

**BIRMINGHAM INTER-VARSITY CLUB LIMITED**

**STANDING ORDERS**

**BIRMINGHAM INTER-VARSITY CLUB LIMITED**

**STANDING ORDERS**

**1. BACKGROUND**

These regulations are made by the Company in General Meeting and shall be known as the Company's "Standing Orders". They will govern the day to day management and operation of Birmingham Inter-Varsity Club Limited.

**2. INTERPRETATION**

- a) Reference in this document to the Executive Committee shall refer to the Company's Board of Directors.
- b) Words importing the singular number only shall include the plural number and vice versa.
- c) Words importing the masculine gender only shall include the feminine gender and vice versa.

**3. DELEGATION OF POWERS**

a) General Meeting

The Company in General Meeting may delegate all or part of its duties, powers and responsibilities to the Executive Committee, sub-committee, individual or group of individuals (whether members of the Company or not), except -

- i] those required by Statute to be exercised by the Company in General Meeting;
- ii] the acquisition, leasing, disposal etc. of major items of property;
- iii] the setting of the base membership fee;
- iv] the amendment of the Company's Memorandum and Articles of Association and these Standing Orders; or
- v] the appointment or dismissal of Directors.

b) Executive Committee

The Executive Committee may delegate all or part of its duties, powers and responsibilities to a committee, sub-committee, individual or group of individuals (whether members of the Company or not).

**4. DIRECTORS**

a) Elections

- i] Directors shall be elected at General Meetings of the Company from amongst eligible members of the Company.
- ii] A proposal for an individual to be appointed as a Director shall be proposed and seconded by current members of the Company.

b) Term of Office

- i] At the first and every subsequent annual general meeting all the directors shall retire from office.
- ii] A director who retires at an annual general meeting may, if willing to act, be reappointed. If he is not reappointed, he shall retain office until the meeting appoints someone in his place, or if it does not do so, until the end of the meeting."

c) Qualifications for Election

Any member of the Company shall be eligible to stand for election as a Director, except those who -

## *Birmingham IVC Ltd. - Standing Orders*

- i] hold the office of President;
- ii] hold an office of Vice-President; or
- iii] are disqualified by statute from holding such a position.

d) Numbers and Responsibilities

- i] There shall be a maximum of 16 Directors and a minimum of 3 Directors.
- ii] The titles and responsibilities of the various Directors shall be as detailed in Appendix A to this document.

### **5. MEMBERSHIP**

a) Membership Year

The Membership year shall run from 1st April to 31st March.

b) That in deciding applications for membership of the Company, in accordance with its established procedures, the following points should be considered by the Directors:

- i) The Company's defined target membership of "...graduates, professional people and others of similar interests and/or like..."
- ii) There should be no general discrimination on the grounds of gender, age, disability, ethnic origin, sexual orientation or belief. This should not be taken as meaning that any applications will be automatically approved.
- iii) The impact of the approval of an application on the membership of the Company, as a whole and individually, and on its activities.
- iv) The applicant's contribution to an participation in the Company's activities during their period as a Prospective Member and/or their future contribution and participation.
- v) Where an applicant has been previously excluded from membership of the Company or another body affiliated to the Association of Inter-Varsity Clubs, there should be a presumption that the application be declined.
- vi) Previous membership of the Company (or another body affiliated to the to the Associated of Inter-Varsity Clubs) should not confer an automatic right to join or rejoin membership of the Company. The only exception to this being the existing provision for members to rejoin automatically during the membership year following the lapsing of their Company membership
- vii) None of the above shall be taken as amending in any way or taking precedence over any provisions contained in the Company's formal documents.

c) Age

- i] A Member shall be at least 18 years old on joining the Company.
- ii] Members shall not be required to resign their membership on attaining any particular age.
- iii] There shall be no discrimination, except as provided in c) i] of this Section, against membership applications on the grounds of age.
- iv] Publicity material shall make no reference to an upper age limit.

d) Classes of Membership

The membership of the Company shall be divided into the categories listed and defined in Appendix B to this document.

e) Subscriptions

- i] Every member of the Company shall pay, in accordance with these Standing Orders, an annual subscription fee.
- ii] The amount payable as a subscription fee may vary according to individual class of

## *Birmingham IVC Ltd. - Standing Orders*

membership and shall be a percentage of a base membership fee as detailed in Appendix C to this document.

