

# 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](http://www.awoga.org.uk)

### Contents

1. Preamble	3
2. The Association's Objects	3
3. Membership	3
4. Membership Fee	4
5. Suspension/Termination of Membership	5
6. Meetings	6
7. Annual General Meeting	6
8. General Meetings	7
9. Executive Meeting	7
10. Extraordinary Meetings/Emergency Meeting	7
11. Conduct of Meetings	8

This Constitution including its' Byelaws was reviewed by an appointed Taskforce in consultation with the Executive Members (2024)

12. Minutes	8
13. Voting & Election of Officers	9-10
14. Quorum	10
15. Ex-Officio Members	10
16. Executive Committee	11
17. Sub-Committees	11
18. Finance	12
19. Annual Report, Returns & Accounts	13
20. Standing Orders of Sub Committees	13
21. Duties of Officers	14 - 18
22. Delegation of Powers	19
23. Data Protection	19
24. Complaints and Grievance Policies	19-20
25. Amendments to the Rules or Standing Orders	20
<b>Benevolent Guidelines</b>	21-22
Birthdays	21
Illness	21
Bereavement	22
Collaboration & Support of other Alumnae	22

**APPENDICES - Pages 23 - 39**

<b>Dress Code</b>	-	<b>(Appendix 1)</b>
<b>Life Patrons</b>	-	<b>(Appendix 2)</b>
<b>Gift Aid Form</b>	-	<b>(Appendix 3)</b>
<b>Guidelines for WhatsApp Group</b>	-	<b>(Appendix 4)</b>
<b>Scholarship Fund Structure</b>	-	<b>(Appendix 5)</b>
<b>Scholarship Form</b>	-	<b>(Appendix 5)</b>
<b>Events Committee</b>	-	<b>(Appendix 6)</b>
<b>Membership Form//Subscription Card</b>	-	<b>(Appendix 7)</b>
<b>Zoom Policy</b>	-	<b>(Appendix 8)</b>
<b>Oath of Allegiance</b>	-	<b>(Appendix 9)</b>

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 **31<sup>st</sup> 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 **31<sup>st</sup> 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 80<sup>th</sup> 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.

Official

**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 17<sup>th</sup> 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**

**Rosemond Amado-Taylor**  
**General Secretary**

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](http://www.awoga.org.uk)

### BIRTHDAYS

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

Special birthday cards for **21<sup>st</sup>, 30<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup>**.

Special birthday cards and flowers for **75<sup>th</sup> 80<sup>th</sup>, 85<sup>th</sup>, 90<sup>th</sup>**.

**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 17<sup>TH</sup> 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:**

- Official
- ✓ 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.

## **APPENDIX 4**

### **GUIDELINES FOR USING THE AWOGA (UK) WHATSAPP FORUM**

1. The AWOGA (UK) WhatsApp forum is set up to post information or to discuss issues that are pertinent to AWOGA (UK) and the Annie Walsh Memorial School (AWMS) **only**. (The Executive understands the temptation for members to post interesting news/information on the forum that emanate from other sources or news outlets; but please resist the temptation to do so).
2. Information that is not relevant to AWOGA (UK) or the AWMS, should be posted in the chatter box WhatsApp group or forwarded to the Publicity Officer. If in doubt about the importance of a piece of news/information and its relevance to AWOGA (UK) or the AWMS, members should send the information to or contact the Publicity Officer.
3. Members of the Executive will from time to time post relevant information within their areas of responsibility.
4. Only paid-up members of AWOGA (UK) are eligible to be added to the forum.
5. Information regarding new additions to the forum should be directed to the General Secretary.
6. The time for postings is between **07:00 hours** and **22:00 hours**.
7. Members are reminded that before posting information on the AWOGA (UK) WhatsApp forum, they should check whether the information **has a direct connection with AWOGA (UK)**.
8. Only the group admins should post in the group chat.

### **WhatsApp group for Committees**

9. No group created should be deleted by the outgoing admin.
10. There must be more than one admin for these groups.
11. All WhatsApp group details should be handed over to the incoming Chair of the Committee.

