



## Constitution and Rules

### 1. NAME

The Association shall be known as the 'Friends of St Edward's'.

### 2. OBJECTIVES

2.1. The Objectives of the Association are:

- 2.1.1. to provide a forum for members to meet on a social basis
- 2.1.2. to promote good relations, co-operation and communication between members and within the whole community of St Edward's School ('the School')
- 2.1.3. to work with the Careers Department in fostering contacts to support the work of the Careers Department

2.2. The Association has no role in educational, administrative or pastoral matters.

### 3. MEMBERSHIP

3.1. Membership of the Association is open to all staff, parents, guardians and relatives of present and former pupils, and friends of the School. The President of the Association shall be the Warden.

### 4. ANNUAL GENERAL MEETING ("AGM")

An AGM shall be held in the middle of the Summer Term in each school year to receive audited accounts and to elect officers, who shall take office immediately after the AGM. The Officers shall arrange a committee meeting to take place before the end of the Summer Term.

### 5. COMMITTEE

5.1. Management of the Association shall be vested in a committee to be elected at the AGM each year.

5.2. The Committee shall consist of two parent representatives from each academic year, a parent or grandparent of four former pupils, and two members of staff. The Committee where possible will ensure year representatives represent all Houses and reflect a balance between day and boarding pupils.

5.3. Committee members shall hold office for one year and be eligible for re-election twice. Committee members may then serve for a further two years as Officers as Vice Chair and Chair.

5.4. The Officers of the Committee shall be elected by the Committee at the AGM and comprise:

5.4.1. **President:** If the President is unable to attend a Committee meeting, he may nominate his Deputy or a member of the senior management team to attend the meeting as his representative.

5.4.2. **Chair:** who shall hold office for one year.

**Vice Chair:** Who it is expected will take over the Chair after a year as Vice Chair.

5.4.3. **Secretary:** who may be eligible for re-election once.

- 5.5. Eight members of the Committee, at least 2 of whom shall be Officers and 1 a member of staff, shall represent a quorum.
- 5.6. Any member of the Committee who is unable to attend three consecutive meetings shall be deemed to have resigned.
- 5.7. Casual vacancies on the Committee may be filled by co-option. Any person co-opted shall serve only while the person in whose place he or she is co-opted would have served.
- 5.8. Administrative support for the Committee will be provided by the Alumni Relations Officer, who will liaise also with OSE.
- 5.9. In the event that the only available candidates for any of the Officers of the Committee are members who are likely to exceed a maximum term as either a Committee member or as an Officer, then the Association may by resolution at a general meeting determine that such candidates may serve for such period as the meeting determines to ensure the orderly governance of the Association.

## 6. ACTIVITIES

- 6.1. The Association will organise social and other events to meet its objectives.
- 6.2. The Association may also from time to time organise fundraising activities intended to benefit the School or the School's chosen charity/charities.

## 7. COMMUNICATION

- 7.1. The School will maintain a page on its website for the Association.
- 7.2. The School will support the Committee and its activities by promoting them in external communication material where appropriate.
- 7.3. The School will manage an email account for the Association for communication with members.

## 8. THE CONSTITUTION

- 8.1. Any changes to the Constitution shall be recommended by the Committee and voted on at the AGM. Adoption shall be by vote upon a simple majority in favour. In the event of a tie, the Chair shall have the casting vote.
- 8.2. Any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed to be final.