- iii] The Company at its Annual General Meeting shall review and set, as necessary, such base membership fee.

### f) Joining Procedure

- i] Where prospective Members express an interest in joining the Company, a Guest Card shall be issued on the payment of the appropriate amount, as determined by the Executive from time to time. The Guest Card may include such reasonable introductory concessions as the Executive Committee may from time to time decide. The Guest Card shall be valid, in the first instance, for a period that the Executive Committee may from time to time to decide. The Membership Secretary may extend this – each additional month on receipt of an a proportionate amount of the original payment.
- ii] In assessing the suitability of any prospective Member of the Company due regard shall be taken of the Company's objectives as detailed in its Memorandum of Association and of all matters affecting his impact on the Company but there shall be no discrimination against any application on grounds of minimum age except as defined above.
- iii] A prospective Member shall only be admitted as a Member of the Company on meeting all the following requirements:-
  - a) paying the appropriate subscription fee or any proportion thereof to reflect part-year membership;
  - b) the majority of those present and entitled to vote at the next meeting of the Executive Committee agreeing to his admission;

and

  - c) his written agreement to abide by his statutory commitments and such other requirements as the Company may from time to time specify.
- iv] Upon being admitted as a Member of the Company, a Member shall:-
  - a) be issued with a Membership Card valid for the remainder of the current Membership Year; and
  - b) be entitled to enjoy all the privileges of membership.
- v] The Executive Committee shall take any decision to admit, or not, any prospective member to the Company.
- vi] Admission to membership of the Company shall not be withheld unreasonably.
- vii] The Executive Committee need not give any reason for admitting or not admitting a person to membership of the Company.
- viii] The Executive Committee may extend a prospective member's Guest Card for any period it thinks fit to allow further consideration of the holder's suitability as a member of the Company.

### g). Leaving Membership of the Company

- i] A member shall give written notice of his resignation of his membership of the Company addressed to its Registered Office which shall take effect 7 days from its despatch.
- ii] A person's membership of the Company shall cease automatically when his appropriate subscription fee has not been paid within one month of the commencement of the Membership Year and from that date he shall not be entitled to any of the rights or privileges accruing to members of the Company. Under the provisions of the Companies Act his limited liability shall still be in force 12 months from that date.

### h). Proof of Membership

- i] Every Member and Guest shall produce evidence of current membership,

## *Birmingham IVC Ltd. - Standing Orders*

entitlement to a particular class of membership or status (as appropriate) upon reasonable request by a member of the Executive Committee, organiser of an event or any person so authorised by the Executive Committee.

- ii] Where a valid Membership or Guest Card is not produced on such request, attendance at an event etc. may be refused.
- iii] The Executive Committee may set from time to time a levy for not producing on such request a valid Membership Card.

### i). Rejoining Membership

- i] Where a Member fails to pay the appropriate subscription fee within one month of the commencement of the Membership Year and his membership lapses as a consequence, he may rejoin at any time during that same membership year by paying the total of the appropriate annual subscription fee. In such a case the Member's membership shall be deemed to have commenced on the first day of that Membership Year.
- ii] A former member shall be subject to the same process and conditions as a prospective Member only when the date of their lapsed membership is more than twelve months, or one or more full membership years, from their date of application to rejoin. Their entitlement to concessions is at the discretion of the committee.

### j). Records

- i] Records shall be kept, by an appropriate method, of all members of the Company and shall include the following information:-
  - a) the Member's full name;
  - b) the Member's address;
  - c) the Member's date of birth;
  - d) the Member's current class of membership; and
  - e) such other information as the Executive Committee may from time to time determine.
- ii] Members are required to notify the Executive Committee in writing of any amendment to any details or conditions, or changes thereto, affecting their eligibility for membership or any particular class of membership.

## **6. HONORARY MEMBERSHIP**

### a). Categories and Appointment

There shall be three categories of honorary member whose qualifications, term of appointment etc. shall be as follows:-

#### PRESIDENT

A person, not necessarily a Member of the Company, of standing in the local community to act as a distinguished patron to the Company and its activities.

- A person not associated publicly with any political, religious or racial body.
- Where the President is not a Member of the Company, he shall not be liable in the event of the Company being wound up.
- Appointed by the Company in General Meeting for a period ending with the next Annual General Meeting.

#### VICE-PRESIDENT

A Member of the Company who has over a period of time made particularly significant contribution(s) to the Company and its objectives.

