

# OLD SOUTHENDIAN ASSOCIATION

Rules approved at the AGM of the Association 11<sup>th</sup> November 2020

## 1) TITLE

The Association shall be called the “OLD SOUTHENDIAN ASSOCIATION” and all its committees and affiliated organisations shall use the prefix “OLD SOUTHENDIAN”.

## 2) PURPOSE

The Association has adopted the following Mission Statement:

“Sustaining friendships formed through the School and the Association for the benefit of past, present and future Southendians” with a Strapline of “Sustaining friendships”

Within this Mission Statement, the Aims of the Association shall include:

- a. To sustain and strengthen the tradition of the Southend High School for Boys (“the School”)
- b. To promote a close relationship with the School and to support the School both financially and practically
- c. To give Members opportunities of meeting in social reunion
- d. To encourage the affiliated organisations and to promote the growth of others
- e. To help less fortunate brethren
- f. To keep Members informed of matters affecting both the Association and the School

The Association will be responsible to the School’s Governing Body for ensuring that the prefix “OLD SOUTHENDIAN” and the current or any former Coat of Arms of the School is used appropriately by the Association and all Affiliated Organisations so as not to bring the School into disrepute or in any other way to harm the good name of the School (save as provided for in 9)d) below).

## 3) MEMBERSHIP

### a) Eligibility

All past students of the School (as defined by the School), past and present members of the Staff (as defined by the School) of the School, past and present members of the Governing Body, and all past students of the School’s predecessor - Southend-on-Sea Technical School - shall be eligible for membership.

b) Categories of Membership:

**i) Associate Membership**

- (1) All former students of the School shall become Associate Members of the Association on leaving School. Such membership shall be deemed to be a commitment to observe and be bound by the Rules of the Association and to notify the Association of any change to contact details.
- (2) Save for those already a Life or Full Member of the Association, Associate Membership shall be free of subscription for a period of five years from leaving School, or in the case of a Student leaving School before attaining the age of 17, in the year that Student attains the age of 23 years (the subscription free period). The subscription free period for all Associate Memberships will end on the 31<sup>st</sup> August of the relevant year.
- (3) At any time within the subscription free period the Associate Member may apply for Full Membership, or Life Membership of the Association after payment of the subscription referred to in Rule 7.
- (4) Upon the expiry of the period of Associate Membership the Associate Member may apply for Full Membership, or Life Membership of the Association after payment of the subscription referred to in Rule 7.
- (5) Associate Members may take part in all activities of the Association, but shall not be entitled to:
  - (a) requisition or join in a requisition for a Special General Meeting
  - (b) propose or second changes to the Rules of the Association
  - (c) propose or second nominations for any Officer roles of the Association
  - (d) become an elected Officer of the Association
  - (e) vote at the Annual General Meeting or at any Special General Meeting of the Association

**ii) Associate Governor & Associate Staff Membership**

- (1) Save for those already a Life or Full Member of the Association, members of the School's Governing Body and Staff of the School (as defined by the School), shall become Associate Governor Members of the Association whilst a member of the School's Governing Body or Associate Staff Members of the Association whilst employed by the School. Such membership shall be deemed a commitment to observe

and be bound by the Rules of the Association and to notify the Association of any change to contact details.

- (2) While a member of the School's Governing Body or a member of Staff of the School such membership shall be free of subscription.
- (3) At any time within their period of membership of the School's Governing Body or employment at the School, Associate Governor or Associate Staff Members may apply for Full Membership, or Life Membership of the Association after payment of the subscription referred to in Rule 7.
- (4) Following the cessation of membership of the School's Governing Body or the School Staff, Associate Governor or Associate Staff Membership will lapse, but the Associate Governor / Associate Staff Member may apply for Full Membership or Life Membership of the Association upon such terms that the Executive Committee shall determine.
- (5) Associate Governor and Associate Staff Members may take part in all activities of the Association, but shall not be entitled to:
  - (a) requisition or join in a requisition for a Special General Meeting
  - (b) propose or second changes to the Rules of the Association
  - (c) propose or second nominations for any Officer roles of the Association
  - (d) become an elected Officer of the Association
  - (e) vote at the Annual General Meeting or at any Special General Meeting of the Association

### **iii) Full Membership**

- (1) Associate Members, other former students of the School, Associate Governor and Associate Staff Members, former Staff Members, past Members of the School's Governing Body and all past students of the School's predecessor – Southend-on-Sea Technical School – shall be eligible for Full Membership after payment of the subscription referred to in Rule 7. Such membership shall be deemed a commitment to observe and be bound by the Rules of the Association and to notify the Association of any change of contact details.
- (2) Full Members may take part in all activities of the Association and enjoy all the privileges of membership.

