

ANNIE WALSH MEMORIAL SCHOOL



Non Sibi Sed Omnibus
(Not For Self But For All)
Founded 1849

OLD GIRLS' ASSOCIATION (UK BRANCH 1984)

RULES AND BYE-LAWS

ANNIE WALSH MEMORIAL SCHOOL
OLD GIRLS' ASSOCIATION (UK Branch)

AWOGA (UK)

UK Registered Charity No 1165222

www.awoga.org.uk

Picture of the Annie Walsh Memorial School

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1. Preamble

1.1. The Association:

The Association's name is the Annie Walsh Memorial School Old Girls' Association (UK Branch) hereinafter called **AWOGA (UK)**.

1.2. Motto

The Motto of the Association shall be that of the School: "Non Sibi Sed Omnibus" translated as "Not for Self But for All."

1.3. The Association's logo shall be used for the charity's livery and publicity material that is expressly approved at a members' meeting.

1.4. The Association shall be non-political and non-profitable.

2. The Association's Objects ('the objects') are:

2.1 To advance the education of pupils attending the Annie Walsh Memorial School, Freetown, Sierra Leone, West Africa in such ways as the Trustees may from time to time determine.

In furtherance of these objects, the Association will:

2.2 Foster unity, promote and maintain friendship among all other Annie Walsh Memorial School Old Girls' Associations worldwide through various activities including the annual Thanksgiving service.

2.3 Raise funds through a variety of activities (social and cultural) such as luncheon sales, raffles, auctions, dances and all other forms of fundraising activities in the UK and globally where it is legally permitted to do so.

2.4 Procure contributions for the Association by personal or written appeals or other lawful means.

2.5 To employ and pay any persons who are not members of the Association to support and enhance the activities of the Association.

2.6 To do all other lawful things that are necessary for the attainment of such objects.

3. Membership

There will be two categories of membership:

3.1 Ordinary Membership

The Association is open to all ex-pupils of the school resident in the United Kingdom, and Europe on completion of an application form and after payment of an annual subscription fee as the Association, in a properly constituted General meeting, may from time to time determine.

Subscription fees are non-refundable. Any member outside of the United Kingdom can join the Association provided they provide an electronic means of communication.

3.1.1 Every member shall be expected to have paid her annual membership fee in full at the start of the financial year, i.e., **March 1st**. There will be a grace period to the **31st of May**. (The financial year ends on the **28th/29th February**).

3.1.2 Only a fully paid-up member can represent the Association in a public forum. The Assistant Treasurer is the final arbiter of whether a member is fully paid-up.

3.1.3 Every paid-up Member is entitled to have her name added to the Register of Members and a copy of the Rules and Bye-Laws. Members with **Subscription Cards** are entitled to have them updated regularly.

3.1.4 Membership is non-transferable.

3.1.5 Every member must give permission for email/postal addresses to be used for elections to comply with General Data Protection Regulation (GDPR protocols). This will mean that only members of the Election Committee would be involved in dispatch of election materials (both postal and electronic).

3.1.6 Bye-Laws are updated every five years, and any proposal(s) or amendments put forward and agreed by the general membership will come into effect at the next Bye-Law review update.

3.2 Honorary Members

Honorary Membership shall be open to the sitting Principal and Vice Principal, Ex-Principals, Ex-Vice Principals, Teachers, Ex-Teachers and any visiting member of other Annie Walsh Memorial School Old Girls' Associations worldwide. Such categories of visiting persons to the UK shall be afforded the status of Honorary Members for the duration of their stay in the UK.

The Honorary Member could be invited at a general membership meeting to give a brief presentation of their own experiences if they want to.

3.2.1 The Honorary members may attend general meetings but cannot vote, stand for office or enjoy other membership benefits.

4. Membership Fee

4.1 A member shall pay a yearly membership fee as determined from time to time by Members in an Ordinary General meeting. All new members must pay a joining fee equivalent to the current membership fee plus the membership fee for the current year irrespective of the time of year they join.

4.2 Members aged 75 who want to join the Association for the first time must pay a joining fee (as above) plus the subscription fee for the current year as determined by the general membership.

4.3 For new members to benefit financially from the Benevolent Fund, they must have been fully paid-up at least five years prior to be eligible.

4.4 Every member shall be expected to have paid her annual membership fee in full at the start of the financial year, i.e., **March 1st**. There will be a grace period to the **31st of May**. (The financial year ends on the **28th/29th** February).

4.5 Membership fees are optional for those over 80; provided they have paid at least five years' subscription before their 80th birthday.

4.6 The Gift Aid form will be amended in line with HMRC Regulations. The Association can claim back four years and for future years. Members should ensure that they have ticked both boxes if not the Association might not be able to claim for previous years and in the future. **(See Appendix 3) for copy of the Gift Aid Form.**

5. Suspension/Termination of Membership

Membership is Suspended:

- 5.1 Membership can be voluntarily suspended if they are going away for longer than a year provided that they notify the General Secretary in advance. Membership will be suspended until they return.
- 5.2 Membership can be suspended in the event of a disciplinary issue or grievance complaint whilst the matter is being investigated.
- 5.3 During the time of the suspension, the member cannot have access to any benefit of the Association.
- 5.4 Special exclusion to unpaid subscription of a terminally ill or long-term sick member where the Pastoral Co-ordinators have been informed of the illness.
- 5.5 A Member who has defaulted on her subscription payment will have their membership suspended. Upon re-joining, the Member will have to pay as a new joiner that is, a joining fee plus the fee for the current year.
- 5.6 A Member who suspends her membership and was fully paid-up can re-join the Association at a future date by informing the Secretariat and paying in full the current subscription at the date of re-joining.