- Limited to not more than 4 at any one time.

## *Birmingham IVC Ltd. - Standing Orders*

- Appointed by the Company in General Meeting for a period ending with the second Annual General Meeting after their appointment.

### HONORARY MEMBER

A Member of the Company who has made a significant contribution to the Company and its objectives.

- Appointed by a General Meeting of the Company or by the Executive Committee for a period not exceeding one year.
- There shall be no restriction to the number of this class of honorary members.

### b). Appointment

- i] The procedure for the appointment of President and Vice-President shall be the same as that for a Director.
- ii] Any honorary member may be reappointed for a further period of office on the expiry of his appointment.
- iii] The President and Vice-Presidents shall be entitled to attend meetings of the Executive Committee but will not have the ability to vote on any motions proposed at the Executive Committee.

## **7. CONDUCT OF MEMBERS AND DISCIPLINE**

- a) Members of the Company and Guests shall not by any action or inaction conflict with or react detrimentally to the Company's interests or those of its Members either individually or collectively.
- b) Members shall comply with all appropriate provisions agreed from time to time by the Company in General Meeting or by its Executive Committee.
- c) Where it is alleged that a Member or Guest has contravened the content or spirit of Paragraphs (a) or (b) of this Section he shall be subject to the disciplinary process detailed in Appendix D to this document.

## **8. EXECUTIVE COMMITTEE**

### a) Name

The Company's Board of Directors shall be known as its Executive Committee.

### b) Composition

The Executive Committee shall comprise of the Directors as detailed in Appendix A to this document with the responsibilities as detailed therein. The detail of these responsibilities may be amended from time to time by the Executive Committee, but any amendment to the general allocation of responsibilities shall be made only by the Company in General Meeting. The Executive Committee may, subject to Paragraph (g) of this Section, act despite any vacancy or vacancies in the office of Director.

### c) Vice-Chairman

The Executive Committee may appoint one of its existing Director members to act as Vice-Chairman in addition to their existing duties.

### d) Co-option of Members

- i] The Executive Committee may co-opt any member of the Company, who is eligible for election at a General Meeting as a Director, as a member of that Committee to undertake the duties and responsibilities, including voting, of a vacant post of Director until an election to fill that office is held at a General Meeting.
- ii] The Executive Committee may co-opt members of the Company as a member of that Committee to undertake specified tasks for a stated limited period, subject to

## *Birmingham IVC Ltd. - Standing Orders*

any such member not having the right to vote and to there not being more than two such members at any one time.

- iii] At least two-thirds of those members present and voting shall agree to any proposal to co-opt a Member to serve on the Executive Committee.

### e) Ex-officio Members

The following shall be ex-officio members of the Executive Committee:-

- a) the current Vice-Presidents; and
- b) the last previous Chairman, Secretary and Treasurer of the Company.

### f) Sub-Committees

- i] The Executive Committee may establish such sub-committees as it thinks appropriate; will appoint all members of such sub-committees and may delegate such of its powers and responsibilities to a sub-committee as it thinks appropriate.
- ii] The Executive Committee's Chairman, Secretary and Treasurer shall be ex-officio members, with voting rights, of all sub-committees.
- iii] Each sub-committee shall report on its work and decisions to the Executive Committee on a regular basis, at least six monthly.
- iv] The Executive Committee may appoint any member of the Company to serve on a sub-committee.
- v] Decisions to fill vacancies on a sub-committee shall be taken by the Executive Committee only.
- vi] The Executive Committee shall in establishing a sub-committee determine:-
  - a) its Chairman;
  - b) term of reference and objectives;
  - c) any delegated authority it may determine;
  - d) the length of its existence;
  - e) its quorum; and
  - f) any other matter affecting its operation etc.

### g) Quorum

- i] The quorum of the Executive Committee shall be half of its total membership, excluding ex-officio members, rounded down to the nearest whole number.
- ii] The Executive Committee, where its total membership has fallen below the quorum figure, may meet only to fill vacancies by way of co-option only.
- iii] The Executive Committee shall determine the quorum of a sub-committee on its establishment. Except in respect of any Appeals Panel, established in accordance with Appendix D of this document, which shall have a quorum of not less than 3.

