



## **STANDING ORDERS**

*(as approved by the Policy Group on 12 September 2005)*

### **Introduction**

Please read these standing orders in association with our constitution. We may vary them at any time by formal resolution at a meeting of the Policy Group.

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## **1. Membership Procedures**

### **1.1. New members**

- 1.1.1. New members may apply online or by post. Contact information for online applicants drops directly into the membership database. The treasurer adds contact information for postal applicants using the "Join ASCC" facility on the website.
- 1.1.2. The treasurer receives automatic notification by email when a record has been added or amended on the database. The treasurer should then change the membership status on the database.
- 1.1.3. The treasurer emails new members welcoming them to ASCC and giving details of online access to members' area, mail-out facilities, Synergy (newsletter), forthcoming events and the name of their regional representative and attaches an invoice for membership subscription. Copy sent to regional representative for information. Regional representative to make contact with new member as soon as possible.

## **1.2. Changes to membership**

1.2.1. We expect member organisations to check and update their own details through the website.

1.2.2. We remind members to do this regularly through:

- letters sent with invoice/reminders
- adverts/articles in Synergy
- “all members” emails.

1.2.3. When advised that contact information for a particular organisation is no longer valid, the treasurer/regional representative will check back with that organisation and ensure contact details are updated as appropriate.

## **1.3. Directory of members**

1.3.1. The directory of members is available on the website. This information is sourced from the membership database.

1.3.2. We can determine information on current membership, cancelled memberships and new memberships from the master membership database which is available from the website manager.

1.3.3. We can create mailing lists from the master membership database

1.3.4. The treasurer’s report to members at the AGM should include an end of year report on membership.

## **2. Financial Procedures**

### **2.1. Bank accounts**

2.1.1. We hold two accounts with Girobank: a current account and a savings account. Two authorised signatories (normally Chair, Vice Chair, Treasurer and Policy Group Administrator) must authorise all cheques and transfers of funds. Signatories must not sign cheques made out to themselves.

2.1.2. We receive current account statements monthly and deposit account statements quarterly. The treasurer should cross-check all payments and receipts with bank statements.

2.1.3. When any of the above signatories leave office the treasurer should make the necessary arrangements with the bank to update the record of authorised signatories.

## **2.2. Subscriptions**

2.2.1. Members agree the annual membership subscription for the following year at the AGM.

2.2.2. As stated in the constitution, a member joining part-way through the year is liable to pay the full annual subscription. However, this is subject to negotiation in particular circumstances and through “special offers” being made with the agreement of the Policy Group to non-members.

2.2.3. If an organisation advises us that they wish to cancel their membership we should record this on the copy invoice and update the record on the membership database on the website

## **2.3. Income**

2.3.1. We invoice members at the start of the financial year and take member’s information from the master membership database. We can ask the webmaster at SCIE to provide a spreadsheet of the most recent position.

2.3.2. We send invoices to the key contact in member organisations. Invoices are numbered individually and sequentially, and include an option of payment by BACS with a request for payment within 28 days.

2.3.3. If the treasurer changes, we should also include a note to advise organisations of the new contact name/address for payments/BACS notifications.

2.3.4. We should send a standard covering letter with invoices reminding members of the benefits of membership, the updated password to the members’ area of the website and a reminder to pay quickly. We keep a set of duplicate invoices on file.

2.3.5. We should return a revised spreadsheet with new invoice details to SCIE immediately, so they can upload it onto the website.

## **2.4. Reminders**

- 2.4.1. We should send reminders for payment out after two months. After this the treasurer should provide regional representatives with a list of non-payers and ask them to chase payment.
- 2.4.2. If the treasurer receives no payment by the end of October they will write to the organisation advising them their membership is cancelled and update the membership record on the website.
- 2.4.3. We should then initiate a new password and send it to paid-up members.

## **2.5. Payments received**

- 2.5.1. When the treasurer receives a cheque payment or BACS notification, they should attach the information confirmation to the copy invoice and add payment details to the contact record on the members' database. They should also update the payment status for other members from the same organisation.
- 2.5.2. Cheques received must be paid into the bank as soon as possible. The treasurer must record details separately of cheques paid in and date to reconcile with bank statements at a later date.
- 2.5.3. They should add payment details to copy bank statements to clarify where required.

