

# **SIBFORD OLD SCHOLARS' ASSOCIATION**

## **CONSTITUTION AND RULES**

### **1. NAME**

The name of the Association shall be the "Sibford Old Scholars' Association".

### **2. OBJECTIVES**

- (a) To foster interaction between former scholars and staff and present day pupils and staff.
- (b) To further school day friendships.
- (c) To enjoy the mutual benefits that can arise through a sustained relationship with the School and former scholars.
- (d) To encourage a spirit of loyalty amongst present scholars.
- (e) To assist the further development of the School.

### **3. MEMBERSHIP**

The Association shall consist of Members (lifetime) and Honorary Life Members.

- (a) The following shall be eligible for Membership:
  - i. Old Scholars of Sibford School and their spouses or partners.
  - ii. Past and present members of the School staff and their spouses or partners.
  - iii. Past and present members of the School Committee.
  - iv. Other relatives and friends of Old Scholars interested in the School.
- (b) Honorary Life Membership of the Association may be conferred at any Annual General Meeting on any individual as a mark of esteem for notable services to the Association or the School.
- (c) Any eligible person wishing to join the Association can become a Member by completing the 'Invitation to Join' form available on the SOSA website. In the circumstances where this is not possible an authorised Member of the Committee will update the on-line database for them. They would be invited to make an appropriate donation.
- (d) As from September 2002, it was agreed between SOSA & the School that all school leavers in Years 11, 12 & 13 will automatically become Members of the Association. An amount will be debited each term from their school fee account at a level to be determined mutually by the School and SOSA.
- (e) Any Member wishing to leave the Association may do so by notifying the General Secretary in writing.
- (f) Any person may be removed from membership at a General Meeting for any reason which is considered to be good and sufficient provided that there is an overall majority voting of the Members there.
- (g) No return of subscriptions or donations shall be payable to any person removed from membership or who shall have resigned.

### **4. YEAR**

The Association's year and the Committees term of office shall run from 1<sup>st</sup> August to 31<sup>st</sup> July each year. The financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March each year.

## **5. COMMITTEE**

- (a) The affairs of the Association shall be managed by a Committee of fifteen. The Committee will be made up as follows: the President, the Vice President, the Retiring President, the two School Committee Representatives, the General Secretary, the Treasurer, the Membership Secretary, the Reunion Secretary and three ordinary Committee members. The General Secretary, Treasurer, Membership Secretary and the Reunion Secretary along with ordinary Committee members will be elected tri-annually. If possible all elected members would be staggered appointments to enable continuity. All elected members of the Committee should be members of SOSA. The Head of the School and the Business Manager shall be Committee members and the Head shall nominate one school staff member to the Committee.
- (b) The business of the Committee and of the AGM shall follow normal committee procedures, to include propositions, seconders and voting.
- (c) In the event of a resignation, or for other valid reasons, additional members may be co-opted to serve until the next AGM.
- (d) The President would normally chair all meetings during their year of office, but may decide, if they so wish, to nominate a Chair in their place.

## **6. VOTING**

- (a) Voting at the AGM or an EGM is open to all Members of the Association on a one person, one vote basis.
- (b) Items requiring a vote will be published, at least 14 days prior to the vote, on the SOSA web site.
- (c) Voting may be undertaken in person, electronically or via post.
- (d) Electronic voting will only be accepted via email from an email address registered on the SOSA web site.
- (e) Proxy voting will only be accepted if the Proxy has written confirmation from the Member that he/she has the authority to vote on the particular item.

## **7. NOMINATIONS and ELECTIONS**

- (a) Nominations for the Committee shall normally be in writing, addressed to the President, signed by a proposer and seconder and shall be sent or handed to the General Secretary in reasonable time before the Annual General Meeting. In the absence of written nominations, proposals may be taken from the members at the AGM.
- (b) The Committee shall be elected by simple majority either by a show of hands or by written ballot papers.
- (c) Two SOSA representatives shall be nominated to serve on the School Governing Committee coinciding with that Committee's normal term of office, which is currently four years. (These appointments should overlap).
- (d) The SOSA President and Vice President shall be elected at the Annual General Meeting to serve for one year. Normally the President's year of office shall immediately follow the year in which he/she was Vice President.

## **8. ACCOUNTS, ASSETS and TRUSTEES**

- (a) The accounts of the Association shall be administered by the elected Treasurer who will prepare a current statement of accounts for discussion at the AGM. The Treasurer will also present an independantly signed Examination of Accounts for the completed yearly accounts at the financial year-end on 31st March.
- (b) All expenditure would normally be approved by the Committee. The Treasurer shall be empowered to sign cheques to a value of £250.00 and cheques above this value will require the signature of any one of two SOSA

Committee members who shall be regarded as authorised signatories on SOSA'S behalf.

- (c) Land or property owned by the Association shall be held in the name of four Trustees appointed by the Annual General Meeting from time to time.
- (d) Subject to the approval of the Annual General Meeting the Treasurer shall be empowered to make from time to time any necessary investments on behalf of the Association.

## **9. COMMUNICATION**

The Association shall produce an annual magazine called 'The Sibford Rocket'. Suitable Old Scholars will assist in the production of this publication. The magazine shall be distributed to members but where husbands, wives or partners are joint members, only one magazine shall be sent.

The Association will maintain, further develop and make suitable arrangements to refresh and update the SOSA website and its links.

## **10. MEETINGS and REUNIONS**

- (a) The Annual Reunion of members shall be held at Sibford at such time as may be agreed by the School and the Committee. This would normally be held on the School's Annual Open Day. Details of the reunion would normally be posted beforehand, although details would also be obtained from the SOSA Website or the School office.
- (b) The Annual General Meeting of the Association shall be held during the Annual Reunion. Notice of the AGM would normally be included in the mail shot that includes the reunion programme and booking form.
- (c) General Meetings (other than the AGM) of the Association may be held if the need arises but only after not less than 14 days' written notice to Members.

## **11. MINUTES**

Minutes of the proceedings of the Annual General Meeting and of meetings of the Committee shall be recorded in a permanent manner by SOSA and when passed shall be available for inspection at the School by any member of the Association by arrangement.

## **12. ALTERATIONS TO RULES**

- (a) Notice of proposed changes to the Rules of the Association shall be given to the President at least fourteen days prior to an AGM. The AGM shall have power to deal with any alteration or addition to the Rules without such notice if the Meeting so decides by a two-thirds majority of members who are present and voting.
- (b) No alterations or additions to the Constitution or Rules of the Association shall become effective unless passed by a two-thirds majority of members voting at an Annual General Meeting.
- (c) This Rule 11 cannot be altered except by a 9/10ths majority of members present and voting, at an Annual General Meeting

## **13. WINDING UP**

The Association may be dissolved and its assets disposed of at an AGM by a 9/10th majority of members present and voting, but only if a written proposed and seconded motion to do so shall have been lodged with the General

Secretary and publicised on the SOSA and School websites for not less than 21 days before the AGM.

- 14. These rules and constitution shall replace in all respects the previous ones approved at the 2015 AGM.**