### h) Meetings

- i] The Executive Committee shall meet throughout the year on a regular basis and at least 10 times per year.
- ii] All Members of the Company entitled to attend meetings of the Executive Committee shall be given at least seven days notice, excluding the date of the notice was despatched and the date of the meeting, of the date, time, location and business to be transacted at a meeting of the Executive Committee. Business transacted at a meeting of the Executive Committee shall be restricted to that detailed on the agenda, except in cases of urgency.
- iii] A meeting of the Executive Committee shall be convened within 14 days (or other longer period detailed in the requisition) of the receipt of a requisition in writing signed by at least five of its members, including ex-officio members, and stating the business to be transacted. In default of such action, five members of the Executive Committee may convene such a meeting themselves.

### i). Minutes

## *Birmingham IVC Ltd. - Standing Orders*

- i] All decisions taken at meetings of the Executive Committee and any sub-committee or panel it may establish shall be recorded in minute form and kept in a minute book. Such minutes shall be confirmed as a correct record at the body's next meeting.
- ii] Every member of the Company shall be entitled to inspect all such minute books upon giving reasonable notice to the Secretary.
- iii] A copy of all minutes of the Executive Committee's, sub-committee's or panel's last meeting shall be made available to members either electronically via the Club's website or such other means as the Executive Committee shall decide from time to time.

### j). Voting

- i] The provisions of this section shall apply to meetings of the Executive Committee and any sub-committee or panel it may establish from time to time.
- ii] All decisions, unless determined otherwise in the Company's Memorandum and Articles of Association or in this document, shall be determined by simple majority of those present and voting.
- iii] The Chairman of any body shall, in an instance of an equality of votes, have a second or casting vote whether or not he exercised his right to vote in the first instance.
- iv] Unless otherwise determined at the meeting a decision shall be taken by a show of hands.
- v] If determined by the chairman of the meeting or requested by 25% of members, rounded down to the nearest whole number, present and voting, a vote may be taken by poll, secret ballot or both. In the case of the Appeal Panel, a poll, secret ballot or both shall be held at the request of a single member.

## **9. FINANCIAL MATTERS**

### a). Financial Year

The Company's financial year shall be from 1st April to 31st March.

### b). Inspection of Accounts

- i] Every member shall be entitled to inspect the Company's Accounts, as contained in the Company's statutory return to Companies House, for past Financial Years upon giving reasonable notice to the Treasurer.
- ii] Copies of the Company's Accounts for the previous financial year shall be available to all its Members on request at least two weeks before the Company's Annual General Meeting and a summary thereof shall be circulated to all Members of the Company with the agenda for that Meeting.

### c). Payment to Members

No Member shall, except for services rendered at the specific request of the Company or expenses properly incurred in respect of any Company activity or responsibility, receive any profit, salary or emolument from the funds or transactions of the Company.

### d). Payments

- i] A payment covers any outlay from any IVC funds including but not limited to:
  - Bank accounts
  - Building Society accounts
  - Member's accounts they expect to claim back from IVC e.g. hotel deposits on credit card
  - Cash held on behalf of the club
  - All cheques must have a minimum of two authorised signatories.
- ii] All payments must be approved by a minimum of two authorised signatories.
- iii] The Executive Committee must appoint a minimum of two (preferably three)



## *Birmingham IVC Ltd. - Standing Orders*

Directors as 'authorised signatories' for this purpose.

- iv] The beneficiary of any payment shall not approve that payment.
- v] Any authorised signatory be required to make reasonable efforts to assure themselves as to the probity of any payment being made, including any appropriate prior approval.

### **10. ASSOCIATION OF INTER-VARSITY CLUBS**

#### a). Commitment

The Company shall, within the provisions of its Memorandum and Articles of Association and Standing Orders, continue its commitment to the Association of Inter-Varsity Clubs and its aims and objectives.

#### b). Reciprocal Arrangements

- i] A member of another Inter-Varsity Club when visiting the area covered by the Company may, subject to producing proof of membership of another club associated with the Association of Inter-Varsity Clubs and the same charges for events etc. and restrictions as members of the Company, attend events and use facilities of the Company as a Guest at no charge for the initial 2 months of his visit.
- ii] Where such a member's visit exceeds 2 months, he shall be required to make a pro-rata contribution to the Company in accordance with the appropriate class of membership as detailed in Appendix C to this document.
- iii] Where such a member's visit exceeds 6 months, he shall be required to apply to be a member of the Company and shall be subject to the joining procedure detailed in this document.

