

St Bede's Association

Constitution

Version 6 - Adopted 11th May 2008

1. Name

The name of the Association shall be the 'St Bede's Association' (referred to herein as 'The Association')

2. Aims and Objectives

2.1 To be an Association that is useful to former students

- To promote and foster fellowship amongst former students in the UK and abroad, providing a social, sporting and enterprise network which is both useful and enjoyable.
- To support when necessary members in need.

2.2 To be an Association that is useful to current students

- To strive to increase opportunities for educational, social, and physical life at the School further enhancing the environment for both students and staff.
- To support current students in career and university development, choice and opportunity.

Note: It is not the intention that financial support will be provided to individual students, however at the discretion of the committee financial support may be provided in support of projects that benefit the larger student body.

2.3 To be an Association that is useful to the school and the community in which it lives

- To represent the views of Former Students in the School's development, aiding the school in its progress as an educational establishment and otherwise further its interests.
- To support the School in its attempts to further integrate and re-invest in the local community.

3. Membership

The Association represents former students and staff of St. Bede's Senior School and St. Bede's Prep School. Any former student or former member of staff who has completed one or more terms at either school qualifies to be an ordinary member of the Association.

3.1 Former Student Life Membership

- All students will automatically receive life membership of The Association.
 - Subscriptions are payable through the administration of the school bill. Students who opt out of this payment will not receive membership of the Association.
 - Former Students who have previously opted out of the subscription fees will be entitled to join The Association upon payment of a one-off subscription to be determined by the AGM.
- The subscription fee for life membership will be set at the AGM following consultation with the Association Treasurer and School Headmasters.
- Students who have attended both the Senior and Prep School are only expected to pay one set of subscription fees.

3.2 Former Staff Life Membership

- All former members of staff who have completed one or more terms at either school will automatically receive life membership of The Association. There will be no fee associated with this membership.

3.3 Member Needs

- The Association acknowledges that the needs of members and their expectations of what should be facilitated by The Association will vary dependent upon age and period passed since leaving St. Bede's.
- The Association will endeavour to meet this cross-section of needs, delivering an association that is fit for purpose for all of its members.

4. Management

The Committee of the Association shall consist of the Chairman, Officers and a committee of a maximum of NINE members elected at the Annual General Meeting or such other number as shall be determined from time to time at Annual General Meeting. The committee shall have the right to co-opt members.

4.1 Chairman

All former students of the school in membership of the association are eligible to stand for election as Chairman of the Association. The term of office for the Chairman is one year, elected annually at the Annual General Meeting.

4.2 Elected Members

All former students and former staff of the school in membership of the association are eligible to stand for election to the committee. The term of office for an elected member will be three years, with one third of members retiring in rotation each year. Members may stand for successive terms.

- A Deputy-Chairman will be elected at the Annual General Meeting from the elected members of the committee.

4.3 Officers

The Officers of the Association will consist of the Honorary President, Honorary Life Vice-Presidents, Secretary, Treasurer and a nominee from the Governors.

- Officers will be entitled to vote at committee meetings, but there should always be more elected members of the committee than Officers. Should, at a particular meeting, there be more officers than elected members the Chairman, at their discretion, will proportion the votes so that this balance is protected or defer any decision to a later meeting.
- The Secretary is the lead officer within the Association and this position will be remunerated. The terms of this appointment will be established by the Chairman and Treasurer in consultation with the committee.
- Officer appointments will be made by the committee, but must be endorsed by the Annual General Meeting. In the event of an appointment not being endorsed the position of Secretary and Treasurer will be filled by elected members of the committee, at the discretion of the Chairman, until a further general meeting of the Association can be held.

4.4 Ex-officio Members

- The Head Student at both the Senior and Prep School shall be invited to be ex-officio members of the committee.
- The staff of each school will be invited to put forward a representative who will act as an ex-officio member of the committee.

