



## **THE RULES** **OLD DECANIAN SOCIETY**

### **AIMS**

- 1) The name of the society shall be the Old Decanian Society.
- 2) The Aims of the society are:
  - a) To enable ODs to keep in touch with each other and the School through regular communication, via the website and by arranging regular social, cultural and sporting events in the UK and worldwide.
  - b) To further the interests of Dean Close School.

*For the purposes of the rules, the Senior, Preparatory and Pre-Preparatory School shall be considered as one.*

### **MEMBERSHIP**

- 3)
  - a) Membership of the Society shall be restricted to past pupils, past members of staff of the School with at least three years' service; and any persons who may be elected as honorary members by the Committee. Members of staff currently working at School shall be accorded all the rights and privileges of honorary members. Honorary members shall have all the rights and privileges of members, but cannot vote.
  - b) Ownership of The Register of Members is retained by the Old Decanian Society and shall be kept by the Old Decanian Liaison Officer (Ref: Database Agreement signed 12/11/12 by DCS & ODS).
- 4)
  - a) PODs (Pupil Old Decanians) shall consist of a representative from each House with a Chairman selected annually by the School.
  - b) PODs shall serve a maximum of two years whilst in the 6th form. PODs, by rotation, shall be invited to attend Committee events and meetings; and all PODs are to be involved with arrangements of certain events.
  - c) Head of School and Deputy Heads shall be invited to all PODs meetings.

### **OFFICERS**

- 5) The following shall be officers of the Society:
  - a) The President, the Vice-President, the Chairman, the Vice-Chairman and the Treasurer, all of whom are elected as Honorary Officers.



- b) Officers of the Society shall be proposed to and discussed at a Committee meeting and names forwarded to the AGM. Each name requires a proposer and seconder and it is the responsibility of proposers to ensure that the Old Decanian Liaison Officer receives all such nominations before or at a Committee meeting. In special circumstances, a proposal may be put to the AGM in accordance with Rule 10.c.
- c) The Old Decanian Liaison Officer shall be appointed jointly by the Old Decanian Society and the School to manage the Old Decanian Society office.

### **DURATION OF OFFICE**

- 6)
  - a) The elected officers and the Committee, unless removed by resolution passed at a General Meeting, shall hold office from the next day after their election until the day after the following AGM or to the end of their term of office.
    - i) The President and Vice-President shall be elected to office for an initial period of three years and renewable for a further term.
    - ii) The Chairman and the Vice-Chairman shall be elected to office for an initial period of 5 years and renewable for a further term.
    - iii) The Treasurer shall be elected to office for an initial period of three years renewable annually thereafter.
    - iv) Committee members shall be elected for an initial period of three years renewable annually thereafter.
  - b) Any member of the Committee (other than an ex officio member) absenting himself or herself without sufficient reason from three consecutive meetings shall be deemed to have resigned their membership of the Committee.

### **MANAGEMENT**

- 7)
  - a) The President or in his/her absence the Vice-President shall chair the AGM. The Chairman or in his/her absence the Vice-Chairman chairs the Committee.
  - b) The overall management of the Society shall be the responsibility of the Committee which consists of the President, the Vice-President, the Chairman, the Vice-Chairman, the Treasurer, the Old Decanian Liaison Officer and not less than seven other members who shall be elected by the Society.
  - c) The Committee shall meet at least twice a year (usually March and November).



- d) Five members shall form a quorum.
- e) The F&GP sub-Committee shall meet at least three times a year in preparation for Committee meetings and the AGM.