### **11. GENERAL MEETINGS : PROVISIONS**

In general, the proceedings of the Company's General Meetings shall be conducted in accordance with the provisions of the Company's Articles of Association.

#### a) Date of Annual General Meeting

- i] The Executive Committee shall decide at its first meeting after an Annual General Meeting the date and time in the following September on which the next Annual General Meeting shall be held.
- ii] The Secretary shall ensure that a notice is published in the July edition of the Company's Bulletin detailing all arrangements, including those for the submission of motions, for the Annual General Meeting. All members admitted to the Company from that date to the Annual General Meeting shall also have these arrangements explained to them on admission.

#### b). Election of Directors

- i] All nominees for election of Director shall be ordinary members of the Company. The Company's President or Vice-President are not eligible for election or co-option to the Executive Committee as Directors.
- ii] All nominations for appointment of Directors must be in writing in a format agreed by the Secretary, signed by at least two members of the Company (including all classes of honorary members) and countersigned by the nominee to show that he is willing to have his name put forward for election.
- iii] Any Director shall be eligible for election or re-election to any directorship at the conclusion of his term of office.

#### c). Members' Requisition of a General Meeting

- i] The Secretary shall convene a General Meeting of the Company upon receipt of a written requisition signed by at least 30 members or 8% of members eligible to

## *Birmingham IVC Ltd. - Standing Orders*

attend the meeting (whichever is the smaller).

- ii] The requisition shall specify the general nature of the business to be transacted at such a meeting.
- iii] Such General Meeting shall be held within 42 days of the receipt of such a notice or within such longer time as the requisition may specify.

### d). Motions at General Meetings

- i] All motions, except for the election of all classes of Honorary Member and Directors and subject to Paragraph 11d [iv] and [v] below, for consideration at an Annual General Meeting shall be submitted in writing to the Secretary at least 42 days before the meeting.
- ii] All motions shall be moved and seconded by full members of the Company.
- iii] Notice of meetings should be given in accordance with Article 38 of the Articles of Association.
- iv] The Executive Committee may at its entire discretion allow motions received after the 42 day deadline but before the finalisation of the agenda to be included thereon.
- v] A general meeting may at its entire discretion allow ordinary resolutions to be considered at its meeting that have been submitted following the finalisation of the agenda, including any raised at its meeting, providing that they fall within the notified business of the meeting.

### e). Annual General Meeting : Business

The business at an Annual General Meeting shall include :-

- i] consideration of a written report circulated with the agenda for the meeting on the Company's activities since the last Annual General Meeting. The Chairman of the meeting may call upon individual Directors to speak on matters within their particular sphere of responsibility or knowledge;
- ii] consideration of a written financial report, including the accounts examined by an independent accountant for the preceding financial year circulated with the agenda for the meeting in accordance with standing order 9 (b) [ii]. The report must also contain:
  - 1] A summary of payments made to individual members of the Executive Committee, other than in respect of the organisation of events.
  - 2] A profit and loss statement in respect of all major event categories.
- iii] the review and, if appropriate, the setting of the base membership fee;
- iv] election of President, Vice-Presidents and Directors; and
- v] consideration of motions and any amendments thereto.

### f). Amendment to Motions at General Meetings

- i] This section shall apply to all motions considered at all General Meetings.
- ii] Any amendment to a motion shall be moved and seconded and submitted in writing to the Secretary.
- iii] Any amendment to a motion shall relate directly to the motion's content and shall not seek to negate its purpose.
- iv] Amendments shall be considered and voted upon in turn - the first submitted amendment first and so on. Upon a motion being amended successfully, it is the so amended motion which will then be subject to the next, if any, amendment.
- v] Once all amendments have been considered and voted upon, the final amended version of the motion shall be voted upon.
- vi] Any amendment to a special resolution must not change the meaning in any way.

### g). Admission to General Meetings

Admission to General Meetings will be restricted to those appearing on the Company's current record of membership, or to their properly appointed proxy. Any ruling by the Director responsible for membership, or in his absence the Chairman, shall be final.

