

# Vauxhall Gardens Community Centre

## Standing Orders

(Amended 20/05/2012)

### 1. Full Membership

a) Full Membership of the Vauxhall Gardens Community Centre (hereafter known as the Centre), is restricted to those over the age of 18, living in the area of Vauxhall outlined in the Constitution.

b) Those who wish to become members of the Centre must sign an application for membership prior to being allowed to participate in any formal meetings of the Centre, including Committee, Ordinary, Extraordinary or Annual General meetings. This must be ratified 21 days before any such meeting.

c) Applications for membership may be accepted temporarily by the Chairperson subject to being endorsed by either the Treasurer or the Secretary and must be ratified at the next meeting of the Committee..

d) All such members will receive a copies of the Constitution, Standing Orders and a Membership Card

### 2. Acceptable Behaviour policy

a) Applications for membership will be accepted automatically if the applicant resides within the defined area, is eligible for membership and has signed their agreement to the conditions of membership unless they are unacceptable under the terms of the Acceptable Behaviour policy.

b) Should this occur the applicant will have a Right of Appeal against such a decision to an Ad Hoc committee drawn from the Committee by ballot made up of no less than 3 and not exceeding 5 people.

c) The complainant would put their case in writing to the Ad Hoc committee. . The decision of Ad Hoc committee would be binding and final to all parties.

### 3. Associate Membership

a) Any person over 18 years of age who wishes to participate in events at the Centre, or observe at Ordinary, Extraordinary or Annual General meetings may do so under the same terms as applicants for Full membership.

b) Any organisation who wishes to be associated with the Centre may become an Associate Member of the Centre. Any such applications would be examined by the Committee and be subject to their approval.

b) Without exception they will not have voting or speaking rights at such meetings, but may participate in debate at the discretion of the Chair.

c) The Committee may refuse admission to Associate Members, or limit their admission to such times and parts of the premises as they think fit, in the interests of the Centre.

#### **4. Life Members**

The Committee shall be empowered by resolution to grant life membership to any person who has rendered special service to the Centre, or who, in their opinion is deserving of such recognition.

#### **5. Temporary Members**

a) Members of a club's games team and their supporters visiting the club for a games contest, or other party visiting the club, shall be temporary members of the Association for the day of their visit, providing a nomination form containing the names of such persons signed by the Secretary of their Club or party is received at least 2 clear days previous to their admission to the Association's premises as temporary members.

b) Temporary members may not be entitled to vote at any meeting or be nominated as candidates for committees or other office.

#### **6. Register of Members**

a) The Centre shall keep a register of members.

b) The Secretary shall be responsible for ensuring that such a register includes:

- The names, addresses and other contact details of all members
- The type of membership that they hold
- The date on which each person was entered in the register and deleted should this be the case.
- Any position of authority they hold in relation to the management of the Centre, including those of property Trustees This to include all members of the Committee.

c) Every member shall, within 14 days, give notice in writing to the Secretary of the Committee of any change in their residential address.

#### **7. Mis-Conduct of Members**

a) The Secretary, Chair or an elected Officer shall have the power to order the withdrawal from the Centre of any member who, in their view, mis-behaves.

b) Such a member may not re-enter the premises unless agreed to by the Committee after they have met and heard representations to rescind the decision.

#### **8. Expulsion of Members (minor amendment and numbering)**

a) The Committee shall have power to reprimand, suspend (for a period not exceeding 12 months) or expel any member who shall infringe any rule or by-law or whose conduct, whether within the Association's premises or otherwise, shall, in their opinion, render him/her unfit for membership.

b) No member shall be reprimanded, suspended, or expelled without being first summoned before the Committee and given a full opportunity to advance a defence, nor unless two-thirds at least of the Members of the G.M.C. shall vote for his/her suspension or expulsion.

c) A suspended member shall not be entitled to use the Association's premises nor to attend any General Meeting, nor vote at any election or hold any office during suspension but shall remain liable to pay his/her subscription.

## **9. Cessation of Membership**

Members shall cease to be members:-

- a) by non-payment of subscription  
(subject to the subscription clause above mentioned)
- b) expulsion
- c) resignation.

