



# **ROYAL HOSPITAL SCHOOL ASSOCIATION**

**Incorporating RHSOBA (Greenwich & Holbrook) & Old Boreman Boys**

## **CONSTITUTION & RULES**

## Table of Contents

1	INTRODUCTION.....	3
2	ABBREVIATIONS USED.....	3
3	NAME.....	3
4	AIMS AND OBJECTIVES.....	3
5	MEMBERSHIP.....	4
	5.1 Membership Database.....	4
6	SUBSCRIPTIONS.....	4
7	OFFICERS OF THE ASSOCIATION.....	5
	7.1 Duties of Officers.....	5
	7.1.1 President.....	5
	7.1.2 Vice President.....	5
	7.1.3 Honorary General Secretary.....	5
	7.1.4 Honorary Treasurer.....	6
	7.1.5 Honorary Membership Secretary.....	6
	7.1.6 Honorary Events and Media Secretary.....	6
	7.2 Nomination and Election of Officers.....	7
	7.3 Removal of an Officer.....	7
8	GENERAL COMMITTEE.....	7
	8.1 General Committee Meetings.....	7
	8.2 Life Vice Presidents and Association Medal.....	8
9	ANNUAL GENERAL MEETING.....	8
	9.1 Timing.....	8
	9.2 Agenda.....	8
	9.3 Voting at General Meetings.....	9
10	CODE OF CONDUCT.....	10
	10.1 Removal or Suspension of a Member.....	10
11	DISSOLUTION OF THE RHSA.....	11
12	BRANCHES.....	11
	12.1 The Role of the Branches.....	11
	12.2 Composition of Branches.....	11
	12.3 Branch Officers.....	11
	12.4 Local Regulations.....	11
	12.5 Duties of Branch Officers.....	12
	12.6 Branch AGM.....	12
	12.7 Closure of a Branch.....	13

## **1 INTRODUCTION**

This document is the Constitution and Rules of the Royal Hospital School Association. It was agreed at the AGM held on 9th November 2013.

## **2 ABBREVIATIONS USED**

“AGM” means Annual General Meeting, whether of the RHSA or the Branches.

“Branches” means geographically based RHSA groupings, reporting to the GC and the Association.

“C&Rs” mean the Constitution and Rules of the Association.

“EGM” means Extraordinary General Meeting.

“GC” means the General Committee of the Royal Hospital School Association.

“Member” means a Full, Associate or Honorary Member of the Association.

“RHS” means the Royal Hospital School also referred to as “the School”.

“RHSA” means The Royal Hospital School Association also referred to as “the Association”.

## **3 NAME**

The name of the Association is:

"THE ROYAL HOSPITAL SCHOOL ASSOCIATION".

The Headquarters of the Association are at the School, with Branches based in certain areas as recommended by the GC and endorsed by a proposal being passed at an Association AGM.

## **4 AIMS AND OBJECTIVES**

The aims and objectives of the Association are:

- i Through a Charitable Trust, to enable children to benefit from the educational opportunities RHS provides in the following order:
  - (a) Children of Seafarers.
  - (b) Children of Servicemen.
  - (c) Children of Association Members.
- ii To support all members of the Association through career development, networking and business opportunities.
- iii To endeavour to keep all Association members in touch with each other and the School.
- iv To support the School and its traditional ethos and values.
- v To promote membership of the Association at the School.

vii To arrange, co-ordinate and support social events including the annual reunion, which are open to all Members, guests and friends, separately and together with the School.

## **5 MEMBERSHIP**

There are three categories of membership of the Association:

- i Full Membership can be either as a life member or by annual subscription and is open to all former pupils of RHS including Boreman Boys and all current and former members of RHS staff. Pupils who have contributed to life membership while at the School commence membership on the day of leaving School, and are to be known as Full Members. Full Members have voting rights.
- ii Associate Membership is open to parents, partners and children of ex-pupils. Associate Membership may be either as a life member or by annual subscription. Associate Members have no voting rights.
- iii Honorary Membership may be conferred by the General Committee in recognition of especially valuable assistance, or of especially distinguished service rendered to the Association and/or the School by staff members, ex staff members and others, regardless of length of service. Honorary Members have no voting rights.

### **5.1 Membership Database**

It is the responsibility of every Member to notify the Membership Secretary of any change of name, postal address, email address, telephone number, rank, status, Branch or other relevant information.

The membership database will be maintained and used in accordance with the requirements of the Data Protection Act. Membership data will not be divulged to any third party without the express permission of the Member.

## **6 SUBSCRIPTIONS**

The subscription rate for Full Membership for life is to be agreed at the AGM.

The subscription rate for Full Membership on an annual basis is £15.