5. Meetings

5.1 Annual General Meeting

- General meetings of the Association shall be held annually. Not more than fifteen months shall elapse between the date of one AGM and the next.

5.2 Extraordinary General Meeting

- An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by fifty members of the Association. The Management Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

5.3 Committee Meetings

- There will be two committee meetings throughout the year:
 - The end of the first half of the Christmas Term
 - The end of the first half of the Spring Term
- Further meetings will be held as required at the discretion of the Chairman.

5.4 Notices

- At least twenty one days notice shall be given to all members of any General Meeting. Notice may be given by electronic means.

5.5 Voting

- Each member shall have one vote, which may be given in person or by proxy appointed in writing.
- With the exception of changes to the Constitution, decisions put to the vote shall be resolved by a simple majority of the Ordinary Members at General Meetings.
- The Chairman as well as his/her vote shall have a casting vote in cases of equality.
- When positions on the management committee are contested these will be decided by simple majority in a secret ballot at the AGM.

5.6 Quorum

- The quorum at General Meetings shall be the presence, or presentation by proxy, of at least ten Ordinary Members of the Association. For committee meetings the quorum shall be four.

5.7 Changes to the Constitution

- Any changes to the Constitution shall require a two-thirds majority of all those present and eligible to vote at a General Meeting.
- Notice shall be given to all voting members of any General Meeting as specified in 5.4 and then any proposal to change the constitution shall be submitted in writing to the Secretary at least seven days prior to the meeting.
- All proposals for change to the Constitution shall be signed by two members eligible to vote at a General Meeting.

6. Data, Finance and Legal Standing

6.1 Legal Standing

- The Association has no legal standing of its own accord and sits wholly under the umbrella of the St Bede's School Trust, the Governors and the Chief Executive respectively.
- To this end the Governors and Chief Executive maintain a right of veto over any expenditure or resolution The Association may choose to make.
- The Governors and Chief Executive commit to only use this veto as an extremis measure, and wish to see The Association thrive under its own leadership and direction.
- In time it is anticipated that the Association will seek financial and legal independence. However the current status will not be changed unless there is a demonstratable benefit to both the School and Association Members.

6.2 Database

- Membership information compiled and maintained through the business of running The Association will remain the property of the St Bede's School Trust. The Secretary of The Association is responsible for ensuring the integrity, security and relevance of the database. In addition it will be the responsibility of the Secretary to ensure that the information held within the database is current.

6.3 Finance

- The Treasurer will be responsible for the preparation of the annual accounts of the Association which shall be presented by the Management Committee, after audit, at the Annual General Meeting. *(Note: Whilst the Association remains under the umbrella of The St. Bede's Trust the accounts will be presented in the form of an 'extracted summary' from the Trust's own accounts.)*
- The Association will prepare an annual budget, which will be coincident with the school financial year (September 1st - August 31st).
- Any expenditure in excess of £200 must be authorised by at least two of following officials: The Chairman, Treasurer and Secretary.

7. Business Planning

- It is the responsibility of the Chairman and Management Committee to prepare and implement a plan for the delivery of the Association's objectives.
- Upon seeking election to the committee, or position of Chairman, members are expected to illustrate what they would wish to see incorporated in this plan. This may be by the means of a brief election statement at the AGM.

8. Dissolution

The Association may be dissolved by a resolution passed by two-thirds majority of those present and voting at a General Meeting of the Association of which twenty one days notice shall have been given. Such resolution may give instruction for the disposal of any assets held by or in the name of the Association to be donated to St Bede's School Trust.

9. Adoption of the Constitution

The constitution was adopted by the members present at the AGM held on:

..... 200.....

Signed:

..... (Chairman of The Association)

..... (Secretary)

..... (Treasurer)

..... (Member)

..... (Member)

..... (Member)

The constitution was adopted on behalf of the Governors on:

..... 200.....

Signed:

..... (Chief Executive)

..... (Chairman of The Governors)