## **10. Subscriptions**

- a) Every member shall pay to the funds of the Centre a subscription which shall become due as soon as he/she is elected to the membership.
- b) The subscription must be paid before the member is entitled to any of the privileges of the Centre.
- c) The rate of subscription shall be (to be agreed) per quarter payable on the first day of January, April, July and October respectively in each year or (to be agreed) per annum payable on the first day of January in each year.

## **11. Arrears of Subscriptions**

- a) Every member shall pay to the funds of the Association a subscription which shall become due as soon as he/she is elected to the membership.
- b) The Committee have the power to suspend subscriptions from time to time. Such a decision must be reported to the first available Ordinary General meeting or the Annual General Meeting, whichever occurs first.
- b) The subscription must be paid before the member is entitled to any of the privileges of the Centre.
- c) The rate of subscription shall be (to be agreed) per quarter payable on the first day of January, April, July and October respectively in each year or (to be agreed) per annum payable on the first day of January in each year.

## **12. Committee (Powers)**

- a) The General Management Committee (the Committee) shall consist of the Management Committee elected at the Annual General Meeting.
- b) The Committee shall elect the following Officers from the elected Committee at the first meeting after the Annual General Meeting:
  - Chairperson
  - Secretary

- Asst Secretary (if required)
- Treasurer

c) The Committee shall have the power to manage the Centre and shall have exclusive power to engage or dismiss staff, sign or revoke contracts subject to the general rules of the Centre as outlined in the Constitution

d) It shall have due regard to any resolution or recommendation of any General, Committee or Sub-Committee, but shall not be bound to give effect to the same, if in its judgement, such action would be injurious to the best interests of the Centre or is in contradiction to the Constitution.

e) Not less than one-third of the total Committee Members shall form a quorum.

f) No Resolution of the Committee shall be rescinded unless Notice to Rescind has been given at the previous meeting of the Committee

g) Any Committee Member not attending for three consecutive meetings shall, unless he/she sends an explanation which the Committee considers satisfactory, cease to be a Committee Member.

h) Any vacancy shall be filled by the Committee or in such other manner as the Committee may decide.

j) All Committee Members shall retire at the A.G.M., but shall be eligible for re-election.

### **13. Bar Committee**

a) The Committee shall at the first meeting following each election select a Sub Committee to be called the Bar Committee.

b) It shall consist of Committee Members, one of whom shall be selected by the Committee to act as Chairperson for that Committee.

c) It shall be the duty of the Bar Committee to take a record of the stock of goods held on the first convenient day in each month, either by themselves or by an agent duly appointed by the Managing Committee for that purpose, check all demands for payment with the order book and with the delivery notes and invoices, and to report to the whole Committee whether such stock vouchers, the correctness of the returns made by the Steward and whether the demands are in order and correct.

d) It shall report to every Committee Meeting whether the Treasurer's cash book has been duly made up and that the amount there shown as standing to the credit of the Association appears in the bank statement relating to the Association's current account.

e) The Bar Committee shall have power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Association relating to the Social Club, but nothing in this rule shall empower the Committee to incur expenditure except such as is consistent with the purposes for which the Association is established.

### **14. Sub- Committees**

a) The Committee shall have the power during its term of office to set up any sub-committee that it deems fit in the interests of the

Association.

b)The terms of reference of any sub-committee will be agreed by the Committee, as and when necessary, as long as they are consistent with the purposes for which the Centre was established.

c)The Chairperson, Treasurer and Secretary shall be ex-officio members of every sub-committee.

d)All Committees shall have the power to co-op members to their committee, provided that number does not exceed one-quarter of the number of the Committee.

e)All co-options shall have full voting rights.

## **15. Quorum**

a)No business shall be transacted at any meeting of any committee or sub-committee unless at least members of the committee/sub-committee are present, of whom at least one-half are full members (the co-opted members do not count for this purpose).