***It is very important that when a decision is made, members should abide by it; not only does it strengthen the integrity of the Association, but it also demonstrates respect and love for each other.***

***Any member who fails to comply with these guidelines will have her name removed from the WhatsApp group chat.***

**APPENDIX 5**

**SCHOLARSHIP FUND**

**SCHOLARSHIP COMMITTEE STRUCTURE AND MEMBERSHIP**

**SCHOLARSHIP COMMITTEE’S OPERATING STRUCTURE**

The Scholarship Committee Chairperson, selected by participating AWOGA branches, shall serve as the Leader and Coordinator of The Scholarship Committee. The Committee shall establish its operational schedule as it determines necessary to accomplish its duties, considering established guidelines.

**2. COMMITTEE MEMBERS**

The Scholarship Committee will be comprised of:

***a) STANDING COMMITTEE MEMBERS***

- Senior School Principal or Designee
- Junior School Principal or Designee

***b) NON-STANDING/CHANGEABLE COMMITTEE MEMBERS***

- AWMS Alumnae /AWOGA Volunteers Selected by participating AWOGA Branches

**3. ROLE OF COMMITTEE MEMBERS AND PARTICIPATING AWOGA BRANCHES**

***a) PRINCIPALS or DESIGNEES (Standing Committee Members)***

- Provide AWOGA (UK) and Scholarship Committee with current information regarding tuition, fees and associated costs
- Widely publicize and promote scholarships to students and parents
- Make application forms and related information readily available to students
- Provide completed applications and grade/performance reports to committee
- Notify applicants of outcome of their applications and implement scholarship awards
- Obtain acknowledgement letters from scholarship recipients and forward them to AWOGA (UK)
- Remittance advice from bank.

***b) SCHOLARSHIP COMMITTEE (Full AWOGA Scholarship Committee - All members)***

- Ensure promotion/publicity of the scholarship
- Develop and adapt a rating form and a points system to be used in evaluating the applicants with regard to the criteria provided by participating AWOGA branches
- Review fully completed applications and select scholarship recipients
- Non-principal committee members should assist principals as needed/requested in facilitating the application process, particularly in managing timelines and due dates

- Non-principal committee members - provide reports to and liaise with AWOGA (UK) in facilitating the scholarship process
- Maintain records of the scholarship award.



ANNIE WALSH MEMORIAL SCHOOL



Non-Sibi Sed Omnibus  
Founded 1849  
OLD GIRLS’ ASSOCIATION (UK BRANCH-1984)

SCHOLARSHIP SPONSORSHIP FORM

- 1) I would like to be a sponsor to the Annie Walsh Memorial School Old Girls’ Association (UK) Scholarship Scheme.

Please tick level of sponsorship and number of years:

Level of sponsorship		1 Year	2 years	3 years	4 years	5 years
£2,000						
£1,500						
£1,000						
£600						
£550						
£500						
£450						
£400						
£350						
£300						
£250						
£200						

- 2) I am unable to be a sponsor to the Annie Walsh Memorial School Old Girls’ Association (UK) Scholarship Scheme but would like to donate the sum of £\_\_\_\_\_

Please make cheques payable to the Annie Walsh Memorial School Old Girls’ Association (UK) with Scholarship Scheme printed at the back or pay direct to the bank using the following details:

Bank – NatWest,  
Account – 17422213,  
Sort Code – 60-03-36  
Name on Account – AWMS Old Girls’ Association (UK Branch)

Name:  
Address:  
Post Code:  
Telephone:

Official

**Mobile:**

I am a UK taxpayer and would like AWOGA (UK) to regard my sponsorship donation of £.....as a **Gift Aid Donation**. I confirm that I have paid an amount of UK income or capital gains tax equal to any tax reclaimed

**Signature:**

**Date**

**Print Name:**

**Please return completed and signed Scholarship Form to:**

**Secretary AWOGA(UK)**

**Email: [secretary@awoga.org.uk](mailto:secretary@awoga.org.uk)**

ANNIE WALSH MEMORIAL SCHOOL



*Non Sibi Sed Omnibus*

Founded 1849

OLD GIRLS’ ASSOCIATION (UK BRANCH-1984)

