

# **CONSTITUTION OF THE RED MAIDS' SOCIETY**

The Constitution was originally drawn up as Rules of Management by the founding members of the Society in 1906, and has subsequently been amended to accommodate changes adopted from time to time at Annual General Meetings. This version of the Constitution was amended and adopted at the AGM on 18th May 2013:-

## **1. NAME**

The Society shall be known as "The Red Maids' Society", formerly known as "The Red Maids' School Old Girls' Society".

## **2. AIM**

The aim of the Society shall be Social and Benevolent for the benefit of former pupils and the Red Maids' School.

a) Social:

To maintain links between members, former staff and the Red Maids' School by means of correspondence, publications and events.

To develop links with Junior members before they leave school.

b) Benevolent :

- i) To consider requests for financial assistance from members, and, in extreme circumstances, former pupils who are not members of the Society.
- ii) To support and assist the Red Maids' School by fundraising as and when appropriate or by donations from time to time.
- iii) All cases for assistance must be referred to the Chair for consideration by the Committee.

## **3. MEMBERSHIP**

- a) Membership: all former pupils of the school shall be eligible to join the Society at any time as full members, following completion of an application form and payment of a lifetime subscription fee.
- b) Junior Membership: girls entering the Red Maids Senior School shall be eligible to join the Society as Junior Members, with their lifetime subscription to be held by the school until they become full members on leaving, when it shall be passed to the Society. Junior members shall not be entitled to vote at general meetings.
- c) Honorary Membership: the Committee shall use its discretion in the granting of honorary membership from time to time.
- d) Staff: Current members of staff shall be invited to become honorary members, without entitlement to vote at general meetings. They shall be eligible to join as full members on leaving the school, on payment of a lifetime subscription.
- e) The current Head of the school shall be invited to become Honorary President, and former Heads to become Vice-Presidents.
- f) Any member changing her address should notify the Society in writing. Failure to do so may result in membership lapsing. An administration fee will be charged for renewal after a membership lapse of five years.
- g) The Society shall maintain an up-to-date register of members, setting out their full name and address, the years at school and other relevant data, and the date on which any individual ceased to be a member.
- h) Any individual who wishes to withdraw from membership shall send a signed notice to that effect to the Society; the individual shall cease to be a member on receipt of the notice.
- i) Any member who is felt by the Committee to have conducted themselves in an inappropriate manner in respect of the Society should be asked to account for this behaviour to the Committee. Subject to review by the Committee the member may be asked to leave the Society.

#### **4. FINANCE AND SUBSCRIPTIONS**

- a) The Society's financial year shall end on 31st March each year, and the annual accounts shall be presented at the Annual General Meeting.
- b) The life subscription shall be as determined at each Annual General Meeting of the Society.
- c) The Committee shall use its discretion in setting the amount of subscription charged for new life members who join the Society from the age of sixty or over.
- d) All subscriptions, donations and all other monies shall be used for the Social and Benevolent objectives of the Society.
- e) The Committee will invest any funds not immediately required for the Society's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments as necessary).
- f) A bank account shall be held in the name of the Society. The committee shall authorise in writing three of their members, one of whom shall be the Treasurer, to sign cheques on behalf of the Society. All cheques must be signed by not less than two of the authorised signatories.
- g) The committee shall ensure that proper accounting records are kept and maintained in accordance with all applicable statutory requirements.
- h) An independent financial examiner elected by the committee shall audit the Society accounts annually.

#### **5. COMMITTEE AND MANAGEMENT**

- a) The management of the Society shall be vested in the Committee.
- b) The Executive Officers of the Committee shall be Chair, Treasurer, Secretary, Membership Secretary and Newsletter Editor/Web Administrator.
- c) The Committee shall consist of the Executive Officers and other members elected at the AGM or co-opted during the year at the discretion of the Committee.
- d) Roles filled by the Committee include Vice-Chair, Minutes Secretary, Database Officer (if separate role to Membership Secretary), Archivist, Benevolent Officer, School Liaison Officer (traditionally held by a former pupil who is a member of staff) and Gifts Officer.
- e) The Executive Officers and the whole of the Committee shall retire annually and be eligible for re-election at the Annual General Meeting. It is usual practice for the Chair to serve a term of two years only and then to be succeeded by the Vice-Chair.
- f) The Committee shall meet a minimum of four times a year, plus any sub-committee meetings when appropriate. No business shall be dealt with at any committee meeting unless a quorum of five members is present which should include two Executive Officers.
- g) Where there is no unanimous agreement on points arising at any meeting there will be a simple vote for the motion. In the case of equal votes for and against, the Chair shall be entitled to a casting vote.
- h) The committee may, at its discretion, allow any person whom they reasonably consider appropriate, to attend and speak at any committee meeting; any such person shall not be entitled to vote.
- i) Members of the committee may be paid any expenses reasonably incurred by them in connection with the carrying-out of their duties, or when attending AROPS conferences or similar events.
- j) The committee shall ensure that minutes are made of all proceedings at all meetings; minutes shall include the names of those present.
- k) The Committee reserve the right to draw up or amend rules for the day-to-day running of the Society to supplement the provisions of the Constitution. These rules to be reviewed and amended as necessary by the Committee to reflect the changing needs of the Society.
- l) Regular meetings should be held between the School and the Society to ensure a close working relationship. The School will receive a copy of the Society's Annual report after each AGM.

## **6. ANNUAL GENERAL MEETINGS**

- a) The Society shall hold an Annual General Meeting in the month of May each year, for which not less than twenty-one days notice shall be given to all full members registered at that time. Notice of an AGM should include any changes to the Constitution or other items or resolutions to be introduced at the AGM.
  - b) Members not able to attend the meeting must register any objections to proposed resolutions or changes no later than fourteen days before the event.
  - c) The business of the AGM shall include: a report by the Chairperson and other Executive Officers on the activities of the Society; approval of the audited accounts for the preceding year; the election/re-election of members of the committee; discussion of any other business.
  - d) Votes at meetings shall be recorded by a simple majority of those present and eligible to vote.
  - e) A resolution may only be passed at an AGM or EGM by a majority vote of those present and eligible to vote.

## **7. EXTRAORDINARY GENERAL MEETINGS**

Any member of the Society may request an Extraordinary General Meeting via the Committee for which not less than twenty-one days notice shall be given to all full members registered at that time. Notice of an EGM should include the reason for the EGM. The EGM will proceed in accordance with the rules governing the AGM

## **8. ALTERATIONS TO CONSTITUTION**

Any alteration to the Constitution may only be made by a simple majority of those present at any Annual or Extraordinary General Meeting, due notice of at least twenty-one days having been given.

## 9. DISSOLUTION

- a) In the event of the closure of the Society for whatever reason, a motion for the dissolution shall be submitted to the members twelve weeks before an Annual General Meeting or Extraordinary General Meeting.
  - b) In the event that such a motion is passed, then prior to the dissolution of the Society all outstanding liabilities of the Society shall be discharged and any remaining assets shall be transferred to the Red Maids' School.

## 10. TERMS AND CONDITIONS

The Constitution and Statements on Equal opportunities and Data Protection may be found on the Society web site.

## **11. DECLARATION**

This constitution was approved and adopted by The Red Maids' Society at the Annual General Meeting held on [insert date].

Signed by Executive Officers of the committee:

Chair Signature Name Elizabeth Spallanzani

**Membership Secretary**                    **Signature**                    **Name**    **Cathy Davies**