Membership is terminated:

- 5.7 When a member dies.
- 5.8 By a written letter of resignation through the General Secretary or in the absence of the General Secretary, the Assistant General Secretary.
- 5.9 Membership is terminated by a resolution of the Association in a properly constituted meeting, if a member has behaved or acted in a manner such that the name of the Association is brought into disrepute. A resolution to remove a member from the membership of the Association may only be passed if:
 - the member has been given at least 21 days' notice in writing of the meeting of members at which the resolution will be proposed and the reasons why it is being proposed.
 - The member shall be given an opportunity to present her defence of the issues that had given rise for the proposal to terminate her membership.

Conduct which is deemed to bring the Association into disrepute shall include:

- Embezzlement of the Association's funds.
- Violent/physical abuse of other members in a meeting.
- Verbal abuse of other members in a meeting.
- Written defamation and conviction of a criminal offence or any such activity that is likely to lead to a criminal offence.
- Conduct proven to be against the organisation's charitable status, its aims and objectives such as but not limited to any action or conduct that may put any of these objectives at risk or likely to expose AWOGA (UK) to financial loss.
- Violation of the Code of Conduct. (See 6.2)
- Bullying and use of foul language.

- Any member who is terminated for bringing the Association into disrepute cannot rejoin.

- 5.10** A paid-up member can terminate her membership by notifying the General Secretary. During this time, she will not be entitled to any benefit from the Association and that includes receiving of minutes. She will be removed from the WhatsApp group.
- 5.11** No refund will be given for any subscription already paid to the Association on suspension or termination of membership.
- 5.12** If a member has resorted to litigation prior to pursuing mediation to settle any dispute, her membership will be terminated.
- 5.13** A member who loses membership under section 5.12 will promptly forfeit all rights and benefits of membership.
- 5.14** Any Officer who fails to carry out her duties or whose behaviour, as agreed by a vote at a general meeting, will be subject to a vote of no confidence and rendered unfit for office.
- 5.15** A Complaints and Grievance Committee should be set up, presided by 2 Trustees (from the Executive Committee) and three other members (i.e., 2 Trustees plus 3 co-opted members from the general membership). It should be a Standing Committee. **See Paragraph 24 for detailed explanation of this Committee.**

6. Meetings

- 6.1** The Association is a Christian Association and therefore meetings shall commence and end with a short prayer and/or hymn. Prayers will be led by the President, the Chaplain, any officer or ordinary member appointed by the Chair at any meeting(s) of the Association.

6.2 Code of Conduct

- (i) Members should ensure that they practice fairness, respect, openness, dignity and always behave in an equitable manner.
- (ii) Members should only speak through the Chair at meetings.
- (iii) Members should treat information discussed at meetings confidentially and should not discuss the contents of the meeting with third parties.
- (iv) Members should not use offensive language at meetings, threaten, intimidate or bully other members or repeatedly shout during discussions.
- (vi) Executive Members must ensure that due diligence is exercised when dealing with all matters. This includes but is not exclusive to giving factual and truthful information, while taking account of confidentiality.

- 6.3** Meetings can be held virtually and or face to face as determined by the Association.

7. Annual General Meeting

- 7.1** The Association will hold an Annual General Meeting on the third Saturday in February.
- 7.2** At least 14 clear days' notice shall be given in writing by the General Secretary on behalf of the President of the Association to the members before convening the Annual General Meeting.
- 7.3** The Chair at the Annual General Meeting shall be the President. In the absence of the President, the Vice President or any Executive member or an elected person among members present, shall preside at the meeting.

7.4 At the Annual General Meeting, the business shall include:

- An annual message by the President
- The Treasurer's report including an Audited Statement of Accounts for the year ending 28/29 February.
- Election of Officers for the ensuing year (biennially).
- The Trustees Report.

7.5 At the start of the financial year the quorum for every ordinary general meeting shall be 10% for face to face and 25% for virtual meetings of the paid-up membership.

8. General Meetings

8.1 Ordinary meetings shall be held on every third Saturday of each month (except June and August) at a place and time (physically and/or virtually) as agreed by members at an ordinary meeting.

8.2 There shall be up to four face-to-face and between six and nine virtual ordinary members' meetings as agreed yearly. There can be more or fewer if the Executive Committee deems it necessary. The General meeting can be postponed or cancelled by the Executive if an urgent need arises to do so and where possible, giving 7 days 'notice or as the situation demands.

8.3 The General Secretary shall, by notice, circular letter, WhatsApp, electronic mail or post, inform members of any changes to the time and place of meetings.

8.4 At the start of the financial year the quorum for every ordinary general meeting shall be 10% face to face and virtual (25%) of the paid-up membership.

8.5 Decisions taken at an ordinary general meeting which is quorate, shall be binding on all members of the Association.

8.6 Any decision taken at an ordinary members' meeting can only be altered, amended or suspended, by a motion, seconded and passed by a two-thirds majority of members present and voting at a subsequent ordinary general meeting.

8.7 If an ordinary general meeting is not quorate, members shall discuss the matters on the agenda but cannot make decisions or confirm the minutes of the previous ordinary general meeting.

8.8 The matters to be discussed at an ordinary members' meeting shall be listed on the agenda which shall be circulated by the General Secretary prior to the meeting.

8.9 In relation to virtual meetings, the Zoom etiquette should be adhered to at all times. This is as stated in **Appendix 8. Zoom meetings will be recorded but the recording will be deleted after the Minutes have been written and accepted.**

9. Executive Meetings

9.1 There shall be at least six (6) meetings annually.

9.2 The quorum for every Executive Meeting shall be eight (8).

10. Extraordinary Meetings/Emergency Meetings

10.1 An Extraordinary meeting may be called to propose a change to a section or sections of the Rules and Bye-Laws by any fully paid-up Member not in dispute with the Association.

