

# Leamington Society - Standing Orders (2026)

## 1. Purpose

These Standing Orders regulate the day-to-day operation of the Society and complement the Constitution.

## 2. Executive Committee Structure

The Committee shall consist of Officers and elected members.  
The Committee may co-opt members as required.

## 3. Meetings

The Committee shall meet at least four times per year.  
Agendas and papers shall normally be circulated in advance.  
Minutes shall be recorded and approved at the next meeting.

## 4. Decision Making

Decisions shall normally be by consensus or majority vote.  
Where necessary, the Chair may exercise a casting vote.

## 5. Elections and Nominations

Nominations for Officers and Committee members should be submitted in advance of the AGM.  
Where nominations exceed vacancies, a vote shall be held.

## **6. Conflicts of Interest – Procedures**

Trustees must declare interests at the earliest opportunity.

Conflicted individuals shall withdraw from discussion and decision-making.

All conflicts shall be recorded in the minutes.

## **7. Communications**

The Society may communicate with members electronically.

Notices, newsletters and updates may be issued by email.

## **8. Publications and Activities**

The Society may publish reports, organise events, maintain archives, and undertake activities consistent with its Objects.

## **9. Membership**

There shall be four classes of membership:

[1] Individual membership;

[2] Household membership;

[3] Honorary life membership and

[4] Corporate membership.

Membership is with the exception of category [3] subject to payment of the appropriate annual subscription. Honorary Life membership may be conferred on any person considered by the Society to have made an outstanding contribution to its objects. Honorary members shall be elected by an annual or special general meeting and shall have the rights of ordinary Members but shall be exempt from the payment of subscriptions.

Corporate membership may be conferred on companies and organizations which operate in the Royal Leamington Spa and its environs and is subject to approval by the Executive Committee. Corporate Members are not entitled to vote at meetings of the Society. They are entitled to the following privileges:

[1] they may attend Meetings of the Society;

[2] they are entitled to receive at least one copy of the Society's Newsletter.

A list of Corporate Members will appear on a regular basis in the Society's Newsletter and on the Society's internet website.

## **10. Subscriptions**

The subscriptions shall be such sums as are fixed by the Society in general meeting or such other reasonable sums as are determined by the Executive Committee from time to time and shall be payable on or before 30th June each year. Membership shall automatically lapse if the subscription is unpaid six months after it is due.

## **11. Conduct of Activities and Safety**

The Society shall exercise a duty of care toward all participants in its activities. For physical activities (such as litter picks or site visits), the Executive Committee or designated lead shall conduct a brief risk assessment to identify potential hazards (e.g., traffic, sharp objects, or weather).

While the Society's activities are generally low-risk, the Committee will ensure that any activities involving children or vulnerable adults are supervised by a parent, guardian, or responsible carer.

The Society will ensure that any equipment provided for public use is fit for purpose and accompanied by basic safety guidance.

## **12. Review of Standing Orders**

These Standing Orders may be amended by resolution of the Executive Committee provided they remain consistent with the Constitution.

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