



Constitution Old Burwoodian Association

1. Title

The name of the organisation shall be “Old Burwoodian Association”, hereinafter referred to as “OBA”.

2. Aims

The Aims of the OBA shall be:-

- 2.1. to keep alive the spirit and traditions of OBA,
- 2.2. to promote friendship among the former pupils, students and staff of Burwood Park School and Norfolk House College,

3. Honorary Officers, Presidents and Committee Members

3.1. The OBA shall have an Honorary Chair, Secretary and Treasurer who shall be nominated and elected in accordance with the provisions of Clause 7 hereof.

3.2. The OBA shall also have an Honorary President, Vice-President or Honorary Vice-Presidents who shall be nominated and elected in accordance with the provisions of Clause 7 hereof.

3.3. The OBA shall also have Committee Members who shall be nominated and elected in accordance with the provisions of Clause 7 hereof.

3.4 The Honorary Officers and Committee Members are to be elected for a period of five years.

4. Membership

4.1. Any person who has been (i) a pupil, (ii) a student or (iii) a member of the teaching staff of Burwood Park School and

Norfolk House College and who has paid the Ordinary Membership fee as determined in Clause 7.1 hereof may be admitted as an Ordinary Member of the OBA. All persons who were registered as Members of the OBA prior to the commencement of this Constitution shall be held to be Ordinary Members of the OBA under this Constitution.

4.2 Associate membership may be offered to individual persons who have not been (i) a pupil or (ii) a student of Burwood Park School and Norfolk House College. Associate members cannot hold a committee role or vote, but can provide support or guidance.

5. Governance

5.1. The business of the OBA shall be conducted under the authority of the Committee, the membership of which shall comprise the following:-

5.1.1. the Chair, who shall chair meetings of the Committee and General Meetings of the OBA, and preside over all other meetings of and events held by or on behalf of the OBA,

5.1.2. the Secretary, who shall be responsible for all general administration, correspondence and record-keeping except in relation to matters specified in Clause 5.1.4 and Clause 5.1.5 hereof,

5.1.3. the Treasurer, who shall be responsible for implementing the financial policies and practices of the OBA and maintaining records of all financial transactions of the OBA,

5.1.4. the Reunion Organiser, who shall be responsible for matters concerned with reunion events held by or on behalf of the OBA,

5.1.5. the Webmaster, who shall be responsible for the maintenance of the OBA website,

5.1.6. the Boars In Touch Editor, who shall be responsible for the maintenance of the BiT magazine,

5.1.7. not more than 3 Ordinary Members of the OBA to be appointed in the Committee.

5.1.8. The Committee shall have the authority to co-opt to

temporary membership of the Committee between successive General Meetings any individual who is deemed by the Committee to possess special skills or knowledge which the Committee considers will be of value in assisting the Committee to determine any particular matter before it, but such temporary members shall not be entitled to vote at any Meeting of the Committee.

6. Meetings of the Committee

6.1. Meetings of the Committee, of which there shall be a minimum of two in each year, shall be conducted formally in accordance with an agenda which has been agreed by the Chair and the Secretary and issued to the Members of the Committee at least 21 days prior to the date of the meeting.

6.2. Meetings shall be chaired by the Chair, or, in his or her absence, by such person as the meeting may select from amongst those present excluding the Secretary.

6.3. The required quorum for a Meeting of the Committee shall be 5.

6.4. In the event of a vote being required at a Meeting of the Committee each Member of the Committee shall have one vote and the Chair, or his or her substitute, shall hold a casting as well as a deliberative vote.

6.5. There shall be no provision for Proxy voting at a Meeting of the Committee.

7. General Meetings of the OBA

7.1. The General Meeting of the OBA shall be held in September every five years on such date and in such place as the Committee shall decide and notice thereof shall be given to the Members of the OBA at least 21 days prior to the date of the meeting. The agenda shall include reports by the Chair, the Secretary, and the Treasurer. The Ordinary Membership fee hereinbefore referred to shall be reviewed and fixed at each General Meeting.

7.2. A Special General Meeting of the OBA may be convened by the Secretary at the request of the Committee or on a requisition signed by twenty Ordinary Members of the OBA, and notice thereof and the motion proposed shall be given to the Members of the OBA at least 21 days prior to the date of the meeting.

7.3. The required quorum for a General Meeting shall be a total of either 20 members or 10% of the total members, whichever is the greater.

7.4. In the event of a vote being called at any General Meeting, each Ordinary Member of the OBA shall have one vote. Motions shall be passed on a simple majority of votes by the Ordinary Members of the OBA present and voting, except for motions proposing any change to the Constitution of the OBA which shall require a two thirds majority of votes by the Ordinary Members of the OBA present and voting. In each case the Chair, or his or her substitute, shall hold a casting as well as a deliberative vote.

7.5. A member who proposes a motion should be present to state his/her reason. For such motion raised, this shall enable members to question the motion if needed.

7.6. There shall be no provision for Proxy voting at a General Meeting of the OBA.

8. Finance

8.1. The use to which the funds of the OBA are put shall be determined by the Committee and shall be consistent with the Aims of the OBA. Expenditure against the resources of the OBA shall be authorised by the signatures of any two of (i) the Chair (ii) the Secretary, (iii) the Treasurer and (iiii) the nominated committee member.

8.2. The Treasurer's report at the General Meeting shall contain full details of (i) the income obtained (ii) the expenditure incurred over the year and (iii) the current assets of the OBA. The report shall be certified by an examiner appointed by the Committee.

8.3. The financial year of the OBA shall run from 1st October to 30th September each year.

9. Dissolution

Any proposal to dissolve the OBA shall be intimated to the Members of the OBA at least 28 days prior to the date of the General Meeting at which the proposal is to be discussed. All Ordinary Members of the OBA present at said General Meeting shall be entitled to vote. In order to be passed the Motion for Dissolution shall require a two thirds majority of votes by the Ordinary Members of the OBA present and voting. The President, or his or her substitute, shall hold a casting as well as a deliberative vote. There shall be no provision for Proxy voting in respect of such Motion. Any residual funds or other assets held by the OBA at the time of a successful Motion of Dissolution shall be transferred to the charity as decided by the committee.

10. Commencement

This Constitution shall commence on 24th March 2018 and all prior and existing Constitutions are hereby superseded.