

THE ASSOCIATION FOR STUDENT RESIDENTIAL ACCOMMODATION STANDING ORDERS AND FINANCIAL REGULATIONS

A: STANDING ORDERS

All Annual, Extraordinary and Ordinary General Meetings of the Association shall be conducted in accordance with the Standing orders set out in this schedule.

1. ANNUAL GENERAL MEETING

1.1.

The Association shall hold an Annual General Meeting at such time and place as the Management Committee may decide. Notice of the AGM shall be sent by the Secretary to all members by unalterable electronic media not less than 28 days before the date of the AGM. Papers for the AGM shall be sent to all members by unalterable electronic media not less than 7 days before the date of the meeting. Printed hard copies will only be sent to members who have previously advised the ASRA Administrator of their inability to receive electronic communications.

1.2. The function of the AGM shall be: -

- To receive reports from Management officers;
- To elect members of the Management Committee;
- To consider motions proposed and seconded by named representatives and received before the AGM;
- To approve the annual subscription fees recommended by the Management Committee.

2. VOTING

- 2.1. Member institutions are entitled to vote on any motion put to the AGM. In the absence of the named representative, the vote will be cast by a nominated representative of the member institution. The Chair shall have a single casting vote to be used only in the event of an equality of votes on such motion.
- 2.2. Voting will be by show of voting cards issued immediately prior to the start of the AGM; one card per member institution and one card per proxy.
- 2.3. No votes shall be recorded at any meeting on behalf of any member institution not represented at the meeting, unless such institution has nominated a proxy in writing.
- 2.4. The proxy vote of any institution whose named representative is absent from the AGM must be carried by another employee of the same institution, if present. In the event of no representative from an institution being present at the AGM, the proxy vote can be carried by the named representative of another institution. No person, other than a Regional Representative, may carry more than four (4) proxy votes.
- 2.5. Persons appointed as proxies must be eligible to vote in their own right. No person may hold more than four proxy votes.

3. BUSINESS

At each AGM the minutes of the previous meeting and any subsequent Extraordinary General Meeting shall first be confirmed subject to any necessary amendments. Matters arising from such minutes may then be discussed in the order in which they appear therein. Reports, statements and motions duly submitted and notified in accordance with the Constitution shall then be considered in the order specified in the agenda published by the Secretary.

4. THE CHAIR

Whenever the Chair speaks s/he shall be heard in silence. Speakers shall address the meeting solely through the Chair. Beside responsibilities to control the meeting and to determine the order of speaking, the chair shall have no other cause to participate in the debate.

5. MOTIONS

All motions including amendments to the Constitution must be proposed and seconded by named representatives of member institutions.

5.1.

Notice of any motion to be proposed at the AGM together with the names of the proposer and seconder shall be submitted to the Secretary at least 42 days before the date of the AGM and published by unalterable electronic media to the Association's members at least 28 days before the date of AGM. Printed hard copies will only be sent to members who have previously advised the ASRA Administrator of their inability to receive electronic communications.

5.2. The proposer or seconder shall move the motion; it being open thereafter for debate and subject to withdrawal only with the consent of the proposer. Those speaking for or against the motion must stand and speak to the Chair. A maximum of five minutes will be allowed. No person is entitled to speak more than once to the same motion except the mover, who has the right to reply to the discussion.

5.3. The proposer or seconder of the motion shall have the right to sum up the debate immediately prior to the vote being taken. No new subject matter or information shall be admissible during such summing up.

5.4.

Notice of any motion to be proposed at an Extraordinary General Meeting of the Association, specifying the proposer and seconder of such motion, shall be submitted by unalterable electronic media not less than 21 days before such meeting to the Secretary. Printed hard copies will only be accepted from members who have previously advised the ASRA Administrator of their inability to receive or send electronic communications.

5.5. Notice given by the Secretary of an Extraordinary General Meeting shall specify any motion to be proposed thereat and the names of the respective proposer and seconder in addition to the names of at least eighteen other full members who have called the meeting.

6. AMENDMENTS TO MOTIONS

All amendments to motions must be proposed and seconded by named representatives of member institutions.

6.1. All amendments to motions duly proposed and seconded must be notified both in print and by other electronic media to the Secretary at least seven days before the said meeting. Those speaking for or against the amendment must stand and speak to the Chair. A maximum of five minutes will be allowed.

6.2. Only one amendment to any motion shall be open to the meeting. The person who moves an amendment has no right to reply to the discussion which it engenders.

6.3. If any amendment is carried, the original motion incorporating the amendment shall become the substantive motion to which any other amendments shall then refer. In the event of an amendment being carried which is not then accepted by the mover of the original motion, the original motion then falls, being superseded by the substantive motion which then becomes the amender's motion and s/he shall have the right to reply to any further debate on that motion.

7. PROCEDURAL MOTIONS

Any of the following procedural motions may be put to any meeting by named representatives of members institutions, namely a motion: -

7.1. Of no confidence in the Chair

7.2. Challenging the Chair's ruling of any matter

7.3. "That the question be now put"

7.4. "That the question be not put"

7.5. To postpone the motion to a later specified meeting

7.6. To refer the subject matter to a committee of sub-committee for investigation and report

7.7. That the motion be voted upon in specified parts

7.8. For an adjournment for a specified time

7.9. "That the meeting be adjourned"

7.10. To suspend a standing order

7.11. To reintroduce a standing order

7.12. That an Executive Officer be censured. Such censure to relate only to said Officer's conduct in her/his official capacity

A procedural motion requires both a proposer and seconder. The procedural motions specified in 1, 2, 8, 9 and 10 above shall be moved on a point of order. All other motions may only be moved by members called upon to speak by the Chair.