- 10.2** The purpose of the meeting must be clear and unambiguous, passed by a motion proposed and seconded by fully paid-up members and accepted by a simple majority of votes of members present at an ordinary general meeting.
- 10.3** A period of one month's notice (which can be 28, 29, 30 or 31 days) depending on the month, shall be given to convene an extraordinary meeting giving details of the reasons for the meeting. If the meeting is going to be virtual reduce the notice period to 14 days.
- 10.4** The proposer should outline in detail the reason for convening an extraordinary meeting.
- 10.5** An Extraordinary meeting may be convened at the end of normal business of an ordinary general meeting.
- 10.6** The agenda item/s of an extraordinary meeting shall be that proposed and accepted at the ordinary meeting in which the proposal for an extraordinary meeting was made and accepted. There shall be no other items on the agenda.
- 10.7** Any decision made at the Extraordinary Meeting shall be binding on every member of the Association.
- 10.8** An Emergency meeting shall be convened at any time, at the request of the Executive.
- 10.9** An Emergency meeting at the request of such members shall state the reason or reasons for calling such a meeting. No other business shall be discussed at this meeting.
- 11. Conduct of Meetings**
- 11.1** Meetings shall be Chaired by the President, or in her absence, the Vice President. In the absence of the President and the Vice President an Executive member. There must be at least two Executive members at every general meeting.
- 11.2** The Acting Chairperson shall be vested with the full rights and privileges of the President. The President or Acting Chair shall conduct the meeting by maintaining order throughout.
- 11.3** Any matter not listed on the agenda may be introduced under Any Other Business. Any such matters must be pertinent to the affairs of the Association or the School.
- 11.4** After the meeting is convened every speaker must address the Chair.
- 11.5** All motions shall be proposed and seconded before they can be discussed.
- 11.6** No member shall interrupt a speaker, until she has finished speaking.
- 11.7** No motion, which has already been decided, can be re-introduced at the same ordinary general meeting.
- 11.8** A motion or amendment may be withdrawn by the Mover and Seconder, with the permission of the Chair of the meeting.
- 11.9** In the event of an equality of votes at any meeting, the President or Chair of the meeting shall have a second or casting vote. This will be the case if the Vice President was conducting the meeting or an elected acting Chairperson.
- 12. Minutes**
- 12.1** The Association shall keep minutes of all General meetings, Executive meetings, Extraordinary meetings, Annual General Meetings, Ad-Hoc Committee meetings and any other meetings convened in accordance with these Rules and Bye-Laws on behalf of the Association.

12.2 Every paid-up member is entitled to receive copies of the Association's minutes of general meetings and copies of other related documentation by either email, or by post.

13. Voting and Election of Officers

13.1 Elections should be held every two years to select members of the Executive Committee between the general meetings in January and February. The positions open for election are as follows:

- *President*
- *Vice President*
- *General Secretary*
- *Assistant General Secretary*
- *Treasurer*
- *Assistant Treasurer*
- *Social Secretary*
- *Assistant Social Secretary*
- *Publicity Officer*
- *Internal Auditor*
- *Pastoral Officer*
- *Assistant Pastoral Officer*

13.2 The Election will be conducted by an Election Committee, consisting of a Chair, and four to six additional members, all of whom should be volunteers, paid-up members and not be standing for any position.

The Committee should be appointed/instituted no later than the September general meeting preceding the biennial general meeting and should publish an electoral calendar by the December general meeting. The voting will be conducted both online and by post.

13.3 The Officers shall hold office for a period of two years but shall be eligible for re-election. Officers shall not stand for the same office after having served two terms (i.e., four years). However, the Member can stand and be elected for any other office. The candidates must have attended at least 50% of the general meetings in the 12 months before the election.

13.4 Nominations shall take place once every two (2) years at the ordinary general meeting held in January. Candidates can be nominated for only one position in any election cycle.

Each nominee should provide a personal statement of no more than 150 words, in support of their candidacy. The statement must cover ONLY their experience, qualifications and potential contribution to AWOGA (UK). Once approved by the Election Committee, the statements will be included on the ballot papers.

13.5 The Election Committee will review the personal statements for credibility and accuracy before they are included on the ballot papers. These statements should be available at the time of their nomination for presentation to the general membership.

13.6 No absent Member shall be nominated unless a written request to be nominated has been submitted to the Association through the President or General Secretary not less than two weeks prior to the date set for nominations.

13.7 Every paid-up member of the Association shall be entitled to run for office. Each nomination must be proposed and seconded by two paid-up members.

- 13.8** At the biennial general meeting, the presentation of the election results must take place immediately after the agenda items have been concluded and the Executive Committee dissolved.
- 13.9** Voting shall be by secret ballot. Electronic or paper ballots shall be provided (according to preference) and distributed by the Election Committee, prior to the election date.
- 13.10** Paid-up members who do not attend the Biennial General Meeting and have given notice of absence shall be allowed to vote by proxy postal vote. Members who can or would like to vote by proxy, shall ensure their proxy details have been sent to the Election Committee at least one calendar month before the opening date of the election.
- 13.11** The Election Committee will be responsible for sending out, receiving, counting and checking ballots. The Chair of the Election Committee will declare the results of the election at the February meeting.
- 13.12** The Election Committee Chair will have the casting vote where votes are tied.
- 13.13** The Election Committee/Chair should be the final arbiter of any disputes with respect to the election process.
- 13.14** An oath of allegiance to AWOGA (UK) will be sworn by all newly elected Executive committee members at the Thanksgiving Service following the election (**see Appendix 9**).
- 13.15** Funds (linked to a preliminary budget) should be provided at the start of the process.
- 13.16** The results of the election cannot be disputed after the general meeting following that at which they have been announced. Therefore, the Election Committee will destroy all records (both electronic and paper) after that date.
- 13.17** All persons elected to the new Executive Committee shall take up office on the first day of March.
- 13.18** The President, Treasurer, General Secretary together with the other Executive Committee members should be Trustees.
- 14. Quorum**
- 14.1** At the start of the financial year the quorum for every ordinary general meeting shall be 10% for face to face and 25% for virtual meeting of the paid-up membership.
- 14.2** If a general members' meeting is not quorate, members shall discuss the matters on the agenda but cannot make decisions or confirm the minutes of the previous meeting. Notes of the meeting should be taken as an account of the proceedings of the meeting.
- 14.3** If at any time during meetings of the Association a quorum ceases to be present, the meeting may continue but shall not make decisions, but can discuss matters on the agenda and make recommendations to the next ordinary general meeting.
- 15. Ex-Officio Members**
- 15.1** During the first term of an Executive, there should be three or four Ex Officio members of the Executive Committee, namely:
- Immediate past President
 - Immediate past Treasurer

- Immediate past General Secretary
- **One other person from any past Executive**

These officers shall serve a one term office. Should the Executive which they serve in/with, are elected to a second term, the representation for these three or four where appropriate, will be taken from a pool of past Executive members.

