



**The Old Wycliffian Society**  
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## **RULES of THE OLD WYCLIFFIAN SOCIETY**

(Effective as from May 2010)

### **1. Name**

The name of the Society is “The Old Wycliffian Society” (“OWS”).

### **2. Status**

The OWS is the alumni association of Wycliffe College (“College”) and is ultimately accountable to, and subject to the financial and related decisions of, the Trustees of Wycliffe College (“TWC”) through The Chairman of Council (“CC”).

### **3. Purpose of the OWS**

- 3.1 To support and advance the education of present and / or former pupils of The College.
- 3.2 To encourage and promote the further development of pupils and The College.
- 3.3 To provide, support and encourage communication between members of the OWS and The College.
- 3.4 To encourage / facilitate networking by members of the OWS and support gatherings as approved by the OWS Management Committee (“MC”).
- 3.5 To assist with the development of the OWS Database so as to provide members of the OWS and The College with an effective communication tool.
- 3.6 To assist with cataloguing and maintaining the OWS and its associates Archives/Memorabilia on behalf of the College.

### **4. Qualification of Membership**

- 4.1 Pupils educated at The College who have subscribed during their stay at The College in accordance with The College’s schedule of Terms and Conditions as agreed from time to time.
- 4.2 Honorary Life Members - nominated by The MC and elected by the OWS at the Annual Meeting (AM) of the OWS.
  - 4.2.1 Persons who have provided outstanding service to The College over a period of at least 20 years (or less as deemed by The MC).

- 4.2.2 The Head of The College and The Head of the College's Preparatory School will be elected as from their date of appointment.
- 4.3 Members and Associate Members - nominated by The MC and elected by the OWS at the AM.
- 4.3.1 Persons who have been employed or associated with or provided noteworthy service to The College over a period of at least 10 years (or less as deemed by The MC).
- 4.4 The OWS may at any time appoint others on the recommendation of the MC.  
(Was 4.2.3)
- 4.5 Membership of the OWS will entitle Members to receive such periodicals, invitations to functions and other benefits as the MC shall at its discretion from time to time decide.

## 5. Management of the OWS

- 5.1 Responsibility for the day to day running of the OWS will be entrusted to The MC comprising:

(Moved President to 5.9)

Chairman	OWS
Vice Chairman	OWS (it is up to the discretion of The MC whether to appoint more than one Vice Chairman)
Treasurer	OWS
Secretary	OWS
Foundation Manager (FM)	The College
Any other person/persons co-opted by The MC	

- 5.2 The MC will hold a formal meeting at regular intervals (approx at 6 week intervals) to which the following will be invited

A senior member of The College staff

- 5.3 The MC quorum will be 4.
- 5.4 The FM will be responsible for organising such meetings and taking/issuing formal minutes to all members of The MC and the CC.
- 5.5 All members of The MC will be elected by members of the OWS at their AM and shall hold office for 12 months from the date of their election.
- 5.6 All elected members are eligible for re election after completing their term of office.

- 5.7 Nominations for members of The MC should be submitted in writing to the OWS Secretary 28 days prior to the date of the Annual Meeting. All nominations should be proposed and seconded by members of the OWS.
- 5.8 The MC will report through the Chairman of the OWS to the CC.
- 5.9 The President of the OWS may sit on the MC if he / she may wish or his /her expertise is required
- 5.10 The President of the OWS and the Vice Presidents of the OWS may be nominated by any member. Nominations should be given in writing to the Secretary of the OWS. The MC will approve the nomination before asking the OWs to approve at the AM.
- 5.11 The President will automatically be nominated as a Vice President at the conclusion of his / her term of office.
- 5.12 The appointment of a Vice President is for his/her life.
- 5.13 The President will serve for a period of 2 years from date of election and may be re-elected for a max period of 3 terms, each of 2 years.

