
BISHOP'S STORTFORD COLLEGE

ESTD 1868

Old Stortfordian Society

RULES

2024

CONTENTS

Rule 1	Interpretation and definitions
Rule 2	Name of Society
Rule 3	Objects
Rule 4	Eligibility for membership
Rule 5	Nomination and election of Members
Rule 6	Resignation from membership
Rule 7	Expulsion from membership
Rule 8	The Leadership Team
Rule 9	The Committee – Structure
Rule 10	The Committee - Job descriptions
Rule 11	Election Conventions and tenure of Committee members
Rule 12	Existing Committee Members as at the adoption of the Rules
Rule 13	Vice Presidents and Honorary Members
Rule 14	The Chairperson
Rule 15	Casual Vacancies
Rule 16	Quorum at and frequency of meetings of the Committee
Rule 17	Sub-Committees
Rule 18	Finance
Rule 19	Annual General Meeting Business
Rule 20	Annual General Meeting Elections and co-options
Rule 21	Notice of Annual General Meetings
Rule 22	Special General Meetings
Rule 23	Notice of Special General Meetings
Rule 24	Voting at General Meetings
Rule 25	Quorum at General Meetings
Rule 26	Annual Independent Examination
Rule 27	Financial Year
Rule 28	Affiliated Clubs
Rule 29	Changes in Member’s contact details
Rule 30	Alteration of the Rules of the Society

RULES

1. In these Rules –

‘the school’ means Bishop’s Stortford College, ‘the Society’ means the Society constituted under these rules,

‘the Committee’ means the committee responsible under the Rules of the Society for the conduct and management of its affairs, as for the time being constituted,

‘the Foundation website’ means the online platform – www.stortfordianfoundation.org – for Old Stortfordians to engage with the wider community upon joining the Society,

‘affiliated Clubs’ means any club, society or association constituted and affiliated to the Society under Rule 27,

‘The Leadership Team’ means the members of the Committee elected pursuant to Rule 8,

‘the Committee Network Leaders’ means the members of the Committee elected pursuant to Rule 9,

‘the Rules of the Society’ mean those Rules as from time to time altered under and in accordance with Rule 29 and in force,

‘meetings’ shall be held either in person at a venue communicated beforehand, or online if this facility is available.

2. The Society shall be known as the Old Stortfordian Society.

3. The objects of the Society are:

- i) To promote interest in the College and its activities and affairs
- ii) To promote, co-operate, and facilitate the promotion of activities considered of benefit to the School or conducive to its welfare

- iii) In particular to keep members of the Society informed about the School, its activities, and affairs
 - iv) To arrange or provide facilities for or cooperate in arrangements or the provision of facilities or support for members of the society or of members with the staff and pupils at the School for social, religious, educational, artistic or other purposes or pursuits, or in athletic, sporting or other activities
 - v) All the above will be delivered through the Schoolin liaison with the Committee
4. Every person at any time a pupil in the School shall on or at any time after leaving the School be eligible for nomination as a member of the Society, and any person at any time on the staff of the School, or a member of the Governing Council shall also be so eligible.
5. Subject to Rule 4 no person shall become a member of the Society unless
- (1) Each year there will be a presentation given to 6th form leavers, outlining the benefits of joining the Society. Students will be invited to apply through the Foundation website, and they shall receive a welcome pack which will include the Society Rules
- Students leaving before the Upper Sixth year shall be contacted by the School and similarly be encouraged to sign up on the Foundation website and receive a welcome pack as above
- (2) Upon completion of their probationary period, members of staff shall be nominated for the membership by the Head with further process as for (1) above
 - (3) Members of the governing council are welcome to join on notification to the Secretary
6. Any member of the Society who wishes to resign from the Society shall give notice by notifying the Secretary. Every such notice shall take effect from the committee meeting following the application

7. Removal of members of the Society

- a) If any member of the Society shall offend against the Rules of the Society or shall be guilty of conduct which is, in the opinion of the Committee, detrimental to the interests of the Society or the School or renders them unfit for membership of the Society, the Committee shall have the power to request them to resign or to determine their membership and expel them from the Society, provided that no member shall be expelled unless –

they shall have been given not less than 20 days notice in writing of the meeting of the Committee at which the resolution for their expulsion is to be proposed,

they shall have been allowed to appear before the Committee at that meeting, and before the passing of the resolution to answer any complaints made against them and give any explanation which they may think fit, and a majority of the members of the Committee present at that meeting vote in favour of their expulsion.

In exceptional circumstances as determined by the Leadership Team, a member may be suspended immediately pending the above provisions

- b) If a member of the Committee behaves in a manner which is considered harmful or which compromises the reputation of the School or the Committee, the Leadership team, with advice from the School, shall determine whether removal from the Committee is required

The decision will be taken jointly after consultation by the President, President Elect (if Known at the time) and the Immediate Past President unless in the circumstance that the person in question is one of the above, where the other two would assume this responsibility.