16. Executive Committee

- 16.1** A Committee known as the Executive Committee should have (12) elected members and up to four (4) ex – officio members.
- 16.2** It shall be the duty and function of the Executive Committee to carry out the general policy and business of the Association, subject to any conditions imposed from time to time by the Association in the general meeting to provide for the administration, management and control of the affairs and property of the Association.
- 16.3** The Executive Committee shall plan an annual programme every year. The programme shall provide the basis for the budget which will form the Treasurer's report. The Annual programme should be presented in May.
- 16.4** Should a vacancy occur during the term of the Executive Committee, where the vacant position is that of the substantive holder, the position may be filled by the assistant of that position or by ex-officio or a paid-up member of the association; on a proposal and seconded by a member of the Executive and agreed by a simple majority.
- 16.5** The General membership will appoint the Chaplain who should be an ordained Church of England minister or Lay Minister.
- 16.6** The term of office for the Chaplain should be four years. At the end of this period, it can be reviewed and extended if mutually agreed.
- 16.7** An Executive member may resign at any time by giving the President or General Secretary notice in writing of her wish to do so and an acknowledgement shall be given to the member who has resigned within fourteen (14) days.
- 16.8** The Executive shall not spend any money outside that which is budgeted for planned events without the prior knowledge and consent of the general membership, unless in exceptional circumstances. Only in exceptional circumstances must the amount exceed **£1,000** and should be ratified by the general membership.
- 16.9** An oath of allegiance to AWOGA (UK) will be sworn by all newly elected Executive committee members at the Thanksgiving Service following the election (**Appendix 9**).
- ## **17. Sub-Committees**
- 17.1** Each sub-committee, except the Election Committee, should have at least one Executive member who will serve as the liaison between the committee and the Executive.
- 17.2** With the exception of the Finance, Events, and Pastoral Sub-Committees, all other sub-committees should have a non-executive chair to facilitate inclusion by ordinary members.
- 17.3** The Executive Committee may appoint one (1) or more Sub-Committee(s) consisting of two (2) Members of the Executive Committee and maximum of four (4) ordinary members. Sub-Committees shall be requested to perform any function or duty as determined by the Executive Committee. All proceedings of sub-committees shall be reported to the Executive Committee.
- 17.4** There shall be a Finance Sub-Committee which shall consist of the Treasurer, Assistant Treasurer, the Internal Auditor and one Ex-Officio (the outgoing Treasurer).

- 17.5** There shall be a Pastoral Sub-Committee which shall consist of the Pastoral Officer, Assistant Pastoral Officer, the Chaplain and two (2) Ordinary Member(s).
- 17.6** The planning of the Thanksgiving service should be organised by the Thanksgiving Committee made up of the President, Pastoral Officer, Assistant Pastoral Officer, Chaplain and two volunteers from the general membership. The Social Secretary will take the lead in the organisation of the reception, etc.
- 17.7** There shall be a Scholarship Sub-Committee to administer the Scholarship Fund. The Sub-Committee will have a non-executive chair to facilitate inclusion by ordinary members, and at least one Executive member who will serve as liaison between the Committee and the Executive. The Scholarship Committee can make proposals on an annual basis to members for enhancement of the Award. The outgoing President should be a member of this committee **(See Appendix 5)**.
- 17.8** The Bye-Laws must be reviewed every five years by a Bye-Laws Sub-Committee set up for this purpose. The Sub-Committee will have a non-executive chair to facilitate inclusion by ordinary members, and at least one Executive member who will service as liaison between the Committee and the Executive.
- 17.9** There shall be an Events Sub Committee to administer all events. The members will be the Social Secretary, Assistant Social Secretary, President, Treasurer and at least four ordinary members **(See Appendix 6)**.
- 17.10** There should be a Disbursement Sub Committee which shall make proposals to the Executive and Membership on feasible and impactful AWMS projects for AWOGA (UK) to support. These will be based on a review of the annual needs list produced by the School, suggestions from The Presidents' Council and recommendations proposed by paid-up AWOGA (UK) members. The Sub-Committee will have a non-executive chair to facilitate inclusion by ordinary members and at least one executive member **(The Treasurer)** who will serve as liaison between the Committee and the Executive.
- 18. Finance**
- 18.1** The Association's financial year shall run from 1st March each year to 28/29 February the following year.
- 18.2** The Accounts of the Association shall be audited annually by a suitably qualified External Examiner, who is appointed in a general meeting, before submission of annual returns to Charity Commission.
- 18.3** The Treasurer shall prepare the Accounts for the preceding accounting year within six (6) months of each year. The Treasurer should present an end of year Report at the September Meeting, giving details of the Association's Income and Expenditure and the planned budget for the coming year. The financial records should be kept for 7 years in line with HMRC regulations.
- 18.4** The Treasurer shall hand over the end of year accounts to the Internal Auditor, who will carry out a full examination of the Accounts and prepare an auditor's report for the members' meeting in the month of October. The Treasurer should prepare and distribute a statement of accounts to all paid-up members **at the September meeting**.
- 18.5** No Trustee may be paid or receive any other benefit for being a Trustee.
- 18.6** Any Member who makes an approved purchase on behalf of the Association will be required to complete a Project/Event Itemised Purchase Requisition Form, to which the relevant receipts for the purchases shall be attached, before it is presented to the Treasurer for reimbursement.

