

The Gordonstoun Association

CONSTITUTION

1. NAME

The Association, an autonomous body and shall be called The Gordonstoun Association (GA).

2. AIMS

- 2.1 To provide a means whereby Old Gordonstounians (OGs) may keep in touch with each other and with the School.
- 2.2 To provide a means whereby OGs can act as a concerted body.
- 2.3 To foster the cause of Gordonstoun, to preserve its traditions and to promote its development.
- 2.4 To provide a means whereby the School can avail itself of the assistance of the OGs, and also to provide assistance to OGs and persons connected with the School.
- 2.5 To organise social events for its members.
- 2.6
 - a) To administer and promote The 200 Club.
 - b) To authorise the formation of societies whose purpose is to further the name of the GA and to approve such societies' constitution
- 2.7 To produce an annual newsletter/magazine. The newsletter will also be published on the GA section of the Gordonstoun website.
- 2.8 To retain a record of all members jointly with the School, and keep the School informed of changes or additions to these records.

3. MEMBERSHIP

- 3.1 Membership will be for life.
- 3.2 Membership, and the associated voting rights, will be open to OGs who have spent at least one full academic year at the Gordonstoun (Senior) School
- 3.3 In special cases, the Gordonstoun Association Committee (GAC) may invite persons to join who do not fulfil this period of time. Such members will not have voting rights.
- 3.4 Retired members of the Gordonstoun Staff Common Room with at least three consecutive years service are eligible for Associate non-voting membership. In special cases, the GAC may invite staff to join who do not fulfil this period of time.
- 3.5 Honorary non-voting membership may be granted to any person by the GA. The nomination must first put to the GAC, by two or more GA members. The GAC would assess the applicant and, if willing to support them, would put the applicant forward for election to membership status at the next AGM.
- 3.6 The GA will be empowered to refuse applications for membership and to expel members for due cause.
- 3.7 Membership of the 200 club is open to the surviving spouse of a member

- 3.8 Membership of approved societies is open to all GA members plus associate members can include current/previous staff, parents and partners of all, whom have no voting rights and must be sponsored by at least 2 GA members. The GA committee have the right to veto any membership and expel any member who acts in a manner contrary to the objectives of the GA Constitution that Associate members.
- 3.9 Students who have attended the Gordonstoun International Summer School will be invited to join as Associate Members with non voting rights once they reach the age of 18, with a life time subscription of £50 being payable subject to periodic review.
- 3.10 A former member of staff or pupil will be appointed by the GA Chairman and the Governor responsible for the Gordonstoun Association (this is always a former pupil) as Keeper of the Gordonstoun Family a mainly pastoral role, a specific role description will be in place which can be reviewed periodically, for a maximum period of 5 months with an expectation of serving a minimum of 2 years.

4. ORGANISATION

- 4.1 The GA will, where possible, be headed by a Royal Patron.
- 4.2 Administrative functions will be the responsibility of the GAC, which will consist of members and Officers. The Officers, consisting of Chairman, Secretary, and Treasurer, will be appointed to act on behalf of the GAC.
- 4.3 The GAC will be empowered to act on behalf of the GA, subject to ratification of its decisions at the annual AGM.
- 4.4 Societies will lodge all funds to the main GA bank account without deduction for expenses and provide the GA treasurer with a detailed note by email of lodgements made, and requests for payments may be made by email provide such request is supported by appropriate invoice, and such payments will be made in line with current GA procedures. The society will be solely responsible for chasing non payment of subscriptions and shall not allow a member to participate in any event if they have not paid such subscription as allowing to do so will invalidate any insurance cover.
- 4.5 The GA treasurer will maintain a separate record of all transactions for each society and will provide societies with appropriate income and expenditure information for regular meetings and AGMs

5. GORDONSTOUN ASSOCIATION COMMITTEE (GAC)

- 5.1 The GAC members will be elected / re-elected by simple majority vote at the AGM. Except as otherwise stated, GAC members must be GA members, as defined in para. 3.2. Only those members as so defined are entitled to vote at GAC meetings. The number of members of the GAC shall be a maximum of nine but not less than seven.
- 5.2. The GAC may, with the approval of no less than two thirds of the members of the GAC, co-opt voting or non-voting members onto the GAC, for specific purposes and for a defined and limited period of time. .
- 5.3 The GAC shall appoint from the elected GAC, and subject to approval of no less than two thirds of the members of the GAC, the Officers. Appointment and/or confirmation of officers shall occur at the first GAC meeting following the AGM.
- 5.4 Members and Officers will normally be automatically re-elected each year, unless two or more GA members raise an objection at the AGM, in which case a vote will be taken. Such a proposal by any members shall require 14 days prior notice in writing of the resolution by such members to the GAC Secretary who shall post notice of it on the GA website or by other such means as may be expedient at the time. After 3 years committee members must

submit themselves for re-election at the AGM. After eight years as a member of the GAC a member/officer must retire from the GAC for a minimum period of one year after which they shall be eligible to stand for the GAC.

