



Rules for The Old Scardeburgians' Association amended – June 2023 – JI/JSR

1. Name

The Name of the Association shall be 'Old Scardeburgians' Association'. The Association may be referred to as the O.S.A. and members as OS's.

2. Objects of the Association

- To provide and facilitate a means for communication and to form a bond between Scarborough College, staff, pupils, and OS's.
- To assist, where possible and when requested, the continuing contact between OS's.
- To encourage and support all O.S.A. and Scarborough College approved events.
- To maintain the traditions, including gathering, storing, and protecting the history and memorabilia of Scarborough College and the O.S.A. for the future in a suitable archive.
- To help promote and support the interests of Scarborough College.

3. Membership

- (a) All former pupils of Scarborough College and its Junior School (and formerly Lisvane) who left prior to September 2010 and can confirm a minimum of 2 years attendance at Scarborough College.
- (b) With affect from September 2022 the College will add the O.S.A. subscription to the first invoice when a Pupil starts at the College.
- (c) All Students will be invited to apply for Membership of the O.S.A. at the time they start at the College and upon completion of an application form and payment of the subscriptions prevailing at the time will become full members.
- (d) Any former pupil who does not wish to join the OSA at the time of leaving Scarborough College can formally apply for membership at a later date providing the points in (c) apply.

4. Honorary Membership

Past and present Master's and Mistresses of Scarborough College, having served a minimum of 5 years' service with the College, will be formally invited to apply for Honorary Membership to the Association.

5. Subscriptions

Subscriptions will be reviewed as appropriate, and subscriptions set by the Committee.

Former pupils who wish to join at a later date will also be asked for a membership fee **at the current rate** on application to the Association, if they have not been part of the procedure outlined above.

There is no membership fee for Honorary Members.

6. Privileges of Membership

- (a) **The Rules of the Association are available to view on the O.S.A. website.**
- (b) All members are entitled to any notices or general correspondence that may be issued by the O.S.A. or any relevant correspondence from Scarborough College
- (c) Members are eligible to attend any function, social or otherwise, organised and recognised by the O.S.A., or Scarborough College.
- (d) Members are permitted to wear O.S.A. ties, scarves etc and purchase other O.S.A. and Scarborough College related items that may be available from time to time.
- (e) Members are eligible to represent the Association in sports fixtures as arranged by the O.S.A., Scarborough College or other acknowledged and associated groups.
- (f) Notification of O.S.A. E-Newsletters, Scarborough College Newsletters and other relevant circulars and publications will be emailed to all members with a current email address. Hard copies will only be posted out at the express request of a member to the registered postal address as held on the O.S.A. database.
- (g) Members will be entitled to vote either in person, by post or by email on items/issues raised at the AGM.
- (h) Honorary members will be entitled to all the above.
- (i) Honorary members will be eligible to stand for nomination to hold office as an active committee member.
- (j) **Two Members of the Committee will meet at least once per year with Pupils who are O.S.A. Members.**

7. Committee

- (a) The O.S.A. committee will comprise the following:

- President
- Chair
- Treasurer
- General Secretary
- Alumni Officer (No Voting Rights)
- Archivist**
- 4 Committee Members

Each Committee member is expected to be active and may be asked to take on a role by the Committee.

(b) Each post is held for a period in line with the Schedule below so that there is continuity within the Committee.

President due for Re-election 2024. 2028,2032,2036

Chair due for Re-election 2025,2029,2033,2037

Treasurer due for Re-election 2027. 2031,2035,2039

Secretary due for Re-election 2028. 2032,2036,2040

Archivist due for Re-election 2026,2030,2034,2038

Committee Members due for re-election after 3 Years 2026;2029;2032;2035

(c) The O.S.A. committee will communicate and organise events etc. via email. Local meetings can be arranged between the committee members as and when they deem it necessary. All members would be expected to attend the A.G.M.

(d) The Quorum necessary for Committee Meetings is 4 (Four) with 1 (One) being an Officer of the O.S.A.

8. Finances

The Financial Year End will be 30th September.