## **2.6. Expenditure**

- 2.6.1. We should pay invoices as soon as possible after receipt, recording cheque number and date on the invoice and filing it. We should record payment information on the spreadsheet.
- 2.6.2. Copy invoices should be attached to the cheque and returned to the supplier. All cheques must have two signatures. If necessary, we should forward all paperwork (including a self-addressed envelope) to the second signatory by post.
- 2.6.3. We must record all payments not supported by an invoice on an ASCC expenses claim form, signed by the recipient in person or returned by post. This includes routine payment of honoraria by instalments.
- 2.6.4. Policy Group members must support claims for expenses by evidence of expenditure (for example: tickets or receipts) or a statement signed by a

senior officer of the organisation concerned confirming that it will not meet these expenses.

## **2.7. Auditing of accounts**

2.7.1. We should appoint an auditor at the AGM. This may be a staff member from within the financial services of the authority or organisation of the treasurer.

2.7.2. The auditor's tasks are to:

- sign off the accounts for the financial year
- identify any issues that need addressing
- make recommendations to improve the quality of the record keeping and financial control
- act as an advisor on financial matters to the treasurer.

2.7.3. The treasurer passes all the completed financial records to the auditor as soon as possible after the end of the financial year. We will include a copy of the audited annual accounts in the annual report presented to the AGM.

## **2.8. Financial reports**

2.8.1. At the end of the financial year the treasurer will produce an income and expenditure statement for the year and present a report to the Policy Group and AGM.

## **2.9. Retention of records**

2.9.1. We will hold the financial records of the association for a period of five years plus the current year.

# **3. Funding of Regional Events**

## **3.1. Procedure for allocating funds**

3.1.1. Each regional group can bid for a maximum of £500 in any financial year.

3.1.2. Groups should make applications for funding to the Policy Group via their regional representative, or if urgent to the chair.

- 3.1.3. Funding is for paying fees and expenses to speakers or workshop leaders, hiring equipment and booking venues. It is not for subsidising staff costs or catering for members.
- 3.1.4. Regional groups should use their own resources whenever possible, calling upon national funding to meet identified training or developmental needs that they cannot meet from local funding.
- 3.1.5. There is no obligation for regional groups to spend their notional allocation in any year, nor will commitments carry over from year to year.
- 3.1.6. Funded events must result in a full report in Synergy and/or our website.

## **4. Annual General Meeting**

- 4.1.1. Members must receive formal notice of the annual general meeting not less than 28 days before the meeting, either in Synergy or by separate mailing.
- 4.1.2. The Annual Report is compiled by the Policy Group Administrator, consisting of reports by the Officers and Regional Representatives, and made available to all members, usually on the web site in advance of the AGM, together with:
- an agenda for the AGM
  - minutes of the previous AGM
  - any proposed amendments to the constitution
  - a nomination form for the election of officers, and any nominations by the Policy Group.
- 4.1.3. Any nomination for office must normally be made in writing before the AGM, and accompanied by a statement of no more than 1200 words describing the person concerned, and their experience and suitability for the post.
- 4.1.4. A delegate pack is given to each member who attends the AGM, which includes:
- a list of delegates
  - a list of nominations for officers, together with the accompanying statements
  - a voting paper for any contested office.
- 4.1.5. At the AGM, the chair proposes that members adopt the annual reports (it is not necessary to second a proposal from the chair). The chair also

- 4.1.6. If only one nomination is received for a post the chair announces the election of that person, without need for a vote. If no written nominations are received for a post before the AGM, members may make verbal nominations and statements at the meeting itself.
- 4.1.7. If we receive more than one nomination for a post, election is by a secret written ballot of those present, counted by tellers appointed by the chair. Each member organisation is entitled to only one vote for each post.
- 4.1.8. The newly elected officers take up post at the conclusion of the AGM.

## **5. Policy Group**

5.1.1. The members and their responsibilities follow. We reimburse travelling expenses for attending meetings of the Policy Group but not normally for the AGM seminar or annual conference.

### 5.1.2. Chair

- chairs meetings of the association and of the Policy Group
- leads on liaison with ADSS and other national organisations
- represents the association on appropriate occasions, including the judging of the annual social care communication awards.

### 5.1.3. Vice Chair

- deputises for the chair as above
- supports the chair by undertaking specific responsibilities and tasks as agreed between them
- undertakes other tasks as agreed by the Policy Group.

