

# THE OLD COVENTRIANS' ASSOCIATION

## CONSTITUTION

June 2016

### 1. Name

The name of the organisation shall be '*The Old Coventrians' Association*' hereinafter referred to as the 'Association'.

### 2. Objectives

- a) Perpetuate links between former pupils and between former pupils and King Henry VIII School.
- b) Organise Association events.
- c) Provide support to King Henry VIII School through sharing of expertise and skills.
- d) Assist in promoting the good name of the School within the local community and beyond.

### 3. Affiliation

The association shall normally be affiliated to the Association of Representatives of Old Pupils' Societies (AROPS).

### 4. Membership

There are two kinds of membership: Membership and Associate Membership

- a) Membership is open to former pupils of King Henry VIII School, King Henry VIII Junior School, or King Henry VIII Preparatory School, Coventry.
- b) All staff of the above schools are eligible for Membership.
- c) Associate Membership is open to any party with a connection to the Association or King Henry VIII School at the discretion of the Committee. Associate Membership could include parents, governors, descendants or spouses of former pupils, or former pupils of Coventry Preparatory School.
- d) Only Members have voting rights and eligibility for election as Officers. However all Members and Associates are entitled to attend AGMs. Associate Members are entitled to attend and speak at AGMs and EGMs and may be co-opted onto the Committee or sub-committees.
- e) Members and Associate Members must register with the Alumni Office and provide contact details in order to activate their membership.

## **5. Suspension, Refusal or Termination of Membership**

The Committee reserves the right to suspend, refuse or terminate membership of the Association.

## **6. General Meetings**

### a) Annual General Meeting (AGM)

The AGM shall normally be held each year during the final half term of the academic year, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i) Receive and confirm the minutes of the previous AGM.
- ii) Presentation of the accounts for the financial year.
- iii) Presentation of Chairperson's report on the success in achieving its objectives, which will normally include current membership numbers.
- iv) Election of Officers and Committee.
- v) Any other business brought before the meeting which has been submitted in writing to the Secretary, not less than seven days prior to the AGM. subject to approval by the Chairperson and Vice Chairperson.

### b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand to the Secretary of one of the following:

- i) 5% of the membership.
- ii) Two thirds majority of the Committee.
- iii) The Chairperson.

Notice for the EGM shall contain an explanation of the subject matter and purpose.

## **7. Rules for General Meetings**

- a) A minimum of twenty one days' notice shall be given to all Members and Associate Members, except in the event of an EGM where the notice shall be a minimum of fourteen days. Notice will be via email.
- b) The meeting will be chaired by the:
  1. Chairperson, or
  2. In his/her absence the Vice-Chairperson, or
  3. In the absence of both, a Member selected by the meeting.

- c) All attendees shall register their attendance prior to the start of the meeting.
- d) Each Member shall have one vote. Associate Members are not entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- f) The quorum shall be 5% of those eligible to vote, or twelve Members, whichever is the smaller.
- g) A record of all proceedings and resolutions shall be kept by the Secretary, or if not present, by a Member appointed at the meeting

**8. Election of Officers to the Committee**

- a) The members of the Committee shall be drawn from the Members, as defined in clause 4 of this constitution.
- b) Officers: Chairperson, Vice-Chairperson, Treasurer and Secretary shall be elected at the AGM according to vacancy.
- c) Committee members who serve for one year shall be elected by vote at the AGM and shall serve from the conclusion of that AGM until the conclusion of the following AGM.
- d) All nominations for Officers for election shall: have the consent of the nominee; be in writing or by email; be seconded; be received by the Secretary not less than seven days before the AGM.
- e) Unfilled or vacant posts may be filled at the discretion of the Committee.
- f) Nominations will normally be posted on the OCA website three days prior to the AGM.

**9. The Committee**

- a) The Committee shall consist of the following:
  - I. Chairperson – elected for a two year period.
  - II. Vice-Chairperson – elected for a two year period.
  - III. Treasurer – elected for a two year period.
  - IV. Secretary – elected for a two year period.
  - V. Up to 10 Committee members to serve for one year.
  - VI. Honorary President – Ex Officio - held by the current Head of King Henry VIII School

VII. The School Alumni Officer will sit on the committee as an Ex Officio member.

VIII. The Committee may co-opt additional persons for their expertise as and when required.

- b) Ex-officio Members and co-opted Associate Members are not entitled to vote.
- c) The Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Association, until the conclusion of the following AGM. Sub-committees may include non-Committee Members. The proceedings of all such sub-committees shall report to the Committee by a representative elected by that sub-committee. An action log will be kept by that representative.
- d) Sub-Committee decisions that involve Association finances must be ratified by the Treasurer and the Chairperson, unless previous delegation has been made by the Committee.

## **10. Rules for the Committee**

- a) The Chairperson shall chair the meeting, or in his/her absence the Vice Chairperson. If neither is present a nominee from the Committee may chair.
- b) Fourteen days' notice of any meeting of the Committee shall be given by the Secretary, except when:
  - i) The date of the meeting had been agreed at the previous Committee meeting, in which case a reminder by email shall be circulated seven days in advance.
  - ii) In an emergency the Chairperson may call a meeting at four days' notice.
- c) The quorum shall be six of those members entitled to vote, as listed at Rule 9.
- d) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- e) Should a Committee Member fail to attend three consecutive meetings without apology, it may be considered a resignation.

## **11. Finance**

- a) The income and property of the Association, however derived, shall be applied solely towards the objectives of the Association as set out in Rule 2, of this constitution.
- b) All monies shall be lodged in a bank or building society account in the name of the Association.
- c) Five signatories shall be appointed and will be the President and four Committee members of whom at least two should be Officers. Two signatories will be required to sign a cheque.

- d) The accounts shall be audited by two eligible Members who are not on the Committee and they will be presented at the AGM.
- e) The financial year shall normally run from 1<sup>st</sup> April -31<sup>st</sup> March.

**12. Amendments to the Constitution**

This Constitution may only be amended by a resolution approved by a majority of Members present and entitled to vote at an Extraordinary General Meeting.

**13. The Dissolution of the Association.**

- a) Any resolution to dissolve the Association may be passed at any General Meeting provided that:
  - i) The terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
  - ii) At least twenty eight days’ notice of the proposed resolution shall be given in writing by the secretary to Members, and that
  - iii) Such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) Upon dissolution of the Association, after all association and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to King Henry VIII School (Coventry School Foundation).

**14. Declaration**

It is hereby certified that this document represents the current version of the Constitution of ‘The Old Coventrians’ Association’.

**SIGNATURES**

Chairperson .....

Date .....

Secretary .....

Date .....

Controlled Document  
Issue1 adopted 14/06/2016\_\_\_\_\_

Record of Amendments: 15/06/2016 10 (a) grammatical correction “are” changed to “is”