

Rules & Constitution of the Sternians' Association

June 2013

1. Name

The name of the Association shall be 'The Sternians' Association'

2. Aims and Objectives

(a) To assist in the promotion of education (in its widest sense) at Lord Wandsworth College by all means within the power of the Association

(b) To keep all former pupils of Lord Wandsworth College and former pupils of Gosden House School in touch with each other and thus to promote a sympathetic, friendly and mutually helpful organisation

(c) To keep all former pupils of the above Schools in touch with Lord Wandsworth College and, by promoting a friendly relationship with the Staff, ensure a lasting interest in the progress of Lord Wandsworth College and its ideals

(d) To support and promote the Lord Wandsworth Foundation

3. Membership

(a) **Full Members:** All former pupils of the above Schools are eligible for membership

(b) **Rights and privileges** of full members shall include:

- i attendance at Reunions and Association functions
- ii wearing of emblems of the Association
- iii representing the Association in sporting events
- iv receiving the Association's magazine
- v the right to vote at any General Meeting
- vi the right to vote by proxy, either electronically or by post

(c) **Honorary Members:** The Annual General Meeting may create Honorary Members. During their period of membership Honorary Members shall be entitled to the rights and privileges of Full Members excluding the right to vote. Honorary Membership shall continue unless and until suspended or terminated by decision of the Annual General Meeting

(d) **Associate Members:**

- i) Members of LWC staff: all are Associate Members during their service and are entitled to the rights and privileges of Full Membership excluding the right to vote
- ii) Former parents: all have the status of Associate members with the right to attend Sternian events and to represent the Association in sporting events but not to receive the Association's Magazine or Newsletter or to vote
- iii) Other interested people who have not received their education at LWC who are invited by the AGM or the Executive Committee to become Associate Members with the rights and privileges of Full Membership

excluding the right to vote, until they resign their membership or it is terminated by decision of the Annual General Meeting

(e) **Fellows:** The Annual General Meeting may confer the title of Fellow of the Association in recognition of exceptional contribution to the Association. Fellowship carries lifetime honorary membership.

4. Officers and Committees

(a) The **President and Vice Presidents** shall be as follows:

- i. A President shall be elected at an Annual General Meeting for a period of three years and may retire at any time and may also be re-elected
- ii. A maximum of twelve Vice-Presidents may be elected at Annual General Meetings of whom one-third shall retire each year in order of seniority and may be re-elected. They shall serve for three years unless appointed to fill a casual vacancy, when their term will extend up to the expiry of the term of the person vacating office
- iii. The Annual General Meeting may create Life Vice-Presidents, who shall be in addition to the number in ii above

(b) The **Executive Committee** shall be as follows:

i. **Chairman:** appointed by the Annual General Meeting for a term of three years; eligible for re-election for one further term only. In the event of an appointed Chairman retiring from office before the end of the three year term, a Chairman shall be appointed at the next AGM to serve until the end of that three year term; if it is necessary to appoint a Chairman between AGMs, that will be done under the provision in clause 4 f, to serve until the next AGM

ii **Vice-Chairman:** appointment as for the Chairman normally elected with a view to probable (but not certain) succession as Chairman. The procedure for filling a vacancy before the end of the three year term shall be as stated in 4(b)i

iii **Treasurer:** to be appointed by the Annual General Meeting, retiring annually and being eligible for re-election

iv **a Trustee of The Sternians Trust Fund:** to be nominated by the Trustees of that Fund

v **Staff Liaison Member** to be appointed annually by the Annual General Meeting and being eligible for re-election

(c) **Other Officers**, who may be appointed by the Annual General Meeting, retiring annually and being eligible for re-election are:

Archivist and up to three additional Committee members

(d) A Chaplain may be appointed annually if so determined by the Annual General Meeting.

(e) All Officers shall be honorary.

- (f) The **Executive Committee** shall have the power to appoint Officers at their discretion during the year should any office fall vacant.

