**Policy Title: STANDING ORDERS - FEDERATION BOARD OF TRUSTEES**

1. The Board of Trustees of the Federation will consist of up to 12 elected members, with the power to co-opt three. Co-options to be made by ballot if necessary. Elected members serve for two (2) years, for the duration of the elected Board. Appointments may be made to fill a vacancy until the next election. The next election will take place in 2025.

**ELECTION OF HONORARY OFFICERS**

1. At the end of the Federation Annual Meeting (FAM), the newly elected Board of Trustees will meet and elect their chair by secret ballot for the coming year. At its first meeting after the FAM the Board of Trustees will elect by ballot its Vice-Chairs (two in number) and Hon. Treasurer. In the event of death or incapacity of the Chair, the Vice Chairs will take over until a Special Meeting can be called to elect a new Chair.

**APPOINTMENT OF FEDERATION TEAMS**

1. The Board of Trustees will decide what Federation Teams will be appointed and approve their Terms of Reference. The Board of Trustees will appoint the teams, each with up to a maximum of eight members. The Officers of the Board of Trustees will be ex-officio members of all teams with full voting rights.

**ORDINARY MEETINGS OF THE BOARD OF TRUSTEES**

1. Ordinary meetings of the Board of Trustees will be held at a time and date to be agreed by all Trustees at the first meeting of the Board after the FAM. Whenever possible, the meeting agendas and supporting documentation will be sent out at least 7 days before a meeting. (See 11).

**SPECIAL MEETINGS OF THE BOARD OF TRUSTEES**

1. Special meetings of the Board of Trustees may be called at the request of any three members of the Board, to be named in the Summons, at three days’ notice, unless the business is very urgent, in which case twenty-four hours’ notice by telephone and email shall be given by the Secretary. No minutes will be read at a special meeting. No other business will be discussed, except the business for which the meeting has been called.

**QUORUM**

1. The Quorum of the Board of Trustees will be one third of membership to include at least one Officer. If less than the quorum be present at any meeting, only unopposed business may proceed.

**VOTING MEMBERS**

1. The voting of members of the committee on any motion will be recorded at the request of any one member.

**CHAIR'S VOTE**

1. The Chair will have both a deliberate and a casting vote.

**BUSINESS OF THE BOARD**

1. At every ordinary meeting the minutes of the preceding meeting and of any special meeting held in the interval will be the first item on the agenda.
2. Recommendations involving any important decision may be discussed at any meeting of the Board of Trustees but may not be voted upon unless the subject under discussion has appeared on the agenda.
3. Exceptions to this rule may be made if URGENCY is voted by two-thirds of the members present at any Board of Trustees meeting.
4. Motions to rescind recommendations passed must be circulated on the agenda and passed by two-thirds of the members present.
5. The Standing Orders shall not be suspended unless by the vote of two-thirds of the members present.

**RECORD OF ATTENDANCE**

1. An attendance book will be kept and signed by each member present at any meeting.

**MINUTES**

1. All recommendations carried will be recorded in the minutes.

**FINANCE**

1. To receive membership fees from all WIs in the Federation.
2. To receive donations and monies from approved sources contributed to aid of the WI movement.
3. To pay all monies received into the bank accounts of the federation and make all payments.
4. To be responsible for all payments sanctioned by the Board of Trustees.
5. The Board will authorise certain members to sign cheques. Each cheque must be signed by two of the authorised signatories, who will be the Chair, Vice Chairs, a Board member or the Treasurer. Bank transfers from or between Federation accounts are also authorised before payment.
6. To receive and hold in trust for a maximum of three years, the funds of WIs that have been suspended.
7. To offer instruction and advice to WIs on matters connected with finance.
8. No expenditure over £500 may be approved by any Federation team. All such expenditure must be approved by the Board of Trustees, following the submission of a written recommendation.
9. To receive budgets from the Federation Teams before the Federation Annual Meeting, to prepare the Federation Budget for the ensuing year and to advise when money-raising events are necessary.
10. To receive Annual Statements of Accounts from the Honorary Treasurer.
11. To appoint office staff, review salaries annually and be responsible for the care of the premises and equipment of the office. Federation Officers are responsible for the work of the office staff.
12. To take stock as near as possible to 31st March, and at such other times as is deemed necessary, of stationery, publications, merchandise and equipment in the office.
13. Federation teams arranging any event involving money, receipts or payments, will appoint a member who will be responsible for making all preliminary arrangements for halls, speakers etc. Accounts are paid by the Federation Treasurer and therefore a statement of receipts and expenses, together with all bills, must be handed to the Federation Treasurer without delay. Any ad hoc teams formed will submit a detailed budget to their Federation team for planned projects. Payment for events to be made direct by WIs or members using the approved system.
14. The Board of Trustees of the Company/Charity shall be the members of the Federation Board of Trustees.
15. All circulars, designs and schedules to the WIs to be approved by the Board of Trustees and issued through the Federation Office.
16. WI Advisers will receive all Board minutes in the same manner as Board of Trustees, except for the minutes connected with the first meeting of the Board of Trustees. WI Advisers may attend all Board of Trustees meetings as observers, except for the first meeting of the elected Board of Trustees.

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| VERSION: | DATE OF ISSUE | SIGNED OFF BY: | DATE OF NEXT REVIEW |
| 1 | 18/02/2023 | E Brichta | February 2025 |
| 2 | 25/03/2025 |  | March 2026 |