

The Old Chigwellians' Association Constitution

Name

The name of the Association shall be “**The Old Chigwellians' Association**” (hereinafter referred to as the Association), and its headquarters shall be Chigwell School, Chigwell, (hereinafter referred to as the School).

Objectives

1. To promote the welfare of Chigwell School.
2. To foster a bond of union between past and present Chigwellians and to encourage reunions and other social gatherings among members. To facilitate these ends the Association will:-
 - a) Publish and circulate the O.C. Mitre to members annually.
 - b) Arrange social functions at the School, the Old Chigwellian Sports & Social Club and other venues around the world.
 - c) Encourage membership of the Sporting Sections, use of the Old Chigwellian Sports & Social Club and other Old Chigwellian organisations.
 - d) Retain and use the right to manufacture and sell Association ties, blazer badges and other appropriate merchandise.
 - e) Register and retain the name of the Association as a trademark.

Membership

Membership, which is subscription free, is open to:

- a) all former pupils of Chigwell School;
- b) all Headmasters past and present;
- c) current and former teaching and support staff by invitation.

All Old Chigwellians, who are henceforth regarded as being automatically members of the Association, having ceased to be pupils at the School and who have not been permanently excluded from the School or who have not requested the removal of their names from the database of members, shall be deemed to agree to abide by the rules of the Association.

Rules

The Association shall be governed by an **Executive Committee** comprising Elected Officers, Elected Representatives and ex-Officio members.

1. The Elected Officers shall comprise:-
 - a) A President
 - b) A Vice-President
 - c) A General Secretary
 - d) An Hon Treasurer
 - e) A Communications Officer

2. The Elected Representatives shall comprise:-
 - a) Four representatives of former pupils of Chigwell School, drawn evenly from a broad range of ages, e.g. one from those who left school in each of the periods 1930-49; 1950-69; 1970-89; and 1990-date. These will be different individuals to the ex-officio members.
3. Ex-Officio members shall include:-
 - a) Headmaster
 - b) A nominee of the School's Governing body (who shall represent the Association at Governors' meetings)
 - c) The immediate past President but if he/she is unwilling or unable to be a member, then another past President shall take his/her place.
 - d) The Chairman of the Old Chigwellian Sports & Social Club
 - e) The School's Bursar or if he/she is unwilling or unable to be a member then the School's Development Director shall take his/her place.
 - f) The current and immediately previous Heads of School (or Headmaster's pupil-appointees) who shall continue to serve for a further three years after leaving school.

The Executive Committee

The Executive Committee shall meet once each term and also once in the summer holiday. It shall have the power to co-opt members or members of school staff.

The Executive Committee shall appoint sub-committees to oversee the management of specific aspects of its interests and activities as necessary. These shall in any event include:-

- a) General Purposes Committee

This shall consist of the Elected Officers and any or all of the Headmaster, Bursar and Development Director and shall carry out the necessary business of the Association between meetings of the Executive Committee.

- b) A Finance Committee

This shall consist of the Hon Treasurer, the Bursar and an appointee of the School's Governing Body, and one other member of the Executive Committee and shall meet as necessary between meetings of the Executive Committee to review the finances of the Association. The expenditure of the Association shall be funded by the School through the Alumni office budget which is set by the School.

- c) A Communications and Events Committee

This shall consist of the Communications Officer, the Elected Representatives, the Development Director, a Representative of the Old Chigwellian Sports & Social Club, and two members of School staff. This committee shall meet at least once between meetings of the Executive Committee to plan forthcoming publications and communications, to oversee the database and website, to invite and prompt contributors to the Association's publications and to arrange and organize year group and social functions at the School, the Old Chigwellian Sports & Social Club, and other venues around the world. In conformity with the Data Protection Act, any member may request details of the information which the Association holds concerning him/her.

d) The Old Chigwellian Sports & Social Club Committee

This shall comprise the Chairman of the Old Chigwellian Sports & Social Club and the Hon. Treasurer, two members of the School staff (appointed by the Headmaster), the elected Representative of the Old Chigwellian Sports & Social Club, and representatives of the sporting sub-sections (e.g. soccer, tennis, squash). It shall meet at least twice between meetings of the Executive Committee and will oversee and advise the School on the management of the Clubhouse and grounds. It is hoped that members of the Association will be prompted to take an active part in the life of the Old Chigwellian Sports and Social Club although they are separate organizations and the Association will not be responsible for any subscription or other liabilities of the Club.

Standing Orders

1. All General meetings, Annual or Extraordinary, shall be chaired by the Headmaster or, in his absence, the President or Vice-President.
2. All Executive Committee meetings shall be chaired by the President or, in his/her absence, the Vice-President.
3. All other Committees shall be chaired by the appointed Committee member, that appointment to be made by the Executive Committee.
4. A quorum for General Meetings shall be ten members present.
5. A quorum for Executive Committee meetings shall be six members.
6. Committees shall have the power to co-opt to their number any member or member of staff as circumstances require.
7. At a General Meeting of the Association, every member shall have one vote and any motion put to such meeting shall be determined by a majority of votes of those present. In case of an equality of votes, the Chair(man) shall have a casting vote in addition to his/her original vote.

Three weeks` Notice of General Meetings shall be given by mail or e-mail.

These rules may be amended or rescinded only by a General Meeting of the Association and always subject to the receipt of a satisfactory proposition, duly proposed and seconded and in due time. No proposition will be allowed which could be adjudged to prejudice the charitable status of Chigwell School.

Terms of Office

All elected officers shall serve for a year and may stand for re-election at the Annual General Meeting. The President and Vice-president may stand for re-election once only.

No other officer may serve for more than five consecutive years.

Elected Representatives may stand for re-election for up to five years but, after the Association has been in existence for three years, one elected representative shall retire each year.

Business Proper to an AGM

The Annual General Meeting shall receive the Annual Report of the Executive Committee.

The Annual General Meeting shall receive the Accounts for the previous financial year.

It shall elect the Officers and Representatives.

It shall discuss and vote on any changes to the Constitution which shall have been duly proposed and seconded by members.

Any proposition to be brought before the Annual General Meeting shall be proposed and seconded by one or more members in writing to the General Secretary no less than twenty-eight days before the date of the meeting.

It shall confirm the appointment of Auditors to the Association.

Powers to call EGMs

An Extraordinary Meeting may be convened at any time by the Executive Committee and shall be convened within twenty-eight days on the written requisition of thirty members of the association. Such requisition must state the purpose for which such meeting is required and the business of such meeting shall be confined to the motions so proposed.

Other

Honorary Life Members may be appointed at the discretion of the Executive Committee.

The Financial Year of the Association shall be that ended the 31st July.

An Annual Report of the Association's activities shall be produced by the General Secretary, approved by the Executive Committee and received by the Annual General Meeting.

The Executive Committee retains the right to expel from membership of the Association any individual whose behavior, specific or otherwise, is deemed to be unsuited to membership of the Old Chigwellian Association.

In the event of the Association being wound up by an Extraordinary Resolution of the members at a general meeting or otherwise, the net assets of the Association shall revert to Chigwell School.