

## CONSTITUTION OF: ST ALBANS GIRLS' SCHOOL ALUMNI ASSOCIATION

Adopted on: Saturday 2<sup>nd</sup> October 2021



### 1 Name

The name of the Association shall be the St. Albans Girls' School Alumni Association, hereinafter called STAGS Alumni. *N.B. Although this is a girls' school, the members of the association may be male, which will include former pupils and members of staff.*

### Mission Statement

To support a network of former STAGS students who will in turn positively enhance the profile of the school and promoting a shared lifelong relationship and to act as a forum for the exchange of information and experience amongst members.

### 2 Aims & Objectives

- a) Develop the current school membership through the shared experiences of STAGS Alumni
- b) Produce an annual newsletter for members so they can keep up to date with other members of the Alumni Association, current school events and progress
- c) Hold a Biennial General Meeting and lunch to provide opportunities to meet up with old friends and teachers, and the opportunity to re-visit the school
- d) Raise donations for specific projects at the school, such as enhancing facilities and adding innovative technology to further increase student success
- e) Provide an annual award for a student who has excelled throughout the year in the area of Citizenship
- f) Exchange professional knowledge and support in career development and guidance through seminars, conferences and training courses to share and expand skills and expertise amongst current students and Alumni

### 3 Remit

In order to achieve its aims, STAGS Alumni will:

- a) Raise money
- b) Organise events and facilitate reunions
- c) Maintain a database of members
- d) Liaise with the Headteacher at STAGS
- e) Do anything which is lawful which will help fulfil its aims

### 4 Membership

#### Diversity Statement

Membership shall be available to anyone without regard to gender, age, race, nationality, disability, sexual preference, identity and/or orientation, religion or belief.

- a) Every individual member shall have one vote at biennial general meetings.
- b) The membership of any member may be terminated for good reason by the committee, but the member has a right to be heard by the committee before a final decision is made.
- c) STAGS Alumni shall have the following grades of members:
  - i Ordinary Life Members

Any former pupil of the school shall be eligible to apply to become an Ordinary Life Member of STAGS Alumni.

ii Associate Life Members

Any former member of the school staff shall be eligible to apply to become an Associate Life Member of STAGS Alumni.

iii Honorary Members

a Members of the staff of the school shall be appointed Honorary Members of STAGS Alumni during their employment at the school.

b STAGS Alumni has the power to appoint anyone it thinks fit as Honorary Members.

iv Honorary Life Members

STAGS Alumni shall have the power to appoint as Honorary Life Members such persons as it deems to have rendered distinguished service to STAGS Alumni.

## 5 Management

### a) PRESIDENT

i The President of STAGS Alumni shall be the current Headteacher of the school.

ii The President of STAGS Alumni shall be entitled to receive notices of/to attend and vote at any meetings of the Association and its committee.

### b) OFFICERS OF STAGS ALUMNI AND ITS COMMITTEE

The affairs of STAGS Alumni shall be conducted by its officers and a committee (who shall be elected at the Biennial General Meeting) as follows: -

a. Officers:

President (non-elected)

Chair

Vice-Chair

Secretary

Treasurer

Membership Secretary

b. Committee Members

1 staff representative

At least 4 Ordinary Life Members

c. Term of Office

No officer or committee member should normally serve on the committee for more than four consecutive years. The only exceptions are the President and the staff representative (ex-officio). However, in the event of there being insufficient nominations for the positions of officers and/or committee members, any retiring officer or member may stand for re-election.

### c) Committee meetings

a. The Committee of the STAGS Alumni shall meet in person or “virtually” not less than twice a year to arrange the activities of STAGS Alumni and to conduct its business.

b. At each meeting of the Committee the Treasurer shall present a financial summary.

- c. The meetings of the Committee shall be chaired by the Chair, Vice-Chair or, in their absence, a Member of the Committee appointed for the purpose of that meeting.
- d. The Committee shall have the power to fill casual vacancies in its membership, to co-opt additional members who shall have power to vote at meetings of the Committee, and to appoint sub-committees. The quorum of the Committee shall be 5 members.

