

Standing Orders for Wilson House Hall Committee

Article 1: Name & Definitions

1. The committee shall be the Wilson House Hall Committee, and shall when meeting be referred to as the Hall Committee Meeting, or here, just as 'Committee'.
2. The abbreviation used (when the context is clearly Wilson House) shall be HCM.
3. 'Residents' used throughout this document shall refer to any paying resident of Wilson House, registered with the College – excluding the Wardening Team.

Article 2: Objectives

The objectives of this committee are:

1. To set the direction for events held within Wilson House.
2. To action to the Chair or Treasurer of the Committee to approve amenity budget transactions for the benefit of Wilson House residents.
3. To discuss Wilson House issues (relating to the social spaces, events, kitchens, rooms etc), or accommodation issues affecting Wilson House residents in general.

Article 3: Membership

1. Every resident of Wilson House is a member of the Committee and may attend, speak and vote at meetings.
2. Over the Summer Holiday period, the appointed Hall Seniors shall be the de-facto Hall Committee until residents move in at the beginning of the academic year.
3. Members of the Wardening Team, whilst not classed as residents, shall attend and speak at Committee meetings but shall not vote.

Article 4: The Executive

1. The Executive of the Committee shall consist of the Chair, the Secretary, and the Treasurer.
2. The Executive acts as a logistical body and shall make no decisions without the approval of the Committee.
3. If a vacancy arises in any other office of the executive committee, the President may, after having consulted the other members of the executive committee, name a member of the executive committee or any member of the society to complete the term of office. Should it be deemed appropriate and necessary by the committee, a by-election would be held to fill up the said vacancy.

Article 5: General Duties of the Executive

The Chair

- Officially chairs the Committee meetings
- Acts as the spokesman and representative of the society in liaison with external organisations.
- Ensures a cordial working relationship among the members of the executive committee.

- Approves finances on behalf of the Committee

The Secretary

- Prepares the minutes of all meetings and distributes these minutes to the interested parties' mailing list and using facebook.
- Keeps a record of all activities organised throughout the year.

The Treasurer

- Assists the Chair in approving finances on behalf of the Committee.
- Presents an updated amenities balance sheet at every meeting and prepares a summary sheet of where the money has been spent for the HCM's perusal.
- Chairs committee meetings in the absence of the Chair, or nominates someone present to do so.

Article 6: Meetings

1. Meetings shall be normally held at least monthly (during term time) in the Social Space, on a date set by the Committee at the previous Committee meeting and shall be held to further the objectives as set out in Article 2.
2. The first meeting of the year shall be set by the Wardening Team
3. Meeting advertisements shall be issued by the Secretary at least a week in advance
4. Attendance of the Chair, Treasurer, Secretary, Hall Seniors and Wardening Team shall be expected, plus ideally at least one representative from each kitchen
5. Decisions must be in keeping with the law, College Regulations and Wilson House Rules and must not exceed the Hall's amenities budget.
6. Decisions will be deemed to have been made if:
 - a. At a meeting of more than 20 people, the majority consent, or
 - b. Using an online facebook or website poll (where provisions have been made for those student who do not have facebook) with over 40 people interacting, the majority consent
7. All proposals not in keeping with point 5 will be vetoed by the Wardening Team

Article 7: Event Planning

1. All events decisions must be approved by the HCM in a manner set out under Article 6.
2. For the approval of large events, the HCM will strive to make the event as inclusive as possible and cater to the varied population of Wilson house.
3. On approval, the planning, organisation (and clean up) of events will be carried out by the student/house/group that initially proposed the event with the support of the Hall Senior and Wardening team.
4. The HCM, along with the wardens will be responsible for deciding and approving the events for the Freshers' Fortnight next year.

Article 8: Elections to the Executive

1. An interim Chair and Treasurer shall be appointed by the Wardening Team until the first Committee meeting, at which the Chair and Treasurer for the rest of the academic year will be elected. They shall have the authority – with the Wardening Team and the Hall

Seniors' agreement – to approve up to 40% of the amenities budget to be spent during the first two weeks of the year, normally referred to as 'Freshers' Fortnight'.

Article 8.1: Eligibility

1. All residents eligible for nomination for any post in the Executive.
2. All residents are eligible to vote in any elections.

Article 8.2: Nomination

1. All nominations must be supported by one (1) proposer (who may be the candidate)
2. All nominations are subject to the consent of the candidates.

Article 8.3: Process

1. The process of nomination and election of the new executive shall be conducted by a Returning Officer, normally a member of the Wardening Team
2. The quorum for the elections shall meet requirements for normal decision making, except the vote must be held in the meeting, not online.

Article 8.4: Voting

1. One resident shall be represented by one (1) vote, and there shall be no proxies.
2. The identity of the voter shall remain secret.
3. The Returning Officer shall man the ballot box.
4. The Returning Officer shall ensure that the number of ballot papers corresponds to the number of voters present.
5. In the event of an impasse in the electoral results, there shall be a recast of votes on the candidates concerned, and the procedure shall be carried out as deemed fit by the Returning Officer.

Article 8.5: Voting Procedure

1. Voting of the candidates shall begin with the Chair and proceed in the following order:
 - Secretary
 - Treasurer
2. Successful candidates will have to forgo their candidacy for any other posts.
3. The successful candidate is the one with the largest number of votes.

Article 9: Amendments to the Standing Orders

1. Amendments to the standing orders will only be valid if they are agreed at two consecutive meetings of the Hall Committee.