



The Hub at Henley Community Centre CIO

Standing Orders

February 2023

Definitions:

In this document, the expressions:

“Charity Trustees’ Committee” means the Committee made up of those persons elected at the CIO’s Annual General Meeting set out in Section 5(a) of the constitution and rules and hereinafter referred to as the Trustees.

“Chairman” means the Chairman of Trustees.

“Secretary” means the Secretary of the Trustees.

“Member” means a member of the Trustees elected by virtue of Clause 5 of the Constitution.

General:

1. The Trustees are established by and draws its powers from the Hub at Henley Community Centre CIO constitution. In the event of a conflict between the Standing Orders and the constitution, or any statutory provisions or enactments for the time being in force the constitution shall prevail.
2. The purpose of the Standing Orders is to set out the powers of the Trustees and to provide members with a set of procedures that lay down methods for conducting its business at all meetings including sub-Committees.
3. The Trustees shall have power from time to time to appoint such other sub-Committees as it may require to administer The Hub at Henley Community Centre CIO and to delegate to each such sub-Committee administrative and financial power as it may from time to time decide.
4. The Trustees may, at any time, appoint task groups comprising members of the Trustees. The remit of such groups will differ from that of sub-Committees and the groups will be required to undertake specific items of work. The existence of task groups will be limited and they will be dissolved when the specific work has been completed.
5. Meetings of the Trustees shall be held at a venue approved by them, using a secure internet video system or a combination of both.
6. Two meetings shall be held evenly spaced throughout the year in addition to the Annual General Meeting.
7. The Chairman of the Trustees may convene an additional meeting at any time. An additional meeting shall also be convened if requested in writing to the Secretary by no less than three members.
8. The Trustees may invite to meetings any other person and such persons may be invited to address the Trustees but shall not be entitled to vote on any matter.

Charity Trustees' Committee Meetings:

9. At least seven days before a meeting, a notice and agenda for the meeting shall be sent by the Secretary by whatever convenient method to each member entitled to attend the meeting.
10. Any two members who request that an agenda item be included for consideration by the Trustees at its next regular meeting shall, at least fourteen days before the meeting give the Secretary notice of that request together with any relevant material. The Secretary will inform the Chairman of such a request and will include the item on the agenda unless the Chairman disagrees on the grounds that the item is vexatious, frivolous or is likely to bring the Trustees into disrepute, in which case the item shall be excluded.

Quorum:

11. This is set by the Trust constitution.

Conduct of Meetings:

12. Except in the case of a proposal to amend these standing orders and decisions governed by the constitution, for a motion to succeed there shall be a simple majority of those present and voting in favour of the motion. Members shall vote by show of hands unless at least two members request a secret ballot. Such request must be made before discussion of any further business.
13. If a member so requests, the Secretary shall record in the minutes the names of Trustees who voted on any question in order to show whether they voted for, against or abstained.
14. The chairman of the meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even if he gave no original vote.
15. If the Chairman is not present for the start of a meeting the Vice Chairman shall preside and in their absence the meeting shall elect one of their number to preside over the meeting. The person presiding at a meeting shall exercise all the powers and duties of the Chairman in relation to that meeting.
16. The first item of business at each meeting shall be the acceptance of apologies and notification of any other business.
17. The second item of business at each meeting shall be the consideration and approval of the minutes of the preceding meeting or meetings. The chairman of the meeting shall request a proposer to move that the minutes are an accurate record of the meeting and if seconded the matter shall be put to the vote. A simple majority will ensure that that the minutes are approved and signed as such by the chairman of the meeting. No discussion shall be allowed in respect of the minutes except as to their accuracy.
18. Once signed the minutes shall not be open thereafter to any challenge or amendment on the grounds of accuracy.
19. The order of further items of business shall be as specified in the agenda.
20. A proposal to vary the order of business may be put by the chairman of the meeting or any member and shall be put to the vote after being seconded but with no discussion.

21. If a member has a personal interest in any business under discussion they shall declare that interest as soon as it becomes apparent, disclosing the existence and nature of that interest. If the declarer considers the declared interest to be prejudicial to the discussion and in any event if the interest is pecuniary, they shall withdraw from the meeting whilst the discussion and any subsequent vote takes place.
22. Subject to the above, any member shall be entitled to speak on any item of business on the agenda.
23. Except as provided below by these Standing Orders no proposal shall be moved or seconded unless the business giving rise to the proposal has been included in the agenda. Proposals dealing with the following may be moved without reference to agenda business:
 - To appoint a chairman of the meeting
 - To correct the Minutes
 - To approve the Minutes
 - To alter the order of business
 - To proceed to the next business
 - To close or adjourn discussion
 - To refer a matter to a task group
 - To appoint a task group and the members thereof
 - To adopt a report
 - To amend a proposal
 - To seek leave to withdraw a proposal or amendment.
24. A proposer shall have a right of reply immediately before the proposal is put to the vote and the mover of an amendment shall have the same right before the amendment is put to the vote.
25. The Trustees may delegate to the Chairman the authority to deal with matters of urgency or items of a minor nature provided that the Chairman consults with the Secretary and Treasurer and they consider it impractical for the Trustees to meet or it is inappropriate to convene a meeting of the Trustees to deal with such matters.
26. The Chairman may rule on the interpretation of these Standing Orders.
27. The Chairman of the meeting may at any time, if he considers it to be in the interest of order, adjourn or suspend the meeting for such period as he may consider appropriate.
28. The Minutes of the meetings shall be drawn up by the Secretary for approval by the Chairman in draft within fourteen days of the meeting. A copy of the draft Minutes shall be sent to all members within seven days of approval by the Chairman.

Financial Matters:

29. These are detailed in the Financial Policy.

Amendment:

30. These Standing Orders may be amended at any meeting of the Trustees provided that:
 - the request has been made by not less than two members;
 - notice of the proposal to amend has been given with the Agenda of the Trustees meeting

- and the Chairman has approved a discussion on such proposal. Such approval by the Chairman shall not be unreasonably withheld.
- A proposal to amend shall be resolved where two thirds of the members present at the meeting and entitled to vote, vote in favour of it.

31. **Policy Review Due:** February 2026