

Standing Orders

Standing Orders is the term given to rules of procedure for meetings and committees which are additional to the constitution.

These need to be adopted by the main management committee and may require to be ratified by an Annual or other type of General Meeting.

Standing orders generally affect the way in which the main committee operates specifying, for example:

- The day, time and venue of committee meetings
- - The day, time and/or venue of committee meetings (e.g.: 7.30. p.m. on the first Thursday of the month at the community centre);
 - The length of notice of meetings to be given to committee members (e.g.: the Agenda to be in their hands seven clear days before the meeting);
 - The maximum continuous length of service for committee members and/or officers;
 - That committee members shall be deemed to resign if they fail to attend a certain number of meetings without giving apologies/reasons for their absence.

So, if you have Standing Orders, read them carefully and keep a copy for reference as required. If your committee has not adopted Standing Orders, it can of course decide (and Minute its decision) to do things in a certain way. Like other Minutes, this will stand until such later time as the committee may wish to amend or rescind it. For further guidance, see [VCAT Information Sheet Standing Orders for a Community Organisation - guidance and examples](#).

(summarising as necessary), correspondence received.

Financial Report

The treasurer should report on the financial situation and be prepared to answer questions before the report is adopted by the meeting. All items of expenditure needing committee approval, should be recorded in the minute. Having the treasurer to report before any new business is discussed, allows the committee to know where it stands before having to consider

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