

The Standing Committee of Analysis

Terms of Reference

This document is a schedule of the terms of reference to the charity's formal constitution and is binding to its signatories and officers.

The objectives of the charity and its terms of reference for the distribution of funds may be changed by agreement of its members formerly convened at an annual general meeting. Formal notice of such proposed changes must be notified to members not less than six weeks before the meeting.

1 Objectives

The objectives of the SCA are defined as follows:

1. To promote collaboration of the Standing Committee of Analysts with kindred organisations in line with its published terms of reference.
2. To promote, for distribution on an open source basis or otherwise as decided by the committee, the published work of the Standing Committee of Analysts.
3. To provide funding for the mechanism of distribution (Section 1(2) above) by electronic means.
4. To provide funding in line with criteria set out in section 2 below in connection with the development of analytical methods.

2 Additional Criteria for the Distribution of Funds (Travel and Subsistence)

To distribute funds at the discretion of its Trustees, in line with its documented financial procedures, to support:

1. The attendance at meetings convened by the Chair on the business of the Standing Committee of Analyst or its Working Groups by members [A member is defined as any person who, in the opinion of the Trustees, can contribute towards the development and publication of an analytical method] and at the discretion of the Trustees are reimbursed for travel and subsistence .
2. At the discretion of the Trustees underwrite fund raising, educational or academically significant events or activity designed to disseminate or contribute to the work of the Standing Committee of Analysts.
3. At the discretion of the Trustees provide travel bursaries in support of the work of the Standing Committee of Analysts. This purpose is additional to that listed in 2(1) above and expected to be invoked in exceptional circumstances.
4. At the discretion of the Trustees, and on the advice of the Strategic Board of the Standing Committee of Analysts, release funds for which a case is made in line with fulfilling any of the stated charitable objectives set out in 1 above. Such a grant is to be regarded as exceptional and would require the tabling of a special report at the charities AGM.

3 Management of Fund Raising

1. To raise funds either in on its own or in collaboration with other organisations.

2. To enter into legally binding contracts with organisations referenced in section 1(1) above for the purposes of fund raising.
3. To pay reasonable expenses accrued in connection with pursuit of its purposes (for example stationary and postal charges)
4. To enter into insurance contracts to protect the interests of the SCA and support its officers and Trustees in the undertaking of their duties in connection with the objectives.
5. Solicit and accept donations and/or bequests in line with its documented financial procedures without grace, favour or condition on their distribution other than for the purpose of the SCA's objectives.
6. In the event that the SCA is disbanded, nominate a recipient for any residual funds in line with its objectives. The decision of assignment will rest solely with the Trustees in post at the time of disbandment.

4 General Management

1. The Trustees make take such professional advice as necessary in pursuit of the management of the SCA.
2. The Trustees may appoint contractors or otherwise employ persons to assist in the operation of the SCA.