**12. STANDING ORDERS : INTERPRETATION AND AMENDMENT**

- i] All interpretations of or proposed amendments to these Standing Orders shall take into account the provisions of the Companies Act, and the Company's Memorandum and Articles of Association. These provisions shall take precedence over the provisions of these Standing Orders.
- ii] The Secretary of the Company, or in his absence the Chairman, shall determine the interpretation and/or implementation of the provisions of the Companies Act, the Company's Memorandum and Articles of Association and these Standing Orders.
- iii] Any amendment to the provisions of the Company's Memorandum, Articles of Association or Standing Orders shall be agreed by resolution at a General Meeting of the Company supported by 75% of those present and voting. Standing Orders Appendix C may be changed by Ordinary Motion.
- iv] Subject to the provisions of the Companies Act in respect of the Company's Memorandum and Articles of Association, any amendment to these documents shall take effect from the closure of the meeting at which it is agreed.

**13. DISSOLUTION OF THE COMPANY**

- a). If at a General Meeting of the Company a motion be passed by a simple majority of the members present and voting to dissolve the Company a ballot of all current members shall be held.
- b). Such ballot shall be conducted by post not less than one month and not more than three months from the date of the meeting.
- c). The ballot paper may be accompanied by such explanatory literature as the Executive Committee and/or the proposer and seconder of the motion to dissolve the Company may wish.
- d). The ballot paper shall only pose the question as to whether the Company should be dissolved or not. Members being required to place a cross in a box against a "YES" or "NO".
- e). If such a ballot shows at least 66% of members voting, excluding spoilt ballot papers, support the dissolution of the Company, the Executive Committee shall immediately, or at such time specified in the motion at the General Meeting proposing the dissolution of the Company, proceed to realise the property of the Company and, after the discharge of all liabilities, divide the residue equally amongst the current members of the Company at the date of the General Meeting at which the motion in (a) above was first proposed.

APPENDIX A

**BIRMINGHAM INTER-VARSITY CLUB LIMITED**

**EXECUTIVE COMMITTEE**

**DIRECTORS' TITLES AND RESPONSIBILITIES**

**CHAIRMAN**

- a) To ensure that the Company is managed effectively and efficiently in accordance with Statute and the Company's Memorandum and Articles of Association and its Standing Orders.
- b) To act in the stead of any Director in respect of any of his duties and/or responsibilities where the Director is unable, for any reason, to do so.
- c) To act as Chairman of the Executive Committee.

**SECRETARY**

- a) To act as the Company's Company Secretary and to fulfil all consequent statutory requirements.
- b) To be responsible for all aspects of the organisation of the Company governed by the Companies Acts or similar or related statutes or regulations, including the submission of all relevant statutory financial returns, except those related to the Company's financial transactions.
- c) To advise the Company on the interpretation and application of the Statutes and Presents.
- d) To cause minutes to be taken of all the Company's meetings, whether in General Meeting or otherwise.
- e) To be responsible for all the Company's insurance matters.

**TREASURER**

- a) To be responsible for all aspects of the financial organisation of the Company governed by the Companies Acts or similar or related statutes or regulations, including the submission of all relevant statutory financial returns.
- b) To ensure that adequate and appropriate financial systems are in place and observed to record and safeguard the Company's Financial income, expenditure and assets.
- c) To liaise with the duly appointed Auditor on all matters relating to the Auditor's duties, responsibilities, recommendations and advice.
- d) To provide the Executive Committee at each meeting with sufficient, adequate and appropriate information to allow it to assess its current financial position.

**SOCIAL SECRETARY**

- a) To ensure that throughout the year sufficient and appropriate social events are organised or provided reflecting the wishes of Members of the Company.
- b) To ensure, in consultation with the Secretary and Treasurer, that all legal, insurance and financial matters have been taken in account and observed in the organisation or provision of any event.
- c) To ensure that, where appropriate, all events make a positive financial contribution to the Company.

**SPORTS SECRETARY**

- a) To ensure that throughout the year sufficient and appropriate sports events are organised or provided reflecting the wishes of Members of the Company.
- b) To ensure, in consultation with the Secretary and Treasurer, that all legal, insurance and financial matters have been taken in account and observed in the organisation or provision of any event.
- c) To ensure that, where appropriate, all events make a positive financial contribution to the

## *Birmingham IVC Ltd. - Standing Orders*

Company.

### **BULLETIN EDITOR**

- a) To cause to be produced and published a regular publication listing and describing all appropriate notified future events being organised by or on behalf of the Company or the Association of Inter-Varsity Clubs.
- b) To ensure, in consultation with the Secretary and Treasurer, that all legal, insurance and financial matters have been taken in account and observed in the production and publication of any such publication.

