

CONSTITUTION OF THE OLD OWEN'S ASSOCIATION

1. The Association shall be called the Old Owen's Association.
2. The objects of the Association shall be to provide opportunities for members to remain in contact with each other, to promote social activities of various kinds, to encourage the formation of Affiliated Clubs and to further the welfare of the School generally.
3. The Association year shall be from the 1st August to the 31st July.
4. Membership of the Association shall be open to the following on payment of the appropriate subscription, and subject to the approval of the Full Committee:
Full Membership
Former pupils of Dame Alice Owen's School, Potters Bar; Owen's Boys' School, Islington; Dame Alice Owen's Girls' School, Islington; Dame Alice Owen's School, Islington and persons who are or have been employees or Governors the Schools. The Annual General Meeting may at its discretion elect to Full Membership any Associate Member who has been recommended by the Association Full Committee.
Associate Membership
Persons other than those entitled to Full Membership. All such persons shall be proposed and seconded by Full Members of the Association. As from 1st May 1999 Associate Members will have no voting rights as a member of Old Owen's Association.
Honorary Membership
The Annual General Meeting shall have the power to elect as Honorary Members persons who have an meritorious service to the Association or to the management of any part thereof.
5. If the conduct of any member, in the opinion of the Full Committee or Executive Committee, be injurious to the good interests of the Association, that member shall be liable to suspension until the next General Meeting when they may be expelled by a majority of the votes by the members present. Any member suspended by the Committee shall have the right to attend the next meeting of the Association Full Committee, together with a friend, to appeal against the suspension. The Full Committee's decision by a simple majority shall be final.
6. The Annual General Meeting shall be held on a day between the first day of November and the last day of February of each year when the Full Committee's Report for the previous year and a Statement of Accounts (duly audited up to the previous 31st July) shall be presented to the membership.
7. The Association shall have as President the Head of Dame Alice Owen's School, Potters Bar.
8. Honorary Presidents and vice-presidents shall be elected at the Annual General Meeting at the discretion of the meeting.
9. a) The management of the Association shall be vested in a Full Committee consisting of the President, Secretary, one or more Assistant Secretaries, Membership Secretary, Social Secretary, Treasurer, one or more Assistant Treasurers, Bar Treasurer, Ground Manager, the Editor of "The Old Owenian", a Web Master and a representative of the School Staff, two representatives of the school pupils approved by the President, one representative of each affiliated club or Association and ten ordinary members. In each year one of the Secretaries and one of the Treasurers, who have been longest in office (to be selected by ballot in the case of equality of tenure of office) and either the Ground Manager, the Editor of "The Old Owenian" or Web Master shall retire and be eligible for re-election and three ordinary members who have been longest in office (to be selected by ballot in the case of equality of tenure of office) shall retire and shall be eligible for re-election.
b) This Full Committee shall meet bi-monthly.
c) The quorum at all meetings of the Full Committee shall be seven.
d) The Full Committee shall appoint one of its members as Chairman of the Full Committee, who shall hold office for one year. The Chairman shall preside at meetings of the Association and of the Full Committee in the absence of the President and shall have a casting vote. In the absence of the President and the Chairman of the Full Committee from any meeting, the Committee may appoint one of its number to preside at that meeting; the Person so appointed shall have a casting vote at that meeting.
e) The Full Committee shall have the power to fill any vacancy in its number; a person so appointed under this provision shall retire at the next Annual General Meeting in addition to those retiring under paragraph [a] of this Rule, and shall be eligible for re-election.
f) Nominations for election to the Full Committee shall be in writing, other than in the case of retiring members, and shall together with the consent of each person nominated, be sent to the Secretary so as to be in his/ her hands not later than 1st September before the Annual General Meeting. Should insufficient nominations be received, members may be elected from the floor of the Annual General Meeting.

- g) The day to day management of the Old Owen's Association, Sports Ground and Pavilion shall be vested in an Executive Committee consisting of the Chairman, Secretary, Assistant Secretary, Treasurer, Ground Manager, Bar Treasurer, and Membership Secretary (Rule 12 O.O.S.C.). The Executive Committee shall have the power to co-opt members from the Full Committee at their discretion.
- h) The Executive Committee shall meet monthly or at such greater frequency, as they deem necessary.
- i) The quorum at all meetings of the Executive Committee shall be three.
- j) The Full Committee shall be empowered to set up sub-committees as required.
- k) If any member of any of the Committees fails to attend or extend apologies for three successive meetings they shall be deemed to have resigned from that Committee.

10. Auditors, not being members of the Committee, shall be a Chartered or Certified Accountant, shall be elected at the Annual General Meeting and shall be eligible for re-election. Nominations for election shall be in accordance with paragraph [f] of Rule 9.

11. Notice of the Annual General Meeting, together with the Agenda of the business to be transacted shall be sent to each member at least seven days before the Annual General Meeting. Any member having a motion to bring before the Annual General Meeting must give notice to the Secretary in writing not later than the 1st September before the meeting. Copies of the audited accounts will be available on request seven days prior to the Annual General Meeting and at that meeting.

12. The Committee shall summon an Extraordinary General Meeting at its discretion upon the presentation of a written requisition specifying the business for which the meeting shall be called, signed by at least ten members of the Association. Of this meeting a clear fortnight's notice containing the proposed motion must be given.