The subscription rate for Associate Membership is two thirds of the Full Membership rate.

Annual subscriptions are payable on 1st July each year.

All subscriptions are to be paid to the Membership Secretary by cash, cheque, postal order, Standing Order or by bank transfer. Cheques and postal orders are to be made payable to the 'Royal Hospital School Association'.

Membership lapses if the subscription is not paid.

Income from subscriptions, donations and the sale of stock will only be used in support of the Association's objectives.

## **7 OFFICERS OF THE ASSOCIATION**

The Association will be comprised of the following Officers:

The President, who will be the Headmaster of the School.

The Vice President.

The Honorary General Secretary.

The Honorary Treasurer.

The Honorary Membership Secretary.

The Honorary Events & Media Secretary.

The terms of office are:

Four years for the Vice President.

Three years for the General Secretary, Treasurer, Membership Secretary and Events and Media Secretary.

All office holders are eligible for re-election.

### **7.1 Duties of Officers**

All Officers of the Association should be available on a very regular basis to perform their RHSA roles.

#### **7.1.1 President**

The President is the titular head of the Association and will be consulted on all appropriate matters.

#### **7.1.2 Vice President**

The Vice President shall chair all General Meetings and GC Meetings. In the absence of the Vice President, an alternative Chairman shall be elected by the GC for the duration of the meeting concerned. The Chairman will have a casting vote on all issues where voting is tied.

The Vice President shall oversee the upkeep of the C&Rs of the Association.

#### **7.1.3 Honorary General Secretary**

The General Secretary is responsible for:

Developing and implementing a communications strategy.

Conducting the day-to-day affairs and correspondence of the Association.

Preparing and distributing agendas for General and GC Meetings.

Keeping a record of all General and GC Meetings and forwarding a copy of the minutes to the GC within one month of the meeting.

Providing the Branch Secretaries with a summary of the proceedings of GC Meetings within two months of the meeting.

Publishing minutes of General Meetings to Members within three months of the meeting.

Accepting and distributing reports from other GC Members.

#### **7.1.4 Honorary Treasurer**

The Treasurer is responsible for:

Appropriate record keeping of all Association receipts and payments of money.

Maintaining a list of Association assets.

Insurance of Association property.

Providing quarterly accounts updates to the GC.

Producing an audited set of annual accounts.

The accounts are to be audited by an appropriately qualified person who is independent of the GC.

Presenting the annual accounts at the AGM.

Management of expenses.

Management of the Charitable Trust.

#### **7.1.5 Honorary Membership Secretary**

The Membership Secretary is responsible for:

Developing and implementing a membership strategy.

Keeping the membership records up to date.

Finding members who we have lost contact with.

Conducting correspondence with regard to membership with Members and the School.

Liaising with Branch General Secretaries regarding their members.

Recruiting new members from the School and from ex-pupils of the School who are not currently Members.

#### **7.1.6 Honorary Events and Media Secretary**

The Events and Media Secretary is responsible for:

Developing and implementing an events and media strategy.

Arranging RHSA events.

Encouraging all Members to attend reunions and other events at the school.

Liaising with the School, Branches and ad-hoc groupings of Members who wish to organise RHSA related events, e.g. single year reunions etc.

Publishing an online Gazette.

The RHSA Website.

Management of the RHSA stock.

## **7.2 Nomination and Election of Officers**

All existing officers wishing to stand for re-election should give notice to the General Secretary no later than three months prior to the date of the AGM.

All new nominations are to reach the General Secretary in writing no later than two months prior to the AGM.

New nominations must be proposed and signed by at least two Full Members.

The nominee must be a Full Member and must formally accept the nomination.

New nominations must be accompanied by the CV and manifesto of the nominee.

Officers of the Association may be required to undergo a Disclosure and Barring Service (DBS) check (previously known as a CRB check). Failure to accept this requirement will render the nominee ineligible for office.

## **7.3 Removal of an Officer**

In the event that Members wish to remove an Officer, no fewer than 25 Full Members of the Association must sign a proposal stating their reasons in writing and send it to the Vice President or another appropriate Officer so that the other GC members can be consulted and consider the proposal.

Provided the GC considers the proposal to be fair and free of personal prejudice or bias, an EGM of the Association shall be called with Members receiving one month's notice.

At the EGM the spokesperson for the signatories and the Officer shall have the right to state their case in person or by proxy.

An Officer may only be removed by a two-thirds majority of those voting.

# **8 GENERAL COMMITTEE**

The General Committee shall consist of the Officers of the Association.

The GC shall act in an executive capacity and their decisions on all matters, other than those specified for decision by a vote in a General Meeting, shall be binding.

The General Committee shall appoint a suitably qualified person or firm to act as auditor for the Association's accounts.