- 5.5 Any member may be dismissed at any time, for any reason, if a written ballot of the GAC is implemented and the GAC vote with a 2/3 majority. The dismissed member may not be re-elected for a period of at least 12 months.
- 5.6 Any Officer may be dismissed at any time, for any reason, if a written ballot of the GAC is implemented and the GAC vote with a 2/3 majority. The dismissed Officer may not be re-elected for a period of at least 12 months. Officers may remain as members, unless dismissed in accordance with para. 5.5.
- 5.7 It is the responsibility of all members to keep each other fully and promptly informed of all matters, which may be relevant to the GAC or the GA.
- 5.8. The GAC will act on behalf of the GA and encourage membership from all ages and genders of the GA.
- 5.9 The GAC will endeavour to represent the views and opinions of GA members and, where required, take concerted action on matters of concern.
- 5.10 Separate Rules of Conduct, governing the conduct of members of the GAC will be issued by the GAC and may be altered at any time, subject to approval by a 2/3 majority of the GAC.
- 5.11 Sub-committees (SC) may be formed by the GAC, from time to time, to cater for special events or for specific purposes. Members of these SCs do not necessarily have to be members of the GA and will be appointed on a temporary basis. They will not be entitled to vote on the GAC but only at their own SC.

6. ANNUAL GENERAL MEETING (AGM), EXTRAORDINARY GENERAL MEETING (EGM), and SPECIAL GENERAL MEETING (SGM)

- 6.1 An AGM will be held by the end of the first quarter of every calendar year or if held at the School on the GA Day. A Notice and Agenda will be posted on the GA website at least four weeks prior to the Meeting, and members on the Email list will be sent notification by Email. Where practical, notice will also be given as part of the School's regular mailings.
- 6.2 The AGM will comprise:
 - a) The GA Chair's Report on GA activities.
 - b) The election of members of the GAC.
 - c) The consideration of the GA Treasurer's report and audited accounts of the GA.
 - d) The appointment of Auditors.
 - e) Any other business (which must be notified in writing to the GAC at least seven days prior to the AGM. Approval for discussion of the business will be determined by the GAC (which may only be withheld for good reason).
- 6.3 The GA Chairman shall chair the AGM, failing him/her being present an Officer, or if none are present, a GAC member as elected by GA members present at the AGM.
- 6.4 The AGM will be held at a place and on a date to be decided by the GAC.
- 6.5 The GAC shall be empowered to call a SGM at any time or place, allowing at least two weeks notice. A Notice and Agenda will be posted on the GA website and members on the Email list will be sent notification by Email.
- 6.6 Any ten GA members may, at their expense, requisition an EGM in writing, stating the proposed business, to the Secretary who will immediately inform the GAC. The GAC will

then authorise the Secretary to call the meeting, allowing at least two weeks notice. Business shall be restricted to that which is proposed.

- 6.7 It is the responsibility of the Secretary (or acting Secretary) to issue the Minutes of the said meeting within fourteen days, and arrange for them to be published on the GA website.
- 6.8 Only GA members, as defined in para. 3.2 are entitled to vote at these said meetings.
- 6.9 Societies' will require to hold their AGMs in advance of the main GA AGM with a report being available at the main AGM.

7. GAC MEETINGS

- 7.1 Four members of the GAC shall constitute a quorum but any decisions taken may be queried by any member of the GAC and, if requested, a postal/email vote taken by the full GAC.
- 7.2 GAC Officers and members are expected to attend all meetings. If unable to attend, they are to notify the Secretary prior to the meeting. Failure to attend a significant number of meetings may lead to dismissal from the GAC.
- 7.3 It is expected that there will be a minimum of five meetings per annum, and a maximum period of three months between any two meetings.
- 7.4 The GAC may conduct its business by meetings, by Email or by telephone conference, with recourse to a postal/email ballot on questions if and when they may think fit.
- 7.5 All GAC matters will be decided by a simple majority vote.
- 7.6 The Chairman, who does not normally vote, will have a casting vote.
- 7.7 There will be a standing invitation to the Headmaster or a member of staff nominated by the Headmaster, to attend all meetings of the GA Committee. They will be invited to contribute to the business of the meeting.
- 7.8. The Secretary will be responsible for issuing, by Email/post, notification of location, dates and times of meetings, together with an Agenda. Normally a minimum of four weeks notice will be given.

8. FINANCE

- 8.1. The GAC will have at least three nominated signatories, one of whom shall be the Treasurer.
- 8.2. The GAC may operate bank accounts and deal with or appoint consultants to advise on GA investments.
- 8.3. All payments drawn on GA accounts will be authorised by two nominated signatories and subsequently approved by the GAC.
- 8.4. All GA investments shall be registered in the name of the GA or a bank nominee. The GAC shall be empowered to invest and transpose the investment of the GA monies or property in the same unrestricted manner as if they were beneficial owner of the same. All GA monies must be invested in recognised, approved and regulated markets or within Department of Trade guidelines. Normally secure high interest bearing accounts are to be preferred.
- 8.5. The Treasurer shall give a verbal report at each meeting of transactions. If unable to attend then this report shall be to the Chairman (or other GAC member, as approved by the GAC), who will issue the report to the meeting. In addition, the Treasurer will issue a quarterly report by Email/post to all GAC members, detailing all financial transactions,

costs, and income, in full detail. The GAC must then approve the report or deal with any matters arising. Transactions over a limit agreed by the GAC shall be notified to the GAC for approval, prior to being paid.

8.6. The Treasurer will be responsible for:

- a) Preparing the annual budget, for approval by the GAC, and subsequently to be submitted to the School for agreement by a date to be agreed each year (normally the end of March).
- b) Submitting the necessary information to the Auditors..
- c) Ensuring that Audited accounts are completed in time for the AGM and a copy sent to the School.
- d) Holding the monthly draw for the 200 Club, at relevant GAC meetings, and issuing the corresponding payments.
- e) Administering the Hardship Fund.

9. CONTACT

The Address (for correspondence or Email) shall be as published at the time on the GA website (gordonstounassociation.org).

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