



## **Standing Orders**

These standing orders shall apply in respect of Ordinary Committee Meetings as well as the Annual General (AGM) and/or any Special/Extraordinary General Meeting (S/EGM).

### **1 General**

- 1.1 Standing Orders and Timetables, and lists of responsibilities are necessary to ensure that The Committee carries out its work efficiently, and in compliance with the Constitution. However Standing Orders and Timetables can be varied on a majority vote of The Committee, and such changes are not reported to the Charity Commission.
- 1.2 It is important to have guidance so that successive committees do not have to reinvent procedures. Guidance in the form of Standing Orders would normally be reaffirmed by a vote of the new committee at its first meeting, but can be amended as necessary by a simple majority of The Committee. This is permitted by rule 8(viii) of the Constitution, which requires that Standing orders must not conflict with the Constitution.

### **2 List of Responsibilities**

- 2.1 Chair
  - To prepare and conduct the Annual General Meetings (AGM) and Committee meetings.
- 2.2 Vice Chair
  - To assist the Chair and deputise in his/her absence from a meeting.
- 2.3 Secretary
  - To minute General Committee meetings.
  - Receive correspondence.
  - Distribute information from the Third Age Trust (TAT) and North West Region, etc. to relevant parties.
  - Archive Committee and General Meeting minutes and agenda papers, Annual Bulletins, and Newsletters in line with the adopted Retention of Records.
  - Maintain a register of equipment whether held by members, on loan, or in the store.
  - Organise AGM or Special or Extraordinary General Meetings (S/EGMs).
  - Compliance with Charity Commission regulations.

## 2.4 Treasurer

- To provide all necessary financial information to the Committee and AGM.
- Carry out and keep records of all financial transactions.
- Financial reporting: To enable the Committee to comply with their responsibilities under Constitution paragraph 11 (Accounts) the Treasurer (or assistant) must provide a report on the finances of the U3A at each Committee meeting. See Treasurer job description.

## 2.5 Other Trustees

- Together with the officers, to be responsible for the good management of the U3A, its compliance with statutory requirements, and with its stated objectives.
- All Trustees must read and accept the Code of Conduct for Trustees produced by the TAT as well as guidance produced by The Charity Commission. This must be done by each trustee each year when the new Committee takes up office. (See guidance document on TAT web site).

## 3 Other responsibilities

3.1 There are other duties, which may either be carried out by trustees or by ordinary members. Some of these may require reports to the Committee, or attendance at it, and so may be held by “special expertise” members invited to attend the Committee under Constitution rule 6(iii).

### 3.2 Membership Secretary

- Uses Beacon Management system to record members’ data and reconcile membership receipts.
- Deals with requests relating to membership from members who do not have access to the internet or emails.

### 3.3 Interest Group Coordinator

- Keep an overview of whole group programme.
- Help with setting up new groups, e.g. finding rooms.
- Providing induction and support for group leaders.
- Assisting with information, methodology, and other admin requirements as required.
- Put together (or coordinate) gathering of all group information for annual report.
- Pick up general group queries from website and answer any other queries re U3A.
- Report latest group news to committee. i.e. potential new interest groups, leaders and venues.

## 4. Meetings

### 4.1 Conduct of Committee Meetings

- The meeting shall be presided over by the Chair or in his/her absence the Vice Chair.
- If neither are available, the members of The Committee will elect one of their number to preside.
- The Chair may designate another Officer to preside over a meeting or parts of the meeting.

- When another member of the committee is acting as Chair, he/she has the same powers and duties as the Chair.
- The Chair shall direct the discussion, accord the right to speak, put items to the vote and announce decisions.
- The Chair shall conduct proceedings in accordance with the Standing Orders.
- If a question arises which is not covered by the order, he/she shall rule on it.
- The declaration of the Chair that a motion has been carried or defeated shall be conclusive.
- The ruling of the Chair shall be final on any question.

#### 4.2 Minutes

- Questions arising out of the minutes shall be allowed only if they relate to the accuracy or are for the purpose of information.

#### 4.3. Reports

- Reports once presented shall be discussed and then a proposer and seconder sought for their approval and a vote taken.

