

A) STANDING ORDERS

Standing Orders are rules established by the Trustees to regulate the work of the Society. They are in addition to any Government Regulation and are optional.

The following are items that Trustees shall include:

B) MEETINGS

Ordinary Trustee meetings will be held monthly and will start at 7.30pm at a venue to be decided for the next meeting resolved at the current meeting and shall be completed within 2 hours.

Where business has not been completed within the agreed time, the trustees present may resolve to continue the meeting in order to deal with the business notified on the agenda.

Any business not completed will become part of the agenda for the next meeting of the Trustees.

C) AGENDA

The Agenda will be organised by the Secretary in consultation with the Chair.

Any Trustee may place an item on the Agenda by contacting the Secretary not less than seven days before the meeting.

Any Trustee wishing to raise an urgent item at the meeting must give notice at the start of the meeting. The Trustees will decide whether any such item will be discussed or dealt with at a subsequent meeting.

The Agenda will be circulated at least two days prior to the meeting.

D) ATTENDANCE

Where a trustee has sent an apology to the Secretary, the minutes will record the Trustee's consent or otherwise to the absence.

The time of arrival and/or departure of any trustee will be recorded in the minutes if such arrival is after the start of the meeting and if the departure is before the close of the meeting.

E) MINUTES

Every meeting of the Society shall be minuted by a nominated minute secretary

Within 10 days of the meeting, the draft minutes will be sent by the Secretary to the Chair for checking.

Those minutes, which the Trustees determines as confidential, will be minuted on a separate sheet and copies will not be publicly available.

Recommendations received from Committees or Working Groups will be recorded in the minutes.

A copy of the minutes will be sent to the all Trustees together with the Agenda three days before the next meeting of the Trustees.
Following approval by the Trustees, a hard copy of the Minutes will be signed at the meeting and retained in a Minute Book.

Minutes with the exception of confidential minutes mentioned above, shall be available to ordinary members of the Society upon request but with reasonable notice...

F) CORRESPONDENCE

All incoming correspondence to the Trustees is for the attention of the whole of the Trustees whether addressed to the Chair, Secretary or individual Trustee
The Secretary will receive and log all correspondence to the Governing Body.

The Secretary will present all significant items to the next meeting of the Trustees

G) FINANCE

A financial report shall be given by the Treasurer at each monthly meeting. All funds, with exception of a maximum of £50 petty cash, shall be banked

H) DEBATE

The Chair will ensure that all Trustees enjoy equality of opportunity to express their views.

The Chair will regulate all debates.

I) DECISION MAKING

All decisions must be made by the Trustees unless an individual or a Committee has been delegated to deal with a specific issue.

Only Trustees present at a meeting may vote. Proxy voting is not allowed.

Any matter put to the vote is decided by a simple majority. In the event of a tie, the Chair has a second vote.

Voting will be by a show of hands unless one Trustee requests a secret ballot.

Decisions of the Trustees are binding on all its members.

J) URGENT ACTION

The Chair (or in the absence of the Chair, the Vice Chair) has the authority to take urgent action (on matters that are permitted to be delegated to an individual) between meetings where the delay in exercising a function is likely to be seriously detrimental to the interests of the Society.

K) PUBLIC STATEMENTS

No Trustee will make any public statement about any matter concerning the Society without the authority of the Trustees

L) MEETINGS

When the Chair is absent, the Vice Chair shall officiate.

M) DELEGATION OF FUNCTIONS

No action may be taken by an individual trustee unless authority to do so has been delegated formally by resolution of the Trustees.

N) COMMITTEES

Committees to which the Trustees have delegated any of its functions will act strictly in accordance with the terms of the delegation.

When establishing Committees, the Trustees will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Committee)
- determine procedures for reporting back.

The Trustees may co-opt non-trustees to Committees but they may not form a majority and have no vote unless the Trustees specifically give them a vote.

The President of the Society has a right to attend any Committee meeting.

O) WORKING GROUPS

When establishing Working Groups, the Trustees will:

- determine the membership
- select or confirm the Chair
- establish the terms of reference (in consultation with the Group)
- determine procedure for reporting back.

The Chair has a right to attend any Working Group meeting.

P) CONFIDENTIALITY

All Trustees have a duty not to discuss any confidential item of the Society's business outside the meeting.

Q) REVISION

The Society will review these Standing Orders from time to time but not less than at the Annual Meeting every third years

These standing Orders were adopted by the Society on.....