18.7 An Account Record Sheet shall be used to record the proceeds from any fundraising event organised by the Association. The form is to be signed off by every member who is involved in the count.

18.8 A member who makes a purchase or buys the services of a third party, without the approval of the General meeting or the relevant sub-committee will be liable for such costs.

18.9 Banking transactions shall be through a designated British Bank in London which shall hold the records of up to three (3) signatories of the Association: President, Treasurer, General Secretary with the proviso that two (2) such signatures shall be accepted to authorise payments.

18.10 The Annie Walsh Memorial School must send remittance advice as soon as money has been credited to the school's account and no payment should be made to any personal account. Monies remitted to Annie Walsh Memorial School, Freetown, Sierra Leone shall be by Bank transfers between the Association's designated Bank and the School's identified Bank in Sierra Leone

18.11 The Executive shall not spend any money outside that which is budgeted for planned events without the prior knowledge and consent of the general membership, unless in exceptional circumstances. Even in exceptional circumstances the amount must not exceed £1,000 and this should then be ratified at the subsequent general meeting.

18.12 The contribution of the External Examiner will be reviewed every five years by the Executive Committee.

19. Annual Report, Returns and Accounts

19.1 The Association in general and officers in particular, must comply with their obligations under the Charities Act 2011 with regard to:

- a) the keeping of accounting records for the Association.
- b) the preparation of annual statements of account for the Association.
- c) the transmission of the statements of account to the Charity Commission.
- d) the preparation of an annual report and its transmission to the Charity Commission.
- e) the submission of an audited statement of the accounts for the last financial year to the annual general meeting.

19.2 Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Charity Commission.

20. Standing Orders of Sub Committees

20.1 Ordinary meetings of Sub-Committees of the Association shall be adjourned or suspended by resolution of the meeting by a simple majority of votes of members present.

20.2 Motions for Sub-Committee meetings may be communicated in writing to the General Secretary or, at the discretion of the Chairperson, may be proposed and seconded verbally to the meeting.

21. Duties of Officers

21.1 President

The President shall:

At the expiry or termination of her term, relinquish all instruments and authorities of office. Failure to do so may result in suspension or termination of her membership.

21.1.1 Chair all ordinary general meetings, extraordinary meetings, emergency meetings, annual general meetings and biennial general meetings of the Association and shall be responsible for the orderly conduct of these meetings.

21.1.2 Authorise payments made by the Treasurer.

21.1.3 Ensure that all Officers are carrying out their duties effectively and efficiently.

21.1.4 Present an Annual report/Trustees report at the Annual General Meeting giving the overall progress of the Association and the programme for the coming year.

21.1.5 Have oversight of the Thanksgiving Committee and read the first lesson at the Thanksgiving Service.

21.1.6 Represent the Association at Presidents' Council.

21.1.7 Be firm and fair in all her deliberations.

21.2 The Vice President

The Vice President shall:

21.2.1. Preside at all meetings in the absence of the President. During such period of acting, she shall be vested with all the powers attached to the office of the President.

21.2.2 Preside over all meetings of the Executive Committee.

21.2.3 Be responsible for keeping the Charity Commission record updated.

21.2.4 Work closely with the Publicity Officer to ensure the Association's website is regularly updated.

21.2.5 Represent the Association at Presidents' Council.

21.3 General Secretary

The General Secretary shall:

21.3.1 Convene all general meetings of the Association after consultation with the President.

21.3.2 Record all minutes of general meetings of the Association after consultation with the President.

21.3.3 Keep an up-to-date register of the names and addresses of all members of the Association, effecting any changes as necessary in liaison with the Assistant Treasurer.

- 21.3.4 Prepare and submit a report at the annual general meeting.
- 21.3.5 Be responsible for the general administration of the Association.
- 21.3.6 Act as a custodian of the Association's documents, which should be made available to the Association at any time deemed necessary.
- 21.3.7 Ensure that all Trustees sign the Trustees Declaration Form.
- 21.3.8 Receive a float of £500 at the start of the financial year for the purchase of stationery, virtual meetings and other incidentals.
- 21.3.9 Ensure that the Zoom etiquette is kept updated and is read at the beginning of each meeting.
- 21.3.10 Ensure that she takes an inventory of all stock/items at the beginning and end of her term of office.

21.4 Assistant General Secretary

The Assistant General Secretary shall:

- 21.4.1 In consultation with the Vice-President, convene and record all Executive Committee Meetings and deal with all correspondence.
- 21.4.2 Assist the General Secretary generally and perform such duties as shall be assigned to her.
- 21.4.3 In the absence of the General Secretary perform her duties as detailed under Section 21.3.

21.5 Treasurer

The Treasurer shall:

- 21.5.1 Accept all funds/monies on behalf of the Association and issue receipts where necessary and pay all such funds into the designated bank account of the Association as soon as possible.
- Sum up amounts from point-of-sale card reader and Paypal paid directly to AWOGA (UK) bank account.
- 21.5.2 Chair the Finance Committee and keep a proper and correct digital record of all financial transactions of the Association.
- 21.5.3 Prepare a statement of account for all functions in connection with the Association's fundraising activities or any other matter involving Income and Expenditure/Receipts/Payments.
- 21.5.4 Present an end of year Report at the September Meeting, giving details of the Association's Income and Expenditure and the planned budget for the coming year.
- 21.5.5 Close the account of the previous accounting year and prepare said Accounts in time for handing over in the month of September to the Association's Internal Auditor.
- 21.5.6 With proper authorisation from the Executive pay out any monies due.

