



# Old Colcestrian Society

## **RULES OF THE OLD COLCESTRIAN SOCIETY (ADOPTED BY RESOLUTION OF THE MEMBERS ON 04 JULY 2009 AND AMENDED FOLLOWING THE ANNUAL GENERAL MEETINGS OF 21 MAY 2012, 10 JULY 2015, 06 JULY 2016 AND 28 JUNE 2019)**

### **PART I – THE RULES AND THE OBJECTS OF THE SOCIETY**

1. These Rules shall come into effect on 5<sup>th</sup> July 2009.
2. They may be changed by a two-thirds majority of Members of the Society present and voting at a General Meeting.
3. In these Rules –
  - a) 'the Society' is The Old Colcestrian Society;
  - b) 'the School' is Colchester Royal Grammar School;
  - c) a 'Member' is a person whose name appears on the Membership List kept by a person appointed by the Committee;
  - d) 'the Membership' means all the Members;
  - e) the 'officers' are the President, the President Elect, the Chairman, the Secretary, the Treasurer and the Membership Secretary; and
  - f) the 'Head' is the Headmaster or Headmistress of the School.
4. The Objects of the Society are
  - a) to maintain the associations and traditions of the School and the Society;
  - b) to further the interests and prosperity of the School and the wellbeing of its past and present students; and
  - c) to foster community of interest, fellowship and goodwill between past and present students of the School.
5. The officers and members of the Committee must seek to further these objects when carrying out their functions and taking decisions.
6. The Society's colours are purple, gold and white.

## **PART II – MEMBERSHIP, SUBSCRIPTIONS AND COMMUNICATIONS**

1. A person who is a member of the Society when these Rules come into effect remains a Member. A Life Member remains a Life Member without paying any further subscription.
2. The Head and the School Captain are Members ex officio.
3. A General Meeting may confer Honorary Life Membership on any person.
4. A person who has studied, who works, or who has worked at the School may become a Member by sending to the Membership Secretary a completed application form and any subscription which may be payable. Joint Membership is available to a couple who have studied, who work or who have worked at the School, and will receive one copy of the Colcestrian between them.
5. A Member may be described as an Old Colcestrian.
6. The subscriptions, if any, payable by Members in the following year shall be fixed by resolution of the Annual General Meeting. Annual Subscriptions are payable in advance on 1 January in each year.
7. A resolution about subscriptions may provide that no subscription is payable by Members of a defined group or that different subscriptions are payable by Members of differently defined groups.
8. The Society may communicate with a Member who has provided the Society with an email address by email alone.
9. The Committee may remove from the Membership List the name of any Member who fails to pay a subscription by 31 March next after it falls due, or if at least two communications sent to the Member are returned undelivered.
10. A General Meeting may by resolution remove the name of a Member from the Membership List.
11. No former Member has any claim on the Society's assets.

## **PART III - THE MANAGEMENT OF THE SOCIETY AND THE COMMITTEE**

1. The business of the Society shall be conducted by –
  - a) its Members in General Meeting, and
  - b) a Committee consisting of the officers, the Head and the School Captain ex officio, and no more than seven ordinary members.
2. The Committee has overall responsibility for the management of the Society, including its finances. Accordingly, its functions are to govern and conduct the affairs of the Society and, subject to any resolution of a General Meeting, it will decide the policies and activities of the Society.
3. The Committee may in particular –
  - a) direct or authorise an officer or a Member to take a step on the Society's behalf;
  - b) appoint a person to fulfil a role in the Society;
  - c) call for a report from an officer on a particular subject;

- d) call a Special General Meeting; and
  - e) in the event of a vacancy, appoint a person to act as an officer until the next Annual General Meeting.
4. On first election an ordinary member of the Committee will be expected to serve for more than one year and to stand for re-election.
  5. An ordinary member may serve as such for a term of up to five years and may apply for re-election at the end of any and each five year term.
  6. The Committee must meet at least four times each year.
  7. Decisions will be taken by a simple majority of Committee members present and voting at a meeting of the Committee or by other means as appropriate for the Committee to exercise its functions. There is no provision for a member to vote by proxy. If the votes are equal, the Chairman has a casting vote.
  8. The quorum for a meeting of the Committee is six.
  9. A Committee member will be able to attend a meeting by telephone; by video link; or by any other means which allows them to participate in the meeting of the Committee, but will not be able to act as Chairman unless attending a meeting of the Committee in person.
  10. A Committee member will be counted as attending a meeting of the Committee for the purposes of quorum if they are attended in person; by telephone; by video link; or by any other means which allows them to participate in the meeting of the Committee.
  11. The Committee may co-opt members and create sub-committees.
  12. No decision of the Committee taken at a meeting shall be invalid because a member has not been given notice of the meeting because of an accidental error or omission.