## **6. Accountability / Reporting of The MC (on behalf of The OWS)**

- 6.1 The Chairman of The OWS will be accountable to the CC and subject to their decisions in respect of :

The running of the OWS, to include the strategy of the OWS and the Objectives / Targets of The MC

The financial performance of the OWS

The Annual Budget and 3 year rolling forecast

Capital investments of the OWS

- 6.2 To this end The MC will routinely, every 12 months, submit a report on the above to the CC for formal agreement by the Trustees. In addition, as it is the responsibility of the Trustees to monitor and periodically review all investments of the OWS in accordance with the Charities Act 2006, a report on OWS investments shall be submitted every 6 months or more frequently if a change in investments or investment policy is required.
- 6.3 The CC may invite the Chairman of the OWS and other members of The MC to attend that part of a Council meeting where such reports are presented.
- 6.4 The CC may attend meetings of The MC.
- 6.5 The MC shall meet with the CC if so determined by him/her in emergency or unusual circumstances upon reasonable notice to all parties

## **7. Financial Control**

- 7.1 All OWS funds and assets, when transferred to the College on 30<sup>th</sup> May 2008 were directed to be held in Restricted funds (Asset Transfer Deed - 30<sup>th</sup> May 2008).

7.2 No member of the OWS shall have any interest in or entitlement to the funds and assets of the OWS, whether upon a winding up of the affairs of the OWS or otherwise.

7.3 All OWS expenditure / income will be operated by using the College's standard accounting controls.

#### 7.4 Settlement of Invoices

7.4.1 All invoices will require a cheque requisition to be raised by the OWS Treasurer for settlement by the College Finance Dept. In the absence of the Treasurer the Chairman may raise the request for payment.

7.4.2 Similarly all payments authorised by the MC will be settled as per 7.4.1

#### 7.5 Donations

7.5.1 Any donations received from time to time will be accounted for in accordance with the donor's wishes. If no specific direction is given by the donor, such donations are to be accounted for, held and distributed as deemed appropriate by The MC.

#### 7.6 Income

The College will provide the funds, by way of termly subscriptions or any other appropriate method as determined by The Council, to allow the OWS to operate and undertake its responsibilities within agreed budgets.

#### 7.7 Financial Statements

7.7.1 Monthly financial statements (a summary report of income and expenditure) will be prepared by the College and issued to the OWS Treasurer.

7.7.2 An annual financial statement will be presented to the AM.

### 8. Expulsion of Members

8.1 If at any time the MC in consultation with the CC are of the opinion that the interests of the OWS and/or the College so require, they shall have the power to withdraw membership of the OWS from any member.

8.2 Should a pupil be expelled by The College, that pupil will not be eligible for membership of the OWS until a stipulated period (agreed by the College and the OWS at the date of expulsion) shall have elapsed, he / she has applied to the MC for reinstatement and any outstanding balance of the membership fee has been paid.

### 9. Annual Meeting ("AM")

9.1 The Secretary of the OWS will give at least 14 days notice, in writing, to all members of the OWS of the date of the AM, usually held once a year on OW Day or such time as the MC determine.

## 9.2 The AM will

Elect members of The MC

Elect Honorary / Associate members

Elect a President and any nominated Vice President

Present the current OWS financial statement

Receive reports on activities from The MC

Discuss any other business pertinent to the OWS (as submitted to the OWS Secretary at least 14 days prior to the AM)

9.3 Only members of the OWS may vote.

9.4 AM quorum will be 8 members.

9.5 In the event of an equality of vote, the Chairman shall have the casting vote.

## 10. Wycliffe Watermen

The Watermen are a group of OW volunteers formed specifically to support The College's rowing activities. They adhere to the College's Health and Safety policies at all times and to the Rules of the OWS.

## 11. Insurance

The OWS and its approved activities will be covered by the Insurance Policy of The College.

## 12. Data Protection Policy

12.1 On becoming an OW, he / she will be advised that the OWS Rules and the OWS Data Protection Policy are to be found on the OWS website.

12.2 Hard copies of the above are available, if required, from the OWS secretary

12.3 Any amendments will be communicated to all OWs.

## 13. Health and Safety

13.1 A risk assessment of all events organised by and in the name of the OWS will be undertaken and submitted to The College for validation 4 weeks prior to the event.

13.2 All risk assessments will be kept for safe keeping in the OWS office for a period of 5 years or whatever period is required by the College rules.

## 14. Rules

14.1 The Rules of the OWS shall be reviewed by The MC every 12 months.

14.2 The Rules may be amended on the recommendation of both of The MC and the CC.

14.3 The CC will obtain approval of the Trustees and if granted, the amended Rules will be posted on the OW web site

14.4 The interpretation of the Rules shall be at the discretion of the CC.

## **15. Cessation of the OWS**

Should the OWS, at any time hereafter, be wound up or cease to exist, any monies/ property/assets belonging to the OWS shall, after payment of all expenses or liabilities properly incurred by the OWS, be passed to the College and used as directed by the TWC.

jh May 2010