### **MEMBERSHIP SECRETARY**

- a) To be responsible for all matters relating to the admission, discipline and/or expulsion of all Full Members, except those assigned or delegated to other Directors.
- b) To be responsible for maintaining all records of membership required by Statute, the Company's Memorandum and Articles of Association and its Standing Orders or the Executive Committee.

### **WEEKEND CO-ORDINATOR**

- a) To ensure, in consultation with the Social Secretary, that weekends away of sufficient number and variety are organised throughout the year.
- b) To ensure that weekends away receive adequate publicity in the Club's Bulletin.

### **WEBMASTER**

- a) To ensure that the Club is publicised as appropriate via the world-wide web, including the introduction & maintenance of a web site and email.

### **NEW MEMBERS OFFICER**

- a) To handle enquiries from Prospective Members, to recruit Prospective Members and to handle all aspects of Prospective Membership up to the point where they become Full Members or otherwise cease to be Prospective Members.
- b) To ensure that the Company and its activities are published in all appropriate ways with the principal objective of attracting appropriate prospective members. This publicity shall be directed towards persons not being current Members of the Company.

### **POWERS AND RESPONSIBILITIES DELEGATED TO ALL DIRECTORS**

To expend sums not exceeding £50 at any one time on matters and/or items related directly to their duties and responsibilities.

### **APPOINTED ASSISTANTS**

- a) The Executive Committee may appoint such Assistants, or teams of Assistants, as it deems appropriate, to perform or assist in the performance of the administration and/or management of the Company.
- b) In making such appointments the Committee may determine, as it considers appropriate, the length of any appointment and its powers and terms of reference.
- c) The Executive Committee should give consideration to the appointment of two such posts to assist the Membership Secretary.
- d) The Executive Committee should give consideration to the appointment of a number of such posts to assist the Social Secretary to ensure the best possible mix of social events.
- e) The details of all members appointed as such Assistants shall appear in the Club's Bulletin.
- e) Such Assistants shall not normally be expected to attend meetings of the Executive Committee but may attend such meetings as of right and to speak thereof on matters relating to their specific area(s) of responsibility.

APPENDIX B

**BIRMINGHAM INTER-VARSITY CLUB LIMITED**

**CLASSES OF MEMBERSHIP - DEFINITIONS**

**DISTANT**

A Member whose principal residence is located in excess of 50 miles measured in a straight line from The Hall of Memory, Centenary Square, Birmingham.

**CONCESSIONARY**

A Member who for a period in excess of 3 months is either:

- in receipt of Social Security financial assistance; OR
- a full-time unpaid student.

**HONORARY**

A Member who has been appointed to such a position by either the Company in General Meeting or by the Executive Committee.

**GUEST**

Prospective Member                      A prospective Member

AIVC                      A full and current member of a Club being associated to the Association of Inter Varsity Clubs visiting the area for a period not exceeding 2 months.

**ORDINARY**

Any member not in any one or more of the above classes of membership.

These definitions apply on joining and on each annual renewal of membership. A Member shall be required to provide on request by the Membership Secretary reasonable acceptable proof of his eligibility to belong to any particular class of membership. Such proof shall be treated in strict confidence.

APPENDIX C

**BIRMINGHAM INTER-VARSITY CLUB LIMITED**

**FEES - PROPORTION OF BASE MEMBERSHIP FEE**

ORDINARY	100%
DISTANT	100% - less £10
CONCESSIONARY	50%
HONORARY	0%
PROSPECTIVE MEMBER (Guest)	see section 5 (e) (i)
AIVC	
2 - 6 months residence in the area	10% per month
> 6 months	100%

A member can only qualify for one of the above categories.

For Ordinary, Distant and Concessionary members, the following discounts may be applied:

- 1 Non receipt of a printed bulletin Above rate less £15
- 2 Payment of the appropriate fee at least one month before promotions may be offered up to a value of 75% of the above full fee, as decided by the committee from time to time.

All subscription fees shall be rounded up to the nearest whole Pound.

