

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 adopted at the AGM on 12 May 2018:-

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 Society members, former staff and Redmaids' High School by means of correspondence, publications and events.

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 Redmaids' High 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

b) Membership: all former pupils of the Red Maids' 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.

c) The Junior membership scheme, set up in 2004 to ensure that all pupils could join the Society, will be phased out by 2020.

d) Honorary Membership: the Committee shall use its discretion in the granting of honorary membership from time to time.

e) Staff: Current members of Redmaids' High School teaching and non-teaching staff who were previously employed by the Red Maids' School 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, with entitlement to vote at general meetings.

f) The current Head of the school shall be invited to become Honorary President, and former Heads to become Vice-Presidents.

g) 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.

h) In accordance with current Data Protection regulations as set out by the GDPR (General Data Protection Regulation), Redmaids' High School Development Office will maintain up-to-date and keep secure the database which registers the personal details of all Society members on behalf of the Red Maids' Society, which remains the owner of all membership data. This register of members includes their full name and address, the years at school and other relevant data supplied by members, and the date on which any individual ceased to be a member.

i) The Redmaids' High School will allow full access to the Red Maids' Society membership records and both parties will share correspondence from members at all times.

j) The Red Maids' Society will continue to contact members to provide news and publications and to promote events or raise funds for benevolent purposes but will issue these communications via the Development Office.

k) 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.

- a) 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 and administer online banking on behalf of the Society. All cheques must be signed and online banking set up and authorised 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

- c) The management of the Society shall be vested in the Committee.
- d) 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. The Committee should ideally consist of a minimum of 10 members.
- e) The Executive Officers of the Committee shall be Chair, Treasurer, Secretary, Minutes Secretary, Newsletter Editor and School Liaison Officer.
- f) Other roles filled by the Committee include Vice Chair, Membership Secretary, Archivist, Benevolent Officer and Gifts Officer. Any of the members of the Committee may also be co-opted to serve as Executive Officers as necessary or when one member holds more than one of the above roles.
- g) 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 or three years only and then to be succeeded by the Vice-Chair.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) The committee shall ensure that minutes are made of all proceedings at all meetings; minutes shall include the names of those present.

- a) 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.
- b) Regular meetings should be held between the School's Development Officer and the Society to ensure a close working relationship.

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 Redmaids' High School, for the provision of bursaries, or any other object as deemed appropriate by the outgoing Committee.

10. TERMS AND CONDITIONS

The Constitution and Statements on Data Protection and Privacy 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 12 May 2018.

Signed by Executive Officers of the committee:

Chair Zita Matthews

Treasurer Sue Owst

Secretary Elizabeth Spallanzani