(a) OSA finances are managed by the Treasurer. Any request for financial support will have to be agreed by the President/Chair/Treasurer. If there is not a unanimous response the proposal will be passed to the full Committee – by email for a resolution.

(b) An amount up to £1,000 per day in total can be spent by the President or Chairman or Treasurer without full committee approval but requires agreement of the three mentioned Officers.

© Any requests for financial support from present or former Students will only be considered where that individual is a fully paid-up member of the OSA and is willing to return to the College to speak on their achievements following our support.

9. AGM

The date of the AGM will be determined by the O.S.A. Committee and a minimum of 4 weeks' Notice will be published on our O.S.A. website.

(a) The Secretary/Administrator will send, via email, to Members of the OSA at least 14 days prior to the AGM.

- Notices of Annual General Meeting
- An Agenda showing the business to be discussed.
- Nominations – election/re-election for Committee Membership,
- Any proposed alteration of these Rules, the subject matter of the amendment proposed.
- The minutes of the previous AGM

Nominations for vacancies on the Committee must have the nominee's consent and must be forwarded in writing or by email to reach the Secretary no later than the day prior to the Meeting. Nominations for any officer and Council Member must include the agreement of the nominee plus a proposer and seconder. They shall all be members of the O.S.A. The Secretary and Committee will ensure that there is at least one nominee for each Office prior to the Meeting. **One of which must not be an Officer or Committee Member but an ordinary OSA Member**

(b) The Quorum necessary is a minimum of 6 (Six) O.S.A. Members, 2 (Two) of whom must be Officers of the Association.

(c) No alteration may be made to the Rules of the Association except by the Committee and approved at the AGM

(d) An Extraordinary General Meeting may be convened at any time either by a majority of the Committee or by twenty-four members. In both cases, the purpose of the meeting shall be circulated to the membership and the meeting shall be held within 6 weeks of the receipt by the Secretary of the request which must be made in writing.

10. Proposals:

(a) Proposals to be made at an Annual General Meeting must be sent to the Secretary in writing and include the name of a proposer and seconder. Such proposals must be received by the Secretary no later than four weeks prior to the Annual General Meeting. Information on such proposals will be circulated to members by the Secretary in the notice giving details of the Annual General Meeting.

(b) The name of the proposer and seconder will be read out at any Annual General Meeting and reasonable discussion shall be allowed on the subject matter. Any Amendments from the floor of the meeting to proposals must receive the support of a "Seconded" and the vote on any amendment will be voted upon first. Any Proposals require a majority of two thirds of those present and entitled to vote before the Proposal may be adopted.

(c) "Any Other Business", No business will be accepted under this heading as a proposal not previously advised to the Secretary, but recommendations may be made for the Committee's future action.

11. The Governing Body of Scarborough College

In accordance with Scarborough College Board of Governors Constitution, the Governing Body "will consider ONE member of the OSA for membership of the Board providing: there is a vacancy, and the candidate has a specific skill of value to the Board.

The Board values the contribution made to College by the OSA and the Chairman of Governors is always prepared to speak to the OSA.

12. Storage of Membership data

- (a) All Members data will be held electronically and not shared with any third party. The Officers of the Association being the only members with access to that information.
- (b) The holding of such records complies with the Data Protection Act 1998 and the sharing of information between Members of the Association will not unreasonably be withheld upon request.
- (c) The holding of such data will be used to communicate with all members, and it is the member's responsibility to ensure their information is always up to date.

13 OSA website

The Secretary/ Administrator, President and Chairman will have responsibility for approving.

- (a) Communications to be sent to Members of the Association
 - (b) Additional pages to the College website and information held on the College website pertaining to the O.S.A.
 - (c) Costs associated with the O.S.A. website will be paid from the funds of the Association and approved by the President, Chairman & Treasurer
- Updating and monitoring additional external Web Pages i.e., Facebook, Twitter, Flickr (when activated) with brief communications updates.

14 Alumni Officer

The O.S.A. appointed an Alumni Officer in November 2020. The duties and remuneration rate of the Alumni Officer are determined by the Committee and overseen by the Chairman.

Updated June 2023