### **5. Conduct of Annual General Meetings (AGM) or Extraordinary or Special General Meetings (EGM)**

#### 5.1 The purpose of the AGM is

- For The Committee to report to members on the activities and achievements of the U3A over the year.
- To accept the annual accounts and appoint an independent examiner for next year's accounts.
- To elect Committee Officers.
- To elect other Committee members.
- To accept any proposed changes to the Constitution.
- To agree any recommended changes to membership fees.

#### 5.2 Time Limits

- Notice of the AGM shall be given to the membership at least 8 weeks before the AGM.
- Submission of the nominations for the election of Committee members shall be received by the Secretary at least 6 weeks before the AGM. Similarly, any proposed resolutions/motions from the membership or the Committee.
- The AGM agenda including nominations & proposals/motions to be made available to each member at least 3 weeks before the AGM. Proposed amendments to motions should be received by the Secretary at least three weeks before the AGM.
- The minutes of previous AGM will be made available.

#### 5.3 Chair

- The Chair of Preston & District U3A shall be the Chair of any General Meeting at which he/she is present. In the absence of the Chair, the Vice Chair shall take over, or if he/ she is also absent The Committee members present shall have the power to elect a Chair for the meeting.

#### 5.4 Attendance

- Only members of Preston & District U3A, who have paid the current membership fee may attend.
- A quorum of 15% of the membership is required for the AGM to take place.

- If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved. The meeting shall be adjourned to another day and time as The Committee may direct, provided 21 days' notice is given to all members.
- If at the re-called meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be the quorum.

#### 5.5 Order of Business

- The business of the AGM shall be transacted in the following order.
  - Apologies for absence.
  - Approval and signature of the last AGM's minutes.
  - Matters arising from last year's minutes.
  - Annual report of U3A activities (including reports from the Chair and other Committee members).
  - Receiving and accepting the independently examined accounts.
  - Approving the appointment of an Independent Examiner for next year's accounts.
  - Acceptance of the Constitution (first AGM).
  - Changes to the Constitution (subsequent AGMs).
  - Appointment of Committee Officers (Chair, Vice Chair, Secretary and Treasurer).
  - Appointment of other Committee posts.
  - Consideration of motions from members and/or the Committee.
  - Set the date of the next AGM.

#### 5.6 Minutes

- The Secretary shall minute any decisions made at the AGM and a minute book of signed copies of each AGM's minutes.

#### 5.7 Acceptance of changes to the Constitution

- These shall be decided by a vote consisting of a show of hands. A majority of at least 67% of the membership present is required to pass any change to the Constitution.

#### 5.8 Election of the Committee

- The election of members of The Committee shall be held at the Annual General Meeting of the U3A. Any Officer or non-Officer retiring may stand for re-appointment provided he/she remains a member of the U3A and dependent on the time limits for Officers set out in the Preston & District U3A Constitution.
- Prior written nomination of any candidate will be required. The nomination should be made by a proposer and a seconder (not themselves being Officers or non-Officer members of the Committee) and signed and agreed by the nominee.
- At the AGM, if there is more than one nomination for a particular Committee role then the election should be by secret ballot. Otherwise individuals may be elected to The Committee by a show of hands.
- If there are insufficient candidates, then the Chair of the AGM may appeal for any willing member present to stand. For such an appeal, a vote must be taken and carried by a simple majority for volunteers at the meeting to be permitted. Any willing candidate may then offer himself/herself and be proposed to the meeting for appointment.

#### 5.9 Conduct of business for motions

- No motion or amendment shall be discussed unless it has been proposed and seconded by persons present at the meeting. All motions and amendments must have been provided to the Secretary in written form. Motions shall be dealt with in the following manner.
  - A motion with no proposed amendments shall be proposed, seconded, discussed and voted on, by a show of hands of those present at the meeting. The proposer shall be given the right of reply immediately prior to the vote.

