

The Caistorians' Association

Constitution

The name of the Association shall be **'The Caistorians' Association'**

The Objectives of the Association

To enable former Students of Caistor Grammar School to keep in touch with each other.

To enable former Students to keep in touch with the activities and achievements of the School.

To support the School in the furtherance of its aims and objectives.

To encourage former students to offer their experience and expertise to support the current students at the School.

To preserve artefacts associated with the schools history.

The Association shall be non-party political and non sectarian.

Membership of the Association

The Association is the Alumni organisation of Caistor Grammar School. Anyone who meets this criterion, including former members of staff, and is aged 18 or over, can become a member, with membership lasting a lifetime. The Committee will keep an up to date list of the membership.

In exceptional circumstances the Committee may terminate a persons membership if they believe that they are bringing the Association into disrepute. The member has a right to present their case for continued membership to the Committee, and may be accompanied by a supporter if they wish. Professional legal representation is not permitted.

Management of the Association

The management of the Association shall be vested in a Committee consisting of 4 Officers and up to 6 other members

The Officers shall be Chair, Vice Chair, Secretary, and Treasurer. They will be elected annually at the AGM, and hold office until the end of the next AGM.

The Officers form the Committee on taking office; this Committee can add to its numbers by co-opting up to 6 other members. The term of office of the co-opted members shall cease at the end of the next AGM.

A minimum of four members of the Committee shall constitute a quorum. In the event of a tied vote, the Chair will have a casting vote.

In order to carry out its stated activities, the Committee has the power to:

Raise funds, receive grants and donations.

Apply funds to carry out its stated objectives.

Co-operate with and support other organisations with similar objectives.

Do anything that is lawful and necessary to achieve its objectives.

The Committee may if deemed necessary, establish sub-Committees made up of members to manage specific tasks.

Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.

Meetings of the Association

Committee meetings will be held at least three times per year.

As well as the Committee, personnel from the School, including but not limited to, the Head and the Outreach Officer, and associated organisations, such as Friends of Caistor Grammar School, may attend meetings at the invitation of the Chair.

The Annual General Meeting will be held late in the summer term.

An Agenda for each meeting shall be circulated by the Secretary, in liaison with the Chair, at least 7 days before the meeting.

Nominations for the officers positions shall be proposed and seconded by members, and must be done with the consent of the nominee. Nominations should be notified to the Chair at least 7 days prior to the commencement of the AGM.

In the event of an officer being unable to continue their duties, then the Committee may appoint a replacement until the next AGM.

At an AGM or EGM, all members will have one vote on each motion.

An Extraordinary General Meeting may be called by the Chair, or by a minimum of 9 members requesting such a meeting in writing to the Chair.

In the event of an Extraordinary General Meeting being called, a minimum of 30 days notice shall be given to all members.

The Secretary will keep minutes of every meeting.

Finances of the Association

The Associations Financial Year shall commence on 1st April.

A Bank account shall be opened in the name of the Association, and withdrawals shall be made on the signature of any two of the Officers of the Association.

The Officers may, if required, incur expenditure of up to £100.00 between meetings without reference to the full Committee. Any such expenditure must be recorded and presented to the next Committee meeting.

The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Committee meetings.

All expenditure in excess of £100.00 shall be agreed by a majority of the Committee members.

The Treasurer shall present annual accounts, independently examined by a person or persons reasonably considered by the Committee to be competent to examine such accounts, and who is not a member of the Committee, for approval by the members at the Annual General Meeting.

Winding up of the Association

The Association may be dissolved by a resolution presented at a Extraordinary General Meeting called for this purpose. The resolution must have the assent of at least two-thirds of those present and voting. Such a resolution may give instruction for the disposal of assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed to the Officers or Members of the Association.

Alteration of the Constitution

No alteration to this constitution shall be made except at the Annual General Meeting or at Extraordinary General Meeting called for this purpose. Alterations to the Constitution will require the assent of at least two-thirds of those present and voting. Notice of any proposed change to the Constitution must be circulated to all members at least 30 days before the date of the meeting.