



# TRURO SCHOOL ASSOCIATION

(formerly known as the Truro School Former Pupils Association)

## CONSTITUTION

(Revised, June 2019)



*Truro School is part of the Methodist Independent Schools Trust.*

*Registered Office: Methodist Church House. 25 Marylebone Road, London, NW1 5JR.*

*Charity No. 1142794. Company No. 7649422*

*TRURO SCHOOL FORMER PUPILS ASSOCIATION*

*Registered Charity No: 290852*



**1. Name:**

The working name of the Association is ***Truro School Association (TSA)***.

**2. Aims of the Association:**

- 2.1 To provide opportunities for former students and staff to meet and keep in touch with each other and the school;
- 2.2 To involve former students and staff of Truro School in the activities of the Truro School Community.
- 2.3 To encourage former students and staff to engage with the school providing an advice and support network to each other and to supporting the future development of the school as they are able.
- 2.4 To keep its members abreast of school and alumni news through the publication and dissemination of newsletters and other periodicals.

**3. Membership:**

**3.1 Ordinary Membership**

3.1.1 All former students of the School who were registered for at least one term, regardless of age, all former staff of the School and all former Governors of the School, will become automatic members of the Association. Membership will take effect as soon as the individual is no longer a student or a member of teaching staff.

3.1.2 There will be no subscription fee; membership of the Association is free and for life.

3.1.3 Any individual may decline membership, or resign their membership at any time, provided they do so in writing to the TSA Secretary or School.

**3.2 Honorary Members**

The Committee shall have power to elect such persons as it shall think fit as honorary members of the Association and shall report such elections to the next Annual General Meeting.

**3.3 Voting**

Every member shall have one vote.

**3.4 Removal of members**

3.4.1 The Committee may, by unanimous vote and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

3.4.2 The Committee and/or President (Headmaster/Headmistress of the School) may terminate the membership of any individual found guilty of any criminal offence or investigation which might prove detrimental to the reputation of the School or which might place current pupils at risk.

#### 4. **Committee**

The Committee shall decide the policy of the TSA in line with the aims of the Association and the School Development Office and shall be responsible for the supervision of the events programme. It will operate within the policies established for the Association.

4.1 The Committee shall consist of no fewer than 6 members nor more than 15 members.

4.2 The Committee shall be elected at the Annual General Meeting and shall hold office from the conclusion of that meeting. They must meet the criteria of TSA membership and be not less than 18 years of age.

4.3 The Committee Officers shall be elected at the Annual General Meeting. The Positions shall be:

- **A President:**

This shall be Headmaster or Headmistress of Truro School unless Truro School is no longer in existence when the post may be filled by a member of the TSA appointed by the Committee at the AGM.

- **A Chair:**

Elected for an initial period of two years and who may be re-elected for a further period of not exceeding two years or as agreed at each Annual General Meeting.

- **A Vice Chair:**

Who shall act in the role of Chair in the absence of the elected Chair. Elected for an initial period of two years and who may be re-elected for consecutive terms as agreed at each Annual General Meeting.

- **A Treasurer**

Elected for an initial period of two years and who may be re-elected for consecutive terms as agreed at each Annual General Meeting.

- **A Secretary**

Elected for an initial period of two years and who may be re-elected for consecutive terms as agreed at each Annual General Meeting. If this vacancy is not filled The Development and Alumni Relations Manager will act as Clerk to the TSA Committee

4.3.1 There shall also be an option to include a current student on the committee (whose function would be to liaise with the relevant student society and to raise the profile of the TSA among the current student community). This would be the only position for which the applicant may be under the age of 18.

4.3.2 The Committee may, if it wishes, appoint such other Officers as are deemed necessary for the running of the Association provided such appointments be approved at the subsequent Annual General Meeting.

4.3.3 The Committee may approve the creation of any number of sub-committees to facilitate the running of the Association. The creation of these shall be recorded. Any recommendations from such sub-committees shall only be accepted if approved by the full Committee of the Association.

4.4 **Ex officio members will include:**

- The School Development Director (or their representative).

- 4.5 The Committee may appoint any member of the Association, or honorary member of the Association, to be a Vice President of the Association who shall be eligible to attend committee meetings in a non-voting capacity.
- 4.6 The work of the TSA will be supported by members of the Development Office:
- TS Development Manager
  - TS Communications Assistant
  - TS Archivist/Researcher
- 4.6 **Co-opted Members**
- 4.6.1 The Committee may appoint not more than five co-opted members provided the number of co-opted members does not exceed one third of the members of the Committee.
- 4.6.2 Any Committee Member may propose a co-opted member and, providing the Committee is in agreement, the co-opted member's appointment shall take effect from the end of the meeting.
- 4.7 All members of the Committee shall retire from office together at the end of the Annual General Meeting following the date on which they came into office, but they may be re-elected or re-appointed.
- 4.8 Committee members will support the events programme of the TSA by attending whenever possible.

## 5. Meetings

- 5.1 The TSA Committee will meet at least once per school term (at least three times per year). A special meeting may be called at any time by the Chair or by any two members of the Committee upon not less than seven days' notice being given to other members of the Committee of the matters to be discussed.
- 5.2 There shall be a quorum when at least one third of the number of members of the Committee for the time being or three members of the Committee, whichever is the greater, are present at a meeting.
- 5.3 The Chair shall act as Chair at meetings of the Committee or shall appoint a Vice Chair to preside or the meeting shall elect a Chair. If no instruction has been given, the committee collectively shall appoint one of its members, by ballot if necessary, to chair the meeting.
- 5.4 Every matter shall be determined by a majority of votes of the members of the Committee present. In the event of a tied vote, the Chair of the meeting shall have a second or casting vote.
- 5.5 It shall be the responsibility of any officer or committee member to declare at every applicable meeting any role in any organisation that might be considered as relevant to the tabled business of the Association at the time and that might be considered a conflict of interest. The committee shall decide by vote whether to preclude the relevant officer or committee member from discussions and/or voting on the issue concerned.