- (3) Should a Full Member fail to provide the Association with an up to date Contact address, their name will be transferred in the first instance to the List of “Lost” Members.
- (4) If the Annual Subscription due by the end of April each year is not received by the Association by the 31<sup>st</sup> August of the same year, Full Membership will be suspended and the right to take part in the activities of the Association will cease until such payment is made, subject to 3)d) below. In the event that Membership is no longer required (see 7)c) below), personal details shall be transferred to and recorded on the List of “Former” Members with a suitable explanatory note. Should the individual request to rejoin the Association at a later date, the Application Process (see 3)c) below) must be followed in full.  
  
If the individual remains eligible for Associate Membership, their details will be transferred to the List of Associate Members, as set out in 3)b)i above.
- (5) It is the responsibility of the Full Member to ensure that the Annual Subscription is paid on time, the Association will not issue receipts.

**iv) Life Membership**

- (1) All Life Members of the Association as at 22<sup>nd</sup> October 2008 will retain the status of Life Membership.
- (2) Members of the Prepaid Life Scheme as at 22<sup>nd</sup> October 2008 will become Life Members of the Association on leaving School provided they fulfil the requirements set out in the Rules of the Scheme approved on the 9<sup>th</sup> October 2002.
- (3) Full Members, Associate Members, other former students of Southend High School for Boys, Associate Governor and Associate Staff Members, former Staff Members, past Members of the School’s Governing Body and all past students of the School’s predecessor – Southend-on-Sea Technical School – shall be eligible for Life Membership after payment of the subscription referred to in Rule 7. Such membership shall be deemed a commitment to observe and be bound by the Rules of the Association and to notify the Association of any change of contact details.
- (4) Life Members may take part in all activities of the Association and enjoy all the privileges of membership.

**c) Full and Life Membership Application Process**

All applications for Full or Life Membership shall be submitted to the Registrar of the Association for the Executive Committee to consider. Persons may not be admitted to Membership, or admitted as candidates for membership to any of the privileges of membership, without an interval of at least two days between their application for membership and their admission; nor may persons becoming members without prior application be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission. Any application shall provide all information required by the Association from time to time.

**d) Approval / Termination of Membership**

The Executive Committee may at its sole discretion refuse or terminate any person's membership of the Association if it considers such action to be in the best interests of the Association.

**e) Membership Information**

All personal information supplied by Members will be maintained by the Registrar on behalf of the Association in accordance with all relevant legislation. The content will be determined by the Executive Committee from time to time. The Lists for each Membership Category will be as follows:

- (1) "Active" – the Association holds a useable contact address
- (2) "Lost" – the Member has failed to provide a useable contact address
- (3) "Former" – the Member has failed to provide a useable contact address in the last 5 consecutive years and no annual subscriptions or other donations are being received by the Association

It is the responsibility of each Member to keep the Registrar of the Association apprised of all necessary contact information for the Membership List.

In the event that the Association is not supplied with a useable contact address, the Executive Committee is empowered to take the following action:

- (4) The names of all such Members will be transferred to the "Lost" List. This List will be posted on the Association website, and all Members are encouraged to study the List and help trace "Lost" Members. The List may also be circulated with the annual Magazine.

- (5) Should the Association continue to receive annual subscriptions or other donations from persons on the "Lost" List, such receipts will be included as Income for the Association Financial Year in question.
- (6) In the event that a Member's name appears on "Lost" List for a period of 5 consecutive years, with no annual subscriptions or other donations being received by the Association, the Member's details will be transferred to the "Former" List.
- (7) In the event that a Member whose name is transferred to the "Former" List is subsequently traced, their details may be restored to the List of "Active" Members, subject to 3)d) above and payment of any annual subscription considered appropriate by the Executive Committee.
- (8) Only those Members whose names appear on the "Active" or "Lost" Lists will be included in the official Membership numbers of the Association.

