



## CHESTER ASSOCIATION OF OLD KING'S SCHOLARS CONSTITUTION

### CONSTITUTION OF THE ASSOCIATION TO BE PROPOSED FOR ADOPTION AT THE ANNUAL GENERAL MEETING ON 8 JUNE 2021

#### 1 **Name**

The Association shall be called The Chester Association of Old King's Scholars (CAOKS).

#### 2 **Membership**

There will be 3 categories of Membership, namely Full Members, Associate Members and Honorary Members.

- (a) **Full Members** All Alumni, namely former pupils or students of The King's School, Chester, will, upon leaving the school, and having attained the age of 18, automatically become Full Members of the Association, unless they indicate a desire not to become a member. Any person in this category who subsequently wishes to join the Association may do so upon application to the Honorary Secretary. Any former member of the teaching or support staff and any former Governor of the School may also apply to become a Full Member of the Association.
- (b) **Associate Members** Any member of the current teaching or support staff at the School, and any current Governor of the School, who desires to join the Association may become an Associate Member of the Association upon application to the Honorary Secretary. Associate Members will have all the privileges (except voting rights in respect of the Constitution) of Full Members.
- (c) **Honorary Members** The Executive Committee may, at its discretion, award Honorary Membership of the Association to others who do not fall into the above categories.

Membership is for life.

Any member who wishes to resign from the Association may do so by notifying the Honorary Secretary.

#### 3 **Objects**

The objects of the Association are:

- (a) To strengthen the ties between the Alumni and the King's School;
- (b) To further the educational and general interests of the King's School in every possible way in co-operation with the Governors, the Headmaster, the Teaching Staff and the Development Office;
- (c) To promote the interests, advancement and good fellowship of the Alumni of the King's School, including providing opportunities to facilitate networking and career support;
- (d) To provide funds for and administer the Chester Old King's Scholars Exhibition and Baty Voluntary Service Overseas Travel Award;
- (e) To make arrangements for holding an Annual Dinner and other Social Gatherings from time to time.

#### 4 **Subscriptions**

There will be no annual subscription. The School will fund the administrative costs of running the Association. Members who were Ordinary Members of the Association before this Constitution was adopted will no longer be required to pay a subscription and may cancel their standing orders in favour of the Association.

However:

- (a) Members who wish to have communications from the Association, including the Newsletter, sent to them by post rather than by email, will be invited to pay an annual subscription to cover the cost;

- (b) Any monies from subscriptions which former Ordinary Members continue to pay will be treated as donations to the Association and put towards funding and administering the Chester Old King's Scholars Exhibition and Baty Voluntary Service Overseas Travel Award;
- (c) Members will be given the opportunity to donate a voluntary annual sum or lump sum to be put towards funding and administering the Chester Old King's Scholars Exhibition and Baty Voluntary Service Overseas Travel Award.

## 5 Communications

The usual means of communication from the Association to its membership shall be by email. Any member who wishes to be communicated with by post will be invited to pay a subscription to cover the costs [See Paragraph 4 (a) above]. It is the responsibility of each member to notify the Honorary Secretary of any change in their postal and email address details.

## 6 Governance

- (a) A General Meeting of the Association, for which 21 days' notice shall be given, is to be held once every year, in the second quarter of the year. Special General Meetings may be convened at any time by the committee on 21 days' notice. The President shall preside at all General Meetings if present; in the absence of the President the Vice-President shall do so. If the President and the Vice-President are absent, a Member present shall be elected Chairman of the meeting. The Chairman, whose decision on any point of order shall be final, shall regulate the order of the proceedings and shall have a casting vote.
- (b) At every Annual General Meeting the Officers of the Association for the ensuing year shall be elected, and any other business may be transacted.
- (c) The day to day running of the Association shall be conducted by an Executive Committee comprising 9 members, 3 of whom shall be representatives of the School, as follows: -
  - i. The President, Vice-President, Honorary Secretary, Honorary Treasurer, Dinner Secretary and Newsletter Editor. In the event of a person holding two or more of these offices a further Alumni member of the Executive Committee will be elected at the Annual General Meeting.
  - ii. The Headmaster, Head of Development and a former or current member of the School Staff.
- (d) The Executive Committee will meet each term at the School on 21 days' notice. The Executive Committee shall control the general management of the Association and its Finances. The Executive Committee may delegate any of its powers to any Sub Committee or Officers of the Association.
- (e) The Officers of the Association shall comprise the President, Vice-President, Honorary Secretary, Honorary Treasurer, Dinner Secretary and Newsletter Editor who shall be elected at the Annual General Meeting. The Committee may appoint other officers [who shall not be members of the Executive Committee unless elected under the provisions of Paragraph 6 (c) (ii) above] to perform specific roles as considered desirable.
- (f) The President

The President shall be elected for a term of two years at the Annual General Meeting, to assume office when the current President retires on a convenient date between 1<sup>st</sup> September and 31<sup>st</sup> December following the AGM, to be determined by the Executive Committee taking into account the dates of events planned between those dates. In the interim the incoming President shall become the President-elect, and, if not already a member of the Executive Committee, shall be co-opted to it.