8. The Leadership Team shall consist of the President, President – Elect, Immediate Past President, Treasurer and Secretary.
9. Subject to the Rules of the Society the affairs of the Society shall be managed and conducted by a Committee consisting of:
 - (a) The Leadership Team
 - (b) Not more than six members of the Society elected pursuant to Rule 11. Each of these members shall have specific responsibilities as network leaders, as follows:
 - i) Events
 - ii) Sports
 - iii) Mentoring and Career
 - iv) Fundraising
 - v) Communications
 - vi) To be identified

- (c) The Newsletter editorial consultant
- (d) The Chair of Trustees of the Old Stortfordians' Benevolent Fund, or their representative
- (e) Any co-opted member or members

The following persons shall be entitled to receive notice of, and attend Meetings of the Committee but shall not be entitled to vote:

- (i) All Vice-Presidents of the Society
- (ii) A Member of the Governing Council of the School nominated by the Council to represent the Council on the Committee
- (iii) The Head of the School
- (iv) A Representative of the Staff at the School
- (v) Any other individual invited by the Leadership Team

10. Committee Role Description Schedule

This Schedule shall contain the role descriptions of Committee members and may be amended from time to time by recommendation from the School or Committee, and ratified by a majority Committee vote.

11. Election Conventions

- a) The School shall undertake to facilitate the Election process, using the School's database
- b) The School, in conjunction with the Secretary, shall produce a series of communications to OS regarding the election with clear calls to action designed to support the whole process beginning with candidate recruitment, the sharing of candidate profiles, the dispersal of ballot forms, and collation of results.
- c) Except that if any year more candidates are proposed for election than there are vacancies, the election of those members in that year shall be by ballot.
- d) The President and the President Elect shall be elected for a period of two years at an Annual General Meeting.
- e) The Treasurer, the Secretary, and a Newsletter editorial consultant, shall be elected annually at an Annual General Meeting
- e) Tenure of Committee Members with specific responsibilities as detailed in Clause 9 b)
 - i) All members shall be elected for a period of up to four years after which time they shall stand down from that elected role.
 - ii) It is possible for a member to stand for a different position subsequent to serving as a role holder, with an overall maximum continuous term of 8 years on the Committee. There should thereafter be a 2-year cooling off period for those members who would like to serve again and offer themselves for election onto the Committee.

iii) The Leadership team shall ensure that expertise is kept in the committee in the early transition years to the new structure, by designating certain roles in 9b) as being for a shorter term and using powers of co-option onto the Committee, thus ensuring that all the elected members do not leave at the same time, so ending up with a minimum of two roles being elected every other year.

12. Existing Members as at the adoption of the Rules

Committee members will be considered eligible to stand for election and to serve on the Committee under its revised election and tenure rules

13. The Committee may recommend and the members of the Society in

a) General Meeting may elect as a Vice-President of the Society for life or for such shorter period as the Committee may recommend, any member of the Society or other person, who shall in the opinion of the Committee have rendered outstanding services to the Society or to the School. A Vice-President shall be entitled to all the benefits and privileges of membership, except that unless they are a member of the Society, they shall not be entitled to be an officer of the Society, or to vote at General Meetings of the Society. A Vice-President shall further be entitled to receive notice of, and attend meetings of the Committee, but shall not be entitled to vote.

b) General Meeting may elect as an Honorary Member of the Society for life or for such shorter period as the Committee may recommend, any member of the Society or other person who shall in the opinion of the Committee have rendered outstanding services to the School. An Honorary Member shall be entitled to all the benefits and privileges of membership excepting that they may not become an

officer of the Society nor vote at General Meetings of the Society.

14. The President of the Society shall be the Chairperson of and preside at all general meetings of the Society and all meetings of the Committee at which they shall be present, but, if at any meeting they shall not be present within 10 minutes after the time appointed for the meeting, the members then present may choose another member of the Committee to act as Chairperson during the meeting.
15. Any casual vacancy occurring amongst the Leadership Team, or the network leaders may be filled by the Committee. Any person so appointed to fill a vacancy shall hold office until the next Annual General Meeting of the Society after their appointment, when they shall retire but shall be eligible for re-election.
16. At all meetings of the Committee six members, from the Leadership Team and network leaders, either on-line or in person, shall form a quorum. The Committee will meet at least once every school term.
17. The Committee may from time to time appoint from amongst their number sub-committees to carry out such tasks as may be required, including powers to co-opt any member of the Society as a member of the sub-committee. The sub-committee so appointed shall report back to the Committee as often as the Committee requires.
18.
 - a) The Society's finances shall be under the management of the Treasurer as directed by the Committee
 - b) The Society's funds may only be applied:
 - i) For the administration, maintenance and development of the Society itself;
 - ii) In furtherance of the Objects of the Society as determined by the Committee whose decision shall be binding. This may include expenses, grants, presentations, awards, donations, honoraria and the like;

