

# **Constitution of the St Christopher Club, the Alumni Club for St Christopher School, Letchworth, Herts.**

1. The objects of the St Christopher Club are to keep former pupils and staff of St Christopher School in touch with each other and with the School by means of newsletters, reunions, the keeping of records, and/or any other such activities as the committee shall from time to time determine; and to research and conserve information and memorabilia concerned with the School; and for objects incidental thereto or connected therewith.
2. All former pupils and staff of St Christopher School are deemed to be ordinary members of the Club, with due regard being made for
  - a) any person who has declared that they do not want to be contacted by the Club at any time,
  - b) any person whom the Head of St Christopher School from time to time does not wish the Club to invite onto the St Christopher School premises, and
  - c) any person who, at the discretion of the committee, is disallowed from enjoying all the benefits of the Club, either for a fixed period of time, or permanently.
3. Subscribing members are those ordinary members who subscribe to the Club newsletters, or any other service the Club may at any time provide in return for a subscription. At the discretion of the Secretary, other persons closely associated with St Christopher School, for example governors and ex-governors, may also be made subscribing members, even if they are not ordinary members of the Club.
4. The Committee may, at its discretion, elect Honorary Members, who are extended the benefits of subscribing members without being required to pay a subscription.
5. The Club's affairs shall be in the hands of a Committee which shall comprise:
  - a) The President, elected to serve for three years.
  - b) Three Vice Presidents, elected to serve for three years each in rotation, such that one retires each year.
  - c) The Secretary, elected to serve until he/she retires.
  - d) The Treasurer, elected to serve until he/she retires.
  - e) Up to five other committee members.

The Secretary and Treasurer may be elected from time to time as two posts, or combined in one individual. The term of office of the Secretary and/or Treasurer may be terminated by vote of the majority of all other members of the committee.

The Head of St Christopher School shall be invited to attend committee meetings, ex officio.

The committee may have up to four further members co-opted, either by the committee itself or the President.

6. There shall be an Annual General Meeting at which elections for the committee shall be held and the accounts for the previous year shall be presented for approval. All ordinary members other than those at 2(b) or (c) above shall be entitled to attend and vote. Notice of the time and place of the Annual General Meeting shall be given in materials sent to subscribing members at least four weeks in advance of the meeting.
7. At the discretion of the President, nominations and/or voting for the committee may be carried out online, as well as in person at the Annual General Meeting. In this case the following rules shall apply:
  - a) At least two weeks shall be allowed between nominations being requested and the last date for nominations to be returned. Each nomination shall require a proposer and a seconder, both of whom shall send the Secretary an email or letter confirming the name of the candidate they propose or second. The proposer shall be responsible for ascertaining that the candidate is willing to stand and ensuring that the candidate's current contact details are given to the secretary.
  - b) Where there is a contest for a post, at least two weeks shall be allowed between the names of those standing being emailed to members and their votes being counted. It shall be the responsibility of any member wishing to vote to ensure that the secretary is informed of an email address which is monitored regularly and to ensure that emails from the Club address are not blocked for any reason. Votes cast online shall be cast on those members' behalf by the President at the subsequent Annual General Meeting and counted in addition to any votes cast in person at that meeting. Members may not vote in person at the meeting if they have already voted online.
8. Subscriptions shall be determined by the committee, which must also approve any change in arrangements for the Club's bank account(s). Subscriptions are not refundable, even on the winding up of the Club's activities.
9. At least one physical meeting of the Committee shall be held each year. At the discretion of the President other meetings to discuss or decide particular questions may be held virtually, by email. If this is done, at least two weeks shall elapse between any question being put to the vote and the emailed votes of committee members on the question being counted.
10. The Committee may from time to time make, vary and revoke rules (not inconsistent with this Constitution) for the regulation of the internal affairs of the Club and the conduct of members (insofar as it relates to their relationship with the Club) and such rules for the time being in force shall be binding on all members.
11. Changes shall be made to this constitution only with the consent of the majority of those present and entitled to vote at an Annual General Meeting.
12. In the event of the winding up of the Club, no member or subscribing member shall benefit in any way or from any part of the assets of the Club. Its assets shall be donated to St Christopher School, and/or to a charity or charities determined by the Committee. The Club may only be wound up after obtaining the consent of the majority of those present and entitled to vote at an Annual General Meeting.