- Any amendment to a motion shall be proposed and seconded following the proposal and seconding of the original motion. A properly proposed and seconded amendment shall be discussed and voted on by a show of hands, before any vote is taken on the original motion. The proposer of the original motion shall have the right of reply before the vote is taken.
- If an amendment is carried, it shall be incorporated in the original proposal, which shall then become the substantive motion.
- Any further amendments to the substantive motion shall be dealt with in the same way.
- The final substantive motion shall then be voted on, by a show of hands, and shall then become the resolution of the meeting.

#### 5.10 Records of Attendance

- Membership of Preston & District U3A shall be checked at the door and the total attendance recorded in the minutes.

#### 5.11 Accidental failure of notice

- The accidental omission to give notice of a meeting to, or the non-receipt of notice by, any person to whom such notice should be given, shall not invalidate the proceedings of the AGM.
- Neither shall the accidental omission to send a copy of the agenda of the meeting, or the non-receipt of the copy of the agenda by any such person.

#### 5.12 Speeches

- Each speaker shall announce his/her name.
- No member shall speak twice on any one motion other than a right of reply.
- The time limits are 5 minutes for proposers and 3 minutes for all other speakers.
- The Chair may with the consent of the meeting permit an extension to any speaker's time.
- An individual member may speak on no more than 4 occasions during any Annual or Special General Meeting.

#### 5.13 Motions

- Motions should be proposed, seconded, discussed and voted on. The proposer being given the right of reply prior to the vote.
- If there is no speaker against the motion it shall proceed to a vote without further debate.
- Any member who has not spoken in the debate may move at any time that the meeting proceed to a vote.
- Discussion on a motion can be curtailed by the Chair if in his/her opinion the conduct of the meeting requires it. The right of reply must then be given to the proposer and a vote taken.
- A motion listed on the Agenda may only be withdrawn following a request by the proposer which must then be put to the vote.

#### 5.14 Voting

- All current paid-up members in attendance shall have a vote.
- All contested elections will be decided by a secret ballot.
- All other decisions will be by a show of hands and will require a simple majority of those present except any involving a change to the constitution or a motion to dissolve the U3A which require a two thirds majority of those present and voting.
- In the event of a tie the Chair has a casting vote.
- A minimum of two and a maximum of four tellers should be appointed at the start of the meeting to count votes should that be required.

#### 5.15 Points of Order

- Points of order can be called only in cases of incorrect procedures, irrelevancy or transgression of the standing orders.
- They must be raised immediately and addressed to the Chair.
- There shall be no other speech or discussion other than the ruling of the Chair on the point of order.

#### 5.16 Points of Information

- Points of information may be raised by any member and may consist of information offered or asked of the speaker. They must be addressed to the Chair who will ask the speaker holding the floor to give way.

### **6. Subscriptions**

- 6.1 Renewals are due on 1<sup>st</sup> April. Subscriptions lapse if not paid by 31<sup>st</sup> May. Members shall be reminded of this during the renewal period.
- 6.2 Subscriptions paid by new members on or after 1<sup>st</sup> November will pay a reduced cost for current year, plus the full cost of the following membership year.
- 6.3 At the AGM the committee ask for a Mandate to increase membership fees and/or Interest group fees in the following year if required.
- 6.4 Third Age Matters and Newsletters are only sent to currently paid-up members.

### **7. Admission to Group activities and events**

- 7.1 Admission to groups and other meetings is restricted to members only. Occasional guests are allowed at the discretion of the Group Leader or event organiser.
- 7.2 An individual, not being a member, and not having previously been a member, will normally be admitted to no more than two meetings as “taster” visits and will be asked to pay the regular admission fee.

### **8. Code of Conduct at Groups and Meetings**

- 8.1 People attending group activities and events are expected to conduct themselves in an appropriate manner and in line with Preston and Districts Code of Conduct Policy.
- 8.2 People attending group meetings are expected to be members of Preston & District U3A or be prospective members, in line with Preston & District U3A’s policy on charging for ‘visitors’ and guests. Guests are required to sign into meetings and provide information so that the information can be used to track attendees both for Insurance purposes and Data Protection. Information about guests will only be kept for a 3-month period in line with its Data Protection/right to Privacy policy.

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