



Constitution and rules of
THE NEALE-WADE ASSOCIATION
Formerly March Grammar School Old Boys
Association



Background

- 1 This is an association of former students, and former and current staff, at the Neale Wade Academy and the former March Grammar and March High Schools ("the Association"). These rules set out in writing how the Association, which was formed in 1919, shall conduct its affairs.

Name

- 2 The Association, formerly known as March Grammar School Old Boys' Association, shall be known as The Neale Wade Association.

Objects and Purposes

- 3 The objects of the Association are to:
 - (a) Enable former students of any of the three schools to keep in touch with each other.
 - (b) To ensure that all monies the Association receives are paid in to the Association's current bank account.
 - (c) To achieve such other objectives and pursue such other purposes as the Association might see fit such as reunions and other events. Forthcoming events will be discussed at the Association's Annual General Meeting.

Governance

- 4.1 Membership of the Association is open to all former students, current and former staff at the Neale Wade and March Grammar and March High Schools.
- 4.2 Membership of The Committee is open to all former students, current and former staff at the Neale Wade and March Grammar and March High Schools.
- 4.3 The Association shall elect Officers at its Annual General Meeting. The Annual General Meeting shall also elect members to the Management Committee ("the Committee").

Grants

- 5.1 The Committee may, at its sole discretion, award grants from the Association's assets to causes and individuals linked to the Neale Wade Academy as it sees fit. Grants would typically be awarded to cover costs not normally covered by the Academy's budget.

Other costs and outgoings

- 6.1 The Committee may, at its sole discretion, approve payments from its income and assets to cover costs related to the Association's website and other Association-related promotional costs.

The Committee

- 7.1 The Committee shall meet at least annually to discuss the Association's business and affairs. The Committee shall review the performance of the Association's investments at



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least once a year when meeting.

- 7.2 A member of the Committee who is not able to attend a Committee meeting should send an apology for absence to the Secretary. A failure to attend three successive Committee meetings without sending an apology will allow the Secretary to remove that member from the Committee.

Officers

- 8.1 The Association shall have 3 Officers: a Chairman, a Secretary, and a Treasurer. The role of Secretary may be divided and held jointly.
- 8.2 In the event of the incapacity of any of the 3 Officers, the Secretary may consult with Committee members before appointing a replacement for the incapacitated Officer.

Election of Officers

- 9.1 The Officers shall be elected at the Annual General Meeting. Each candidate for election shall have a proposer and a seconder to stand for election. The candidates elected for each office shall be those who have the most votes, by way of a simple majority.
- 9.2 In the event of no candidate standing for election, the Secretary may co-opt a member to the unfilled office.

Officer Reports

- 10.1 The reports of the Chairman, Secretary and Treasurer to the Annual General Meeting shall be given orally and in writing to the Annual General Meeting.
- 10.2 Committee members may ask questions of an Officer at Committee Meetings and the Officer shall reply.
- 10.3 All members attending the Annual General Meeting may ask questions of an Officer at the Annual General Meeting and the Officer shall reply.

Resignation of Officers

- 11.1 Officers may resign at any time by giving notice in writing to the Secretary.
- 11.2 An Officer who has resigned shall be able to stand for election to office again.

Removal of Officers

- 12.1 An Officer who has behaved in a way of which the Committee disapproves may be removed by majority vote of the Committee.
- 12.2 Before removing an Officer, the Committee shall give the Officer an opportunity to explain his behaviour to the Committee. Where the Officer declines to appear before the Committee to explain his behaviour, the Committee may remove him from office.
- 12.3 An Officer who has been removed from office shall not be able to stand for election to office in the future



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Resignation of members

13.1 Members may resign at any time by giving notice in writing to the Secretary.

Removal of members

13.2 A member who has behaved in a way of which the Committee disapproves may be removed by majority vote of the Committee.

Financial Controls

14.1 The Association shall at all times maintain proper books of account and accurately record its ongoing financial transactions. A financial report is to be provided by the Treasurer to each Committee meeting. The signatories to the Association's bank account are to be any two of three nominated Committee members (two of which to be the Treasurer and Secretary). Any liabilities incurred by the Association are to be settled within 30 days of receipt of the relevant undisputed invoice. Annual Accounts are to be prepared and presented by the Treasurer at the Annual General Meeting, and following approval submitted to any relevant interested party or regulatory body and are also to be independently examined by a qualified person who shall submit a report to the Annual General Meeting.

14.2 Any assets of the Association are to be similarly accounted for, and any proposed changes to bank account, investments or other assets may be authorised by the Committee only in the Annual General Meeting.

Annual General Meeting

15.1 The Secretary will circulate an agenda for the Annual General Meeting no less than two weeks before the meeting. The agenda will also be posted on the Association's website.

14.2 A report of the Annual General Meeting shall be put on the Association's website.

Changes to the rules

15. The rules of the Association as set out in this Constitution may be changed by the Committee. Such changes shall be decided by a simple majority vote of those members attending whether in person or via a video or audio link such as Skype. Alternatively, a member may authorise another to exercise a proxy vote on his or her behalf through a written advice to Officers.

Dissolution of the Association

16. The Association may be dissolved by a 75% majority vote at the Annual General Meeting. In the event of such a dissolution, the assets of the Association should be distributed to another local charitable organisation, the objects of which in the first instance are predominantly educational, and which, in the opinion of the serving members of the Committee, is worthy of the funds.



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THIS CONSTITUTION IS CERTIFIED BY:

Christine Thorpe

Chairman

Date:

Coral Cornell

Secretary

Date:

John Phythian

Treasurer

Date: