

SIBFORD OLD SCHOLARS' ASSOCIATION

NEW CONSTITUTION AND RULES

(Agreed at the Annual general Meeting held on 13th June 2009.)

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

- (a) The Association shall consist of Life and Honorary Life Members.
All school leavers automatically become Life Members of the Association.
- (b) 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.
- (c) Honorary Life Membership of the Association may be conferred at any Annual General Meeting ("AGM") on any individual as a mark of esteem for notable services to the Association or the School.
- (d) Any eligible person (not already in membership) wishing to join the Association shall become a life member and be invited to make an appropriate donation.
- (e) Any person may be removed from membership at a General Meeting for any reason which is considered to be good and sufficient. No return of subscriptions or donations shall be payable to any person removed from membership or who shall have resigned.

4. SUBSCRIPTIONS and ACCOUNTS

- (a) Lifetime Subscriptions shall be an amount recommended from time to time by the School and shall be collected by the School.
- (b) The accounts of the Association shall until decided otherwise by a General Meeting of the Association be maintained and managed by the School.
- (c) At the AGM a representative of the School shall present the Association's accounts, which shall be audited by a qualified chartered accountant if so required by the Association and audited as part of the annual audit of the School.

5. YEAR

The Association's year and the Committees term of office shall run from 1st August to 31st July each year. The financial year shall be the same.

6. COMMITTEE

- (a) The affairs of the Association shall be managed by a Committee of ten members two of whom shall be the SOSA School Committee Representatives, the President and the Vice President. The Head of the School and the Business Manager shall be Committee members and the Head shall nominate one other member to the Committee. The remaining three Committee members shall be elected annually at the AGM.
- (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 shall chair all meetings during their year of office.

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 School office 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) Proxy votes and postal ballots shall not be permitted.
- (e) 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. COMMUNICATION

The Association shall contribute towards the cost of a magazine shared with the School and it will also produce a SOSA newsletter. Suitable Old Scholars will assist in the production of these publications.

The magazine and newsletter shall be distributed to members but where husbands, wives or partners are joint members, only one magazine/newsletter shall be sent.

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

9. 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 sent out with the newsletter, although details would also be obtained from the School office or the SOSA Website.

- (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 SOSA Newsletter and Reunion programme sent to all members.
- (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.

10. MINUTES

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

11. 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 who are present and 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

12. ASSETS and TRUSTEES

- a) All expenditure would normally be approved by the Committee. The Schools Business Manager 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 the two SOSA School Committee Representatives who shall be regarded as authorised signatories on SOSA'S behalf.
- b) 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.
- c) Until decided otherwise by the AGM the Association delegates all accounting and cash management to the School which shall be deemed Trustees of funds held for the Association.
- d) Subject to the approval of the Annual General Meeting the School's Business Manager shall be empowered to make from time to time any necessary investments on behalf of the Association.

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 at the School office 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 2005 AGM.