5. Meetings

- (a) An **Annual General Meeting** shall be held at a place and date determined by the Executive Committee, being not later than the date of the Annual Reunion, which is to take place before the end of July.
- (b) An **Extra-Ordinary General Meeting** shall be called if 20 or more Full Members of The Association inform the General Secretary of their requirement to hold such a meeting, stating the reasons for calling the meeting and the business to be transacted at it. An Extra-Ordinary General Meeting must be held within six weeks of being formally called
- (c) Notice of General Meetings shall be given to members not less than four weeks prior to the meeting, specifying the agenda items. The quorum for all General Meetings shall be 15 members. If a quorum is not present, the meeting shall be adjourned to a date decided by the Executive, when the quorum shall be 10 members

6. Administration

- (a) The administration of the Association shall be by the Executive Committee which shall have the authority to act in all matters except where otherwise provided in these Rules and Constitution. The quorum for a meeting of the Executive Committee shall be three members of that Committee
- (b) The Executive Committee may, from time to time, establish such Committees, Sub Committees or Working Groups as it deems necessary and may appoint suitable persons to serve on such bodies
- (c) The bodies mentioned in (a) and (b) above may co-opt any person to participate and give help and advice
- (d) All Committee and Sub Committee decisions shall be carried by a simple majority. The Chairman shall, at all Committee and Sub Committee meetings, have a casting vote.
- (e) In the absence of the Chairman and Vice Chairman the Committee may appoint one of its Members to be Chairman of that meeting
- (f) The Chairman of the Executive Committee will be Chairman at General Meetings; in his/her absence, the meeting will elect a Chairman
- (g) All decisions at a General Meeting, barring amendments to Rules (see 9 below), shall be carried by a simple majority of those voting. The Chairman of the meeting shall have a casting vote
- (h) The Executive Committee shall have the authority to agree to the appointment of administrative assistance provided by the College
- (i) Voting of the Chairman – although a full Sternian with voting rights, the Chairman can only use their vote as a casting vote

7. Finance

- (a) The financial year for the Association will run from 1 September to 31 August
- (b) Annually, the Executive Committee shall draw up a budget for the Association for the next financial year for discussion with the College Bursar and shall present the budget to the Annual General Meeting for approval. The AGM may propose amendments but authority to agree the final budget with the College rests with the Executive Committee. The College will provide the Association with finance equal to the agreed budget of expenditure; the timing of payments to the Association shall be agreed between the College Bursar and the Executive Committee
- (c) From time to time special funds may be set up and maintained as recommended by the Executive Committee and in accordance with the wishes of the Association at a General Meeting
- (d) The Sternians Trust Fund is governed by the provisions of the Trust Deed, and its Constitution, Rules and Procedures. The financial year for the Trust Fund will run from 1 January to 31 December. Annual accounts will be presented to the Annual General Meeting
- (e) The Treasurer shall prepare annual accounts on an accruals basis, made up to 31st August, approved by an Independent Examiner, for presentation to the Annual General Meeting. The accounts shall include an income and expenditure account and balance sheet for the General Fund and also separately for any special fund. The notice for the Annual General Meeting shall include summaries of the accounts for the past year, a forecast for the current year and the provisional budget for the next year
- (f) Annual accounts for all special funds shall also be made up to 31st August and presented to the Annual General Meeting
- (g) An Independent Examiner for the General Fund shall be appointed at each Annual General Meeting for the accounts of the year to the following 31st August and may be re appointed. The Examiner need not be a member or former pupil of Lord Wandsworth College. The Examiner for the Trust Fund will be appointed by the Trustees. If required, the Examiners may be remunerated, on a basis agreed respectively by the Executive Committee or the Trustees
- (h) Expenditure of over £500 must be put to the Committee, approved, then minuted and published in the minutes of the following Executive Committee meeting. Ensures any major expenditure is approved and recorded

8. Magazine

The Association's magazine "The Sternian" shall be published annually and sent to all members. Members will also receive copies of The Link not less than twice annually

9. Amendments to Rules and Constitution

The Rules and Constitution may only be amended by a two thirds majority of those voting at a General Meeting provided that there are 15 or more members present