

Trinity College B.A. Society

Standing Orders

21 November 2017

Contents

1	Matters of procedure at the Annual General Meeting (AGM).....	1
2	Matters of procedure at Open Meetings	1
3	Matters of procedure at hustings	2
4	Usage of the B.A. Rooms.....	2

1 Matters of procedure at the Annual General Meeting (AGM)

1.1 The agenda for an AGM of the Society shall be as follows:

- (a) President's report of the Society's activities over the preceding year;
- (b) Junior Treasurer's report on the financial activities and position of the Society for the preceding year;
- (c) minutes of the previous Open Meeting of the Society (if any);
- (d) matters arising;
- (e) committee reports (if any);
- (f) questions to the committee;
- (g) submitted motions;
- (h) any other business.

1.2 Members wishing to speak shall indicate this to the chair and shall do so only if invited by the chair.

1.3 Members speaking shall give their names to the Secretary for the purpose of minuting the meeting.

2 Matters of procedure at Open Meetings

2.1 The agenda for an Open Meeting of the Society shall be as follows:

- (a) minutes of the previous Open Meeting of the Society (if any);
- (b) matters arising;
- (c) questions to the committee;
- (d) submitted motions;
- (e) any other business.

- 2.2 Members wishing to speak shall indicate this to the chair and shall do so only if invited by the chair.
- 2.3 Members speaking shall give their names to the Secretary for the purpose of minuting the meeting.

3 Matters of procedure at hustings

- 3.1 Candidates shall speak in turn, in an order determined by random selection by the chair.
- 3.2 Candidates for the position of President may speak for up to five minutes.
- 3.3 Candidates for all other positions may speak for up to three minutes.
- 3.4 Following a candidate's speech, three questions, posed by those in attendance, may be answered.
- 3.5 Members wishing to ask a question shall indicate this to the chair and shall do so only if invited by the chair.

4 Usage of the B.A. Rooms

- 4.1 The door to the rooms is not to be propped open at any time.
- 4.2 Only alcohol purchased through the Catering Department may be consumed in the B.A. Rooms. *White Book, p47*
- 4.3 Booking the BA Rooms is subject to the following rules:
 - (a) The BA Kitchen and the BA Television Room may be booked by Ordinary and Associate members of the society using the online booking system accessible via the Society website.
 - (b) The BA Common room area may not be booked and shall be available for use by Ordinary and Associate members at all times.
 - (c) Bookings are only to be made for private social functions held by Ordinary and Associate Members and for official BA Society events.
 - (d) Societies are not permitted to book or use the rooms for meetings or functions without explicit permission from the Committee where it is felt that such meetings would be relevant and beneficial to Members of the BA Society.
 - (e) All bookings must be made by an individual member and must contain the following information:
 - (i) the name of the member making the booking;
 - (ii) a brief description of the event;

- (iii) the email address of the member making the booking.
 - (f) Any booking not containing all of the above information will be considered invalid and will be removed by the Committee.
- 4.4 Following any use of the B.A. Rooms, all rubbish must be disposed of and the rooms must be left in a clean and tidy state.
- 4.5 The B.A. Kitchen may be booked for a maximum of 4 hours.
- 4.6 No equipment or food may be removed from the B.A. Kitchen.
- 4.7 All dishes used in the B.A. Kitchen must be washed and put away before leaving.
- 4.8 Official BA Society events shall take priority over other bookings. Where there is a conflict, the Member responsible for the conflicting booking shall be notified as early as possible to allow adequate time for rescheduling.
- 4.9 Members will report any damage to the B.A. Rooms, or the equipment and furnishings contained within, to the committee as soon as possible.