

Wyggeston Alumni Association

Draft Constitution

1. Name and Definitions

Name

The name of the association shall be The Wyggeston Alumni Association.
The Wyggeston Alumni Association is an 'unincorporated association' – set up through an agreement between a group of people who come together for a reason other than to make a profit.

Definitions:

1. **WAA** means the Wyggeston Alumni Association whose Constitution this is, open to membership to Old Wyggestonians.
2. **Old Wyggestonians** means former students, staff and governors of the Wyggeston Schools and their successor Colleges i.e. Wyggeston Boys Grammar School, the Wyggeston Girls Grammar School, Wyggeston Collegiate College (later Regent College) and the Wyggeston and Queen Elizabeth I College.
3. **College** means the Wyggeston and Queen Elizabeth I College.
4. **Student** means an individual who has registered on a course of education at the School/College.
5. **Alumnus/a and Alumni** means a former student of the School/College (as defined above) who has completed at least one continuous term of a course of study and who has subsequently been accepted into membership of the WAA.
6. **Former member of Staff** means an individual who has been directly employed by the School/College for at least one continuous term, and who no longer works at the College.
7. **OWA** means the former Old Wyggestonian Association.
8. **Committee** means those officers of the WAA elected by Annual General Meeting (AGM) vote or co-opted by the elected members of the committee to manage the affairs of the WAA.
9. **Trust** means the **Old Wyggestonian 2010 Charitable Trust**.

2. Membership

The WAA shall have two types of membership:

1. Individual (shall be automatic to every Alumna and Alumnus, former students, and staff)
2. Honorary (which may be bestowed by the members at AGM, on the recommendation of the committee, for distinguished service to the WAA)

All individual and honorary members shall have the right to vote at the General Meetings, to hold office if elected, and to attend any event organised by the WAA.

Membership of WAA shall be free of any fee or charge, although this may be changed by vote at an AGM.

Members are required to update their names and contact details if these change.

3. Objects

In order to promote a beneficial relationship between the College, its alumni, and members of its academic staff, the OWA agreed with the College and the Trust, in 2025, to transform itself into, and create the WAA. The following are the objects of the WAA:

1. To bring together Old Wyggestonians for the furtherance of personal friendships made at the School(s) or College(s) and the maintenance of loyalty to the college.
2. To promote a beneficial relationship for academic, professional, and social reasons, between the College, Alumni, and other key stakeholders.
3. To strengthen and support the effectiveness, membership, and activities of recognized groups (whether geographical or topical) and promote their activity for the benefit of the College and its wider objectives.
4. To promote and strengthen the relationship between the College and Alumni for the benefit of the College and its wider objectives.
5. To promote the College's presence locally and nationally to key stakeholders for the benefit of the WAA, the College, and the wider community and to promote and protect the academic reputation of the College.
6. To represent the views of Alumni and to assist and advise the College in key activities including student recruitment and career development.

7. To promote, encourage and assist in effective communications between the School, Alumni groups, and individual Alumni.
8. To work in partnership with the College to promote the objectives of the WAA and those of the College.

4. Officers and committee - Responsibilities and Powers

The Committee shall be responsible for the management of the WAA.

The Committee may delegate any of its powers or functions (including any of the functions given to it under this Constitution) to such committee, working group or individual as it thinks fit.

The Committee and anyone with delegated responsibility shall be accountable to the WAA membership.

All committee roles may be filled only by WAA members and elected by simple majority at the AGM. The committee should reflect the different generations of Wyggestonians and other stakeholders. Ideally, a committee should comprise of up to:

- One trustee of the Old Wyggestonian 2010 Charitable Trust
- One current or former staff/governors of the schools/colleges that make up the Old Wyggestonian family of schools/colleges
- One former student from the Wyggeston Boys Grammar School
- One former student from the Wyggeston Girls Grammar School
- Two former students from the (Wyggeston Queen Elizabeth Sixth Form College (post Boys Grammar School - 2018/19)
- Two former students from Collegiate/Regent College Sixth Form College (post Girls Grammar School - 2018/19)
- Two former students from the combined WQE & Regent College Group (post 2018/19)

From this committee, four 'executive roles' will be elected:

- Chair
- Secretary
- Treasurer

- Membership Secretary

In addition, an Honorary President will be chosen each year, who may be from outside of the committee membership.

