

6 January 2009

LATYMER OLD STUDENTS' ASSOCIATION

CONSTITUTION

NAME

1.1 Title

The organisation shall be called "The Latymer Old Students' Association", hereinafter referred to as the "Association"

1.2 Office

The Office of the Association shall be situated at The Latymer School, Edmonton, London N9 9TN or any other place designated by the Executive Committee and approved by the members at a General Meeting.

OBJECTIVES

2.1 The objects of the Association are:-

a) to encourage and foster the interests of the old students in the past and present day activities and aspirations of the school

b) to make a contribution in the sphere of education by giving help to the school, affiliated societies and also to the school community in general

c) to help old students maintain the ties of friendship

d) to enable old students to keep in touch with the school

MEMBERSHIP

3.1 Full Membership of the Association shall be open to all who have been past pupils of the school, past or present Governors of the school and past or present members of the staff

3.2 Honorary membership of the Association shall be open to all pupils of the school, past or present Governors of the school, past or present members of the staff, having been nominated by a Full Member and approved by the Executive Committee

- 3.3 Membership as an Honorary Vice-President shall be open to all who, in the opinion of the Executive Committee have done yeoman service for the Association and are worthy to be honored by it.
- 3.4 All members shall be entitled to receive notice of and attend and vote at all meetings of the Association

MEMBERSHIP FEES

- 4.1 Membership Fees shall expire on 31 August in the relevant year and be set annually by the Executive Committee and may include, but not be limited to annual, 3 years, 5 years or 20 years terms
- 4.2 Membership Fees may not be charged for Honorary Membership, or to Honorary Vice-Presidents of the Association

DISQUALIFICATION & FORFEITURE

- 5.1 The membership of any Full Member who does not pay membership fees set by the Executive Committee for a period of 3 months after they have become due shall be deemed to have lapsed.
- 5.2 Any member may be expelled as a result of being found by the Executive Committee to have been guilty of any misconduct whatsoever relating to the Association or likely to bring the Association or the School into disrepute.
- 5.3 Any member expelled by the Executive Committee shall not be entitled to any rebate of membership fees already paid
- 5.4 Any member expelled by the Executive Committee shall have the right of appeal to the members in general meeting, whose decision will be final

ADMINISTRATION

- 6.1 The Officers of the Association comprise the Chairman, Secretary, Administrator and Treasurer, elected annually by majority vote of the members present in person at the Annual General Meeting
- 6.2 The authority of the Association shall be vested in the Executive Committee whose members other than the Officers shall be elected annually by majority vote of the members present in person at the Annual General Meeting

6.3 The Executive Committee shall comprise:-

The Officers of the Association
Minute Secretary
Up to 4 members of the Association
A member from each affiliated Society
A representative from the School

6.4 The Executive Committee may co-opt additional members as it sees fit, to serve until the next Annual General Meeting

DUTIES OF OFFICERS

7.1 Chairman

The Chairman shall preside at all meetings of the Association and its members

7.2 Secretary

The Secretary shall keep a register of members of the Association, and shall be responsible for the minutes of all meetings of the Executive (which may be undertaken by a Minute Secretary if appointed) and the General Membership, for keeping records of correspondence and summoning meetings and shall execute the decisions and mandate of the Association

7.3 Administrator

The Administrator shall be responsible for the general administration of the Association

7.4 Treasurer

The Treasurer shall be responsible for the financial records, monies and other assets belonging to the Association; shall report on the Association's finances at every meeting of the Executive Committee and shall present, for adoption the Association's accounts to the Annual General meeting.

FINANCES AND ACCOUNTS

- 8.1** Bank accounts may be opened in the name of the Association, the mandates for which shall be approved by the Executive Committee, which shall provide for withdrawals only on the signature of two Officers
- 8.2** Expenditure above a transaction limit set by the Executive Committee annually must be approved by the Executive Committee
- 8.3** The Association shall account separately for any funds the use of which is restricted by the donors

MEETINGS

- 9.1** The Annual General Meeting of members of the Association shall be held within every twelve months from the end of the financial year at a date to be determined by the Executive Committee, which shall also determine the agenda. 30 Days' notice of such meetings shall be given to the members
- 9.2** The Executive Committee may summon a meeting of the members, and shall do so:-
 - (a) to hear an appeal under Clause 5.4
 - (b) if requested in writing by 20 members

In either case the meeting date is to be decided by the Executive Committee which shall be notified to the members not less than 30 days prior to the meeting date and shall be called within 30 days from receipt by the Secretary either of a notice of appeal under Clause 5.4 or the request from 20 members.

- 9.3** The Executive Committee shall meet when expedient, as it may decide but at least 3 times a year. A quorum of the Executive Committee shall be 4 members of the Executive Committee provided 2 Officers are present
- 9.4** In the absence of the Chairman the members present shall appoint any member to preside at any meeting

VOTING

- 10.1** Voting at meetings including the Annual General Meeting shall be by way of a show of hands or by secret ballot if requested by a majority of members present. A simple majority shall decide the vote. There shall be no voting by proxy.

10.2 Where the votes are equal the Chairman shall have an additional vote

AFFILIATED SOCIETIES

11.1 The Executive Committee shall have power to grant or cancel affiliation to any society bearing the name “Latymer” in its title on such bases (including affiliation fees) as it deems fit. Such Affiliated Societies may nominate a member of their governing body to represent it on the Executive Committee of the Association.

AMENDMENT

12.1 This Constitution may be amended, by a majority of members present and voting at a General Meeting of the members of the Association, provided 30 days notice has been given of the amending resolution proposed to be put to the meeting.

EXAMINATION OF ACCOUNTS

13.1 The books and accounts of the Association shall be presented for audit or independent examination in accordance with the requirements that would exist if the Association were a UK registered charity, save that there shall be an Independent Examination if such requirements would not include either an audit or such an examination, provided an Auditor or as required, Independent Examiner has been appointed by the Executive Committee.

DISSOLUTION

14.1 The Association shall be dissolved by a two-thirds majority vote of members present at a special General Meeting of members, summoned for this purpose on at least 60 days notice.

14.2 The disposal of the assets of the Association shall be determined by a 75% majority vote of members present at the said meeting but shall be disposed of in a manner having regard to the overall objectives of the Association.

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