AWOGA (UK) SCHOLARSHIP FRAMEWORK

1. INTRODUCTION

1.1. The AWOGA (UK) Scholarship subcommittee was formed to oversee the business of awarding scholarships to pupils of The Annie Walsh Memorial School on an annual basis. The AWOGA (UK) Scholarship Committee will be working collaboratively with the FREETOWN SCHOLARSHIP COMMITTEE, which is a well-defined structure with stated operating guidelines and procedures that have been put in place to support the administration of scholarships (see appendix below). The main purpose is to ensure that the scholarships are awarded to Annie Walsh Memorial School pupils fairly, effectively, efficiently, proactively, and with the required level of accountability, transparency and integrity.

2. AIM

2.1. The aim of AWOGA (UK) is to help enhance the education in the Annie Walsh Memorial School by ensuring that selected pupils have the same opportunity to succeed in school regardless of their financial status, ability or capability.

3. OBJECTIVES

3.1. To award scholarship to a maximum of 50 pupils each year by 31st December to enable them to be ready for the new academic school year.

4. SCHOLARSHIP PACKAGE FOR NEW APPLICANTS

4.1. The students will be entitled to the following:

ANNIE WALSH SCHOOL	
QTY	ITEMS FOR SCHOLARSHIP
2	Pairs of Hose
1	Dark Brown Shoes
1	Green Purse Belt
1	Green Beret with Crest
1	Felt Hat
1	Hat Band
12	Exercise Books (JSS)
9	Ledgers (SSS)

ANNIE WALSH SCHOOL	
QTY	ITEMS FOR SCHOLARSHIP
13	Textbooks (9 for SSS)
3	Sewn Uniforms
1	PE Tunic
1	T-Shirt
1	Necktie (SSS)
1	Large Backpack
1	English Dictionary
	Lunch
	Transport
	Remedial Classes (for SSS only)

5. **CRITERIA FOR NEW APPLICANTS**

5.1. Students must meet the following minimum requirements in order to be considered for a scholarship award:

- The child must be a pupil of the Annie Walsh Memorial School
- Any student from JSS2 upwards can apply for a scholarship
- The applicant should have attained a grade of 60% or more in their previous academic year exam
- The applicant should be involved in extracurricular activities.
- The applicant should fall into one of the following categories:
  - Student is orphaned
  - Student has a physical disability
  - One or both parents are unemployed
  - One or both parents are on a low income
  - Children of teachers (up to a maximum of 1 per staff)

6. **PROCESS FOR AWARDING NEW SCHOLARSHIPS**

No.	PROCESS	DUE DATE
1.	AWOGA (UK) should notify the Principals and the Scholarship Committee of Scholarships to be awarded in the following school year ensuring that all governing requirements and standards to be applied or considered in selection process are communicated to the school	Beginning of 2 <sup>nd</sup> term to end of 3 <sup>rd</sup> term
2.	The Principals should publicise the AWOGA (UK) scholarship application. process widely so that applicants are made aware and have as much time as possible.	Beginning of 2 <sup>nd</sup> term to end of 3 <sup>rd</sup> term

3.	Interested pupils should complete an application form including a personal statement and submit it to the Principals.	1 <sup>st</sup> Week September
No.	PROCESS	DUE DATE
4.	Principals to forward completed application forms to the Freetown scholarship committee by	2 <sup>nd</sup> Week September
5.	Freetown Scholarship Committee to review applications and shortlist students eligible for scholarship award	Mid- September
6.	Freetown Scholarship Committee to share the shortlisted applicants by category with AWOGA (UK) for approval.	Oct
7.	AWOGA (UK) to review shortlisted applicants and forward final approved list to the Freetown Scholarship Committee by	Nov
8.	Principals to notify successful applicants to be and informed of the grade they need to attain the following year in order for them to continue receiving the scholarship	Nov
9.	Funds for scholarship to be remitted to Freetown	Nov
10.	Scholarship Award Ceremony <b>(parents must accompany the student)</b>	End of December
11.	Due date for scholarship recipients to submit acknowledgement letters to the Freetown Scholarship Committee on behalf of AWOGA (UK)	End of January
12.	Due fate for Freetown Scholarship Committee to send records and awardee acknowledgement letter to AWOGA (UK)	End of February