- 21.5.7 Liaise with the Association's Banks on all administrative matters concerning the Association's accounts.
- 21.5.8 Work with the General Secretary, Social Secretary, Pastoral Officer (for the Thanksgiving Service) and Elections officer (for Elections budget every two years) to prepare budgets for all events in consultation with the President.
- 21.5.9 Ensure that all Gift Aid declarations are valid and work with the Assistant Treasurer on Gift Aid claims. She may delegate this task to any member who has signed confidentiality agreement (GDPR)
- 21.5.10 As needed, delegate tasks to the Assistant Treasurer.
- 21.5.11 The outgoing Treasurer will produce her final accounts report in collaboration with the present/incoming Treasurer.
- 21.5.12 Prepare the Finance Policy which will be referred to.

21.6 Assistant Treasurer

The Assistant Treasurer shall:

- 21.6.1 Prepare half-yearly, a list of all members who are not fully paid-up, for presentation to the Treasurer, and then to the Executive Committee.
- 21.6.2 Be responsible for and ensure that each new member receives a copy of the Rules and Bye-Laws and the Constitution.
- 21.6.3 Collect and record subscription payments, endorse subscription cards for those members who have them and maintain a spreadsheet record of pre-paid-up members.
- 21.6.4 Be responsible for the sale of badges, hats, hatbands, polo shirts, and souvenirs. Maintain records of all merchandise.
- 21.6.5 Ensure that all Gift Aid declarations are valid and work with the Treasurer and Finance Committee on Gift Aid claims.

21.7 Social Secretary

The Social Secretary shall:

- 21.7.1 Be responsible for the organisation and facilitation of all social events of the Association including virtual events.
- 21.7.2 Lead any Sub-Committee that is formed to co-ordinate a fundraising event.
- 21.7.3 Ensure that a Project Events planning form is completed for every event.
- 21.7.4 Submit a **minimum of three** quotations e.g., hiring of venues, catering, the disc jockey (DJ) in relation to social activities to the Executive for ratification.
- 21.7.5 Only make purchases authorised by the President and endorsed by the Treasurer, and receipts must be submitted within six weeks of the event for the Treasurer to approve.
- 21.7.6 Ensure that she takes an inventory of all stock/items at the beginning and end of her term of office. An itemised list of all purchases should be included in the Treasurer's report in September.

21.7.7 The President and Treasurer must be members of the Events Committee.

21.8 Assistant Social Secretary

The Assistant Social Secretary shall:

- 21.8.1 Assist the Social Secretary in all matters pertinent to the planning and co-ordinating of fundraising events.
- 21.8.2 In the absence of the Social Secretary, she shall perform the Social Secretary's duties.
- 21.8.3 Be a member of any Sub-Committee that is formed to co-ordinate a fundraising event.

21.9 Publicity Officer

The Publicity Officer shall:

- 21.9.1 Be the lead in promoting and enhancing the Association's image and profile in the public domain via leaflets, flyers, Facebook, AWOGA (UK) WhatsApp group, the website etc.
- 21.9.2 Have the primary responsibility and work closely with the Vice President to ensure the website is kept updated.
- 21.9.3 Be responsible for the production of the Association's magazine in time for launching at the November event in years of significant anniversaries.
- 21.9.4 Post publicity requests from other Associations in the AWOGA (UK) WhatsApp group.

21.10 Internal Auditor

The Internal Auditor shall:

- 21.10.1 Be responsible for the annual examination of the Association's accounting records and for presenting an Auditor's Report at a members' meeting in **September**.
- 21.10.2 Be the main point of contact with the External Examiner.

21.11 Pastoral Officer

The Pastoral Officer shall:

- 21.11.1 Be responsible for providing pastoral care to members, as required; working in collaboration with the Pastoral Co-ordinators, give support and encouragement to non-attending members when this has been brought to her attention.
- 21.11.2 Liaise with the President/Association Chaplain whenever necessary on pastoral matters.
- 21.11.3 Be the lead member of the Pastoral Sub Committee and Pastoral Area Teams. Work with the President, Chaplain and other members of the Thanksgiving Committee to organise the Thanksgiving Service.
- 21.11.4 Chair the Thanksgiving Service Committee with the Chaplain leading the Thanksgiving Service.

21.11.5 Maintain with utmost confidentiality any concerns or personal information shared with her by any member. This obligation extends to any individual she may appoint to assist in her duties.

21.11.6 Receive a float of £250 at the start of the financial year for the purchase of cards, stamps and other relevant items.

21.12 Assistant Pastoral Officer

The Assistant Pastoral Officer shall:

21.12.1 Work closely with the Pastoral Officer on pastoral matters to support the wellbeing of members.

21.12.2 Liaise with the Pastoral Officer and Assistant Treasurer and take responsibility for sending out birthday cards to all paid members.

21.12.3 Assist the Pastoral Officer in providing support for the Pastoral Area Teams (PATs).

21.12.4 Maintain with utmost confidentiality any concerns or personal information shared with her by any member or through the Pastoral Committee.

21.13 Chaplain:

21.13.1 The term of office for the Chaplain should be four years. At the end of this period, it can be reviewed and extended if mutually agreed.

21.13.2 The Chaplain should be selected by the general membership and should be an ordained Church of England minister or Lay Minister.

21.13.3 The Chaplain and Pastoral Officer will be involved in the co-ordination of the PATs.

21.13.4 The Chaplain should not be a member of the Executive Committee.

21.13.5 The Chaplain shall be responsible for assisting with spiritual care, leading worship and provide emotional support and guidance when members need it most.

21.13.6 The Chaplain shall be responsible for assisting with counselling and advice and support in leading in matters of prayers.

21.14 Trustees

The Trustees shall:

21.14.1 Hand over and relinquish all instruments and authorities of office on expiry or termination of their term.

21.14.2 Be responsible for controlling the work management and administration of the Association on behalf of its beneficiaries.

21.14.3 The President, Treasurer, General Secretary together with the other Executive Committee members should be Trustees.

