

THE OLD CLAYESMORIAN SOCIETY
RULES

1. The name of the Society is "The Old Clayesmorian Society".
2. The objects of the Society are to enable the former pupils of Clayesmore School ("the School") to maintain contact with one another and with the School; and generally in all possible ways to uphold the standing and prestige of the School.
3. (a) Every person who shall have been a pupil at the School for any period exceeding three terms and shall have left the School shall be eligible to become an ordinary member of the Society, provided that no person shall have been expelled from the School shall be eligible to become a member without the leave of the Committee.

(b) Every full-time member of the Academic Staff of the School or Clayesmore Preparatory School shall be ex. Officio a "Staff Member" of the Society. Staff Members shall be entitled to participate in the functions and activities of the Society and to have sent to them at the School, issues of the O.C. Newsletter and all Society notices and literature.
4. Any person eligible may become and remain an ordinary member by notifying the Secretary of a desire to join the Society.
5. The Society in Annual General Meeting may elect as an Honorary Member any person who has rendered outstanding service to the School or to the Society. An Honorary Member shall have all the privileges of an ordinary member of the Society, except that an Honorary Member shall not be eligible to hold an office in the Society or to be elected a member of the Committee or to vote at any General Meeting.
6. All ordinary members shall be entitled to the following privileges:
 - (a) To receive by email or post (sent to their last known address) issues of the "O.C. Newsletter" and all other Society notices and literature;
 - (b) To participate in the functions and activities of the Society;
 - (c) To wear the Society's colours;
7. The officers of the Society shall consist of a President; a Chairman; a Secretary; a Treasurer; an Editor of the O.C. Newsletter; a Website Editor; a Gentlemen's Sports Secretary and a Ladies' Sports Secretary. Each officer shall be elected at an Annual General Meeting and shall hold office for three years (unless resigning from office) and shall be eligible for re-election. A casual vacancy in any office, other than in the office of President, may be filled by the Committee until the next Annual General Meeting.
8. The Committee shall consist of all the officers of the Society together with one elected member who shall be a member of the Council of the School, and shall hold office for three years (unless resigning from office), and up to a maximum of 12 other elected members who shall hold office for one year. The Headmaster of the School shall be a non-voting member of the Committee ex officio. The elected members of the Committee shall be elected at an Annual General Meeting and shall be eligible for re-election. Any casual vacancy among the elected members

of the Committee may be filled by the Committee until the next Annual General Meeting. The Committee, at their discretion, may co-opt any member of the Society.

9. Subject always to any resolutions passed at any General Meeting the Committee shall have entire management of the affairs of the Society, and may take all such steps as in their discretion they consider desirable in furtherance of the objects of the Society and of its efficient administration. The Committee and all its officers will seek to co-ordinate the activities of the Society with those of the Development Office of the School and generally work in close co-operation with the Development Office and the School.
10. (a) The Secretary shall be responsible for performing all necessary secretarial work, for keeping Minutes of all General and Committee Meetings and other records of the Society, and generally for performing all such administrative and other duties as may be delegated by the Committee. The Secretary shall render a report on the affairs of the Society during the past year to every Annual General Meeting. Assistance may be obtained from any member of the Committee in the performance of these duties.

(b) The Editor of the O.C Newsletter shall have the overall responsibility, working in conjunction with the Development Office at the School, of producing an annual edition of the O.C Newsletter.
11. The Treasurer shall be responsible for keeping the books of account of the Society, for ensuring that the balance in the Society's bank account is in agreement with the Society's books of account, for having the accounts of the Society made up and ensuring that an auditors' report is prepared annually and that the audited accounts appear each year in the "O.C. Newsletter". The Treasurer shall make a report of the accounts and on the state of the Society's finances to every Annual General Meeting.
12. (a) The Society may maintain bank accounts with such bankers as the Committee shall appoint from time to time. All monies of the Society other than amounts for petty cash payments in the hands of any officer of the Society shall be lodged in such bank accounts. All cheques drawn on such accounts shall be signed by any two of the following persons namely: The President, the Chairman, the Treasurer or the Secretary.

(b) The Society may maintain its membership list, addresses of members and their personal data on automatic data processing equipment and the Officers of the Society shall be authorised to disclose this information on an individual basis to other members and the list as a whole to the School. The maintenance of these records may be delegated to the School.