**7. CRITERIA FOR AWARDING SCHOLARSHIP TO CONTINUING STUDENTS**

- 7.1. Students will not be automatically awarded scholarships for subsequent years.
- 7.2. Students who have performed below Eighty percent (80%) will be required to improve on their performance and whilst students who performed 80% and above will be expected to maintain their grades or exceed them.
- 7.3. Students will be required to achieve the grade that was notified to them by the Freetown Scholarship Committee in order for them to receive the award for the next academic year.
- 7.4. The students will be entitled to the following:

ANNIE WALSH SCHOOL	
QTY	ITEMS FOR SCHOLARSHIP
2	Pairs of Hose
1	Dark Brown Shoes
9	Ledgers (SSS)
13	Textbooks (9 for SSS)
3	Sewn Uniforms
1	PE Tunic
1	T-Shirt
1	Large Backpack
1	English Dictionary

	Lunch
	Transport
	Remedial Classes (for SSS only)

7.5. The process for continuing students is as follows:

No.		DUE DATE
1.	Principals to share continuing students end of year results with the Freetown Scholarship Committee as soon as they become available but no later than the ....	End of July
2.	Freetown Scholarship Committee to review performance and make a decision on whether the students should continue receiving the scholarship award	Mid-September
5.	AWOGA (UK) to be given the names of Students who deserve to receive scholarship for the next academic year for approval	Oct
6.	AWOGA (UK) to review list of continuing students and forward approval to the Team in Freetown.	Nov
7.	Principals to notify continuing students and inform them of the grade they need to attain the following year in order for them to continue receiving the scholarship	Nov
8.	Funds for scholarship to be remitted to Freetown	Nov
9.	Scholarship Award Ceremony (parents must accompany the student)	Dec
10.	Due date for scholarship recipients to submit acknowledgement letters to the Freetown Scholarship Committee on behalf of AWOGA (UK)	End of January
11	Due date for Freetown Scholarship Committee to send records and awardee acknowledgement letter to AWOGA (UK)	End of February

**Please take note of the following guidelines:**

- a) The Freetown Scholarship Committee will function as the Awards Committee, which will choose the recipients for scholarships. As a result, the Committee will receive all scholarship application forms and begin the selection process to identify successful applicants.
- b) Scholarships will be offered on a competitive basis to the top candidates and there is no guarantee that students who meet the minimum requirements will be successful in the overall process.
- c) Recipients of the Association’s Scholarship are not eligible for further scholarships from any other AWMS OGA Branch, Chapter or individual.
- d) The Scholarship Committee will not enter into any individual correspondence with applicants during the selection process.
- e) The decision of the selection panel is final and there is no recourse to appeal.

**APPENDIX 6**

**ANNIE WALSH MEMORIAL SCHOOL**



**Non-Sibi Sed Omnibus  
Founded 1849**

**OLD GIRLS' ASSOCIATION (UK BRANCH-1984)**

**EVENTS COMMITTEE**

- The Social Secretary shall be responsible for the organisation and facilitation of all social events of the Association.
- She shall be a member of any Sub-Committee that is formed, to co-ordinate a fundraising event.
- She shall ensure that a Project Events planning form is completed for every event.
- She shall accept any verifiable amounts on behalf of the Association but is not allowed to spend any monies on behalf of the Association unless authorised by the President and endorsed by the Treasurer to do so.
- The Events Committee is comprised of the Social Secretary, Assistant Social Secretary, President, Treasurer and an appropriate number of ordinary members (6).
- The Social Secretary is responsible for giving comprehensive feedback at the membership meetings after an event.



**APPENDIX 7**



**ANNIE WALSH MEMORIAL SCHOOL**  
***Founded 1849***

**OLD GIRLS' ASSOCIATION [UK BRANCH - 1984]**  
***Registered Charity in the UK: No.1165222***

*Please retain this part of the form*

You may be applying for new or renewed membership. It entitles you to receive Minutes of all meetings, information from the school and functions of the Association/Charity. Meetings are open to all AWOGA Members and are held on every third Saturday of the month.