21.14.4 Refer to **Charity Commission's requirements for Trustees.**
<https://www.gov.uk/government/organisations/charity-commission>

22. Delegation of Powers

- 22.1 Members in a properly constituted meeting may delegate powers to a group of members who may form an ad-hoc committee for the exercise of prescribed duties defined by members at an ordinary meeting. The remit of any such delegated power must be recorded in the minutes.
- 22.2 The terms of reference are to be exercised exclusively by the ad-hoc committee to whom delegated powers have been conferred.
- 22.3 No expenditure may be incurred on behalf of the Association by ad-hoc committees except in accordance with a budget previously agreed by members at an ordinary meeting.
- 22.4 The powers of ad-hoc committees may be revoked or altered at any time by members at an ordinary meeting.
- 22.5 Ad-hoc committees must brief the Executive Committee on a regular basis.
- Ex-Officio Members shall:**
- 22.6 Carry out any such duties when called upon to do so, by the Executive Committee of the Association.
- 22.7 Be assigned to carry out specific roles and/or be assigned to a Sub-Committee.
- 22.8 Give support/advice in areas of their previous office.

23. Data Protection

- 23.1 AWOGA (UK) will only collect and use personal information if needed to send out information relating to the association. If a member's information is used for any other reason, personal identifying details will be kept anonymous, unless the member agrees that her personal details can be included.
- 23.2 What a member can do about her personal information:
- 23.2.1 Data protection law gives every member a number of rights to control what personal information is held by the association and how it is used.

Please read the ICO information on this on <https://ico.org.uk/>

- 23.3 The Association will keep every member's information confidential and will only share it with the Charity Commission for fraud prevention and in compliance with requests from law enforcement agencies and regulators.
- 23.4 All confidential information will be destroyed after a period of 7 years.

24. Complaints & Grievance Committee Procedures

- 24.1 A Complaints and Grievance Committee should be set up, presided by 2 Trustees (from the Executive Committee) and three other members (i.e., 2 Trustees plus 3 co-opted members from the general membership). It should be a Standing Committee.
- 24.2 If a member has brought the Association into disrepute, or acted contrary to a Bye-Law she will be invited to a mediation meeting that will be presided over by a Trustee who would be expected to act impartially during the duration of the mediation.

- (i) If the Member declines to attend the meeting without informing the Committee within five working days of her receiving communication (either via email or a written letter) it will be assumed that she no longer wishes for the matter to be discussed.
- (ii) The Member will be sent further communication about the matter and if she does not contact the Committee within seven days it will be assumed that she does not wish to be a Member of the Association and their membership will be terminated immediately.
- (iii) When invited to such meeting the Member can be accompanied by an observer. The observer can only speak if a question is specifically directed to them.

24.3 Any grievance must be submitted to the Complaints & Grievance (C&G) committee (which will be formed) within 4 weeks or 1 calendar month of the event, incident or decision.

24.4 The Complaints and Grievance Committee will acknowledge receipt of the grievance within 5 working days. The C&GC will undertake a thorough investigation and respond to the complainant within 6 weeks of receipt.

24.5 The General Secretary should keep a copy of the reply and maintain a full and accurate record during the mediation and resolution process. If there is a delay in responding, the General Secretary must write to the member to tell them when they can expect to receive a reply. All formal complaints, however, they are made, must receive a written response that includes the C&G's decision - either 'upheld', 'partially upheld' or 'not upheld'.

24.6 All correspondence relating to the grievance will be secure and held digitally for a period of 24 months from resolution of the grievance and then destroyed.

25. Amendments to the Rules and Bye-Laws

25.1 The Rules and Bye-Laws of the Association shall not be amended, altered or added to, unless by notice of a Motion [proposed and seconded] is given at an ordinary general meeting. **Bye-Laws are updated every five years, and any proposal(s) or amendments put forward and approved will come into effect at the next update.**

25.2 The motion shall be tabled for discussion at the next ordinary general meeting and shall be decided by a two thirds majority of members present and voting, at such Meeting.

THESE RULES AND BYE-LAWS, ACCEPTED BY PAID-UP MEMBERS IN ATTENDANCE AT THE GENERAL MEMBERS' MEETING OF SATURDAY 17th FEBRUARY 2024 ARE SIGNED ON BEHALF OF EVERY PAID-UP MEMBER OF THE ANNIE WALSH MEMORIAL SCHOOL OLD GIRLS' ASSOCIATION (UK BRANCH), REGISTERED CHARITY NO: 1165222

Signed by:

Claudia Bultman
President

C Bultman
01/03/2024

Rosemond Amado-Taylor
General Secretary

Rosemond Amado-Taylor
01/03/2024

This Bye-Laws document was reviewed by:

Amelia Walker (Chair)
Mrs Joyce Anderson
Ms Karin Hyde
Mrs Nannette Johnson-Reid
Ms Ethel-Ross Wilson
Rev Nellie Showers
Mrs Olayinka Thomas

ANNIE WALSH MEMORIAL SCHOOL



Non Sibi Sed Omnibus
(Not For Self But For All)
Founded 1849

OLD GIRLS' ASSOCIATION (UK BRANCH 1984)

GUIDELINES ON BENEVOLENT CONTRIBUTIONS AND MORAL SUPPORT

(Registered Charity in the UK Registration no. 1165222)

www.awoga.org.uk

BIRTHDAYS

All paid-up members who have provided addresses will receive a card on their birthdays.

Special birthday cards for 21st, 30th, 40th, 50th, 60th, 70th.

Special birthday cards and flowers for 75th, 80th, 85th, 90th.

After the age of 90, all members will receive flowers, and £30.00 gift vouchers in addition to their birthday cards.

Members are urged to notify the Pastoral Officer four weeks in advance when they have a special birthday coming up if they wish to receive a special card from the Association on these occasions.