## **8.1 General Committee Meetings**

The GC shall endeavour to meet a minimum of three times a year at a suitable venue.

The GC shall have the authority to add to its number by co-opting any Member or Members of the Association as deemed necessary and appropriate.

Also eligible to be invited to GC Meetings are:

The School Liaison Officer.

The Branch Representatives.

The Life Vice Presidents.

Each member of the GC, not including co-opted members, the School Liaison Officer, the Branch Representatives and the Life Vice Presidents, is entitled to vote in Committee Meetings. The Chairman shall have a casting vote in the event of tied voting.

Where a conflict of interest arises, Officers of the Association must declare their interest and abstain from voting if appropriate.

## **8.2 Life Vice Presidents and Association Medal**

Life Vice Presidents may be appointed by the GC as a form of recognition to Officers of the Association who have served in an outstanding manner. Life Vice Presidents act as advisers to the GC. There can only be three active Life Vice Presidents of the Association at any one time. Life Vice Presidents who are not active within the Association can be regarded as retired after two successive years of inactivity.

At the discretion of the GC, the Association Medal, suitably inscribed, may be presented to Officers or Members of the Association for exceptional service to the Association. Any Member may recommend another Member for the Association Medal.

## **9 ANNUAL GENERAL MEETING**

### **9.1 Timing**

The AGM should take place during the summer reunion at the School.

Three months' notice of the meeting should be provided along with a list of the GC positions which are up for election and details of whether the incumbents are willing to remain in office.

Members who wish to put AOB items on the agenda (including any changes to the C&Rs) are to provide details to the General Secretary at least 6 weeks prior to the AGM.

The agenda, CVs and manifestos of new candidates for election and ballot papers are to be distributed at least one month before the meeting.

### **9.2 Agenda**

Appointment of a Chairman if the VP is not available.

Appointment of a Minutes Secretary if the General Secretary is not available.

Opening and Introductions by the Chairman.

To include reading the Notice convening the meeting and a declaration that the meeting is open.

Minutes of the previous AGM (General Secretary).



Any issues with the minutes are to be raised, they are then to be voted on.

Matters Arising.

The Vice President will present an annual report.

The Membership Secretary will present an annual report.

The Treasurer will present the audited accounts:

To include a receipts and payments account and a balance sheet for the year ending the previous 31<sup>st</sup> March, these shall be adopted by vote at the meeting.

A report of the financial state of the Association is also to be presented.

Election of Officers.

Positions which are up for election are to be voted on.

Where a candidate is unopposed, they are automatically elected.

Newly elected Officers take office at the conclusion of the AGM.

Notices, if any, to be read by the General Secretary.

Any Other Business.

Only items previously raised and included on the agenda can be discussed.

GC Any Other Business.

### **9.3 Voting at General Meetings**

RHSA General Meetings must have at least 20 voting Members (including in-person, postal and proxy votes) to be quorate.

Every Full Member of the Association is entitled to vote. Honorary and Associate members are not entitled to vote.

Votes may be cast as:

Either “for” or “against” a motion.

“For” a candidate (only one candidate can be voted “for” for each position).

Votes may be exercised in one of the following ways:

In person at the meeting.

By post or email:

All postal votes/email votes must be reach the General Secretary no later than 14 days prior to the AGM.

Any votes which are not clear will be counted as spoiled.

By proxy:

A Member may elect to provide a proxy vote on any or all issues at the AGM.

The proxy vote must be registered with the General Secretary no later than 14 days prior to the AGM.

The proxy may be lodged with any member of the GC or any Full Member of the Association.

All motions, proposals and elections voted on at the AGM are deemed to be carried or defeated by a simple majority of the votes cast.

All proxy and postal votes will be verified by a person, who could be a Member of the Association, who is independent of the GC, election candidates and Members raising AOB.

## **10 CODE OF CONDUCT**

Members may not use the name of the Association, or RHS in any manner which partakes of a business nature, or which brings, or in the opinion of the GC is likely to bring, the Association and/or RHS into disrepute.

No Members are entitled to speak or act as a representative of the Association without prior permission of the GC.

Members are expected to treat other Members, guests and representatives of the School with respect in all communications including in emails, on social media and in letters.

Failure to adhere to the code of conduct could be investigated by the GC and could lead to expulsion or suspension from the Association.

The GC reserve the right to confer with the Headmaster regarding students who have been expelled or asked to withdraw from the School as a result of disciplinary action as to their eligibility for immediate membership of the Association. In some circumstances a period of no less than five years will be required to elapse before membership will be reconsidered.

