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## OLD PERSEAN CONSTITUTION APPROVED 11 MAY 2003

### NAME

1. The name of the Society shall be 'THE OLD PERSEAN SOCIETY'

### AIMS

2. The aims of the Society shall be
  - a) To encourage Old Perseans to keep in touch with each other
  - b) To promote social functions for Old Perseans
  - c) To support the School

### MEMBERSHIP

3. Membership of the Society is automatic for all former pupils of The Perse School on attaining the age of 17. Existing and former members of the teaching staff and existing and former Governors will also be Members
4. Honorary Life members may be elected by a General Meeting. Anyone employed by the School in a non-teaching role will be eligible

### GENERAL MEETINGS

5. Ordinary General meetings must be held at intervals of not more than 15 months
6. A Member may at any time prior to Notice of an Ordinary General Meeting deliver to the Secretary a Resolution, duly seconded by five or more Members, which must be included in the Agenda of the next Ordinary General Meeting
7. An Extraordinary General Meeting may be called by the Management Committee at any time and must be called within 6 weeks of the receipt by the Secretary of a written request by at least 25 Members which includes the proposal of at least one Resolution
8. An Extraordinary General Meeting must be convened by an officer of the Society, under the circumstances outlined in Rule 7 above. Notice of any General Meeting must be sent to each member at least 21 days in advance
9. Any Resolution proposed by the Management Committee for consideration at a General Meeting together with the Agenda, and any Resolution made under Rules 6 or 7 must be included in the Notice convening that meeting

10. Except in the case of extreme urgency (as to which a majority decision of those attending the Meeting shall be conclusive) no Resolution may be considered at a General meeting which does not appear in the Agenda for that Meeting
11. The Treasurer shall submit a set of independently verified annual accounts to each Ordinary General meeting

#### MANAGEMENT

12. The Management Committee shall consist of:
  - The President (Officer)
  - The Secretary (Officer)
  - Three Old Persean Members
  - One Old Persean Governor
  - The Headmaster (*Ex Officio*)
    - a. The President shall serve for three years
    - b. The OP Governor to be selected by the Committee from a list of Governors who are Old Perseans
    - c. The Old Persean Members shall be elected by an Ordinary General Meeting. For these offices, Members should submit nominations, duly proposed and seconded by four or more members, in writing prior to the commencement of the meeting. Any nominations put forward by the Committee shall be distributed with the Agenda. Where the number of candidates exceeds the number of vacancies, an election by secret ballot shall be held
    - d. The Secretary will be nominated by the School and shall be appointed by the Committee
    - e. The Committee may co-opt additional members
    - f. The Committee may appoint sub committees
    - g. A quorum will consist of at least three voting members, one of whom must be an officer of the Society
    - h. In the event of the Committee being evenly divided, the President, or other person in the chair, shall have a casting vote
13. The Management Committee shall have full power to control and promote the affairs of the Society except in relation to the following matters which are reserved to a General Meeting:
  1. Any changes to the Constitution
  2. Any changes to the composition of functioning of the Management Committee
  3. The dissolution of the Society

#### PRESIDENT & HONORARY VICE PRESIDENTS

14. A President shall be elected by an Ordinary General Meeting
15. Honorary Vice Presidents may be elected by an Ordinary General Meeting
16. Nominations for President and Honorary Vice-Presidents shall be made by the Management Committee, who shall consider names sent in by members

#### FINANACE

17. There will be no charge for membership

18. The School agrees to fund the Society – *see appendix*
19. The Bursar's office will administer the financial affairs of the Society on a day-to-day basis
20. The Treasurer will be nominated by the School and shall be appointed by the Committee. A sub-committee will be appointed to manage the financial affairs of the Society and will report to the Management Committee. The Treasurer will be the Chairman of this sub-committee
21. Funds may be used only with the agreement of the Management Committee
22. The Management Committee may allocate funds for future purposes. Any such purpose should be reported to an Ordinary General Meeting

#### RECORDS

23. Minutes shall be kept of every meeting. The minutes will be approved by the following meeting and signed by the officer in the chair
24. The Management Committee shall appoint a Minutes Secretary

## APPENDIX

### *Agreement with the School*

1. The Society shall receive an annual income from the School of £1500 (as at 1<sup>st</sup> September 2003)
2. The income is intended to support the aims of the Society
3. The financial year shall run from 1<sup>st</sup> September to 31<sup>st</sup> August
4. At the end of each financial year unused and unallocated funds shall be returned to the School
5. The amount of income shall be reviewed by the management Committee and the School together each Summer term
6. The review shall consider whether the current income should remain the same or be increased. Such consideration shall take into account the Society's use of funds in the current year and the plans of the Society for the following year
7. There shall be no requirement for the School to increase the annual income (although the School, in response to the Society's plans, may agree to do so) to any greater amount than £1500 plus the percentage increase in Retail Price Index since 1<sup>st</sup> September 2003
8. The School shall not, unless with the agreement of the Society, pay an amount in one year that is less than the amount of £1500 (see above) increased by the % increase in Retail Price Index since 1<sup>st</sup> September 2003
9. The School agrees to bear the costs of three Newsletters per annum, along with other printing, packing, postage and administration costs. Additional costs to be undertaken by the School may be requested by the Society from time to time
10. This Agreement has been approved by the Society, represented by the Management Committee, and the School, represented by the Headmaster and the Bursar on 11<sup>th</sup> May 2003