

**OLD SOUTHENDIAN ASSOCIATION
STANDING ORDERS OF THE EXECUTIVE
COMMITTEE AND SUB-COMMITTEES – 202014**

- 1) The **EXECUTIVE Committee** shall meet at least three times each year. ~~Its duties shall be as follows:-~~

Membership:

The Officers elected in accordance with the Rules of the Association: namely the Chairman, President, Immediate Past President, President Designate, Treasurer, Secretary, Registrar, Legal Adviser and Publications Officer

Duties:

- (1) To exercise the powers conferred by the Rules of the Association
- (2) To consider and make decisions on all matters affecting the policy of the Association or recommendations to a General Meeting.
- (3) Within one month after each Annual General Meeting to appoint the following Sub-Committees:
 - (a) Management
 - (b) Communications
 - (c) Events
 - (d) Succession
 - (e) Such other Sub-Committees as may, from time to time, be required
- (4) To receive Reports from the School and Executive Officers
- (5) To receive Reports from the Sub-Committees and to take note of the co-option of members to serve on Sub-Committees
- (6) To receive Reports from the Affiliated Organisations
- (7) To approve Annual Reports and Balance Sheets for submission to the Annual General Meeting and to draw up Agenda for all General Meetings

- 2) The membership and duties of the Sub-Committees shall be as follows:-

a) The MANAGEMENT Sub-Committee

Membership:

The Chairman of the Association, Secretary, Treasurer, Registrar and any other members of the Executive Committee of the Old Southendian Association as deemed necessary

Duties:

- (1) Establish, review and maintain the 5-Year Business Plan of the Old Southendian Association
- (2) Manage the financial affairs of the Association, including the collection of Membership subscriptions and Members' Donations, operation of the Bank accounts, authorise all expenditure in accordance with the agreement of the Executive Committee, and the preparation and audit of the Financial Accounts of the Association
- (3) Manage the Membership database in accordance with all relevant legislation and Membership affairs in general
- (4) Consider the design, manufacture and sale of goods bearing the Old Southendian Association insignia as may from time to time be considered appropriate eg ties, cuff links
- (5) To report to the Executive Committee at each Executive Meeting

b) The COMMUNICATIONS Sub-Committee

Membership:

The Communications Officer, Registrar and two or more other members of the Association as approved by the Executive Committee

Duties:

- (1) The management of all communication as directed by the Executive Committee, whether by post or electronic means
 - (a) All communications to include the Magazine, Website, Facebook
 - (b) The content and the issue of all communication is to be confirmed by the Management Sub-Committee
 - (c) The preparation and approval of a budget by the Management Sub-Committee for all expenditure and the provision of a Financial Statement detailing all Income/Expenditure to the Management Sub-Committee
- (2) To report to the Executive Committee at each Executive Meeting

c) The EVENTS Sub-Committee

Membership:

The Events Officer and five or more other members of the Association and the School as approved by the Executive Committee, to be representative of all generations of Old Southendians

Duties:

- (1) The organisation of all Events undertaken by the Association under the following categories:
 - (a) Traditional – organise all Events for the Association, to be a wide and varied programme including Events that have particular appeal to certain age groups: the 2 ‘Key Events’ are The London Dinner and The Annual Reunion Dinner
 - (b) School Liaison – all Events organised by the Association in conjunction with the School as part of the School Liaison initiative
- (2) Meet at least quarterly
- (3) Events to be designated either ‘Fund Raising’, ‘Member Benefit’ or ‘School Liaison’ – Events in the last two categories to be priced so as not to achieve an excessive profit
- (4) Promote all Events through the Communications Sub-Committee
- (5) The provision of a Financial Statement detailing all Income/Expenditure to the Management Sub- Committee

d) The SUCCESSION Sub-Committee

Membership:

The President of the Association, Immediate Past President, President Designate and Registrar

Duties:

- (1) Identifying suitable candidates for all of the roles of the Association as set out in the Rules of the Association for approval at a General Meeting of the Association
- (2) To report to the Executive Committee at each Executive Meeting

3) Administration

- a) Each Sub-Committee shall appoint its own Chairman and a Secretary. The Chairman shall be responsible to the Executive Committee for the work and proper control of his Sub-

Committee and shall obtain the approval of the Management Sub-Committee for any expenditure incurred

- b) Each Sub-Committee Secretary shall be responsible for recording the proceedings of the Sub-Committee, for dealing with such correspondence as may arise, and for presenting written reports following all Meetings to the Association Secretary for circulation to the Executive Committee
- c) Any business of the Executive Committee may be conducted remotely including by email
- d) In the case of any business conducted remotely including by email voting can also be by email

4) Voting

At every meeting of the Executive Committee or any Sub-Committee all matters shall be decided by votes of the members present by a show of hands, or by a ballot if so desired by a member present. In the case of equality of votes the Chairman shall have a second and casting vote

- 5) The Chairman of the Association, President, President Designate, Secretary and Treasurer of the Association shall be ex-officio members of all Sub-Committees to which they are not already appointed
- 6) Every member of the Executive shall be supplied with a copy of these orders at the first meeting of the Executive Committee he attends after election

~~Standing Orders Executive Meeting 05/11/2014~~

Revised by AGM 11nov20