership and, while the vacancy subsists, make suitable arrangements for the fulfilment of the responsibilities of that office.
- 5.2 Any Committee member who misses more than three consecutive meetings without good cause notified to the Hon Secretary may be suspended from the Committee.

6 The Hon Treasurer

- 6.1 The Hon Treasurer shall be responsible for the following requirements:
- 6.2 The Association shall have a Bank or Building Society cheque-book current account. The Committee shall nominate three of its members authorised to sign cheques, one of whom must be the Hon Treasurer. These signatories must not live in the same household nor be related. All cheques shall require two signatures. If appropriate, the Association shall also have a second (deposit) account.
- 6.3 The Committee may authorise methods of payment other than cheques, including electronic payments, subject to prior approval by the person appointed under clause 5.2.8 of the Constitution and the Association's bank of appropriate practices and safeguards governing such methods.
- 6.4 All money shall be paid into the bank or the building society account. The Hon Treasurer may keep petty cash (maximum £50.00) to be paid out against receipts and recorded in a docket book.
- 6.5 The Hon Treasurer shall keep the accounts and provide written reports on them in advance to Committee meetings and to the AGM. The annual Statement of Accounts shall be subject to certification by a suitable person (see clause 5.2.8 of the Constitution) who is not on the outgoing or incoming Committee, appointed at the previous AGM.
- 6.6 The Hon Treasurer shall keep safe and accessible all documentation relevant to the annual statements of accounts for a minimum of seven years after presentation at an AGM, and on stepping down shall pass this archive on to the next Hon Treasurer.

7 The Hon Secretary

The Hon Secretary shall:

- 7.1 Maintain a register of Association Members;
- 7.2 Convene all meetings and circulate notices to Members, including for the AGM all necessary notices (clause 5.2 of the Constitution) in a timely fashion (clause 5.4 of the

- Constitution), together with but not limited to the schedule for Officers and other committee members for election, all duly and individually proposed and seconded by two independent Members of the Association (clauses 6.1 and 6.2 of the Constitution);
- 7.3 Keep Minutes of all meetings of the Association (including the archive of previous meetings); and
- 7.4 Permit the Minutes to be examined by any current Member of the Association.

In addition to the Committee's power under clause 6.1 of the Constitution, the Hon Secretary, subject to the Committee's approval, may delegate specified duties to other members of the Committee, but shall still take full responsibility for all such duties so delegated.

8 Expenses of Administration and Application of Funds

The Committee shall pay all properly receipted, relevant expenses for its administration and set aside an adequate amount for contingencies. The remaining funds may be applied by the Committee in furtherance of the aims of the Association, as specified in the Constitution.

These Standing Orders to be submitted to the OHDS EGM on 6 October 2016 and to the SCRA SGM on 10 October 2016, and thereafter for adoption by an OHSCA General Meeting; dates of approval and of all subsequent approved amendments to be recorded on all copies.