

ASSOCIATION OF INTER-VARSITY CLUBS

STANDING ORDERS

AUTHORITY

1. Authority for Standing Orders lies in Article 57 of the Constitution.

PURPOSE

2. Subject to the provisions of the Constitution, these Standing Orders regulate the business of the Association by setting out certain duties and responsibilities of member Clubs and their Delegates and of the Association's Officers.

AMENDMENTS

3.1 Standing Orders may be revised or changed, as provided in Article 58 of the Constitution, by a simple majority of votes cast at a General Meeting of the Association.

3.2 The AIVC Constitution and Standing Orders, if amended, shall be updated and circulated to all Officers and Clubs by November in the same year.

3.3 The AIVC Handbook shall be updated as necessary each year and amendment loose leaf pages circulated to all Officers and clubs by November of that year.

MOTIONS

4.1 All motions at General Meetings must be proposed by an Officer or a delegate from a member Club and seconded by a delegate from a different member Club. A brief proposing speech may be made before a seconder is obtained.

4.2 All motions passed by a General Meeting which do not state that they are amendments to the Constitution or Standing Orders shall be regarded as amendments to the Association handbook, unless agreed otherwise by the meeting proposing the motion.

ELECTIONS:

5.1 Nominations for Officers will be invited at the AGM of the Association, by the Secretary, who is the Returning Officer of the Association.

5.2 Nominations shall be in writing and shall require the signature of the candidate, and a proposer and seconder. The proposer and seconder shall be delegates from different member Clubs.

5.3 If there is more than one candidate for any one post an election shall be held. Proposers may make a speech of behalf on each candidate, and candidates may be required to answer questions

from the meeting.

5.4 Voting shall be by show of hands in the absence of the candidates. If there are more than two candidates for any post, one candidate shall require an absolute majority of the votes cast; if this is not achieved, the candidate polling least votes shall be eliminated and a further vote taken, this process being repeated until one candidate is elected.

5.5 The result of the elections, including the number of votes cast for each candidate, shall be recorded in the minutes of the meeting.

5.6 Should there be no written nominations, or if the Meeting so decides, nominations shall be obtained from the Meeting.

5.7 If the Secretary is a candidate for any post, the Chairman shall act as Returning Officer for the election for that post.

INFORMATION ABOUT GENERAL MEETINGS

6. Clubs not represented at a General Meeting shall be informed as soon as possible of resolutions passed at the Meeting. This may be done by means of a report in the Association's Bulletin.

APPLICATIONS TO JOIN THE ASSOCIATION

7. The Secretary shall take such steps as he may think fit to check the suitability of any Club applying for membership. He shall negotiate with such a Club in order to represent adequately its request for membership.

REGISTRATION

8. Every club shall register with the Association, through its administration service, the AIVC Communications Officer or the AIVC Secretary, in that order, the following where available: -

8.1 The name (“operating name”) and contact details (address, phone number, website address and e-mail address) of the club.

8.2..The Year End, type of membership year (fixed end date or rolling, renew on anniversary of date of joining), and date of club AGM.

8.3..The number of copies of Newslines required (in multiples of 5) and either an e-mail address or postal address for the interim address and event updates. The postal address for Newslines shall be the ALO’s address unless otherwise requested by the club. If no valid address has been provided, the club will still be deemed to have received notices from the Association made through Newslines.

8.4..The name, address, phone number and e-mail of the following club officers (the club or individual may request that some or all of the information be kept to the AIVC officers and servants only): - Chairman; Secretary; Treasurer; Association Liaison Officer (ALO); Membership Secretary (for both new and current members where different).

8.5..A copy of the club constitution or equivalent.

8.6..Other club information as may be requested by the Association to fulfil its duties to the clubs.

8.7..Any changes in the above or vacancies in posts should be communicated to the Association as soon as possible.

NOTICE

9.1 All notices and circulars shall be sent to every member Club at its nominated address.

9.2 Notice shall be deemed to have been given five days after mailing to that address.

9.3 If the Constitution is to be amended at an AGM, proposals must be received by the Association Secretary on or before 20th November preceding the AGM.

9.4 Formal motions to appear on the final agenda of an AGM must be received by the Association's Secretary on or before 20th January.