8. EXTRAORDINARY GENERAL MEETING

The Management Committee may, on their own resolution, or at the request of at least 20 named representatives of full-members of the Association, call an Extraordinary General Meeting. At least 14 days notice with the specified object, time and place of the meeting shall be sent both in print and by other electronic media to every member. Major changes of policy and major constitutional changes must be approved by a minimum of 10% of the membership. Where appropriate the Management Committee reserves the right to hold a postal ballot of all members.

Extraordinary General Meetings shall consider only the business permitted by the Constitution.

9. QUORUM

9.1. The quorum for any Annual, Extraordinary or Ordinary General Meeting shall be twenty five per cent (25%) of current full membership.

9.2. If, within fifteen minutes of the time appointed for any Annual, Extraordinary or Ordinary General Meeting (or such longer time as the Chair of the meeting shall think fit to allow) a quorum is not present, the meeting shall stand adjourned to such day and at such time and place as the Chair may determine; and if at such adjourned meeting a quorum is not present within five minutes from the time appointed for holding the meeting, the full members present in person shall be a quorum.

10. ELECTIONS TO THE EXECUTIVE

10.1. Under normal circumstances members of the Executive who intend to resign at the next AGM should notify the Secretary of their intention of doing so at least three months prior to the relevant AGM.

10.2.

Notice of intent to stand for a vacant post to be with the Secretary by hard copy, electronically or fax at least 43 days in advance of the AGM to then be acknowledged by the Secretary with nominee. Nominations for posts together with the names of proposer and seconder must be received by the Secretary at least 42 days before the date of the AGM to then be acknowledged by the Secretary with nominee. Proof of posting is not acceptable as proof of receipt, however a faxed copy will suffice with original being handed to Secretary prior to the election.

10.3.

An election manifesto of not more than 500 words from any candidate for election to an Executive Officer post must be received by the Secretary at least 28 days before the date of the AGM by unalterable electronic media then published and sent to the Association's members by electronic media at least 7 days before the date of the AGM. Printed hard copies will only be sent to members who have previously advised the ASRA Administrator of their inability to receive electronic communications.

10.4. In the absence of nominations for any post requiring an election, the Secretary may accept nominations, proposed and seconded, at the AGM.

10.5. Any election will conducted by ballot at the AGM.

10.6. The Secretary will appoint tellers for the ballot and the tellers will undertake the counting of the vote and report the result to the Secretary. The candidate for each post who has the greatest number of votes shall be elected.

10.7. The result of any election will be announced by the Secretary at the AGM.

10.8. In the event of an equal number of votes being cast for two or more candidates the Chair shall have the casting vote.

10.9. In the event that the Secretary is a candidate in the election to the Executive posts, the above duties ascribed to the Secretary will be assigned to another member of the Management Committee appointed by the Management Committee.

11. ELECTIONS TO THE MANAGEMENT COMMITTEE

11.1. Regional representatives will be elected by each region under the terms of 10.2 and confirmed at the AGM.

12. CO-OPTED MEMBERS

12.1. The Management Committee may co-opt a maximum of three additional members for specific duties.

12.2. In the event of vacancies or Management Committee posts, the Committee may co-opt members to fill those vacancies.

12.3. At any one time, there should be no more than three co-opted members on the Management Committee.

B: FINANCIAL REGULATIONS

1. The Association shall keep a detailed record of income and expenditure which shall be reconciled regularly with the Association's bank account.
2. All income shall be promptly banked on receipt and any surplus funds generated by the business of the Association shall be used to further the work and activities of the Association
3. All expenditure shall be promptly dealt with and authorised by two (2) out of three (3) of the association's bank account signatories, these being the Chairman, the Treasurer and the Secretary.
4. Annual accounts of income and expenditure and a Balance Sheet shall be prepared for the AGM.
5. The annual accounts shall be independently audited.
6. Regular reports on the Association's financial position shall be prepared for the Management Committee.
7. Annual budgets and recommendations for expenditure shall be prepared for the Management Committee.
8. Interest shall be maximised on any balances held.
9. Any individual item of expenditure shall be reported to the Management Committee which is in excess of an agreed limit to be determined from time to time by the Management Committee.
10. The expenses of Management Committee members or any member of the Association incurred on Association business shall be reimbursed as either actual expenditure incurred or, in the case of mileage/subsistence, in accordance with rates agreed from time to time by the Management Committee. Every endeavour shall be made to refund personal expenditure within seven (7) days of receipt of any agreed and supported claim. Notification of any challenge or query of or to a claim for reimbursement will be made by the Treasurer or other signatory within 7 days.
11. All appropriate steps shall be taken to recover sums due to the Association, e.g. outstanding membership subscriptions or other monies.
12. All primary financial records (receipts, bank statements, etc.) shall be retained for a period of 7 years.
13. Each region will be allocated a sum from central funds, the amount to be recommended by the Treasurer and Training Officer and agreed annually by the Management Committee, to use towards regional meeting expenses.
14. The annual budget and account statements prepared by the Treasurer shall identify annual conference income and expenditure under a separate budget heading for the purposes of clear identification of costs and effective yearly comparison between these events.
15. The Conference Working Party or Sub-Committee when constituted shall include the Treasurer or shall be monitored by and receive advice from the Treasurer on all financial matters directly relating to the Conference.