#### 4) OFFICERS

The Officers of the Association, all of whom shall be honorary, shall comprise the Chairman, President, Immediate Past President, President Designate, Treasurer, Secretary, Registrar, Legal Adviser, and Publications Officer, and with the exception of the Immediate Past Present shall be elected at the Annual General Meeting. All Full and Life Members of the Association shall be entitled to vote at such election, shall be equally capable of being elected, and shall have equal rights to nominate persons for election.

The Officers of the Association shall be elected to serve for 1 year from the Annual General Meeting with the exception of the Chairman who shall be elected for a term of three years from the Annual General Meeting, and the President, Immediate Past President and President Designate who shall serve for one year from the following 1<sup>st</sup> January or such other period as the AGM shall agree.

#### 5) MANAGEMENT

- a) The Association shall be managed by an Executive Committee consisting of the Chairman, President, Headteacher of the School, Treasurer, Secretary, Registrar, Legal Adviser, Publications Officer, one representative from each of the affiliated organisations, and not more than 12 elected members, two of whom shall preferably have left School in the previous year. Six of the Committee members present at a meeting shall form a quorum.

- b) The Executive Committee, with the exception of the Headteacher of the School and the representatives of the affiliated organisations, shall be elected at the Annual General Meeting.
- c) The Executive Committee shall have the power to co-opt not more than three members and to fill any vacancies on the Committee from time to time.
- d) The Executive Committee may appoint Sub-Committees to manage normal Association affairs, and the compositions and functions of such Sub-Committees, together with such other matters as may be necessary, shall be laid down in Standing Orders to be adopted by the Executive Committee at its first meeting held after the Annual General Meeting.
- e) The Executive Committee shall submit at the Annual General Meeting an Annual Report, a Balance Sheet and Accounts made up to the 31<sup>st</sup> March preceding, duly audited by an independent, competent and responsible person.
- f) The Association, acting by the Executive Committee, may borrow money for the general purposes of the Association. Any agreement for a loan shall be signed by the Chairman, the Treasurer, and one other member of the Executive Committee.

#### 6) CHAIRMAN

At every meeting of the Executive Committee the Chairman of the Association shall preside, but in the absence of the Chairman, the Committee shall elect a Chairman from those present. All questions shall be decided by votes of the members present. In the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

#### 7) SUBSCRIPTIONS

Subscriptions shall be as follows:-

- a) Members who are Life Members of the Association on the 25<sup>th</sup> March 2009 will continue to be fully paid Life Members of the Association.
- b) Any person eligible for membership of the Association who wishes to become a Life Member from the 26<sup>th</sup> March 2009 may apply to the Executive Committee who will determine the sum payable, according to the subscription fee scale in place at the time.
- c) From the 26<sup>th</sup> March 2009 a Full Member shall pay an annual subscription of £10 or such annual sum as determined by the Executive Committee. In the event of the Association being liable to Value Added Tax, this shall be added at the rate in force at the time the Subscription shall be payable.

The first payment may be made either by cash or by cheque or any other suitable bank transfer or payment as from time to time deemed acceptable by the Executive Committee and should accompany the application for membership to the Association. It is preferred that subsequent payments to the Association are made by standing order, the completed mandate for which should accompany the application for membership. The standing order mandate will be forwarded to the appropriate bank or building society after membership is approved. Payments by standing order are due by the end of April annually, commencing from the year following the date of joining the Association.

In the event of non-receipt of the Standing Order payment the matter will be reported to the Registrar who will arrange that the Member is contacted initially by telephone then if no contact by email / social media site and finally by letter, to seek their Membership requirements. Should Membership be no longer required, or no response is received, see 3)b)iii(4) above. No refund of Subscriptions received will be made by the Association.

- d) Once a Full Member has paid forty annual subscriptions of the sum determined by the Executive Committee, he/she may apply to become a Life Member at no additional cost.
- e) In the event that a Member advises the Registrar of the Association in writing of their decision to resign their Membership, or should the Executive Committee terminate any person's Membership, no refund of Subscriptions received will be made by the Association.

