



St Augustine's Priory Association

Constitution and Rules

1.0 NAME

1.1 The Association shall be called 'St Augustine's Priory Association' hereinafter to be referred to as 'the Association'

1.2 The Association shall not officially be referred to as 'the Alumnae' or 'the Old Girls Association'

2.0 DEFINITIONS

2.1 In these Rules where the context admits

- St Augustine's Priory means 'St Augustine's Junior School' and 'St Augustine's Senior School'
- Together these schools shall be called 'St Augustine's Priory'
- 'The School' means St Augustine's Priory

3.0 OBJECTIVE, PROPOSITION AND PHILOSOPHY

3.1 Objective

- to create a supportive community to foster friendship and interaction between past pupils, parents, staff and all stakeholders of the School

3.2 Proposition

- the new Association is part of opening up the school to the outside world, visible examples being the new entrance and reception opened in May 2017
- the aim of the Association is to engender pride in all stakeholders with a Welcome-to-All theme showing that the school is a wide-ranging and warm-hearted community

3.3 Philosophy

- running throughout is the philosophy that the Association is about "Friendship Raising before Fundraising"

4.0 MEMBERSHIP AND FEES

4.1 Membership Categories

- lifetime membership shall consist of one category, namely "Life Member"

4.2 Additional Categories

- additional categories may be recommended at future dates by the School Governors and approved at any General Meeting

4.3 Groups of Life Members

The following groups are automatically Life Members of the Association

- current pupils, at whatever year they join the school, on payment of the membership fee
- past pupils, no fee
- current staff, both academic and all other, no fee
- past members of staff on personal application and acceptance by the Headteacher



- parents and guardians of current pupils, no fee
- current Governors of the School, no fee
- others, such as past parents and friends of the school, on personal application and acceptance by the Headteacher, no fee
- membership for pupils invited to leave the school will be at the discretion of the Headteacher
- the membership fee once paid is non-refundable
- only one membership charge will be levied per immediate family

4.4 Fees for current pupils

- for current pupils there will be a membership fee to join the Association
- the membership fee will be in the year of joining the School in Prep 1 or above
- the membership fee will be introduced from September 2017 and added to school fee invoices
- the membership fee for life membership from September 2017 will be £150
- on payment of the membership fee members will remain members until
 - the member resigns or
 - the member is invited to resign by the Headteacher
- once it has been paid the membership fee is non-refundable

4.5 Fees for past pupils

- past pupils will be invited to join with no fee

4.6 Fees for current staff, parents and guardians of current pupils, Governors and others

- there will be free membership for all of the above to encourage joining
- past staff and friends of the School may apply to the Headteacher to join with free membership on acceptance

4.7 Removal of members

- the removal of a member may be invited at any time by a majority decision of the Committee
- such decision may be appealed by the member being removed at a Special General Meeting of Association members

5.0 COMMITTEE OF THE ASSOCIATION

5.1 The Committee of the Association shall be Life Members of the Association, at least one of whom shall be a past pupil, and shall be:

- Ex Officio
 - the Headteacher as President of the Association
 - the Bursar
- Officers of the Association
 - the Chairman, appointed by the Headteacher and Chair of Governors
 - the Chair of the Parents' Committee
 - the Honorary Secretary
 - the Honorary Treasurer
- Ordinary Committee Members
 - as invited and appointed by the Headteacher and the Chair of Governors



- roles and sub-committees to be allocated and formed voluntarily and as required

5.2 Until the Association becomes a separate legal entity, the Committee of the Association shall report and be accountable to the Headteacher and the Governors of the School

5.3 The affairs and business of the Association shall be managed by the Committee in accordance with these Rules

5.4 The Committee of the Association shall work closely with and support the School's Parents' Committee

6.0 PARENTS' COMMITTEE

6.1 The Parents' Committee of the School is a complementary arm of the Association which exists primarily for the purpose of fundraising

6.2 The Chair of the Parents' Committee shall be a member of the Committee of the Association

7.0 COMMITTEE MEETINGS

7.1 The Honorary Secretary may, and on the direction of the President or the Chairman shall, convene a meeting of the Committee giving not less than fourteen days' notice in writing to each Member of the Committee specifying the date, time and place or medium (eg telephone conference) of the meeting and an agenda of the business to be discussed. Five shall form a quorum. Questions arising at any meeting shall be decided by a simple majority of votes. Each member of the Committee present including the Chairman of the meeting shall have one vote. The Chairman of the meeting shall have a casting vote in any division in which the votes are equally divided.

7.2 The chair at Committee Meetings shall be taken by the Chairman or in her absence by the President or in the absence of both by a Chairman to be elected by the members present for the meeting.

7.3 The accidental omission to give such notice to, or the non-receipt by, any person entitled to receive the same shall not invalidate any resolutions passed or proceedings at such meeting.

8.0 ANNUAL GENERAL MEETING INCLUDING CONDUCT AND BUSINESS THEREOF

8.1 The chair at a General Meeting shall be taken by the President or in her absence by the Chairman or in the absence of both, by a Chairman to be elected from the Committee for the occasion by the Life Members present.

8.2 Every Member shall have the right to speak and vote. Votes will be taken by show of hands. Where the votes are equal on a show of hands the Chairman of the meeting shall have a second or casting vote. A declaration by the Chairman of the meeting of the result of a vote shall be conclusive evidence of such result.



8.3 Notice of the intention by a Member to raise as Special Business at the Annual General Meeting any matter not included in the agenda, or to propose any amendment to a matter there mentioned, shall be forwarded in writing to the Honorary Secretary at least seven days before the date of the General Meeting concerned. If satisfied in any particular case that the giving of such notice was impossible, it shall rest with the Chairman of the General Meeting, in consultation with the Committee, to decide whether an exception to this rule may be permitted. Failing the giving of the due notice, or of such a special exception being made, no other matters may be raised at a General Meeting.

9.0 EXTRAORDINARY GENERAL MEETINGS

9.1 An Extraordinary General Meeting may be called at any time by the President, the Chairman or the full Committee.

9.2 The Honorary Secretary shall at the written request of not less than 10 Members of the Association convene an Extraordinary General Meeting.

10.0 LEGAL AND FINANCIAL

10.1 It shall be the duty of the Committee to set, collect and provide receipts for membership fees and to manage the Association bank account, which should be separate from the School bank account

10.2 It shall be the duty of the Committee to decide how to deal with gifts and endowments

10.3 It shall be the duty of the Committee to manage the application of Association income and capital, if required

11.0 DATA PROTECTION

11.1 The Association seeks at all times to comply with provisions of the Data Protection Act 1988 (DPA), the EU General Data Protection Regulation (GDPR), the Privacy and Electronic Communications Regulations 2003 (PECR) and with the Codes of Practice of the Fundraising Regulator (FR) and the Institute of Fundraising (IoF).

11.2 By paying a membership fee members are opting to share their contact details with, and to receive communications from, the Association and other members.

12.0 AMENDMENTS TO THE RULES OF THE ASSOCIATION

12.1 Any alteration or revocation to the Rules of the Association shall be effected by the vote of a majority of the Members present at an Annual or Extraordinary General Meeting of the Association.

13.0 DISSOLUTION OF THE ASSOCIATION

13.1 The Association may be dissolved by the votes of two thirds of the Members present or represented by proxies in writing at an Extraordinary General Meeting.