## **16. Officers**

a)The Association shall have the following officers:-

1. Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer and who shall be elected each year by ballot at the elections held following the Annual General Meeting and shall remain in office until their successors are appointed.
2. Any of the officers shall be removed at any time, provided two-thirds of the members present at a special meeting called for that purpose shall vote in favour of such a removal.
3. In the event of a vacancy arising amongst the officers by death, resignation or any other clause, the Committee shall have the power to appoint a member to fill the vacancy until the next election of Committee members. Any officer shall vacate his office is suspended from membership for any cause.

b) No business shall be transacted at any meeting of any committee or sub-committee unless at least 4 members of the committee/sub-committee are present, of whom at least one-half are full members (the co-opted members do not count for this purpose)

c)The Chairperson – the elected Chairperson shall take the chair at all General Meetings and Committee meetings of the Centre and in the equality of voting at Management Committee Meetings, shall have an additional or casting vote.

d) The Secretary - shall be responsible for maintaining a Register of the names and addresses of the Centre members and a record of subscriptions, in which shall be recorded the payments of such members. She/he shall carry out the directions of the Committee, take Minutes of the proceedings and if so directed attend any other sub-committee.

c) Assistant Secretary - the Assistant Secretary shall assist the Secretary in

carrying out his/her duties.

e)Treasurer -\_the Treasurer shall pay all monies received by the Association, from any source whatsoever without any deduction for any purpose whatsoever, to the credit of an account opened in the name of the Association at such a bank and in such a matter as the Committee shall direct and, further, shall keep such accounts and pay such debts of the Centre as the Committee shall direct and shall, when required to do so, render to the Committee, or a General Meeting, an account of any monies received and expended by him/her. He/she shall be responsible for preparing accounts and balance sheets and submit them to the auditor.

### **17. Copies to Member**

A copy of the last Annual Return, together with a copy of the Report of the auditor on the accounts and balance sheet contained in the return, shall be available, free of charge on demand to every member or person interested in the funds of the Association. Such copies shall be made available on application to the Treasurer

### **18. Borrowing Powers**

The Committee shall have the power to borrow money for the purposes of the Centre.

### **19. Audit**

a)The Centre shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for that year. None of the following persons shall be appointed as auditor of the Associations:

- (a) an officer or servant of the Centre
- (b) a person who is a partner of or in the employment of or who employs an officer or servant of the Centre.

b)The auditor shall make a report to the Committee on the accounts examined by him on the revenue account or accounts and the balance sheet of the Centre for the year of account in respect of which he is appointed.

c)The auditor shall have a right of access at all times to the books, deed and accounts of the Centre and to all documents relating to its affairs, and shall be entitled to require from the Officers of the Centre such information and explanation as she / he thinks necessary for the performance of the duties of the auditors.

### **20.The election of committee**

a)Election of members to the Committee shall be by ballot at the Annual General Meeting.

b)No member shall be eligible for nomination as a committee member or officer unless he or she has been a member for at least 21 days. Full members are unable to vote at meetings unless they have been in membership for at least 21 days.

- c) No candidate shall be nominated for more than one position
- d) A suspended member shall not be eligible for nomination as a committee member or officer.

## **21. Scrutineers**

- a) The ballot shall be carried out under the directions of the Committee by three scrutineers appointed by the General Meeting who shall not be candidates, committee members or officers.
- b) The scrutineers shall at the conclusion of the ballot seal up the ballot paper and hand them to the Secretary who shall retain them for 7 days.
- c) A scrutiny shall take place if a written demand be presented to the Secretary within 7 days from the close of the ballot signed by not less than one-tenth of the members, and the scrutiny shall be carried out by three fresh scrutineers, to be named by the Committee, and their decision shall be final and binding.

## **22. Ballots when held**

- a) Ballots shall be held during the week following the Ordinary General Meeting or in the succeeding week.
- b) Ballots shall remain open during not less than 2 hours on the evenings of not less than 3 consecutive days to be fixed by the posting of a Notice in the Club signed by the scrutineers, recording the number of votes polled by each candidate and indicating which of the candidates are elected.
- c) Each member shall have one vote for every vacancy, but no member may give more than one vote to any one candidate.