13. a) There shall be an enrolment subscription to the Old Owen's Association for Full and Associate Members and thereafter an Annual Subscription which shall be due on the First of August in each year. The subscription rates shall be set at the Annual General Meeting.
b) Any member who fails to renew their subscription by the last day of September shall be deemed to have resigned from the Association and shall have to re-enrol.

14. Existing Life members of the Old Owen's Association and the Dame Alice Owen's Old Girls' Association as at 31st August 1975, shall be deemed to be the only Life Members of the Old Owen's Association, and shall receive such benefits as are due to members paying subscriptions as under Rule 13a.

15. Membership of Old Owenian Affiliated Clubs shall be restricted to persons who have been elected members of the Association according to the provisions of Rule 4. The Full Committee may, at its discretion, elect as Affiliated Clubs to the Old Owen's Sports Club those Clubs which have a long-term hire of facilities on the Ground. The period of their affiliation shall not exceed the period of the Hire Agreement. The Owen's School Association is open to those qualified under their Rules.

16. The Membership Secretary shall bring to the attention of all members who are in arrears with their subscription as at 1st November that their enrolment subscription for the current year is now due and if the said subscription, together with the arrears, is not paid within fourteen days of the written notification by the Membership Secretary, then that Member's name shall be removed from the list of members of the Association and they shall be ineligible for membership of any of the Clubs Affiliated to the Association.

17. No alteration or addition shall be made to the Rules except at the Annual General Meeting, or at an Extraordinary General Meeting called for that purpose.

18. Each of the Affiliated Clubs shall be required to lodge a copy of its audited accounts with the Secretary of the Association in each calendar year.

February 2002

RULES OF THE OLD OWEN'S SPORTS CLUB

1. Name

The name of the Club shall be the Old Owen 's Sports Club It is a Members' Club established for the convenience of Members of clubs using the Old Owen's Sports Ground.

2. Objects

The objects of the Club are social and recreational.

3. Membership

All Members of the Old Owen's Association (hereinafter called "the Association") and its affiliated clubs shall be Members of the Club and all persons becoming Members of the Association and its affiliated clubs shall thereupon become Members of the Club but shall not be entitled or admitted to the privileges of membership of the Club until two days after their becoming Members as aforesaid.

4. The facilities of the Club (including the right to have supplied intoxicating liquors) shall be extended to the following persons :

(a) Members and their guests in accordance with the rules of the Club

(b) Members of visiting sporting teams using the Ground their supporters officials and guests on the day of their visit

(c) Persons other than Members and their guests who wish to hold organised functions upon the club premises by prior written agreement with the Club Secretary provided that there shall not be more than fifteen such functions in any one calendar year. No sales of alcohol shall be made to persons under the age of 18.

5. A list or register of the Members of the Club shall be kept on the Club premises.

6. Any Member who ceases to be qualified as above mentioned shall forthwith cease to be a Member of the Club.

7. The Committee may exclude any Member from the Club at their discretion.

8. Annual General Meeting

There shall be a General Meeting of the Club at least once every year and fifteen months shall not elapse without a General Meeting provided that the Annual General Meeting of the Old Owen's Association shall be deemed to be the Annual General Meeting of the Club.

9. Notice of the Annual General Meeting shall be sent to each Member of the Club at least seven days before the date of the Meeting. Such notice shall be sent to each Member at their address last notified to the Committee.

10. Extra-Ordinary General Meetings

A General Meeting shall be summoned immediately upon the written request to the Committee by ten Members or one fifth of the membership whichever is the less.

11. Notice of the Extra-Ordinary General Meeting shall be sent to each Member at their address last notified to the Committee at least fourteen clear days before the date of the Meeting.

12. Management Committee

The affairs of the Club shall be managed by a Committee which shall consist of the members of the Executive Committee of the Association and who shall be elected at the General Meeting of the Club. Three of the above members who have been longest in office shall retire each year and shall be eligible for re-election provided that no member shall be required to retire until he has served on the Committee for a period of at least one year and no member of the Committee may hold office for more than five years without re-election.

13. Sub-Committees

The Committee shall elect a Sub-Committee to conduct the purchase for the Club and supply by the Club of intoxicating liquor. Each member of the Sub-Committee shall be a member of the Committee and shall cease to hold office on the Sub-Committee upon ceasing to be a member of the Committee.

14. Stewards

The Sub-Committee shall nominate members of the Association to act with them as stewards during such period as the Club shall be open for the consumption of alcoholic liquor and no consumption of alcoholic liquor shall take place unless a member of such panel of Stewards is present.

15. By-Laws

The Committee shall have the right to make by-laws or rules for the regulation of the Club's premises and also rules governing the use of the Club.

16. Hours

The premises of the Club shall be open from 8 a.m. to 12 midnight and for the consumption of intoxicating liquor on weekdays from 11 a.m. to 11 p.m. and Sunday from 12 noon to 10.30 p.m. and on Christmas Day and Good Friday from 12 noon to 3 p.m. and from 7 p.m. to 10.30 p.m., provided that the Committee may vary the hours within the permitted limits and shall exhibit in the premises of the Club a notice of the permitted hours.

17. Accounts

Records of bar catering shall be kept by the Sub-Committee (and any profits therefrom shall be the property of the Association).

18. Price List

There shall be exhibited on the Club premises the price list of all alcoholic liquors.

19. Alteration of Rules

These Rules may be revoked added to or altered at any General Meeting of the Club of which notice has been duly give under Rules 8 to 11 specifying the intention together with full particulars thereof.

OLD OWEN'S ASSOCIATION

Constitution and Rules

February 2002