## **6 Duties of the Officers**

The duties of the President are:

- a) To act as a positive advocate of the STAGS Alumni encouraging membership from current pupils and staff
- b) To represent the school's interests
- c) To present a summary at each Committee and Biennial General Meeting, updating members of current school matters
- d) To suggest how STAGS Alumni may spend their donations to the school
- e) To ensure the website details for STAGS Alumni are up to date and celebrate the Association

The duties of the Chair are:

- a) To chair meetings of the committee and the Biennial General Meeting
- b) To ensure the Committee is following the constitution
- c) To represent STAGS Alumni at functions/meetings
- d) To act as spokesperson for STAGS Alumni where necessary
- e) To liaise with other officers of the committee as appropriate

The duties of the Secretary are:

- a) To take and keep minutes of meetings
- b) To prepare the agenda for meetings of the Committee and STAGS Alumni in consultation with the Chair
- c) To manage correspondence
- d) To collect and circulate relevant information within the Committee
- e) To record details of the Honorary Life Members
- f) To liaise with STAGS regarding the Biennial General Meeting and lunch
- g) To maintain an up to date list of contact details of the committee

The duties of the Treasurer are:

- a) To supervise the financial affairs of STAGS Alumni
- b) To present a financial summary at each meeting
- c) To keep proper and accurate accounts that show all monies collected and paid out by STAGS Alumni
- d) To appoint an Honorary Auditor to conduct a biennial audit of accounts

The duties of the Membership Secretary

- a) To maintain the membership list in a timely manner
- b) To communicate with and respond to members via email e.g. requesting items for newsletters, in a timely manner
- c) To send the online version of the Newsletter out to members
- d) To liaise with STAGS regarding addresses of members who are to receive the Newsletter by post
- e) To organise the name badges for Biennial General Meetings
- f) To ensure GDPR rules are complied with

## **7 Finance**

The Treasurer shall present a report on the finances of the STAGS Alumni at the Biennial General Meeting which shall include an Income and Expenditure Account for the years ending 30th June and a Balance Sheet at those dates all of which shall have been audited by a person who is not a member of STAGS Alumni and who is technically qualified to undertake the audit.

The withdrawal of STAGS Alumni's funds deposited with any financial or other institution must be signed by two persons from the following: the Treasurer, the Chair or the Membership Secretary.

## **8 Biennial General Meeting**

### **a) Biennial General Meeting**

STAGS Alumni shall hold a Biennial General Meeting in the autumn term, where possible, to undertake the following business:

- i To elect the Officers of STAGS Alumni
- ii To elect the Committee of STAGS Alumni
- iii To appoint Honorary Members
- iv To appoint Honorary Life Members
- v To determine the subscription of Life Members
- vi To receive, and, if accepted, to approve a report of the Chair on the activities of STAGS Alumni and its committee since the previous Biennial General Meeting
- vii To receive, and, if accepted, to approve the audited financial statements since the previous Biennial General Meeting
- viii To consider only such other matters as are set out on the agenda for the Biennial General Meeting

All members shall be entitled to receive a notice convening the Biennial General Meeting of STAGS Alumni at least twenty-one days before the date of the meeting. Any Ordinary Life Members wishing to have an item included on the Agenda for the Biennial General Meeting must place such request in writing with the Secretary not less than fourteen days before the date of the Meeting.

The quorum for the Biennial General Meeting of STAGS Alumni shall be 20 Members of STAGS Alumni.

## **9 Special General Meeting**

A Special General Meeting may be called by the Committee or by any 20 members to discuss an urgent matter. The Secretary shall give all members 21 days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **10 Alterations to the Constitution**

Any changes to this constitution must be agreed by at least two thirds of those members present and by voting at any Biennial General Meeting or Special General Meeting.

## **11 Dissolution**

In the event of STAGS Alumni ceasing to exist then the funds of the STAGS Alumni and all its records shall immediately become the property of STAGS. The records of STAGS Alumni will be deposited in the archives of the School and the Headteacher of the School shall have the discretion to apply any remaining funds in such a way as she/he believes will most benefit the School and recognise the past work of STAGS Alumni.