

Ashington Community Centre Trust

Registered Charity 305340

Rules and Procedures
For conducting it's Business.

To be given to all Trustees of the Charity.

Rules for the conduct of business of the Committee of Management (CoM) of Trustees, any subcommittee appointed under paragraph 10 of the Constitution, or any meeting required to be called under paragraph 14 of the Constitution.

1. Officers of the Committee (OoC).

- 1.1. The Officers of the Committee are:
The Chairman.
The Vice-Chairman.
The Secretary, and
The Treasurer.

2. Meetings

- 2.1. Ordinary meetings of the CoM will be held quarterly in the Ashington Community Centre, on a Friday, commencing at 8PM, or as the CoM may decide.
- 2.2. The Annual General Meeting of the CoM shall be convened by the OoC so as to take place in the month of May each year. Notices of the meeting to be affixed to a part of the Trusts' premises, or some conspicuous place or places within the parish of Ashington. These Notices to be addressed to all residents of Ashington aged 18 years and upwards, and be of either sex.

3. Chairman of Meeting.

- 3.1. The person presiding at a meeting may exercise all the powers and duties of the Chairman of the Trust, in relation to the conduct of the meeting.

4. Quorum.

- 4.1. A quorum shall consist of a minimum of one third of Trustees, including OoC.
- 4.2. If a quorum is not present at the start of a meeting, or, if during a meeting, a number of Trustees are debarred by reason of a declared interest making the total present below the one third requirement, the business not transacted at that meeting shall be transacted at the next Ordinary meeting of the CoM, or on such a day as the Chairman may decide.

5. Voting.

- 5.1. Trustees shall vote by a show of hands, or, if at least two Trustees so request, by signed ballot. Alternatively, a Trustee may demand a Poll, or if prior notice can be given, by Proxy.

- 5.2. The Chairman has a casting vote in the event that voting is equal.
- 5.3. In the event of a Public Meeting having to be called under paragraph 14 of the Constitution, it is open to the CoM to decide that in order to achieve the best representative vote, that Postal balloting and/or Proxy voting be allowed to be used.

6. Order of Business.

- 6.1. At each Annual General Meeting, the usual business shall be:
 - To receive and approve Minutes of previous years Annual General Meeting.
 - Matters arising from those Minutes.
 - Receive Chairman's Annual Report.
 - Receive Secretary's Annual Report.
 - To elect a Chairman.
 - Receive Treasurers Annual Report.
 - To elect Secretary for forthcoming year.
 - To elect Vice-Chairman for forthcoming year.
 - To elect Treasurer for forthcoming year.
 - To receive and approve the Accounts for the previous year.
 - To appoint Auditors for the forthcoming year.
 - l) To elect any representative to outside bodies.
 - To review and seek approval for any recommended increase/decrease in hire charges levied by the Trust. (see Section 15)
 - To review and seek approval for any recommendations made by the OoC or Management subcommittee. (see Section 15).
 - To appoint or re-appoint the Management subcommittee
- 6.2. At each Ordinary meeting, the following order of business should be followed:
 - In the absence of both the Chairman and Vice-Chairman, a Chairman for the meeting should be elected, bearing in mind the quorum requirements already specified in Paragraph 4a.
 - The Secretary to inform the meeting of any notices of absence.
 - The Minutes of the previous Ordinary meeting to be received and approved.
 - Matters of business arising from those minutes to be dealt with by those detailed to take the necessary action.
 - Chairman's/Management report.
 - Secretary's report.
 - Treasurers report.
 - To consider motions or recommendations in the order received in the order in which they were notified.
 - Any other business.
- 6.3. The above procedure may be modified by a motion being made by any Trustee or Chairman on the basis of urgency and be put to the vote without seconding. It shall be put to the vote without discussion.

7. Resolution moved on Notice.

- 7.1. Except as provided by these Rules and Regulations, no resolution may be moved unless the business to which it relates has been put on the agenda by the Secretary, or the mover has given notice in writing of its terms and delivered the notice to the Secretary at least 3 clear working days before the date of the next meeting of the CoM.
- 7.2. The Secretary shall date every Notice of Resolution or Recommendation when received.
- 7.3. The Secretary shall insert in the notice of Agenda for every meeting, all notices of Motion, resolution or recommendation properly given, in the order in which they were received. The moving Trustee may request, in writing, that the Motion, Resolution or Recommendation be withdrawn upto the commencing of the relevant meeting.
- 7.4. A trustee may, with the consent of the seconder, propose amendments to his/her resolution .
- 7.5. If a motion, resolution or recommendation specified in the Agenda is not moved, either by the Trustee who gave notice, or by another Trustee, it shall be treated as withdrawn.

8. Resolutions that may be moved without notice.

- To appoint a Chairman for a meeting.
- To correct Minutes of previous meeting.
- To approve Minutes of previous meeting.
- To vary order of business.
- To proceed to next item of business.
- To close or adjourn the discussion.
- To appoint an Advisory Committee or any member of it.
- To refer any matter to an Advisory Committee.
- To adopt a report.
- To amend a Resolution.
- To give leave to withdraw a Resolution or an amendment.
- To extend the time limit for speeches. (See Paragraph 10.3)
- To silence or eject a Trustee from the meeting for misconduct. (See Paragraph 11.2)
- To invite a member having an interest in the subject matter under discussion to leave the meeting or remain.
- To give the consent of the CoM where such consent is required by these Rules and regulations.
- To suspend any Rule or Regulation.

9. Questions.

- 9.1. A trustee may ask the Chairman or the Secretary any question concerning the business of the CoM, provided notice of the question has been given

to the person to whom it is directed before the meeting begins. The person to whom the question is addressed may waive this proviso.