#### **PART IV - THE OFFICERS OF THE SOCIETY**

1. The President holds an honorary position, and is expected to do so for one year only.
2. The President-Elect holds an honorary position, and is expected to do so for one year only before holding the honorary position of President in the following year without the requirement for further election by the Society Members.
3. On first election each other officer will be expected to hold office for more than one year and to stand for re-election. No such officer may remain in the same post for more than five years.
4. The principal responsibilities of each officer are as follows:
  - a) The President will act as the figurehead of the Society, preside at its official functions, including the Annual Dinner and the Reunion Day at the end of the year of office, and be involved in the planning of such events.
  - b) The President-Elect will deputise for the President if absent and will become President in the event of a vacancy during a year.
  - c) The Chairman will lead the operations and activities of the Society, working with the other officers to devise and implement the Society's strategy as approved by a General Meeting or the Committee. The Chairman will chair General Meetings of the Society and Committee Meetings and will be the main point of contact between the Society and the School.

- d) The Secretary will support the Chairman. The Secretary will prepare and circulate notices, agendas and other documents for General and Committee meetings and prepare the minutes. The Secretary will deal with the official correspondence of the Society and have general responsibility for the Society's website.
  - e) The Membership Secretary will maintain and update the membership database for new and existing members. The Membership Secretary will produce a brief written membership report for each meeting of the Committee. The Membership Secretary will receive default emails to the Society from members who update their profile and will be responsible for contacting younger members to ensure their profile is up-to-date as they transition through the School, University, and employment. The Membership Secretary will be required to attend certain regular events such as leavers' presentations.
  - f) The Treasurer will ensure that the finances and accounts of the Society are kept in good order. The Treasurer will produce a brief written financial report for each meeting of the Committee and prepare accounts on an annual basis for delivery to and approval by an Auditor. The Treasurer will inform the Committee if any Member's subscription is in arrears. The Society will indemnify an officer or any Member for any personal liability incurred for a step properly taken in accordance with a direction or authority of a General Meeting or of the Committee, or taken in the ordinary course of carrying out that person's functions.
5. Any Member of the Committee may be nominated by the Chairman to deputise for the Chairman at a meeting of the Committee.

#### **PART V - GENERAL MEETINGS**

1. The quorum at a General Meeting is 15 Members.
2. General Meetings will take place at or within one mile of the School.
3. Decisions of a General Meeting will be taken by a simple majority of Members present and voting. There is no provision for a Member to vote by proxy. If the votes are equal, the Chairman has the casting vote.
4. The Annual General Meeting will take place on the Old Colcestrians' Reunion Day in each year. The Membership must be given at least 35 clear days' notice of the Annual General Meeting.
5. Each Annual General Meeting will elect or re-elect the officers and the members of the Committee for the following year, and it may do so en bloc. Contested elections will be by secret ballot.
6. Proposals nominating a Member for election as an officer or to the Committee must be seconded and delivered to the Secretary in writing at least 28 days before the Annual General Meeting.
7. If there are more candidates for election as ordinary members of the Committee than there are vacancies, each Member shall have as many votes as there are vacancies and those candidates with the highest number of votes will be elected.
8. A motion may be proposed by any Member and, if seconded, voted on at a General Meeting whether or not prior written notice of its terms has been given to the Membership, but the chair may adjourn the meeting or postpone discussion and voting to another meeting for such notice to be given.
9. The Membership must be given at least ten clear days' notice of a Special General Meeting called by the Committee and of the business to be transacted.

10. Any ten Members may by letter require the Secretary to convene a Special General Meeting within the following 28 days. The letter must set out the precise terms of a motion which they wish to be put to that meeting. The Secretary must give at least ten clear days' notice of the meeting to the Membership, setting out those terms.
11. Notices to Members will be treated as having been given on the day after they are sent, whether by email or post.
12. A General Meeting may remove an officer or an ordinary Committee member.
13. No resolution passed at a General Meeting shall be invalid because a Member has not been given notice of the meeting because of an accidental error or omission.

#### **PART VI – TRANSITIONAL**

1. The ordinary members of the existing Committee will continue to serve until the Annual General Meeting in 2013.
2. These are the Rules of the Old Colcestrian Society adopted by a resolution of the Members at the Annual General Meeting held on 04 July 2009, and amended following the Annual General Meetings of 21 May 2012, 10 July 2015, 06 July 2016, and 28 June 2019.

We confirm that the amendments to these Rules were proposed, seconded and accepted by a full majority of those attending the Annual General Meeting of the Old Colcestrian Society on Friday 28 June 2019.