## 6. General Meetings

- 6.1 An Annual General Meeting shall be held when convenient for the Association during the School summer term.

- 6.2 At least 21 days' notice of the Annual General Meeting shall be given to all members of the Association. Methods of communication shall be:
- TSA Website
  - TSA Monthly newsletter
  - Notice on the school notice board.
- 6.3 A Special General Meeting of the Association may be called by the Committee or at the written request of at least 40 members of the Association. The business of the meeting shall be solely that for which the meeting is called. At least 21 days' notice of such a meeting should be issued to as many members of the Association as is possible stating the business to be discussed, using the following methods of communication:
- TSA Website
  - TSA Monthly newsletter
  - Notice on the School Notice Board.
- 6.4 The President shall normally chair all General Meetings of the Association or shall appoint a Vice-President to preside or the meeting shall elect a chair.
- 6.5 Quorum**  
The quorum at any General Meeting shall be 9 members of the Association in addition to the Chair.
- 6.6 At General Meetings of the Association every matter shall be determined by a majority of votes of the members of the Association present. In the case of a tied vote the chair of the meeting shall have a second or casting vote.
- 6.7 Nominations for election of Committee Members may be made in writing to the Secretary or Clerk to TSA, or a candidate may be proposed by an existing committee member at the Annual General Meeting.
- 6.8 Any Committee member wishing to resign or not be re-elected should give notice in writing to the Secretary or Clerk to TSA at least 28 days prior to the Annual General Meeting or if mid-term to the Chairman/woman.

## **7. Constitution**

### **7.1 Proposed changes**

Any proposed change to the constitution must be given in full with the agenda paper for the General Meeting at which the proposal is to be raised.

### **7.2 Approval of changes**

No addition or alteration to the Constitution shall be made unless agreed by a 60% + 1 majority vote at the General Meeting.

7.3 Changes to the constitution may be made by any General Meeting, but any additions or alterations made at a special General Meeting shall need to be confirmed at the next Annual General Meeting.

## **8. Accounts and funds**

### **8.1 Responsibility for accounts**

The Treasurer shall be responsible for the accounts of the Association and shall report the current financial situation to each Executive Committee meeting. Audited accounts shall be presented to the Annual General Meeting.

### **8.2 Auditor**

An auditor for the accounts shall be appointed at the Annual General Meeting.

### **8.3 Charitable Status**

The Association shall maintain charitable status. This shall be reviewed on an annual basis at the Annual General Meeting.

8.3.1 If the Association wishes to retain charitable status the Association must comply with the Charity Commission rules and regulations and must establish a clear reserves policy.

#### **8.3.2 Reserves Policy**

TSA has a reserves policy which has regard to guidance from the Charities Commission

### **8.4 Existing Capital Funds**

Any monies not required for immediate purposes of the Association shall be invested in the name of the Association in investments in which trust money may, by law, be invested with power from time to time to transpose such investments.

## **9. Funding and budgets**

9.1 The Development Director and President will allocate a budget as agreed by the School Bursar sufficient to fund the annual programme of TSA events each year as agreed by the Committee.

9.2 The Committee and Development Office will agree the programme of events in advance each year. Any increase to the programme must be agreed to coincide with the School budget allocation, which is completed by February each year in readiness for the new academic year commencing in September.

9.3 The annual budget will also include provision for a monthly e-newsletter and the design, print and circulation of the annual TSA magazine published in September each year.

## **10. The Development Office role**

10.1 The Development Manager will attend the TSA meetings or send a representative.

10.2 In the absence of a Committee Secretary, the Development Manager will act as Clerk to the TSA Committee.

10.3 The Development Office is responsible for maintaining the School's Development database, which remains the property of Truro School, and must comply with data protection legislation as updated by UK law.

- TS cannot sell or share any personal information to third parties.
- TS will endeavour to take all reasonable steps to ensure the security of all information that is held and will keep the information as accurate and up to date as possible.

The Development Office will utilise the TS Development database as a tool to contact former pupils on behalf of the TSA for the purpose of, sending TSA newsletters, details of TSA events and distribution of the annual TSA magazine.

10.4 The Development Office will support the organisation of the events programme alongside the TSA committee.

10.5 The Development Office will create a monthly TSA e-newsletter and annual magazine publication for all TSA members.

10.6 The Development Office will maintain the TSA area of the School website in co-operation with the TSA committee.

**11. Mission Statement**

The Development Office and Committee shall create a Mission Statement in order to outline the purpose of the TSA outlining aims and plans for maintaining and increasing alumni relations. This document shall be appraised on a three yearly basis for revision and updating in order to maintain current trends and requirements.

**12. Dissolution**

If the committee decide that it is necessary or advisable to dissolve the Association, it shall call a Special General Meeting of all members of the Association (stating the terms of the resolution to be proposed). If the proposal is confirmed by two-thirds majority of the members of the Association who are either present in person or who have forwarded proxy votes to that meeting the Committee have the power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to Truro School Foundation which supports the development of Truro School (Charity number 1070969). Should Truro School no longer be in existence any remaining assets after the satisfaction of any proper debts and liabilities shall be transferred to another charity connected with education. A copy of the statement of accounts, or account and statement, for the final period of the Association must be sent to the Charity Commission.

Signed: **President:** \_\_\_\_\_  
Print Name: \_\_\_\_\_  
  
**Chair:** \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>Document Management:</b>		
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Chair <b>Mrs Rachel Vaughan</b>	Signed	Date:
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