- iii) In giving financial assistance to an affiliated Club for such purposes in such form and on such terms and conditions as the Committee may consider beneficial for the interests of the Society
 - iv) For expenses and losses properly incurred by Committee members in the performance of their duties as authorised by the Committee
 - c) No fees or other remuneration may be paid to any Committee member with the exception of the Secretary
 - d) In the event that the Society is wound up any remaining funds shall be given to The Old Stortfordian Benevolent Fund charity number 220294 for its general purposes unless the Members in Special General Meeting resolve otherwise by a majority of not less than two thirds of those eligible to vote, with a minimum quorum of 25.
19. An Annual General Meeting of the Society shall be held each year in March at a date, time, and place to be arranged by the Committee for the following purposes –
- a) to receive from the Committee a report and the annual financial statements for the preceding financial year of the Society;
 - b) to consider and decide upon any resolution which is submitted to the meeting;
 - c) to elect the Leadership Team and network leaders of the Committee in accordance with Rules 8 and 9;
 - d) to appoint an Independent Examiner for the ensuing year
- e) A copy of the financial statement and the Examiner's report shall be presented at the Annual General Meeting.
20. At the Annual General Meeting:

- a) The Leadership team shall be elected in accordance with Rule 11. Except that if any year more candidates are proposed for election than there are vacancies, the election of those members in that year shall be by ballot in accordance with provisions in sub-clause (2e) of this Rule.

- b) The following provisions shall apply to annual elections of the Leadership Team and committee network leaders, namely –
 - i) the Committee shall before the Annual General Meeting in each year nominate members of the Society for election at that meeting as members of the Leadership team in accordance with Rule 8;

 - ii) any two members of the Society may by notice in writing given to the Secretary before 31st December propose for election at the meeting, as one of the ordinary members, any other member of the Society who is eligible and who has consented to be elected;

 - iii) a list of the members so nominated or proposed shall be sent to the Members of the Society not less than 21 days before the meeting;

 - iv) If there is no nomination for a position it may be subsequently filled by the Committee co-opting a Member of the Society.

 - v) if more than two candidates are proposed for election in any year, they shall be elected by ballot from amongst the candidates so proposed, and the ballot shall be taken before the meeting in such manner as the Committee shall determine;

 - vi) on any ballot so taken every member shall be entitled to one vote for each contested vacancy to be filled and the result of the ballot shall be declared at the meeting; and

- vii) if two or more candidates receive an equal number of votes the Chairperson of the meeting shall have a second or casting vote.
 - c) The Committee shall have power from time to time to co-opt any other member of the Society as an additional member of the Committee, but the number of members so co-opted shall not at any time exceed three, and they shall hold office until the next Annual General Meeting of the Society after their appointment.
- 21. Not less than six weeks before the date arranged for any Annual General Meeting, Notice confirming the place, date and time of meeting shall be sent to every member of the Society. Any member wishing to propose a resolution at any Annual General Meeting shall give notice to the Secretary not less than 28 (twenty-eight) days before the date arranged for the meeting.
- 22. A Special General Meeting may be requested at any time upon the receipt of a notice to the Secretary signed by not less than ten members of the Society, which should state the purpose of the meeting. The Secretary shall then call a Special General Meeting for the earliest convenient date after consideration by the Leadership Team.
- 23. Not less than fourteen days before any Special General Meeting, notice setting out the place, date and time of the meeting and the business to be transacted shall be sent to every member of the Society. No business other than that included in the Notice shall be discussed at the meeting.
- 24.
 - a) All members of the Society attending any General Meeting of the Society shall have one vote for each motion. If the vote is tied, then the Chairperson of the meeting shall have a second or casting vote.
 - b) Votes may be cast at all General meetings, in person, on-line if available, or by email received by the Secretary not less than the day before the meeting

25. The quorum at all General Meetings of the Society shall be fifteen members of the Society.
26. At every Annual General Meeting a person not being a member of the Leadership Team or a network leader shall be elected to serve as an Independent Examiner for the following year. The Independent Examiner shall complete the examination of the Accounts of the Society not later than 14 days before the Annual General Meeting. A vacancy occurring for the Independent Examiner during the year shall be filled by the Committee not in the above offices, or preferably any member of the Society with a finance background.
27. The financial year of the Society shall end on 31st day of December in each year or such other date as the Committee may from time to time decide, and the accounts of the Society shall be prepared annually to that date.
- 28
 - a) Any Club, Society or other Association which will in the opinion of the Committee further the objects of the Society may with the approval of the Committee be constituted as part of or affiliated to the Society under and in accordance with the Rules of the Society.
 - b) Every affiliated Club shall be constituted for objects or purposes and subject to rules approved by the Committee. No changes to the objects or purposes of any affiliated Club, nor any alteration in its rules affecting the relations between the Club and the Society shall be made without the approval of the Committee.
 - c) The rules of each affiliated Club shall provide for the Honorary Treasurer of the Society to be an ex-officio member of the committee of the Club and to receive notice of all meetings
29. Every member of the Society shall notify and keep updated:

- (a) any change of their contact details by amending them on the Foundation website, or if unable to access the website, by contacting the School.
 - (b) The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member of the Society shall not invalidate the proceedings at any meeting.
- 30. The Rules of the Society may be changed, by a resolution carried by a majority of not less than two thirds of the members voting, at a general meeting of the Society, at which no less than 20 members of the Society are present. Votes may be cast in accordance with Rule 24