### 5.1.4. Past Chair

- deputises for the chair/vice chair when necessary
- maintains the association's archives
- undertakes other tasks as agreed by the Policy Group.

### 5.1.5. Treasurer / Membership Secretary

- manages the finances of the association
- maintains the membership database.

### 5.1.6. Policy Group Administrator

- Convenes meetings of the association and of the Policy Group, in consultation with the chair
- Takes minutes of the meetings, and disseminates these to members after checking draft with chair
- Maintains the constitution and standing orders of the association, proposing amendments and incorporating them when agreed.

#### 5.1.7. Newsletter Editor

- Edits the newsletter of the association, soliciting contributions from members and regional groups, and from outside organisations
- Arranges for the newsletter to be printed, after proof-reading by designated members, and arranges mailing it to members
- Provides the newsletter in alternative formats for specific members on request
- Decides on requests for inserts and fliers from other organisations in or with the newsletter, consulting the chair about any contentious items, and liaising with the treasurer about charging
- Maintains the newsletter archives.

#### 5.1.8. Website Manager

- Maintains and develops the association's website, sub-contracting part of this task if necessary.
- With membership secretary, maintains membership database and controls and allocates web access.

#### 5.1.9. Website Editor

- Ensures the production of email update bulletins to all members on a monthly basis and supports the Website Manager as appropriate.
- Sources and produces materials for the website, ensuring that appropriate styles and formats are used.
- Liaises with the Webmaster at SCIE to ensure the efficient maintenance and development of the website.

#### 5.1.10 Regional Representatives

- Ensures that meetings of members and/or other activities are held in their region, normally at least twice a year.
- Represents their regional group at meetings of the Policy Group, or endeavours to arrange for a deputy to attend in their absence.
- Provides an annual report on activities in their region for inclusion in the association's annual report.
- Encourages members in their region to contribute to Synergy and to the website.

## **6. ASCC / Community Care Social Care Communication Awards**

6.1.1. The Policy Group shall annually appoint an awards co-ordinator, who shall be responsible to it for the administration of these awards. The specific tasks are to:

- liaise with the editor of Community Care magazine to agree a timetable for the awards, the value of the prizes, and who the judges and presenter will be
- submit a draft advertisement to Community Care, according to the agreed timetable, describing the awards and inviting applications for an entry form from the awards co-ordinator
- revise the entry form, entry criteria and covering letter, (see note 1 below) and send them out in response to requests
- acknowledge entries if requested, and prepare them for judging
- arrange with the judges when the judging will take place, and how they will view the entries beforehand
- following the judging, organise transportation of the entries to the annual training conference
- liaise with the conference organiser to ensure that the winning organisations are represented at the conference awards dinner, and with the treasurer to ensure we do not charge them for attendance at the conference
- set up a display of entries at the conference, liaise with the presenter to ensure that certificates are prepared for presentation at the dinner, and that the event is suitably recorded
- ensure post-award publicity takes place, in Community Care, Synergy, the ASCC website and in any other appropriate way
- dismantle display of entries at the end of the conference, and send them back to the entrant with a covering letter (see note 2 below)
- Report to Policy Group on the year's event, with recommendations for the future.

Note 1: The covering letter to include:

- a statement limiting entries to one from each organisation
- a request for a stamped addressed envelope if the entrant wishes to receive an acknowledgement of receipt of the entry
- an addressed label for the return of the entry after the conference.

Note 2: Letter with the returned entries to:

- announce the winners and runners-up
- thank the entrant for their participation

- pass on any general or specific comments made by the judges.

## **7. Annual Conference**

7.1.1. We will announce the date and venue of the annual conference in the association's newsletter, and on the website, at the earliest opportunity.

7.1.2. Policy Group will appoint a conference subgroup to plan the conference in detail, using the conference check-list to ensure that they cover all aspects and tasks.

7.1.3. Policy Group members can qualify for free places at the conference if not sponsored by their employer, plus the following if they are not members of the Policy Group:

- Conference organiser
- Conference report editor (if identified)
- Workshop and plenary presenters, if not funded.
- Information exchange (swap shop) organiser
- Award winners.

7.1.4. Policy Group members who are not undertaking other specific tasks at the conference will chair workshops, liaising beforehand with the presenter and ensuring that the content of the workshop is made available to the report editor.