

KUOYO KOCHIA ALUMNI ASSOCIATION

STANDING ORDERS

GENERAL

- 1) The Chairperson shall preside at meetings and in his/her absence the Vice-Chairperson shall preside. If neither the Chairperson nor the Vice-Chairperson is present, then those in attendance shall choose one of their number to preside.
- 2) The Secretary shall ensure that minutes of all meetings are taken.
- 3) Meetings shall not start before 6.30 am or end after 10.00 pm.
- 4) The ruling of the Chairperson on any question of procedure at a meeting shall be final unless a motion challenging such ruling is immediately proposed and seconded and passed by the majority of those voting thereon.
- 5) At all meetings decisions shall be taken by a simple majority of members and paid members present and voting
- 6) In the event of an equal vote the Chair shall have the casting vote.
- 7) Members shall not vote by proxy
- 8) That to be recognized by the Registrar of Societies the association should maintain a current record of signed up members, which is submitted to the Registrar each year
- 9) That if the Constitution of Kuoyo Kochia Alumni Association deviates significantly from the Registrar's standard Constitution, the association may cease to be recognized by the Registrar and subsequently deregistered
- 10) It is at the discretion of the Association as to whether or not to raise an annual membership subscription

NOTICE

Seven days' clear notice will be given of Committee Meetings and 14 days' notice of Special General Meetings and AGM.

QUORUM

The quorum for the Committee Meetings and the General Meetings shall be as stated in the Constitution and By-laws. If a quorum is not present, then the meeting cannot proceed but must be reconvened. If at the reconvened meeting a quorum is not present, then the meeting may proceed and any decisions taken will be valid.

NOTICE OF AGENDA ITEMS

Items for the agenda must reach the Executive Secretary 48 hours prior to the date of the meeting

ORDER OF MEETING

The order of business at the Special General Meeting scheduled for 2nd June 2018 shall be as follows:

1. Apologies
2. Minutes of the last meeting
3. Matters arising
4. Correspondence

5. Unfinished business from previous meeting
6. Items for discussion for which notice has been given
7. Any other urgent business
8. Date, time, agenda and place of the next meeting

Items that are not on the agenda may not be discussed except for urgent matters that cannot wait until the next meeting and which the majority of those present at the meeting agree to discuss

CONDUCT AT THE MEETING

- a) The conduct at meetings will be carried out in an orderly fashion and will be chaired by the Chairperson.
- b) Members shall only speak when called upon to do so. All speakers shall address the Chairperson. No member shall be allowed to speak more than once on any issue until every other member has had the opportunity to speak.
- c) Speakers shall keep to the subject matter in hand and not wander from the point
- d) Only one person shall speak at a time and there shall be no private debates.
- e) It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association.
- f) At all times any offensive behavior, including tribal, sexist or inflammatory remarks, shall not be permitted and will constitute a breach of reasonable behavior.
- g) In the event of a “vote of no confidence” being proposed in the Chair, or any other committee member, this must be seconded and if carried by a simple majority of those present and voting, the officer concerned shall cease to carry out his duties for that meeting only.
- h) The committee members of the association shall ensure any views put forward are those, which have been agreed at properly, convened meetings of the association.
- i) Committee members must not use official association stationery to send out correspondence expressing personal viewpoints which have not been agreed on by the association meeting

BREACH OF STANDING ORDERS

- a. If at a meeting a member fails to abide by these Orders in such a way as to cause disruption or hinder the Association’s work, then the Chairperson shall warn the member that if the disruption continues the following motion shall be put to the meeting: -
 - a. “That [name of member] be excluded from the rest of the meeting.”
- b. If the disruption continues the above motion shall be put to the meeting and, if it is carried by the majority of not less than two-thirds of those present and voting, the member shall be excluded from the remainder of the meeting.
- c. If the member so excluded refuses to leave the meeting, in the last resort the Chairperson may call the Police and seek their assistance in removing him/her.
- d. Exclusion on more than one occasion under this rule may be an indication that a member’s conduct has been such that it is liable to prevent the Association from achieving the aims. In such a case any member may put forward a motion that the person be removed from office/membership. Such a motion must be passed by a two-thirds majority.