

SESSAY COMMUNITY TRUST (CIO)

STANDING ORDERS

1.Role & Purpose

To run the village hall and provide and maintain a recreation and sports ground and other community facilities and projects in the interest of social welfare, with the aim of improving the conditions of life of the inhabitants of Sessay & Hutton Sessay.

2. Membership

The following categories formulate the membership of Sessay Community Trust Members Committee, for which any person over the age of 18 years interested in furthering the objects and is resident in the villages of Sessay or Hutton Sessay is eligible.

- a) Trustees. There will be five trustees elected in accordance with the constitution at the AGM.
- b) Officers. There will be four officers, chairperson, treasurer, secretary and vice-chairperson elected at the AGM. All of the officers are honorary (unpaid)
- c) User/Liaison representatives. The trustees will agree applications for new user/liaison membership. The individual user/ liaison group committees will nominate their representatives and will be ratified at the AGM.
- d) Village representatives. There will be two village representatives elected by the trustees and be ratified at the AGM.
- e) Honorary members will be appointed at the discretion of the trustees.
- f) Members have the authority to create sub-committees and co-opt members subject to ratification by the trustees.

3. Code of conduct of members

- a) Act within the SCT (CIO) constitution and the law, being aware of the contents of the document and the law as it applies to SCT.
- b) Act in the best interest of the SCT as a whole, considering what is best for the charity and its beneficiaries and avoiding bringing the charity into disrepute.
- c) Manage conflicts of interest effectively- registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- d) Respect confidentiality – understanding what confidentiality means in practice for the charity, its committee and individuals involved.
- e) Have a sound and up-to-date knowledge of SCT and its environment- understanding how the charity works and the environment within which it operates.
- f) Attend meetings or give apologies – considering other ways of engaging with the committee if unable to attend a meeting.
- g) Prepare for meetings and all work for the charity – reading papers, querying anything you do not understand and thinking through issues before the meetings.
- h) Actively engage in discussions, debate and voting in meetings- contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- i) Act jointly and respectfully with all- respecting diversity, different roles and boundaries and avoiding offence.

The members are expected to honour the content and spirit of this code.

4.Meetings.

- a) Meetings to be held bi-monthly or as often as the SCT requires but not less than twice a year.

- b) A special meeting may be called by the secretary at the request of the chairperson or two SCT members.
- c) The quorum of the SCT shall be greater than 50% of the members.
- d) If the chairperson is not present at the meetings the vice- chairperson shall chair the meetings. In the absence of both the meeting shall elect a chair for that meeting only.
- e) Voting at meetings. Any decision other than ones falling within clause 10(4) of the constitution (Decisions must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote.
- f) The chair shall have a vote at the meetings and in case of equality of votes the chair shall have the second or casting vote.

5. Sub-committees.

- a) The SCT may create sub-committees as it may consider necessary and may delegate functions to such committees as they specify.
- b) Such sub-committees may co-opt persons who are not members of the SCT or live within either village, provided that such co-opted members shall comprise no more than one-third of the total membership of the sub-committee.
- c) Proceedings of any such sub-committee shall be reported back to the SCT committee as soon as is practicable for decision.

6. The Annual General Meeting.

- a) An AGM shall be held in the month of February each year or as practicable after.
- b) The AGM shall be open to all residents of Sessay and Hutton Sessay. Non-residents may attend as observers and may speak at the discretion of the meeting.
- c) The AGM is held for the purpose of reviewing the running of the Village Hall, receiving the chairperson's report, the treasurer's report, user/liason groups reports and at this meeting the members committee should be elected.

7.Expenditure.

- a) At least three estimates must be obtained, unless agreed otherwise, for any expenditure for goods or work done over £500.00 and must be approved by the trustees.

8.Electronic Communication.

- a) The charity may find itself in a situation where an urgent decision is needed between meetings. In these exceptional circumstances, decision-making may be made by electronic means (email).

These circumstances are:

1. Where there is danger to the public
2. Where there is a risk to the building and/or its environment.
3. The nature and means of obtaining members response will be clearly laid out in the email, which will be sent by either the secretary or the chairperson and will consist of a single vote or decision.

9.Dissolution.

The SCT may be dissolved by resolution of its members as per clause 29 of the constitution.

NB – A fuller version of the constitution is available and can be viewed by request of the Chairperson or secretary