- 9.2. Every question shall be put and answered without discussion.
- 9.3. A person to whom a question is put, has the right to decline to reply.

10. Rules of Discussion.

- 10.1. No discussion shall take place upon the Minutes, other than about accuracy.
- 10.2. A resolution or amendment shall not be discussed unless it has been proposed earlier and discussed, or put to the meeting.
- 10.3. Any speech by a proposer of a resolution shall be limited to two minutes, and any other speech limited to three minutes, unless these limits are waived by the Chairman of the meeting.
- 10.4. An amendment shall be either to:
 - To remove words completely;
 - To remove words and replace or add with other words;
 - To insert or add words.
- 10.5. An amendment shall not have the effect of negating the proposal before the meeting.
- 10.6. If an amendment is carried, the resolution, as amended shall take the place of the original resolution upon which any further amendment may be moved.
- 10.7. A further amendment shall not be proposed until the trustees have disposed of every amendment previously proposed.
- 10.8. The proposer of a resolution or amendment shall have no more than three minutes by way of reply.
- 10.9. A Trustee, other than the proposer of the resolution, shall not, without leave of the meeting, speak more than once on any resolution except to propose an amendment or further amendment, or on a point of order, or in a personal explanation or to move a closure. (See also Paragraph 14).
- 10.10. A Trustee may make a point of order or a personal explanation and shall be heard immediately. A personal explanation shall be confined to some material part of a former speech by him or her and which may have been misunderstood.
- 10.11. The Chairman's ruling on a point of order or admissibility of a personal explanation is not open to challenge or discussion.
- 10.12. Trustees shall address the Chairman.
- 10.13. If two or more Trustees wish to speak, the Chairman shall choose the order in which they shall do so.

11. Disorderly Conduct.

- 11.1. A Trustee shall not during a meeting, persistently disregard the ruling of the Chairman, wilfully obstruct business or behave in an irregular, offensive or improper manner, or in such a manner as to bring the CoM into contempt or ridicule.
- 11.2. If, in the opinion of the Chairman, a Trustee has broken the provisions of section a) above, the Chairman shall express that opinion to the Committee and thereafter any Trustee may propose that the trustee named do leave the meeting, and if the proposal is seconded, shall be voted upon forthwith and without discussion.
- 11.3. If the provisions contained in Paragraph 11 b) are ignored by the Trustee in question, the Chairman may suspend the meeting or take such further action as may reasonably be necessary to enforce them.

12. Setting aside resolutions.

- 12.1. A decision, (whether affirmative or negative) of the CoM shall not be reversed for a period of not less than six months from its acceptance, except for a resolution signed by a majority of Trustees so attending.
- 12.2. When such a special resolution has been passed, no amendments will be considered for a period of not less than six months from its passing.

13. Voting for Committee.

- 13.1. Where more than two candidates are nominated for any position on the CoM, and no clear overall majority has been achieved for any one individual, the candidate with least number of votes cast shall withdraw from the procedure, and the process repeated until such time as a clear majority is given in favour of one person.

14. Right of Reply.

- 14.1. The proposer of a resolution shall have the right of reply immediately before the resolution is put to a vote. If an amendment is proposed, the proposer of the amendment shall be entitled to reply immediately before the amendment is put to the vote.
- 14.2. A Trustee exercising the right of reply shall not introduce a new matter.
- 14.3. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

15. Management subcommittee.

- 15.1. The purpose of this subcommittee is the day to day running of the Trust, and to draw up proposals which affect the operational capacity of the Trust. The Management subcommittee (MSC) reports directly to the CoM at their quarterly meetings or by way of specially convened meetings. Meetings of the CoM to be held as circumstances decree and may be as formal or informal as the Chairman deems suitable. The MSC. shall consist of the Officers of Committee together with three Trustees. All members shall not have an affiliation with any other local organisation which could cause a conflict of interest when deciding matters on behalf of the Trust.
- 15.2. At the first meeting in any Calendar Year, the MSC to discuss and decide the following proposals to be put before the AGM in May. They are:
pay and conditions for employed staff of the Trust and
review the hall hire charges for the forthcoming year.
- 15.3. Subcommittee voting.
- 15.4. Members shall vote by a show of hands, unless a Member requests that the vote to be taken by signed ballot
- 15.5.** In the event of the votes being equal, the Chairman shall have a casting vote.

16. Personal Interest.

- 16.1. All Trustees shall not have financial interest in any Contractor or Supplier dealing with this Charity. Furthermore, except with the prior written approval of the Charity Commission, no Trustee may:
receive any benefit in money or in kind from this Charity, or
acquire or hold any interest in Property of the Charity.

17. Inspection of Documents.

- 17.1. A Trustee may, but only for the purpose of his or her duty as such, inspect any document in the possession of the CoM, group or Committee. Copies of such documents shall be made available upon request.
- 17.2. All Minutes kept by the CoM group or Committee shall be open for inspection by any Trustee.

18. Termination of Membership of Committee of Management.

- 18.1. A Trustee shall cease to be a member if:
They are disqualified from acting from acting as Trustee by section 72 of the Charities Act 1993, or

They are absent, without permission of the other members from all meetings within a 12 Month period and the members resolve, or gives not less than one month's notice in writing of his/her intention to resign. This can only be accepted however, if more than 33% of the total number of members will remain in office when the notice of resignation is to take effect.

19. Observers.

- 19.1. Any Association with a right to nominate one of its members as a Trustee on the CoM, may instead choose to have an observer to attend as its representative. In that event, the observer will not have any voting rights and their right to speak on any item will be solely at the Chairman's discretion.

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