We normally meet virtually via the zoom platform. You will find the Zoom link for each meeting on the agenda sent out in advance by the Secretary prior to each month's meeting. Meetings start at **4.00pm** prompt and conclude by 6.30pm.

Please note there are no meetings in June when the Luncheon Sale is held and also in August due to the summer break.

**KEY NOTES:**

Subscription:	<i>£25.00 per annum (and as determined from time to time by Members in an Ordinary General Meeting . New members pay initial £50 and £25 per annum for subsequent years</i>		
Payment made to:	<i>Bank: NatWest:</i>	<i>Account No.: 17422213</i>	<i>:</i>
	<i>Sort Code: 60-03-36</i>		
	<i>Account Name: AWMS Old Girls Association (UK Branch)</i>		
Cheques to be sent to:	Assistant Treasurer		
Please do NOT send cash in the post. Payments made by bank transfer should include Ref “ <b>Your Name + Subs</b> ” and kindly notify the Assistant Treasurer via <a href="mailto:treasurer@awoga.org.uk">treasurer@awoga.org.uk</a> when the payment has been made.			
A copy of the Constitution, Rules and Bye Laws will be sent to you, on receipt of your Subscription and application Form.			
DOB is optional but if provided you will receive a Birthday Card annually. Please let the Pastoral Officer know when you have a special birthday.			

For general enquires regarding subscription and payment:	<a href="mailto:treasurer@awoga.org.uk">treasurer@awoga.org.uk</a>
For general enquiries regarding minutes and monthly meetings:	<a href="mailto:secretary@awoga.org.uk">secretary@awoga.org.uk</a>

PLEASE POST / EMAIL THIS PART OF THE FORM TO THE ASSISTANT TREASURER

I would like to subscribe to the membership of the AWOGA UK / Registered Charity UK No. 165222

Full Name: .....

Address: .....  
..... Postcode .....

Tel: ..... Mob: ..... Email: .....

Date of Birth: .....

Month.....

I am paying subscription for\_\_\_\_\_ [year(s)]

I would like to be part of AWOGAUK WhatsApp group.....(Y/N)

I am a UK taxpayer and would like AWOGA UK to regard my subscription/s as a Gift Aid donation. I confirm that I have paid an amount of UK income or capital gains tax equal to any tax reclaimed.

Name: .....

Signed: ..... Date: .....

By completing this form.

This form can also be completed via the AWOGA UK website

[Membership | AWOGA UK](#)

**APPENDIX 8**

**ANNIE WALSH MEMORIAL SCHOOL**



**Non-Sibi Sed Omnibus**

**Founded 1849**

**OLD GIRLS' ASSOCIATION (UK BRANCH-1984)**

**Zoom Policy**

1. When a member clicks on the Zoom link or logs in to join the meeting, you may be asked to record your name - if this happens, please enter your full name.
2. Members should always ensure that their device is named with their correct details.
3. You may also be asked to accept Zoom's terms and conditions.
4. On entry, members will be put in a waiting room and admitted when the meeting is ready to start.
5. When members enter the meeting, they should register their attendance in the chat box.
6. Every member will be muted on entry and unmuted if and when they wish to speak.
7. All comments on agenda items will be limited to "1 min" in order to allow the meeting to progress smoothly.
8. If a member needs to speak, they should use the chat function as this will be monitored.
9. Meetings will be recorded in order to assist with minute taking.
10. Members are asked to record all apologies for absence in the chat box by putting "**apology**" next to the person's name.
11. If a member encounters issues when trying to join the meeting they should put a message in the AWOGA (UK) WhatsApp group chat, and someone will try to assist them.

**APPENDIX 9**

**ANNIE WALSH MEMORIAL SCHOOL**



**Non-Sibi Sed Omnibus  
Founded 1849  
OLD GIRLS' ASSOCIATION (UK BRANCH-1984)**

**Oath of Allegiance (Draft)**

I, (name), solemnly declare and affirm by Almighty God that, having been elected as a member of the AWOGA (UK) Executive Committee of (term), I will be faithful and maintain true allegiance to the Association and its members, upholding at all times the spirit of our motto, not for self but for all, in accordance with the Association's constitution, bye-laws and rules.