A formal handover may be arranged by the Executive Committee. Upon assuming office, the President shall be invested with the Presidential Badge and thereupon shall make and sign a declaration undertaking to wear the same at formal gatherings which he or she attends as President and to keep the badge in good order and condition whilst in his or her care or custody. The President's Declaration shall be entered in the Minute Book and attested by the Immediate Past President, if present, who shall then cease to be responsible for the care and custody of the badge. If the Immediate Past President is not present the Declaration shall be attested by the Senior Past President present or another officer. The Presidential Badge shall be insured against fire and theft at the expense of the School and kept securely at the School when not in the care or custody of the President whilst attending formal gatherings as President. The School shall insure the Association Mace and keep it securely at the School.

The President shall, if present, preside at Association social gatherings and at all Executive Committee Meetings.

### (g) The Vice-President

The Executive Committee will appoint a Vice-President who will shadow the current President for one year with a view to succeeding as President, subject to election at the Annual General Meeting. Before appointing the Vice-President the Executive Committee will make soundings and hold an "expressions of interest" exercise.

### (h) The Honorary Secretary

The Honorary Secretary shall be elected at the Annual General Meeting and shall be eligible for re-election. The Honorary Secretary shall receive an honorarium the amount of which (if any) shall be determined at each Annual General Meeting. It shall be the Honorary Secretary's duty, with the assistance of the Development Office, to keep all

proper minutes of all Committee and Sub-committee meetings and to send out all notices of the Association's gatherings and other literature to which Members are entitled.

(i) The Honorary Treasurer

The Honorary Treasurer shall be elected at the Annual General Meeting and shall be eligible for re-election. The Honorary Treasurer shall receive an honorarium the amount of which (if any) shall be determined at each Annual General Meeting. It shall be the Honorary Treasurer's duty to collect any subscriptions, donations and ticket money of any social gatherings and to ensure that all the Association's accounts are paid. The Honorary Treasurer shall draw all necessary cheques on the Association's bank account and shall present an Annual Statement of Accounts at the Annual General Meeting.

(j) The Dinner Secretary

The Dinner Secretary shall be responsible for organising the Annual Dinner with the assistance of the Development Office.

(k) The Newsletter Editor

The Newsletter Editor shall be responsible for the production of the CAOKS Newsletter with the assistance of the Development Office. There will be two issues each year. The School will be responsible for the costs of production. The Editor will have full editorial control of the contents of the newsletter, but will submit the final draft of each edition to the Head of Development for the School's approval of the contents.

(l) Resignation, Death, Illness or other incapacity of Officer

In the event of the resignation, death, illness of an officer of the Association or any other incapacity to act as an officer arising, the Executive Committee may appoint any member of the Association to act in his or her place for such period as the circumstances require until the officer is able to resume his or her duties or until a General Meeting can be held.

**7 Suspension of Membership or Expulsion**

The Executive Committee may suspend or expel any member whose conduct is considered to be detrimental to the reputation or objects of the Association or the School or the interests of the members. Before a member is expelled or suspended the member's conduct shall be inquired into by the Officers of the Association. One calendar months' notice shall be given in writing to the member of such an enquiry in order for the member to have full opportunity to explain such conduct as aforesaid. Notice of the enquiry shall be deemed correctly sent if it be sent to the address last known to the Association. The Officers of the Association shall report the results of their enquiry to the Executive Committee which will decide whether to suspend or expel the member. The member has the right of appeal to a Sub-committee set up ad hoc comprising 3 Past Presidents, of whom the senior Past President will preside. The Sub-committee will uphold or dismiss the appeal by a majority. A member suspended shall forfeit all the privileges of membership and all rights against the Association for the duration of the suspension. A member expelled shall forfeit all the privileges of membership and all rights against the Association.

**8 Amendment**

This constitution may be altered or added to at any Annual or Special General Meeting of the Association, provided that notice of such alteration appears on the Agenda summoning the meeting.