

CONSTITUTION AND RULES OF THE ASSOCIATION AS FROM THE INAUGURAL GENERAL MEETING HELD AT ST. BRIDES E.C.4 ON THE 22ND JANUARY 1949.

Draft constitution and rules were read to the meeting. By a majority vote of the old scholars present five amendments were made to the draft constitution and rules. It was proposed by Mrs. S.E. Evans that the amended constitution and rules should be adopted and this proposal was seconded by Mr. Larouche. The proposal was carried unanimously by the old scholars present and the following constitution and rules were adopted.

"1. The association shall be called "The Heritage craft schools old scholars' association."

OBJECTS

2. The objects of the association are:-

- (a) To provide opportunities for social intercourse between old scholars of the heritage craft schools and to provide a link between them and the schools.
- (b) To organise social activities.
- (c) To do all such other things as will help towards the above objects.

MEMBERSHIP

3. Membership of the association shall be open to all persons educated at the heritage craft schools and to the officers of the schools.

SUBSCRIPTIONS

4. There shall be an annual subscription of 2/6, payable on the 1st January in each year.

5. Anyone leaving the heritage at school leaving age shall be a member of the association for one year from the date of leaving without payment of subscription.

6. Any old scholar of the heritage who through incapacity or other reason is not in a financial position to pay a subscription may, at the discretion of the committee, be a member without payment of subscription.

OFFICERS AND COMMITTEE

7. There shall be a committee and the business of the association shall be conducted and managed by the committee who may exercise all such powers of the association and do on behalf of the association all such acts as may be exercised and done by the association in general meeting.

8. The committee shall consist of a chairman, a vice chairman, a treasurer and secretary and eight other members.

9. The chairman, vice chairman, treasurer and secretary and the members of the committee shall be elected each year at the annual general meeting and shall be eligible for re-election.

10. The committee may co-opt a member to fill a casual vacancy arising between annual meetings.

11. The committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of any equality of votes the chairman shall have a second or casting vote. Any member of the committee may, and the secretary on the requisition of a member shall, at any time summon a meeting of the committee.

12. The quorum necessary for the transaction of the business of the committee may from time to time be fixed by the committee, and unless so fixed shall be five.

13. The committee may delegate any of the powers to subcommittees consisting of such members of their body as they think fit. Any sub-committee so formed

shall, in the exercise of the powers so delegated, conform to any regulation that may be imposed on it by the committee.

GENERAL MEETINGS.

14. (a) An Annual General Meeting of the Association shall be held in each calendar year and at a date not later than fifteen months after the last Annual General Meeting. The first Annual General Meeting shall be held in January, 1949. The Chairman of the meeting shall be the Chairman of the Committee or, in his absence, then the members present shall elect a Chairman from amongst themselves.

(b) The Committee may at any time call an Extraordinary General Meeting and must do so if so requested in writing by not less than six members of the Association.

(c) The Secretary shall give at least seven clear days' notice in writing of General Meetings and the purpose thereof to all members entitled to receive notices of meetings.

(d) At a General Meeting each member shall have one vote. Voting shall be by showing of hands only unless a ballot is demanded by not less than three members present.

(e) The Chairman's direction as to how a ballot is to be taken, his declaration as to the result of any voting and his decision on any question of procedure or point of order at a General Meeting shall be considered final. In the event of any equal vote the Chairman shall have a casting vote.

(f) No vote may be cast by proxy.

(g) No business shall be transacted at any General Meeting of the Association unless a quorum of members is present at the time when the meeting proceeds to business. Six members personally present shall be a quorum. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to the same day the next week, at the same time and place; and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

ACCOUNTS AND ANNUAL REPORT.

15. (a) There shall be prepared annually and laid before the Association in General Meeting an audited statement of accounts and a report of the Association's activities.

(b) A person shall be appointed to audit the accounts by the Annual General Meeting and shall be eligible for re-election.

CESSATION OF MEMBERSHIP.

16. If the subscription of any member shall be in arrears and unpaid for a period exceeding eleven calendar months, the Treasurer or Secretary shall give him notice in writing that unless he pays his arrears within fourteen days, he will be deemed to have resigned; and if such member shall not within fourteen days after service of such notice have paid his arrears he shall be deemed to

have resigned.

NOTICES.

17. If a member has given to the Secretary an address within the British Isles for the giving of notices to him (and not otherwise) he shall be entitled to receive notices of all meetings of the Association. The notice may be given by the Association to any member either by delivering it by hand to him or to his said address or by sending it by post to him to such address. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting the letter containing the notice, and to have been effected, in the case of the notice of a meeting, at the expiration of twenty-four hours after the letter containing the notice is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post.

PROPERTY.

18.(a) The monies and property of the Association not immediately required for the purposes of the Association shall be held by or vested in two Trustees elected in General Meeting.

(b) Three persons shall be empowered to sign cheques drawn on behalf of the Association. Two of these persons shall be the Trustees and the other person an Officer of the Association as may be determined by the Committee from time to time. Each cheque drawn on behalf of the Association shall bear two signatures. One of these signatures shall be that of a Trustee and the other that of the Officer of the Association determined by the Committee.

19. The Association may by a majority of not less than two-thirds of the members present at an Annual General Meeting or Extraordinary General Meeting alter, add to or delete all or any of the objects of the Association and alter the rules and constitution, provided that notice of intention to propose such alteration, addition or deletion and the details thereof are served upon each member with the notice required to be given by Rule 14 (c) hereof.

INFORMALITIES.

20. No action or decision of the Committee or of any meeting of the Association shall be invalidated by reason only of informality or neglect in any service of notices or in any matter or matters of procedure, unless in the opinion of the Committee such informality or neglect has resulted or may result in a situation which is unjust."