### **10.1 Removal or Suspension of a Member**

The GC is empowered to remove or suspend the membership of any Member whose conduct, after appropriate and thorough investigation, is deemed detrimental to the interests and honour of the Association or the School

The Vice President is empowered to consult with a quorum of two other members of the GC of his choice to determine the case, and make such recommendations as are appropriate, to the GC.

Any Member who is being considered for removal or suspension shall be notified in writing and shall have the right to state their case before the GC in person or by proxy (at least one month's notice will be given). The decision of the GC shall be final.

Any Members who is removed from membership may apply for reinstatement as a Member of the Association to the GC after a period of 10 years. Reinstatement of a Member will be considered on merit and is at the discretion of the GC. Reinstated Members must pay current Life or Annual Membership rates on rejoining.

## **11 DISSOLUTION OF THE RHSA**

If the GC by simple majority, is of the opinion that it is necessary or advisable to call for the dissolution of the Association, the Vice President shall instruct the General Secretary to call an EGM, giving not less than one month's notice of the meeting to Members, stating the reasons and terms of the proposed dissolution.

In the event that the decision to dissolve the Association is confirmed by a simple majority of those voting at the EGM, the GC will inform all relevant and interested parties on the procedure to be followed, including the disposal of Association's assets.

## **12 BRANCHES**

### **12.1 The Role of the Branches**

- i To act as local point of focus for Association Members in a geographical area.
- ii To support Members and the Association wherever possible.
- iii To arrange social events for Members.
- iv To raise funds to enable the operation of the Branch and the Association.
- v To promote membership of the Association.

### **12.2 Composition of Branches**

A Branch shall consist of no fewer than 20 active members including the Officers.

A Member wishing to change Branch should inform the Membership Secretary and the Secretaries of the Branches being moved from and to.

### **12.3 Branch Officers**

The Branch Officers shall consist of a President, Vice-President(s), Treasurer and General Secretary who must be Members of the Association and that Branch.

Branches may appoint other Officers (e.g. an Events and Media Secretary) to facilitate their smooth running.

The term of office is for 12 months and the incumbent is eligible for re-election.

The Officer representing the Branch at General Committee Meetings should be the President or Vice President.

The Branch Committee shall consist of the Branch Officers.

### **12.4 Local Regulations**

Branches shall be self-administering but are accountable to the GC and the Association.

Branches cannot change any of the Association's C&Rs within the operation of that Branch.

Branches are expected to follow the C&Rs.

Branch funds may only be used to support the Role of the Branch and the Objectives of the Association.

### **12.5 Duties of Branch Officers**

The Branch President shall be the Chairman at all Branch and Committee Meetings. In the absence of the President, the Vice President shall chair or such alternative Officer present or Member elected from the floor in the absence of an Officer.

The Chairman of the meeting shall have a casting vote in the event of tied voting.

The Branch Secretary shall keep a record of all branch meetings and forward a copy of the minutes to all members of the GC and to all other Branch Secretaries.

The Branch Secretary shall work with the Membership Secretary to keep a register of all Branch Members and their contact details.

The Branch Treasurer is responsible for:

- Keeping an appropriate record of all Branch receipts and payments of money.

- Maintaining a list of Branch assets.

- Insurance of Branch property.

- Producing a set of annual accounts (to include a balance sheet and income and expenditure).

  - The accounts are to be inspected by an appropriately qualified person who is independent of the Branch Committee.

- Presenting the annual accounts at the Branch AGM.

### **12.6 Branch AGM**

Each Branch must hold an AGM.

One month's notice of the AGM is to be provided to Branch Members and the GC.

The Notice of the AGM must include details of the Branch Committee positions up for re-election and whether the incumbents are happy to remain in office.

All Full Members and Officers of a Branch are entitled to vote in person, by post / email or by proxy.

Votes may be cast as:

- Either “for” or “against” a motion.

- “For” a candidate (only one candidate can be voted “for” for each position).

All motions, proposals and elections voted on at the AGM are deemed to be carried or defeated by a simple majority of the votes cast.

A Branch AGM must have at least five voting Members (including in-person, postal and proxy votes) to be quorate.

## **12.7 Closure of a Branch**

A Branch may be closed in any of the following circumstances:

1. Active membership falls below 20.
2. The Branch amalgamates with an existing branch or integrates within a newly formed branch.
3. The Branch become insolvent.
4. The Branch fails to adhere to the Association's C&Rs.

Closure will be determined at a GC meeting at which Branch Members can make submissions in person, by post or by email. At least one month's notice of the meeting will be provided.

Closure would be regarded as the last step. Efforts would be made to bring the Branch back within the Association's C&Rs first.

If a Branch is closed, all records, monies, assets and regalia of the Branch are to be sent to the Association's General Secretary for safe keeping. The method for the disposal of any assets is to be decided on by the GC.