## **23. Settlement of disputes-disputes between members and officers**

- a) All disputes between a member and an Officer of the Association shall, unless the Committee elect to, refer the matter directly to a special meeting and be settled by the committee.
- b) The decision of the Committee shall be final.

## **24. Introduction of Visitors**

- a) A member or an associate may personally introduce friends as his guests, but no member or associate may introduce two friends at any one time.
- b) The visitor and the member introducing him shall sign their names in the book kept for that purpose. The following shall not be admitted as visitors:
  - (a) former members who have been expelled
  - (b) persons who have submitted an application form for membership and have been rejected.
  - (c) Members who are under suspension.

c)Members and associates must accompany guests during the period of their stay in the Club and no guest shall be permitted to make any payment for intoxicating liquor directly or indirectly.

d)Should any visitor introduced by a member or an associate pay for intoxicating liquor, he/she shall at once be removed from the Association premises. If introduced by an associate, the associate shall be removed. If introduced by a member, the member may be expelled from membership on the fact being duly proved.

e)Members and associates are at all times fully responsible for the conduct of their guests.

## **25. Hours of opening and closing of the Social Club**

The Club shall be opened and closed at such hours as may from time to time be fixed by the G.M.C., and as posted in the Club.

## **26. Voting**

a)All questions arising at a Committee, Sub-Committee shall be decided by a majority of the members of the Committee or Sub-Committee present and voting. The voting shall be by a show of hands.

b)Any member present and dissenting from a Resolution passed by that Committee or Sub-Committee shall be entitled on request to have his/her name recorded in the Minute as having so dissented.

## **27. Minutes**

a)The proceedings at every meeting of a Committee or Sub-Committee shall be recorded.

b)The Minutes of a meeting of a Committee or Sub-Committee shall be submitted for approval at the next meeting and, unless decided otherwise by the Committee, shall, as the first business, be taken as read and declared to be a true record.

c)The Minutes shall be signed by the Chair of the meeting at which they are approved. No discussion shall be allowed upon the Minutes except as to their accuracy.

d)The Minutes of every Committee or Sub-Committee shall be open for the inspection of any member of the Association during normal office hours.

## **28. Urgent action on behalf of the Centre.**

Between meetings of Committees and Sub-Committees, the Chairperson, Secretary and Treasurer shall be authorized to meet and exercise in relation to matters of an urgent nature which are within the terms of reference and powers delegated to that Committee or Sub-Committee.

## **29. Interest of Members and Officers**

If any member of the Association has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter, such member shall, while such contract, proposed contract or other matter is before the Association, withdraw from the meeting unless:-

- (i) the Association asks him/her to remain.

- (ii) The contract, proposed contract or other matter under discussion be in value under £200.

### **30. Regulation of Tenders and Contracts**

a) Except for expenditure which it is estimated will not exceed £200, no contract shall be made by or on behalf of the Association for obtaining goods or materials or for the execution of any work, except after a Committee has considered an estimate in writing.

b) A Committee or its Chair may negotiate a tender on behalf of the Association, providing:

- (i) the contract, proposed contract or other matter exceeds £200, at least three written quotations shall be invited.
- (ii) Where the value or amount of an order or contract is estimated to be over £1,000, prior agreement of the G.M.C. may be required.

### **31. Variation and Revocation of Standing orders**

Any motion to vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next Ordinary Meeting of the G.M.C.

### **32. Meetings**

a) The Annual Meeting of the Centre shall take place at the Vauxhall Gardens Community Centre on such a day and time as may be determined by the Association.

c) Special Meetings of the Association may be convened under the following conditions:-

- i) The Committee resolved to convene a Special Meeting.
- ii) A Special Meeting may be convened by the Chair (G.M.C.)
- iii) A Special Meeting shall also be called at any time upon a signed requisition to that effect (which shall state the business proposed to be transacted at such Special Meeting) being delivered to the Association's Secretary, and such Meeting shall take place within 21 days after the receipt by the Secretary.

### **33. Agenda**

An Agenda must be submitted 24 hrs prior to the Committee meetings

### **34. Membership Cards**

Membership cards to be shown when asked for.

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