The **Chair** shall preside at all General Meetings and at committee meetings. S/he shall normally represent the WAA in its dealings with other organisations or persons. S/he will call meetings as required and according to the constitution and decide upon the Agenda for all meetings in consultation with the Secretary. S/he will be responsible for preparing a report of the Committee's activities to the AGM. S/he shall sign cheques of the WAA in conjunction with the Treasurer and Secretary.

The **Secretary** shall be responsible for conducting all correspondence and keeping records other than financial or membership records. S/he shall attend meetings and record the proceedings. S/he shall prepare Agendas for meetings in consultation with the Chair and ensure that notices of meetings are sent to members as required. S/he shall sign cheques for the WAA in conjunction with the Chair and Treasurer.

The **Treasurer** shall be responsible for the finances of the WAA, for maintaining accurate records and for preparing an annual statement of the WAA accounts for presentation to the auditor. The Treasurer shall present to the AGM an audited statement of the accounts. In conjunction with the Chair and Secretary, s/he shall be responsible for signing cheques of the WAA.

The **Membership Secretary** shall maintain an up-to-date membership register with details of members' contact details and year of leaving the School/College.

The Committee has the power to remove the name of any member from the membership list, but such members shall have the right to appeal to the AGM.

5. Elections and terms – co-option

Election to all committee posts shall be for a term of two years. Members may submit themselves for re-election.

The executive positions of Chair, Secretary, Treasurer and Membership Secretary would not normally be held by the same person for more than three terms of office.

The same person would not normally hold more than one executive role at any one time.

The committee has the power to co-opt further members. Such members will need approval annually at the AGM whilst they remain on the committee.

6. Meetings

General Meetings

The WAA Annual General Meeting shall take place in November, at a place decided by the Committee.

For all General Meetings at least 28 days' notice shall be giving to all members with a preliminary agenda.

An Extraordinary General Meeting may be called by the Chair following written request to the Secretary of at least 20 members.

Only the business for which such an Extraordinary General Meeting has been called should be discussed at the meeting.

At least 15 members shall be present to constitute a quorum at any General Meeting.

Proposals will be passed by majority vote, unless these relate to changes in the Constitution, in which case a two thirds majority will be required.

Business not mentioned on the agenda shall not be taken by the General Meeting without the agreement of at least two thirds of the members present.

Committee Meetings

The WAA committee shall meet when and as often as it determines necessary, with a minimum of once per term.

All committee meetings will be agenda'd and minuted. Minutes of committee meetings will be made available to members on request to the Secretary.

To be quorate, a committee meeting must be attended by at least 50% of the current committee members, at least two of whom must be holders of executive roles on the committee.

All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.

Voting will normally be by a show of hands; however, a secret ballot must be taken should any committee member request that this be done. Proxy and postal votes will not be permitted.

Non-committee members may attend committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any non-committee Member may be asked to leave the meeting subject to approval from the Committee.

7. Financial

The funds of the WAA may be expended for the purposes of conducting its aims, including the expenses of administration.

The WAA will have a financial year ended on the last day of July.

The WAA will maintain a bank account in its name at a bank approved by the Committee.

All cheques or withdrawal notices on the account shall be signed jointly by any two of the Chair, Treasurer and Secretary.

Once a year, a balance sheet for the year shall be prepared and audited by the Auditors. The audited accounts shall be submitted for the approval of the next AGM and shall be available for all members to inspect at the time.

Audit

Two persons, not members of the Committee, shall be appointed by the AGM as Honorary Auditors. They shall hold office for one year and only one can be reappointed in the next consecutive year. They shall be required to audit the accounts of the WAA for the year and present a report on them to the AGM.

8. Complaints Procedure

The committee has a procedure for handling complaints relating to the committee's decisions, behaviour or operation. The object is to ensure that all complaints are dealt with promptly, fairly and impartially.

9. Colours

The WAA colours shall be Black, White, and Gold.

10. Terms of the Constitution

The provisions of this Constitution may be amended, repealed, or added to only by resolution of a two-thirds majority of the votes cast by the WAA members at a General Meeting. If this was not the AGM, the amendments are subject to ratification at the next AGM.

11. Dissolution

Should it be considered necessary or desirable to dissolve the Association, the Committee will call an Extraordinary General Meeting. Should a quorum fail to appear, the meeting will be adjourned and a further EGM must be called within 28 days. The second meeting will proceed even if a quorum is not present, and the motion will be carried by a simple majority vote.

After the settlement of any outstanding debt, any remaining balance in the WWA bank account will be transferred as a donation to the Old Wyggestonian 2010 Charitable Trust.