

Old Godhelmian Association
Constitution 7th May 2021

1. Organisation Name

1.1. The Old Godhelmian Association (OGA) is a group of former pupils and staff of the former Godalming County Grammar School (GGS) between its foundation in 1930 and change from a school to a sixth form college in 1974.

2. Structure

2.1. The OGA is an Association.

3. Purpose

3.1. The purpose of the OGA is to provide a forum for past pupils, staff and any interested others, to come together socially, and run events. They also find, maintain and make available records and materials concerning the school and its history, and may conduct such other activities as the committee and members deem reasonable, relevant and appropriate.

3.2. The OGA is not conducted or established for the profit of its Officers or Members. Funds raised will be used in the furtherance of the OGA's aims.

4. Officers of the OGA

4.1. The Officers of the Committee are a Chair, Secretary and Treasurer.

5. Committee

5.1. The governance and management of the OGA is by a committee consisting of -

5.1.1. The Officers of the OGA

5.1.2. Such additional Committee members as are appropriate for the smooth running of the OGA and its activities and are willing and able to take part in the management. There is no fixed maximum or minimum numbers of members to the committee.

5.2. The Committee shall have full executive powers to act in the furtherance of the OGA's aims

5.3. The Committee shall have the power to co-opt any members of the OGA onto the Committee at its discretion.

5.4. The Committee may appoint any number of sub-Committees and confer such powers as it deems necessary. In the event of any dispute between the Committee and a Sub Committee the main Committee's decision/direction/interpretation shall prevail.

5.5. Committee Business

5.5.1. The Committee shall meet a minimum of six times a year with the date of the next meeting to be agreed at the conclusion of the preceding Committee or Annual General Meeting. Any Committee members not present at any meeting must be notified of the next date at least two weeks in advance of the next meeting either by the Secretary or a nominated deputy.

5.5.2. Additional meetings to discuss emergency business may be called by the Chair or Secretary provided that at least 2 days' notice of the meeting is given. Alternatively a meeting shall be called if at least 40% of the Committee write to the Chair or Secretary to request a meeting.

5.6. **Quorum.** One third of the Committee shall form a quorum and either the Chair or Secretary must be present. If a quorum is not present within 30 minutes of the agreed start time the meeting shall be adjourned. The Chair or Secretary will within the next two days put forward at least two alternative dates to Committee members. The meeting will be called for whichever date has the greatest quorate number of Committee members able to attend. If a quorum is not present for the re-convened meeting, then the meeting shall continue as if a quorum were present.

5.7. Decisions of the Committee will preferably be made by consensus. However if consensus cannot be reached decisions shall be decided by a simple majority vote. In the event of equal voting the Chair shall have the casting vote.

5.8. The business of the Committee shall be recorded in proper minutes. The subsequent Committee

meeting will have the opportunity to propose amendments to the minutes. Subject to any amendments the Committee will formally approve the minutes as a true record of the previous meeting.

5.9. If OGA members who are not on the Committee have issues which they wish to have raised at the next meeting they may inform the Secretary, or any committee member, who will add the item to the agenda for the next meeting. Such requests will be submitted in writing with full details of the matter to be added to the agenda.

6. General Meetings

6.1. The nature and activities of the OGA and its structure do not ordinarily necessitate the holding of fixed annual general meetings. Should any matter or situation arise that in excess of 5 members registered on the website think needs to be addressed in a General meeting of the OGA, then the Committee will arrange such a meeting, which can be online.

6.2. If any decisions are to be reached at such a meeting this will be achieved with a simple majority of attendees with the Chairperson having the casting vote in the event of equal numbers. Anyone who is registered on the website as a member can vote.

7. Notice of meetings

7.1. Notice either of Committee meetings, Annual General Meetings or Extraordinary General Meetings (AGMs or EGMs) must either be served by email, post or social media. The Secretary must be able to satisfy the relevant meeting that all parties entitled to participate have been given a reasonable opportunity to do so.

8. Membership

8.1. The OGA shall consist of:

8.1.1. Alumni or former staff of GGS who have registered on the website as members.

8.1.2. Alumni or former staff of GGS who have not registered on the website as members, (but they do not have voting rights at meetings) but have indicated in writing that they wish to participate in activities and be informed via newsletters of upcoming events.

8.2. The Officers of the OGA shall be elected by the Committee and reviewed every 2 years. There is no minimum or maximum term that a Chair or other officer may serve

8.3. Vice Chairs shall be elected by the Committee at its discretion.

8.4. All Chairs and Committee Members shall be Members registered on the website. If the website administrators are not eligible as registered members, they will be considered as members with, exceptionally, the same rights as registered members.

8.5. The Secretary will be ultimately responsible for the maintenance of a list of all members. However, this role may be delegated to another member of the Committee.

9. Donations and Subscriptions

9.1. There is no mandatory fixed fee for subscription to OGA. Funds are raised by appeal to the membership as necessary.

9.2. Paragraph 9.1 above does not prevent the OGA deciding to require subscriptions for the future should the need for this arise.

10. Constitution

10.1. The Chair or Secretary shall make available a copy of this Constitution to all members on request.

10.2. The Committee shall have the power to make or amend provisions with a vote requiring a 75% majority of the full committee to make a change.

11. Financial Rules and Arrangements

- 11.1. The OGA's financial year shall commence on 1st October and the Treasurer shall present an income and expenditure account and a statement of affairs.
- 11.2. The Treasurer shall ensure that the OGA's books and accounts are available to the committee for examination at their request. The annual accounts will also be available to registered members on their formal request.
- 11.3. The OGA shall operate accounts as may be necessary at a Bank to be determined by the Committee (currently the Cooperative Bank) Accounts shall only be held in the name of the OGA.
- 11.4. Signatories to the account shall be the Treasurer and up to four other members of the committee. The signatories shall also be authorised to make electronic and other such payments as required.
- 11.5. The OGA shall not be permitted to avail itself of credit facilities with its Bankers or other financial institutions.
- 11.6. Any person, either a member or non-member, who enters into an arrangement with a supplier of goods or services claiming to be a representative or agent of the OGA but who is not authorised by the Committee so do to shall be personally liable for the settlement of any debts so incurred. The OGA shall be under no obligation to settle such debts.
- 11.7. The OGA will take out Public Liability and Employer's Liability Insurance to cover its activities.

12. Closure of the OGA

- 12.1. The OGA shall be closed at such time as there is no longer any general interest from the membership or need for an Alumni Association for GGS and/or no volunteers interested in sitting on the committee to take it forward.
- 12.2. If 12.1 applies, then the remaining committee will call an EGM to decide whether to dissolve the OGA. A 75% majority is required. Continuation requires at least 2 people voting to continue.
- 12.3. In the event of dissolution, the OGA's assets shall be disbursed primarily to settle any outstanding liabilities.
- 12.4. Should there be any surplus funds following the settlement of the OGA's liabilities these shall be distributed amongst Societies, charities or institutions with similar aims to those of the OGA or to other local charitable causes.

13. Power of Decision

- 13.1. Any matter not provided for in this constitution, or any question over the interpretation of it, shall be dealt with by the Committee. In such circumstances the Committee's decision shall be final and may only be overturned at a General meeting