APPENDIX D

**BIRMINGHAM INTER-VARSITY CLUB LIMITED**

**DISCIPLINARY PROCESS**

1. After considering evidence verbal or written, from all concerned parties in respect of an alleged contravention of Paragraphs 7(a) and/or 7(b) of the Company's Standing Orders and where in the opinion of the Executive Committee, after appropriate investigation, a Member has acted to contrary to the provisions of those Paragraphs, a meeting of the Executive Committee or, in exceptionally urgent cases, a majority of members of that Committee consulted verbally by its Chairman may instruct the Chairman, or any other such Director it may designate, to issue a verbal warning to the Member in question requiring him to comply with those provisions, together with an explanation as to the consequences if the warning is ignored.
2.
  - a. If, after a reasonable amount of time after the giving of such a verbal warning, the member's contravention continues either in the same form or differently from that originally acted upon, the Executive Committee may, after further investigation and consideration of representations from all concerned parties, instruct the Secretary to issue a written warning advising the Member that if the contravention(s) continue his membership of the Company may be revoked.
  - b. The letter containing the aforementioned written warning shall be sent by Recorded Delivery by the Secretary to the Member's address contained in the Company's membership records and shall attach a copy of this Appendix.
3. If, after a reasonable amount of time after the service of such a written warning, the member's contravention continues either in the same form or differently from that originally acted upon, the Executive Committee (excluding those members entitled to attend in an ex-officio capacity, who shall leave the room during the consideration of the matter and take no part in any decision - but may attend only to give evidence) may, after further consideration of evidence and/or representations from all concerned parties, revoke the Member's membership forthwith.
4. The Secretary shall give immediate written notice of such decision by Recorded Delivery to the Member's address contained in the Company's membership records. Such notice shall enclose a copy of this Appendix. After the expiry of one month from the despatch of such notice and the receipt of no notice of appeal against the decision, place in the next edition of the Bulletin a notice giving appropriate details of the Executive Committee's decision.
5. After considering evidence verbal or written, from all concerned parties in respect of a Member's alleged contravention of Paragraphs 7(a) and/or 7(b) and where in the opinion of the Executive Committee (excluding those members entitled to attend in an ex-officio capacity who shall leave the room during the consideration of the matter and take no part in any decision - but may attend only to give evidence) the Member's conduct is considered to amount to gross misconduct, it may immediately revoke a Member's membership and give notice thereof as defined in Paragraph 4 above.
6. If a Member wishes to appeal against the revocation, either in accordance with Paragraphs 3 or 5 above, of his membership, it shall be submitted in writing to the Secretary addressed to the Company's Registered Office, within 10 days of the receipt of notice of the Executive Committee's decision.
7. The appellant's membership shall be suspended from the date of any notice given in accordance with the above Paragraphs 3 and 5 of this Appendix.



*Birmingham IVC Ltd. - Standing Orders*

8. Such an appeal shall be considered by an Appeal Panel established by the Executive Committee, who shall also appoint its Chairman, to hear that particular appeal. The membership of the Appeal Panel shall comprise of at least 3 members drawn from the membership of the Executive Committee (including those members entitled to attend in an ex-officio capacity) and the Company's Honorary Membership, subject to them not being present when the decision to exclude was taken or advising thereon. The quorum of such an Appeal Panel, irrespective of its total membership, shall be 3 members.
9. The Chairman of the Appeal Panel shall give 10 clear days notice, excluding the date of the notice and the date of the meeting, of its meeting to consider the Member's appeal and include an invitation to both parties to attend.
10. Such notice shall be given both to the appellant and the Company's Secretary.
11. The Company shall be represented at meetings of the Appeal Panel by the Chairman and Secretary or such other representative, including professional advisors, as the Executive Committee may decide.
12. The appellant may be accompanied at meetings of the Appeal Panel by a 'friend' or legal representative.
13. The Appeal Panel at its meetings shall offer both parties reasonable opportunities to present and argue their respective cases.
14. The Appeal Panel shall not receive any advice, assistance or guidance from any person who was a party to or present when the original decision to revoke membership.
15. Both parties to the appeal shall be present throughout the Appeal Panel's meetings, except when the Appeal Panel considers its decision.
16. The Appeal Panel's decisions shall be taken by simple majority with the Chairman having, on the occasion of an equality of votes, a second or casting vote whether or not he exercised his vote in the first instance. If any one member of the Panel so requires, any vote may be taken by secret ballot.
17. The Appeal Panel's decision(s) will be given in writing only by its Chairman to the Company's Secretary and the appellant. Its Chairman shall cause a notice detailing the Appeal Panel's decision to appear in the Bulletin.
18. There shall be no appeal within the Company against the Appeal Panel's proper decision.