POLLS OF MEMBER CLUBS

10.1 Such polls may be conducted by the Secretary under the authority of Article 17 of the Constitution.

10.2 Each member Club shall be entitled to one vote in a poll.

10.3 The Secretary shall send to every member Club a notice of poll, and a voting form.

10.4 Such notice shall state:

10.4.1 The matter to be decided;

10.4.2 The address to which the Club's vote should be sent;

10.4.3 The last date for receipt of votes; and

10.4.4 The method by which results will be announced.

10.5 Each voting form shall be signed by the chairman and secretary of the Club, or failing them by two officers of the Club who shall also provide the Secretary with evidence of their authority in this matter.

10.6 The last date for receipt of votes shall be at least four weeks after the date that notice is deemed to have been given to Clubs.

10.7 When acting on decisions reached by means of a poll, the Secretary shall have due regard for the autonomy and independence of member Clubs, bearing in mind that the polling procedure does not allow Clubs to express their views to other Clubs before voting takes place.

OFFICERS' MEETINGS

11.1 The Secretary of the Association shall arrange for Officers to meet as necessary.

11.2 Officers shall normally meet a minimum of four times and a maximum of six times a year between AGMs; the quorum for such meetings being half the Officers plus one.

11.3 The Secretary shall bear in mind the costs to the Association of such meetings, and shall consult fully with the Treasurer before arranging extra meetings.

11.4 The Officers of the Association shall form a standing committee, and act upon Association matters by majority consensus.

11.5 Minutes shall be taken at meetings of the Officers, and shall be open to inspection by any current Member of a member Club.

FINANCIAL MANAGEMENT

12.1 The Treasurer of the Association shall ascertain that all levies set by a General Meeting are correctly calculated, and duly paid to the Association within two months of notice having been given by the Treasurer. Where a Club qualifies for a travel subsidy, such a subsidy shall be dispatched to that Club by the AIVC Treasurer within 28 days of the Treasurer receiving the levy from that Club, subject to funds being available in the Association bank account. If there is a net inflow due to a Club only that inflow shall be paid to the Club.

12.2 Clubs not paying levies by the due date shall be subject to a penalty not exceeding 15% of their total levy.

12.3 The Treasurer shall ensure that the funds of the Association are safely kept in a current account or deposit account at a recognised bank.

12.4 Withdrawals shall be authorised by any two of the Chairman, Secretary, Treasurer of the Association.

12.5 The membership of a Club, for the purposes of Articles 34 and 50 of the Constitution, shall be defined as the total paid-up membership either at the end of the subscription year prior to the Association's AGM (for Clubs with a fixed subscription year); or at the previous 31st of December (for Clubs not having a fixed subscription year).

12.6 Member Clubs organising inter-club events should have financial outlay underwritten by receiving a suitable refundable loan with the prior approval of AIVC Officers Committee up to a maximum of £500 per annum.

CONFERENCE

13.1 The club elected by an AGM of the Association to be host of a forthcoming Conference shall appoint its own representative, called the Conference Organiser. The Conference Organiser shall be invited to attend AIVC Committee Meetings when required, and shall be empowered by the Host Club's Committee to make conference arrangements on the Association's behalf. To this end, the Conference Organiser shall be bound by the terms of reference obtained from the AIVC Committee.

13.2 The Host Club for an AGM shall provide a budget for approval by the Executive Officers of the Association.

13.3 The AIVC Conference bank account shall have three signatories - the Conference Organiser, an Executive Committee Member of the Host Club and the AIVC Treasurer. The account shall require any two of the three signatories.

13.4 The Host Club shall provide full accounts within three months from the Conference. Any surplus shall be paid to the Association, but the Association shall be liable for any reasonable deficit.

13.5 Social events at Conference, such as a major function on the Saturday evening, shall be the sole and entire financial responsibility of the Host Club (except that the outlay may be underwritten in accordance with 12.6 above). The costs of such an event shall be separate from the AIVC Conference Account, though the admission price may be charged to delegates, observers and Officers as a component of the Conference Fee.

ASSOCIATION ASSETS

14.1 The Treasurer shall maintain a register of the Association's assets. This register shall include a list of all equipment owned by the Association, giving the date and place of purchase, any relevant serial number(s), the current holder of the equipment and the arrangements for repair, support and maintenance of the equipment.

14.2 The treasurer shall arrange adequate insurance of Association assets against fire, theft and accidental damage.

14.3 No holder of Association equipment may modify the equipment or submit it for repair or maintenance without either the consent of the Treasurer or the approval of an Officers' meeting.

[Adopted by the Association at its Annual General Meeting, Nottingham, 14th April 1985. Amendments added February and July 1992 with subsequent renumbering. Corrections made, April 1994. Amendments made April 1996 and 1997 Amendments made April 2003]

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