ILLNESS

- When a member is ill, such information shall be passed on to the Pastoral Officer, or PAT co-ordinator with the consent of the member. The PAT co-ordinator shall endeavour to send a get-well card or pay a visit if acceptable to the member.
- The Pastoral Officer shall contact Members or solicit the help of any member of the Pastoral Team, as appropriate, to make contact or pay a visit if acceptable.
- The above shall also apply to Life Patrons.

BEREAVEMENT

- If a paid-up member dies, a sympathy card shall be taken or sent to the family and the sum of **£300** shall be made available from the Association's account to the bereaved family, unless the family asks for the donation to be made to a specific charity.
- If an ex-pupil, who is not a member of the Association dies, a sympathy card shall be sent to the family. Members should wear the Association badge or scarf if attending the funeral.
- A sympathy card with a donation of **£100** will be sent if a paid-up member loses her partner, child, mother or father, unless the family asks for the donation to be made to a specific charity.
- At least a minimum of five should represent the Association in full ceremonial uniform when a paid-up member dies.
- If a Life Patron dies, a sympathy card and a donation to the value of **£50** shall be sent to the bereaved family on behalf of the Association, unless the family asks for the donation to be made to a specific charity.
- If an Honorary member dies, while in the UK, a sympathy card shall be sent to the family and members shall be asked to attend the funeral if possible and wear the Association badge and scarf.
- In all of the above categories under Bereavement, the deceased shall be mentioned in the Memoriam list at the next Thanksgiving Service.
- New members should have paid at least five years subscription to be eligible for the benevolent fund.

COLLABORATION AND SUPPORT OF OTHER ALUMNAE GROUPS

- A sum of **£30.00** will be donated to the Sierra Leone Grammar School Old Boys' association to mark their Thanksgiving Service.
- Ceremonial uniform should be worn when supporting the SLGS Old Boys' Association Thanksgiving Service.
- AWOGANS performing specific functions at other schools' Thanksgiving Services should wear full ceremonial uniform e.g., when reading Intercessory Prayers, Lesson Reading and assisting in the collection.
- AWOGANS supporting other schools do not have to wear ceremonial uniform but can wear their badges or scarfs.

THESE GUIDELINES ON BENEVOLENT CONTRIBUTIONS AND MORAL SUPPORT, ACCEPTED BY PAID-UP MEMBERS IN ATTENDANCE AT THE GENERAL MEMBERS MEETING OF SATURDAY 17TH 2024, ARE SIGNED ON BEHALF OF EVERY PAID-UP MEMBER OF THE ANNIE WALSH MEMORIAL SCHOOL OLD GIRLS' ASSOCIATION (UK BRANCH), REGISTERED CHARITY NO. 1165222.

APPENDIX 1**DRESS CODE FOR FUNERALS AND THANKSGIVING SERVICES**

1. White dress:

- (a) Can be White top and skirt.
 - (b) Dress should not be with straps, sleeveless or revealing body parts
 - (c) No mini dress.
 - (d) Minimum dress length, (knee length).
- 2. Green blazer (optional) No black blazer.
 - 3. White hat and AWMS hat band.
 - 4. No big or elaborate white hat.
 - 5. No elaborate jewelleries.
 - 6. No Trouser suit.
 - 7. Black tights
 - 8. Black shoes (full)
 - 9. Black handbag

Members Attendance at Funerals

- If a paid-up member dies, Members shall be asked to attend the funeral in full ceremonial uniform:
- A minimum of 5 AWOGANS will be expected to attend.
- If a Life Patron dies Members shall be asked to attend the funeral in full ceremonial uniform.

Attendance at Other Social Events

- Ceremonial uniform should be worn when supporting SLGS Old Boys' association Thanksgiving Service. Only AWOGA badges may be worn with ceremonial uniform.
- AWOGANS performing specific functions at other schools' Thanksgiving Services should wear full ceremonial uniform e.g., when reading Intercessory Prayers, Lessons or assisting in the collection.
- Members should not wear House Rosettes at Funerals or the Thanksgiving Service. These can be worn at Luncheon Sales, Dinner Dances or other events.

APPENDIX 2**LIFE PATRONS**

- A life patron shall be:
 - (i) Someone of good calibre and status within the community
 - (ii) In a position to lend valuable support,
 - (iii) Someone who will assist in promoting the Association's aims, objectives, ethos and its cause.
- The Pastoral Officer shall communicate with the Life Patrons annually to check on their well-being and also whether they still want to remain on our list.
- Should a life patron wish to cease support to the Association, they may do so by giving a clear indication of their wish.
- In addition to life patrons, members may recommend patrons for specific events.

APPENDIX 3

GIFT AID FORM**OLD GIRLS' ASSOCIATION [UK BRANCH - 1984]****Registered Charity in the UK: No.1165222****Charity Gift Aid Declaration – past, present & future donations**

Gift is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Please treat as Gift Aid donations all qualifying gifts of money made:

Today ☐ in the past 4 years ☐ in the future ☐

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

My Details

Title _____ First name or initial(s) _____ Surname _

Full Home address

Postcode _____ Date _____

Please notify the charity if you:

- ✓ wish to cancel this declaration,
- ✓ change your name or home address,
- ✓ no longer pay sufficient tax on your income and/or capital gain.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.



OLD GIRLS' ASSOCIATION (UK) BRANCH - 1984

Registered Charity in the UK: No. 1168222

Charity Gift Aid Declaration - past, present & future donations

Gift is claimed by the charity from the tax you pay for the current tax year. Your address is needed to confirm you are a current UK taxpayer.

Please treat all Gift Aid donations as qualifying gifts of money made:

Today ☐ in the past 4 years ☐ in the future ☐

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that year it is my responsibility to pay any difference.

My Details

This ☐ Full name or initials ☐ Surname

Full home address

Postcode Date

Please notify the charity if you:

wish to cancel this declaration.

change your name or home address.

no longer pay sufficient tax on your income and/or capital gain.