

CONSTITUTION

1. **NAME.** The name of the Society shall be '*THE OLD CANFORDIAN SOCIETY*'.
2. **COLOURS.** The colours of the Society shall be Garter Blue, White, Green and Black, and these colours may only be worn by Full or Honorary Members of the Society.
3. **AIMS AND OBJECTIVES.**
 - a. Aims:
 - (i) The promotion of good fellowship between Old Canfordians of all generations.
 - (ii) The introduction to all current pupils of the School to the aims, objectives and benefits of the Society.
 - (iii) The furtherance of the interests of Canford School.
 - b. Objectives:
 - (i) The making of such arrangements as will draw together Old Canfordians by social gatherings or otherwise.
 - (ii) The communication of matters of interest amongst Old Canfordians and Associate Members.
 - (iii) The promotion of career and networking support among Old Canfordians.
 - (iv) The provision of financial or other assistance to Old Canfordians for worthwhile endeavours having a public benefit. Such provision to be at the discretion of the Committee.
 - (v) The giving of assistance to the School Development Office in organising Old Canfordian events
4. **MEMBERSHIP.**
 - a. Pupils will automatically become members unless the Committee for good reason (as to which the Committee's decision shall be final and binding) shall decide to the contrary.
 - b. All pupils in the Lower VI and Upper VI will automatically become Associate Members of the Society. Associate Members (AM) will have no voting rights nor be eligible to become Officers of the Society nor to become members of the Committee. They will be entitled to attend an AGM or EGM but shall not be entitled to vote until they have left Canford and become full members of the Society. The President will have the option to invite two AMs (as nominated by the pupil leaders at the time) to attend Committee Meetings and they will report back to all AMs any relevant information.

c. Past or present Teachers and other persons closely connected with the school, having completed 10 years at the school, are eligible for Honorary membership of the Society, and on the recommendation of the Committee may be elected at any General or Committee meeting of the Society.

d. The Committee may propose any other person to be an Honorary member, the association with whom would be of benefit to the Society and/or the School.

e. Each full and Honorary member shall be entitled to a copy of the Constitution.

f. a list of members and their contact and any other details, including their category of membership shall be maintained by the School on behalf of the Society. Subject to the provisions of the Data Protection Act 2018 and any other relevant legislation, it shall be made available to relevant School staff and Officers of the Society to enable them to promote the Objectives of the Society.

5. **GENERAL MEETINGS.**

a. A General Meeting of the Society shall be held annually, at which the following business shall be transacted:

(i) The minutes of the last General Meeting shall be read and confirmed.

(ii) The Treasurer shall present the duly prepared accounts of the Society for the preceding financial year.

(iii) Where required pursuant to Rules 6c and 8b the Officers and Committee shall be elected.

(iv) Any "other business" shall be conducted.

b. An Extraordinary General Meeting of the Society may be called at any time by order of the Committee or at the request of at least twenty full members of the Society.

c. At least ten days' notice of a General Meeting or of an Extraordinary General Meeting shall be given by the Hon. Secretary to all full members of the Society. Such Notice shall be published in the next OC Magazine and the OC page of the School's website. Provided that if in the opinion of the Committee it is impractical to publish the Notice in the next OC Magazine then, in addition to the website notifications, the Notice shall be sent by email to all full members for whom the School holds an email address or if none then sent by ordinary post. Notice served in accordance with the provisions of this sub-rule shall be deemed to be sufficient notice.

d. At all General Meetings of the Society, every full member, Honorary member or Associate Member of the Society shall be entitled to be present, but only full members may give one vote only upon every question provided that in case of equality the Chairman of the meeting shall have a second or casting vote. In the event of major constitutional changes, there must be a two thirds majority.

e. Voting at General Meetings (except at contested elections of Officers or Members who serve on the Committee, when voting shall be by ballot) shall be by show of hands or otherwise as provided by Rule 5f.

f. In the event of a member being unable to attend a General Meeting his/her votes may be cast on the prescribed voting form either by post or electronically provided that the voting paper is received by the Honorary Secretary not less than seven days prior to the Meeting.

g. At all General Meetings the President shall preside, but if he/she is not present within *ten* minutes after the time appointed for holding the meeting, the meeting shall choose its own chairman.

h. The Chairman's decision as to the result of the voting on any decision shall be final and an entry in the minutes signed by the Chairman of the meeting at which those minutes are read shall be conclusive of the terms of any resolution and of its having been passed.

