

## **SESSAY COMMUNITY TRUST (CIO)**

### **STANDING ORDERS**

#### **1.Role & Purpose**

The objectives of Sessay Community Trust are to run a village hall and provide and maintain a recreation and sports ground and other community facilities and projects in the interests of social welfare, with the aim of improving the conditions of life of the inhabitants of the Parish of Sessay. To provide appropriate help and support to the poor and needy of the Parish

#### **2.Membership**

Membership of Sessay Community Trust consist of

A) Trustees.

There will be a minimum of 3 and maximum of 10 elected in accordance with the constitution at the AGM.

B) Officers.

Chairperson - will be elected by the Trustees at their first meeting following the AGM.

Treasurer – elected each year at the AGM (Ex- officio trustee)

Secretary – elected each year at the AGM (Ex – officio trustee)

Media Officer – elected each year at the AGM.

C) User representatives. The individual user committees will nominate, in writing their representatives for ratification at the AGM. The trustees will agree applications for new user membership.

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.SCT Members Meetings.**

- a) Meetings to be held 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 a meeting those members present at the meeting shall elect a chair for that meeting only.
- e) Voting at meetings. Any decision 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 the Parish, 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 each year and within 15 months of the previous AGM.
- b) The AGM shall be open to members of the SCT.
- 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/liaison groups reports.

#### **7.Expenditure.**

- a) All expenditure shall be at the discretion of the trustees.

#### **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.

24 January 2024

(Version 3)