(c) The Society may make contributions from time to time to the Spinney Memorial Trust and the decision whether such contributions are to be made on any occasion shall be made by the Committee at its entire discretion.
13. The Society shall hold an Annual Dinner on such date and at such place as shall be decided by the Committee.
14. The Annual General Meeting shall be held on the same date and the same place as the Annual Dinner.
15. An Extraordinary General Meeting may be called at any time by the President,

and shall be called if the Secretary shall receive a written request to call such meeting signed by not less than thirty ordinary members of the Society.

16. At every General Meeting the Chairman shall preside or in the absence of the Chairman those ordinary members present may elect one of their number who shall preside. Thirty ordinary members shall constitute a quorum at a General Meeting. At every General Meeting each ordinary member present shall have one vote and the Chairman of the Meeting shall have a second or casting vote. The Committee shall be empowered if they think fit, to make regulations for enabling members unable to be present to vote by proxy or in writing.
17. Notice of every General Meeting shall be sent to all ordinary members by post or email at their last known address not less than four weeks before the date of the meeting. It is the duty of each member to keep the Secretary informed of any change of current address from time to time.
18. The Committee shall meet as often as the business of the Society requires. In the absence of the Chairman those members of the Committee who are present shall elect one of their number to take the Chair. Five members shall constitute a quorum at a Committee Meeting. At every Committee Meeting each member present shall have one vote and the Chairman of the meeting shall have a second or casting vote. Minutes shall be taken of all the proceedings of the Committee and shall be open to the inspection of any member of the Society applying to the Secretary therefore.
19. The reasonable out-of-pocket expenses incurred by members of the Committee in attending Committee Meetings may be reimbursed out of the funds of the Society.
20. A member may resign membership of the Committee by notice in writing sent to the Secretary.
21. If any member shall fail to pay the due charge for any Society function and shall not have made payment within 28 days after the Secretary shall have sent to him by recorded delivery post addressed to the member's last known address a demand for payment, such member shall thereupon be suspended from all privileges of membership. A suspension under this rule may be terminated by the Committee if the defaulting member shall subsequently pay all sums due and explain his default to the Committee satisfactorily. A member suspended under this rule who shall not have paid all such sums due before the date of the next Annual General Meeting shall as from that date cease to be a member of the Society.
22. Any member who in the opinion of not less than six members of the Committee shall have conducted himself in a manner incompatible with the standards of the Society shall be suspended from all privileges of membership of the Society or alternatively, if the individual is a member of the committee, suspended from membership of the Committee. If any member be suspended under this rule, the suspension and the reason therefore shall be reported to the next Annual General Meeting, and if not less than three-quarters of the members present and voting at such meeting so resolve the member shall be expelled from the Society; provided that the conduct of a member shall not be subject to a resolution under this rule at any General Meeting unless there shall have been sent to that member by recorded delivery post addressed to the member's last known address not less than 28 days before the date of such General Meeting a statement of the complaint or complaints made and notice that they will be considered at the General Meeting. A member whose conduct is so considered under this rule shall

be entitled to speak at the Meeting and will be provided with a proper opportunity of offering an explanation at the Meeting. In the alternative, the member may make such representations in writing. A member whose conduct is considered at a General Meeting under this rule shall be entitled to make such representations notwithstanding the suspension.

23. The Society's colours are purple, black and green.
24. The rules may be added to, altered or amended at any such General Meeting by a resolution passed by a majority of not less than two thirds of the members present and voting, but no such resolution shall be considered unless particulars of any additions, or alterations and amendments to be proposed shall have been included in the Notice of the Meeting given under Rule 17. Any ordinary member, other than a member of the Committee, who intends to propose any addition, alteration or amendment to a Rule shall give notice in writing thereof, with full particulars to the Secretary not less than two calendar months before the date of the General Meeting at which it is intended such proposals be submitted.
25. The Committee shall be the sole authority for the interpretation of these Rules and of regulations made from time to time by the Committee, the decision of the Committee upon any question of interpretation or upon any matter affecting the Society and not provided for in these Rules or by the regulations shall be final and binding on the members.

Last amended 19 January 2008