#### 8) AUDITORS

Honorary Auditor(s), who must be independent, competent and responsible persons, but not necessarily Registered as required by Company law, shall be elected at the Annual General Meeting.

#### 9) AFFILIATION

- a) Application for affiliation by any organisation with its own constitution shall be submitted to and may be approved by the Executive Committee upon receipt of such particulars as the Committee may deem desirable.
- b) Applications for affiliation approved by the Executive Committee shall be included in the Agenda of the next Annual General Meeting. Such affiliation shall continue until terminated by a General Meeting of the Association.
- c) The Association shall not be responsible for any financial liability of any of the affiliated organisations, each of which shall as a condition of affiliation or continued affiliation, forward



to the Executive Committee on request a copy of its Rules, Accounts, and lists of members and any other particulars the Executive Committee may deem necessary.

- d) Any organisation using the prefix “OLD SOUTHENDIAN” and/or the current Coat of Arms of the School, in whole or in part, from the 7<sup>th</sup> November 2012, must be affiliated to the Association. This requirement will not apply to the Old Southendian Lodge No. 5403 and the Old Southendian Chapter No. 5403, whose continued use of the Prefix “OLD SOUTHENDIAN” and/or use of a Coat of Arms of the School, in whole or in part, will continue through direct agreement with the School.

#### 10) COLOURS

- a) The Badge of the Association shall be the Coat of Arms of the School.
- b) The Association colours shall be green, black and white and in addition, the colours of the School Houses shall be adopted by the Association.

#### 11) ANNUAL FUNCTIONS

An Annual Reunion Dinner shall be held by the Association. Students may, with the agreement of the Headteacher of the School, be entertained in their last School year to an Event at which the aims of the Association shall be described to them. The new Prefects and House Captains shall be invited to a Social Evening in the Autumn term to engender camaraderie and the spirit of the Association.

#### 12) GENERAL MEETINGS

An Annual General Meeting shall be held in the Autumn on a date prior to the Annual Reunion Dinner in November at Southend-on-Sea and at least seven days’ notice in writing or by electronic means of the Agenda shall be given to every Active member. Twelve members present at the Meeting shall form a quorum. The AGM can be held remotely and any voting can also be done remotely.

#### 13) SPECIAL GENERAL MEETINGS

A Special General Meeting may at any time be called by the Executive Committee or shall be called by the Secretary upon receipt by the Secretary of a requisition signed by at least twenty members. At least seven days’ notice in writing or by electronic means of the Agenda shall be given to every Active member. Such meeting will be held in Southend-on-Sea.

#### 14) RULES

- a) The Rules may not be altered unless accepted by three-fourths of those present and eligible to vote at the Annual General Meeting or at a Special General Meeting convened for that

purpose. At least twenty-eight days' notice in writing shall be given to the Secretary, with the names of the proposer and seconder, of any proposal for inclusion in the Agenda of a General Meeting which will entail the alteration or amendment of any Rule or Rules.

- b) Any member of the Association can be supplied with a copy of the Rules, upon written request being received by the Secretary.

## 15) DISSOLUTION

- (1) If Members resolve to dissolve the Association the Officers will remain in office as charity trustees and be responsible for winding up the affairs of the Association in accordance with this Section.
- (2) The Officers must collect in all the assets of the Association and must pay or make provision for all its liabilities.
- (3) The Officers must apply any remaining property or money:
  - (a) directly for the purpose in Section 2 above;
  - (b) by transfer to any charity or charities for purposes the same as or similar to the Association;
  - (c) in such other manner as the Charity Commission for England and Wales ('the Commission') may approve in writing in advance.
- (4) Members may pass a resolution before or at the same time as the resolution to dissolve the Association specifying the manner in which the Officers are to apply the remaining property or assets of the Association and the Officers must comply with the resolution if it is consistent with paragraphs (a)-(c) inclusive in sub-clause (3) above.
- (5) In no circumstances shall the net assets of the Association be paid to or distributed among its Members (except to a member that is itself a charity).
- (6) The Officers must notify the Commission promptly that the Association has been dissolved. If the Officers are obliged to send the Association's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the final accounts.