

St Aidan's College SCR

Standing Orders



2021

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Remit

These standing orders arise from and are subject to the provisions made in the Constitution of St Aidan's College SCR. In the case of a contradiction arising between the two the Constitution shall take precedence.

1. Meetings

1. Procedure to Organise Meetings:

- a. Meetings shall be held no less frequently than once per term. In the Michaelmas term, one meeting shall be held as the Annual General Meeting ("AGM").
- b. General meetings may be called by the President with the agreement of the Exec, at no less than one week's notice.
- c. Extraordinary meetings shall be called at no less than one week's notice by no less than 3 Members in order to discuss a specific topic. No other business shall be overseen at such meetings.
- d. The agenda shall be published no less than 24 hours before the starting time of the meeting.

2. Attendance:

- a. Paid Members may attend, speak, and vote.
- b. Associate Members may attend and speak.
- c. The President of St Aidan's JCR can be invited to attend and speak, on the condition that this is reciprocated by this common room.

3. Form of Agenda:

- a. Apologies Received.
- b. Approval of the Previous Meeting's Minutes.
- c. Matters Arising from the Previous Meetings Minutes.
- d. Reports of Officers.
- e. Motions (where appropriate).
- f. Elections (where appropriate).
- g. Any Other Business.
- h. A ceremonial motion may be proposed at any point in the meeting to change the order of the agenda.

4. Control of Meetings:

- a. The Chair shall preside over the meetings, unless they are the subject of a motion of no confidence, in which case the control shall pass to the President.
- b. Control of meetings shall pass to the Secretary for the handling of elections and appointments.
- c. The chair may invite a non-member to attend or speak at any meeting.
- d. The chair may declare a meeting or section thereof to be held in curia. A procedural motion may also be proposed to this effect.

5. Quorum:

- a. There shall be a quorum at all AGM meetings, which shall be 15% of paid members.
- b. Any business overseen at an inquorate meeting must first be ratified at a quorate meeting at which time a successful vote makes business into effect.

- c. No business may be overseen by a AGM at which fewer than 10% of paid members are present.

6. Motions:

a. System for Proposal

- i. Any Member of the SCR may propose or second an ordinary motion.
- ii. All ordinary motions must have a nominator and seconder.
- iii. Either the nominator or the seconder must be present at the meeting for the handling of the motion.
- iv. All ordinary motions must be submitted to the Chair no less than 24 hours before the date of the meeting at which they are to be put.
- v. Motions which amend the Constitution or Standing Orders must be submitted no less than 2 days before the meeting at which they are to be put.

b. Procedure for Considering Motions:

- i. All motions shall first be read out by the chair after which the proposer (or seconder if the proposer is not present) shall be given an opportunity to speak in favour of the motion.
- ii. There shall then be an opportunity for questions to be asked of the proposer, after which the motion is open to the floor and anyone may comment on the motion.
- iii. The Chair shall decide upon a suitable point at which to move to a vote.
- iv. Associate members may speak on motions but may neither vote nor propose amendments.

c. Amendments

- i. Amendments may be proposed by any Member while the motion is open to the floor.
- ii. If the proposer accepts, the amendment is immediately accepted.
- iii. If the proposer does not accept, then a seconder is sought, and the amendment is treated as a motion (requiring a majority vote).

d. Voting:

- i. Motions are voted upon by a show of paid Members hands only. The normal method for election.
- ii. Unless the Chair stipulates an alternative method for voting proceedings.
- iii. The Chair shall not vote except in the case that an overall majority has not been cast.
- iv. A simple majority is only required for Motions to be passed.
- v. A majority is required to pass changes to the Constitution or Standings Orders.

e. Votes of No Confidence (VONC):

- i. Votes of No Confidence must be proposed and seconded by at least 7 Members acting jointly.
- ii. The names of those proposing and seconding shall only be known to the President (or Chair if the motion is against the President).

- iii. The Chair shall read a short statement in support of the motion, after which the officer concerned will have the opportunity to defend themselves.
- iv. The Vote is taken by secret ballot. A majority plus one vote is required to pass the motion.

2. Elections and Appointments

1. Schedule:

- a. All elections shall be held at the AGM in Michaelmas term.
- b. A by-election may take place at any point during the year at which the position falls vacant. This includes the creation of a new officer post.

2. Nominations:

- a. Nominations shall be received at the meeting at which the election is taking place.
- b. All candidates shall require a proposer and a seconder, both of whom must be present at the meeting.
- c. Any Member may act as a proposer or seconder.
- d. If a position remains vacant, it shall be re-opened after any other elections during any other meeting.

3. Voting:

- a. Voting for executive positions shall take the form of a secret ballot, held at the meeting, in which all members are eligible to vote.
- b. Voting for all non-executive positions shall take place by a show of hands at the meeting with the candidate(s) absent while the votes take place.
- c. Votes shall be counted by a simple majority; the candidate having the most votes winning the election.

- d. The vote totals shall be included in the minutes of the meeting. The electoral device of 'Re-Open Nominations' shall not be included as a candidate.

4. Terms of Office:

- a. Terms of office for executive positions shall begin at the start of the Annual General Meeting October and last until the next Annual General Meeting.
- b. Terms of office for non-executive positions shall start at midnight on the day the election takes place and run until midnight on the day of the next election to that position.

3. Finance

1. Subscriptions:

- a. The cost of full membership levy shall be set annually by the Exec.

2. Expenditure:

- a. All money spent from account must be approved by the Administrator and/or President and one other Exec member.
- b. Cash taken out of account up to £100 must be agreed by the President and Administrator.
- c. Cash taken out of account up to £400 must be agreed by the Exec.
- d. Any charge by College or the University must be paid by agreement of the Exec.
- e. Any other item of expenditure must be brought to a meeting as a motion.

3. Accounts and Budgets:

- a. The Administrator shall produce annually a set of detailed accounts and a budget for the following year.
- b. These shall be presented to College Council for inspection. Any member of College may view the accounts within 7 days of requesting to view them.

4. **Effect**

1. These standing orders are adopted by SCR Exec thus revoking all previous standing orders pertaining to St Aidan's College SCR. These standing orders voted in by quorum of 2/3 majority out of those voting from the mandated 15% total of paid SCR membership.

