



OLD CATERHAMIAN'S ASSOCIATION CONSTITUTION

**Approved at the Special General Meeting
21 May 2019**

1. TITLE

The Association shall be called the Old Caterhamians' Association ('the Association').

2. MEMBERSHIP

Membership of the Association shall be open to former pupils of Caterham School and Eothen School. The OCA Committee may at its discretion withdraw or withhold membership.

Members of the OCA Committee shall consist of former pupils of Caterham School and Eothen School, and may also include members of the Caterham School community who are not former pupils (Honorary Members) if required to meet the Objects of the Association.

3. OBJECTS

The aims and Objects of the Association, working in partnership with the Alumni and Development Office, shall be to:

- a) promote the diversity and inclusion policy of the School.
- b) encourage and enable all former pupils to remain in touch with their school colleagues and the School.
- c) promote the growth and development of the School.
- d) support the School's fundraising efforts.
- e) communicate regularly with members and to inform them of news of the School, Old Caterhamians and of Association activities.

4. THE PRESIDENT

The Association shall have a President who shall be a former pupil of Caterham School or Eothen School and who will represent the Association at School and public occasions. The President may also appoint an alternate to represent the Association on her or his behalf.

5. OFFICERS AND COMMITTEE

a) The Officers of the Association shall be the President, the Vice President and the Treasurer.

b) The Committee shall consist of:

Elected Members:

- i) The Officers listed in 5(a) above.
- ii) A minimum of THREE, but no more than FIVE Ordinary Committee Members.

Invited Members:

- iii) Honorary Members appointed to undertake specific roles and duties as deemed necessary for the fulfilment of the Objects of the Association (who may also be Elected Members of the Committee).
 - iv) Representatives who attend Committee meetings by right:
 - The Head Teacher or The Head Teacher's representative.
 - ONE representative of the Eothen Old Girls' Association (who may also be an Elected Member of the Committee).
 - The representative of the Old Caterhamians' Sports Club (who may also be an Elected Member of the Committee).
 - The Archivist (who may also be an Elected Member of the Committee).
- c) At any meeting of the Committee, only Elected Committee Members may vote and any FIVE of these, including an Officer of the Association, will constitute a quorum. Resolutions shall be carried by simple majority of those members present and voting. The President, or the Vice President in the absence of the President, shall have a casting vote.

6. SUB-COMMITTEES AND DEPUTIES

a) The Committee may from time to time convene an ad-hoc Sub-Committee to which any of its powers may be delegated. Such delegated powers will be clearly stated in the Terms of Reference of the Sub-Committee in question and will terminate when the Sub-Committee ceases to convene or the Committee rescinds them.

b) The Chairman of any Sub-Committee unable to attend a meeting of the Committee may appoint any other member of the Sub-Committee as deputy when requested.

7. ADMINISTRATION

The School, in conjunction with the Association, will appoint an officer who will be the Alumni Officer of the Association. The Alumni Officer will be based at the School and will carry out administrative and organisational duties, maintain records and liaise between the Association Committee, members, prospective members, the Caterham School Society and the School. The Alumni Officer or representative will be present at all OCA Committee Meetings.

8. ANNUAL GENERAL MEETING

- a) The Annual General Meeting for the transaction of business shall be chaired by the President and held on a date decided by the Committee but will normally be in March. Members will be given TWENTY EIGHT days' notice of any special resolutions and the Committee nomination for Officers and Committee Members for the following year.
- b) Any TWO members of the Association may nominate in writing any other member of the Association as an Officer or Committee member providing such a nomination contains the agreement of the nominee and is submitted to the Alumni Officer before the Annual General Meeting.
- c) The meeting shall elect the following Officers, all of whom will hold office for TWO years and may stand for re-election:
 - i) President, who shall have overall responsibility for the day-to-day running of the Association, shall preside at all committee meetings and whose office may be combined with that of any other Committee Member.
 - ii) Vice President.
 - iii) Treasurer.
 - iv) Ordinary Committee Members.
- d) If, between Annual General Meetings a casual vacancy occurs amongst the Officers or Committee, the Committee may nominate a member of the Association to fill the vacancy until the next Annual General Meeting.

9. SPECIAL GENERAL MEETINGS

By order of the OCA Committee, or on the receipt of a requisition by THIRTY OCA Members, the President shall call a Special General Meeting which shall have the powers of an Annual General Meeting. Each member shall have FOURTEEN days' notice thereof, and of the purpose for which such a meeting has been called or TWENTY EIGHT days if a special resolution is to be passed. No business shall be transacted other than that for which notice has been given to members.

10. QUORUMS AND RESOLUTIONS AT ANNUAL AND SPECIAL GENERAL MEETINGS

Annual and Special General Meetings require a quorum that constitutes TEN members of the Old Caterhamians' Association, including an officer of the Association.

Resolutions shall be carried out by a simple majority of those members present and voting at the meeting. The President, or Vice President in the absence of the President, shall have a casting vote.

11. ACCOUNTS

The Accounts of the Association having been independently examined shall be presented to the Members of the Association at the Annual General Meeting for approval. The Association will appoint an Independent Examiner for the next year at the Annual General Meeting.

Funds held by the Association are to be allocated in line with the governance and the Objects of the Association.

12. RULES

No alteration of, or addition to, the rules shall be made except at an Annual or Special General Meeting for which TWENTY-EIGHT DAYS NOTICE has been given to members, in writing, of any such proposed alteration or addition but this shall not be held to preclude amendments proposed at the meeting itself of the motions of which notice has been given.

13. FUNDS ON DISBANDMENT

In the event of the dissolution of the Association, the assets shall be conveyed to the Caterham School Trust for use by the Trustees at their absolute discretion.

ENDS