### **THE COMMITTEE**

- 8) The Committee shall have the following powers and responsibilities:
  - a) To review and when appropriate make recommendations to the AGM. Such recommendations should include the proposing of Officers and Committee members.
  - b) To appoint from their number an F&GP sub-Committee and any other sub-committees or individual member of the Society to progress particular project work, responsibilities or urgent business of the Society.
  - c) To co-opt additional members to the Committee as deemed necessary (maximum of three) to ensure continuity of business of the Society.
  - d) To appoint representatives to act on behalf of the Society.
  - e) To deal with any resignation or proposed resignation of any officer, member of the Committee or Auditor and to fill such vacancy as may occur.
  - f) To refuse or exclude, on reasonable grounds, any person otherwise eligible of membership of the Society or to be accorded the rights and privileges of honorary membership. The process for this shall be that such resolution shall be carried by the votes of not less than two-thirds of the total number of the Committee and for this purpose the Chairman of the Committee shall not have a second or casting vote. Any member or honorary member of the Society, before being excluded, shall have a reasonable opportunity of an appeal at a meeting specifically convened for this purpose.
  - g) To deal with any circumstances or matters not provided for by these rules.
  - h) Alterations to the Rules of the Society shall be the responsibility of the Committee, but such alterations must be approved at an AGM.
  - i) The Minutes of all Committee meetings shall be kept by the Old Decanian Liaison Officer.

### **FINANCE**

- 9)
  - a) The Society's financial year shall be from 1st January to 31st December.



- b) The Committee shall have the following powers and duties in regard to any funds of the Society:
- i) To appoint fit and proper persons to be Trustees of the funds and investments and to remove such Trustees and appoint other Trustees in their places. The number of Trustees shall be maintained at not less than two.
  - ii) To invest funds as they think fit in the names of the Trustees and to direct the Trustees to vary or realise the investments.
  - iii) Matters of finance may be delegated in the first instance to the F&GP sub-Committee including management of investment funds through the Trustees and the appointment of signatories. The number of signatories shall be maintained at not less than three. The Treasurer shall report to the Committee and the AGM on the current state of investment policy and funds.
  - iv) To oversee general income, including subscriptions (subscriptions are collected from current students as a one-off fee to enable them to join the Old Decanian Society when they leave Dean Close School), and expenditure. Responsibility subject to an agreed level of expenditure may be delegated by the F&GP sub-Committee to the Old Decanian Liaison Officer, who is accountable to the F&GP sub-Committee. Expenditure, including cheques and transfers, over an agreed level requires the authority of the F&GP sub-Committee.
  - v) In the event of the dissolution of the Society, it shall be the responsibility of the F&GP sub-Committee to recommend to the Committee the disposal of the Society's funds. The Committee would then refer its decision to a Special General Meeting.
  - vi) To appoint an independent auditor to be ratified at the AGM.
- c) The Treasurer shall report to the Committee and AGM on general income and expenditure.
- d) An electronic account of receipts, payments and the funds of the Society shall be kept. This is overseen by the Treasurer.

### **ANNUAL GENERAL MEETINGS**

- 10)
- a) The agenda for an AGM and Annual Report shall be communicated to members at least fourteen days before the date fixed for an AGM.
  - b) The Annual Report shall include names of the Officers, Trustees, members of the Committee, accounts of the Society, review of the year, names of the PODS.
  - c) Notice convening an AGM shall be communicated to members of the Society at least two months before the day fixed for such meeting.



- d) To propose any business for the AGM, members shall give written notice to the Old Decanian Liaison Officer at least thirty days before the AGM.
- e) The Agenda for the AGM shall include:
  - i) The President's, Chairman's, Treasurer's and Old Decanian Liaison Officer's reports.
  - ii) The election of Officers and Committee.
  - iii) Ratification of the Auditor.
  - iv) Approval of the accounts.
  - v) Any business raised by the Committee.
- f) Members not attending a meeting shall have the right to record their vote by proxy in the form of a voting letter to be sent to the Old Decanian Liaison Officer before the meeting.
- g) Seven members present at an AGM shall constitute a quorum. AGM decisions require a majority.
- h) Minutes of the AGM shall be kept by the Old Decanian Liaison Officer.

### **SPECIAL GENERAL MEETING**

- 11)
  - a) The Old Decanian Liaison Officer or any person authorised by the Committee shall convene a Special General Meeting when authorised by the Committee, or on receipt of a request signed by at least twenty members.
  - b) Every such meeting shall be held on a day fixed by the Committee within two months from the receipt of such request.
  - c) The provisions of Rule 10 shall apply to Special General Meetings unless inconsistent with the provisions of this rule.

### **INSIGNIA**

- 12)
  - a) The colours of the society shall be cardinal, cream and black. In a striped format they may be used on literature and merchandise.
  - b) The Old Decanian Crest (identical to that of the School) may be used on literature and merchandise, with or without the banner.