

SHAW RESIDENTS ASSOCIATION STANDING ORDERS (Amended July 2011)

1. OFFICERS OF SHAW RESIDENTS ASSOCIATION AND MEMBERS OF THE EXECUTIVE COMMITTEE

Nomination from members of the Shaw Residents Association for Honorary Officers and for members of the Executive Committee must be duly proposed, seconded and accepted by the nominee.

In the event of insufficient nominations being received, those nominations already submitted shall stand for election. Nominations may then be accepted at the meeting for remaining vacancies at the discretion of the Chair.

Voting shall be in accordance with Standing Order 3.

a) CHAIR

The Chair of Shaw Residents Association shall preside at meetings of the Shaw Residents Association and Executive Committee.

In the absence of the Chair the person delegated by the Chair shall preside. In the absence of a delegate, the Honorary Secretary or some other member shall call upon the meeting to elect a person to preside.

At the Annual General Meeting the Chair shall hold office until the completion of the meeting.

The Chair shall interpret the Constitution and Policy of Shaw Residents Association, shall be ex-officio member of all other committees, and shall be sent notice and minutes of meetings of sub-committees of Shaw Residents Association.

b) HONORARY TREASURER

The Treasurer shall conform to the interpretation of the Constitution and these Standing Orders as to the correct handling of all monies belonging to the Shaw Residents Association or in trust of Shaw Residents Association and shall prepare or cause to be prepared an Annual Statement of Accounts.

The Treasurer and two other signatories shall be empowered to sign cheques for and on behalf of the Executive Committee, at which two shall sign all cheques, under the supervision of the Treasurer and with the approval of the Committee.

The signatories shall, if possible, be Chair, Hon. Secretary and Treasurer; however, provision should be made with Committee approval to appoint one more signatory at the discretion of the Treasurer.

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c) HONORARY SECRETARY

The Honorary Secretary shall maintain records at all meetings and shall conduct correspondence and other business of Shaw Residents Association and Executive Committee in such manner as shall be determined by the Executive Committee.

The Honorary Secretary shall undertake responsibility to ensure that appropriate notice of meetings of Shaw Residents Association and Executive Committee be given in such a manner as specified in Section 7 of the Constitution.

The Honorary Secretary shall maintain full records of members of all committees and sub-committees of Shaw Residents Association.

d) EXECUTIVE COMMITTEE

The Executive Committee shall consist of officers as described in a), (b), and (c) above. The Executive Committee shall have the power to co-opt such other persons as may be deemed necessary from time to time for the efficient running of Shaw Residents Association. (Refer to Section 5 of the Constitution).

2. ORDER OF BUSINESS

The usual order of business of Shaw Residents Association and Executive Committee shall be:

- a) Welcome and apologies for absence.
- b) Minutes of previous meeting
- c) Matters arising from the minutes.
- d) Declaration of any other business.
- e) Agenda items as agreed by Chair and Honorary Secretary 5 days prior to meeting.
- f) Any other business.
- g) Date of next meeting.

The Chair or presiding officer shall ensure that discussion upon any one item is complete and that if necessary proposers and seconders are recorded and that votes are taken and recorded before moving on to the next agenda item.

The Honorary Secretary shall be responsible for recording the names of those attending all Shaw Residents Association Executive Committee.

3. VOTING

At the Annual General Meeting for the election of the officers, voting shall be by a show of hands and a simple majority. In the event of a tied vote those present shall be asked to vote again. Members not able to attend the Annual General Meeting are able to pass their vote in advance, in writing, to the Secretary.

Voting for all other business and of all other committee meetings

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shall be by a show of hands and a simple majority.

In the event of a tied vote (except election of officers) the Chair shall have the casting vote.

4. DISCIPLINE

- a) Committee members shall not be permitted to disclose or act upon prior knowledge received or obtained by them relating to committee business, as and until it appears on the Agenda circulated for the meeting it relates to.
- b) Statements to the Press or other channels of communication shall be made only if direction has previously been given by the Executive Committee and then only by the Chair or other specially appointed person.
- c) Any member of the Executive Committee who fails to attend two consecutive meetings of the Committee shall be asked to declare his/her intentions.

5. SUB - COMMITTEES

All sub-committees shall have a Terms of Reference approved by the Executive to which they must adhere.

All major proposals of sub-committees must be reported to and have the approval of the Executive Committee before any commitment is made.

6. INTERPRETATION

The terms of the Constitution and Standing Orders shall be applicable to and binding upon Shaw Residents Association, the Executive Committee and other sub-committees acting in the interest of Shaw Residents Association.

7. MINUTES

Minutes shall be taken at all meetings of the Shaw Residents Association, the Executive Committee and subcommittees and at all ad hoc Committees so that a permanent record is kept of all business.

The permanent copy of the minutes of all meetings shall be formally filed for a retention period, to be reviewed by the committee, after the minutes have been approved as a true record at the subsequent meeting.

Decisions shall be clearly indicated and actions identified for subsequent review.

8. AUTHORITY

These Standing Orders are compiled and published in accordance with the Constitution of Shaw Residents Association May 1986 and updated July 2011.