6. **THE COMMITTEE.**

a. The Society shall be managed by a Committee of up to twelve elected full members. In addition the President, Honorary Secretary and Honorary Treasurer shall be ex-officio members of the Committee. The immediate past President shall remain an ex-officio member of the Committee for one year after vacating his/her office. Also invited to all meetings shall be the Headmaster, the Development Director and the OC Magazine Editor.

b. Four full members shall be a quorum.

c. Full members shall be elected to the Committee at an Annual General Meeting of the Society for a term of three years and shall be eligible for re-election at the end of that term. If any full member is absent from three consecutive meetings of the Committee he/she shall be held to have resigned unless prior consent is given by the Committee and shall not be eligible for re-election for a period of three years.

d. No nomination for election to the Committee shall be accepted unless the nominee has signified his/her willingness to stand for election before voting takes place.

e. Should a vacancy occur on the Committee, any full member of the Society may be co-opted by the Committee to fill such vacancy, such co-opted full member to serve for the remaining period of the three-year term of the member whose place he/she has taken.

f. Only the President, the Hon. Secretary, the Hon. Treasurer and elected members of the Committee or a member co-opted under Rule 6e shall be entitled to vote at Committee Meetings. Full members may give one vote only upon every question,

provided that in case of equality the Chairman of the meeting shall have a second or casting vote.

g. At least fourteen days' notice of a Committee Meeting shall be given by the Honorary Secretary to all members of the Committee.

7. **FINANCE.**

a. The funds of the Society shall be managed by the Committee with the guidance and assistance of the Hon. Treasurer, who shall be included in any discussions. The investment policy and expenditure of such funds shall be at the direction and in the discretion of the Committee consistent with the Society's primary purposes and objectives for its members set out in Rule 3(b)

b. The Society may organise (with or without the assistance of the Development Office) such fund-raising events as the committee may in its discretion decide for the purpose of promoting the Society's Objectives set out in rule 3.b and for performing any other activity which is consistent with the Objectives and in the interests of the Society and its members.

8. **OFFICERS.**

a. The Officers of the Society shall be: the President, the Vice-Presidents, the Honorary Secretary and the Honorary Treasurer.

b. These Officers shall be elected at an Annual General Meeting and (with the exception of Vice-Presidents) shall each be elected for a term of three years and shall remain in office until their successors are appointed at an Annual General Meeting. Current Officers of the Society shall be eligible for re-election.

c. Any full member may upon recommendation of the Committee be elected as a Vice-President of the Society at an Annual General Meeting. A Vice-President shall however be eligible for election to the Committee with the same voting rights and length of time on the Committee as other Committee members.

9. **PRESIDENT.**

The role of the President shall be:

a. The President shall preside over all General and Committee meetings of the Society.

b. The President shall represent the Society on all occasions where this is necessary or desirable.

c. The President shall maintain a close relationship with the School and its management and use best endeavours to promote the interests of the Society and its members.

d. The President shall carry out any other duties or actions which he/she shall in his/her opinion consider necessary or desirable in the interests of the Society and its members.

10. HONORARY SECRETARY.

It shall be the business of the Honorary Secretary to keep proper Minutes of the proceedings of the Society and of the Committee and to publish or arrange any publication in accordance with Rule 5a. In case of temporary absence of the Honorary Secretary, another member of the Committee may be called upon by the Committee to act for the Honorary Secretary.

11. HONORARY TREASURER.

It shall be the business of the Honorary Treasurer to receive all monies on behalf of the Society and to present an annual account of finances. He/she may write out cheques not exceeding £500 for the business of the Society and any sums in excess of £500 will be by special order of the Committee. All cheques are to be countersigned by the President.

12. HONORARY MEMBERS.

Honorary Members shall be entitled to all the benefits and privileges of membership, except that they shall not, unless upon the recommendation of the Committee, be eligible for election as Officers nor as members of the Committee, and shall not, unless so elected, be entitled to vote at a General Meeting.

13. ACCOUNTANT.

An Accountant shall be appointed and his/her remuneration fixed by the Committee. The Accountant will be responsible for reviewing the financial records of the Society once in every calendar year and the result of his/her review shall be reported to the members in the General Meeting.

14. DETERMINATION OF MEMBERSHIP.

The Committee shall have power to request any full member of the Society to resign and may determine any membership on fair and proper grounds; but for the purpose of this rule a vote of not less than two-thirds of those present at the relevant Committee meeting shall be necessary.

15. INTERPRETATION OF RULES.

The Committee shall be the sole authority for the interpretation of these rules and the decision of the Committee upon any question of interpretation or upon any matter affecting the Society and not provided for by these rules, shall be final and binding on all members of the Society.

16. ALTERATIONS OF CONSTITUTION.

The Committee shall have power to alter or add to the rules of this Constitution, but no such alteration or addition shall take effect until the same has been confirmed at the next Annual

General Meeting or at an Extraordinary General Meeting of the Society. Notice of the Committee's intention to ask for confirmation of any such alteration or addition at a General Meeting shall be included in the notice published in accordance with Rule 5.