

THE OLD LANCING CLUB RULES

(as adopted by the Club at its

Annual General Meeting held on 17th September 2020)

1. Definitions

- 1.1 The name of the Club shall be The Old Lancing Club (“The OL Club”).
- 1.2 Members of the Club shall be called OLs.
- 1.3 The Colours of the Club shall be French Grey, Cerise and Chocolate.

2. Objectives

- 2.1 The Primary Objective of the OL Club is to provide opportunities for OLs to maintain friendships with each other and their former teachers at Lancing College (“the College”), to enable them to continue their contact with the College and to support the College in the furtherance of its interests.
- 2.2 The Supporting Objectives are:
 - 2.2.1 To communicate effectively with all OLs.
 - 2.2.2 To hold a range of social functions catering for all OL age groups.
 - 2.2.3 To support and foster the development of OL sports and OL cultural activities.
 - 2.2.4 To help OLs share their experiences and opportunities with one another.
 - 2.2.5 To do such things as in the opinion of The OL Club Committee (“Committee”) will further any of the above or the interests of The OL Club as a whole.

3. Membership

- 3.1 All former pupils as notified by the College shall be eligible for membership of the OL Club.
- 3.2 If a former pupil chooses not to become a member he or she will not be entitled to a refund of any part of the annual life subscription already paid on their behalf.

4. Honorary Membership

- 4.1 Teachers at the College and College Governors may be invited by the Committee to become Honorary Members after five years on the staff of the College or as Governors. Nothing in this rule shall preclude a teacher or Governor from being a member under rule 3.1 above.
- 4.2 The College should notify The OL Club Secretary of any Teacher or Governor upon their becoming eligible for honorary Membership with a view to the Committee by resolution inviting them to become Honorary Members.
- 4.3 Honorary Members will not be eligible to vote at any meeting of the Club.

5. Subscriptions

5.1 The activities of The OL Club shall be financed primarily by means of an obligatory life subscription levied on pupils while they are at the College. These subscriptions will be collected on behalf of The Club by the College and paid over to The OL Club.

5.2 The amount of the subscription shall be the subject of an annual review carried out by the Committee in conjunction with the College and if deemed necessary adjusted to meet the needs of The OL Club.

6. Officers

6.1 The Officers of The OL Club, all of whom shall be honorary and (other than the Treasurer) members of The OL Club, shall be the President, Past Presidents, the Chairman, the Secretary, the Treasurer and the Communications Co-ordinator.

6.2 All the above Officers save Past Presidents and the Treasurer shall be elected at an Annual General Meeting ("AGM") and shall retire at the next following AGM, but any of them may be elected to their former or any other office, subject to their serving a maximum of 6 years in these roles.

6.3 Nominations for any Officer post, together with the names of the proposer and seconder must be received by the Secretary (by post or email) at least fourteen days before the AGM.

6.4 The office of Treasurer shall at all times be held by the Bursar of the School from time to time and shall not be subject to the provisions of this rule 6 regarding the nomination, election and retirement of Officers.

7. Committee

7.1 The affairs of The OL Club shall be managed by a Committee consisting of:

7.1.1 the Officers;

7.1.2 nine other members elected at an AGM; and

7.1.3 those persons who from time to time hold the following roles at the College: the Head and the Foundation Office Director (the "College Representatives").

7.2 Committee members will retire after a maximum 3 year term and shall not be eligible for re-election until the next AGM.

7.3 Nominations for the elected Committee posts together with the names of the proposer and seconder must be received by the Secretary (by post or email) at least fourteen days before the AGM.

7.4 The Committee may co-opt to the Committee any member of The OL Club to serve on the Committee if a vacancy occurs either on the Committee or among the Officers, or to carry out a specific task identified by the Committee.

7.5 The appointment of a co-opted member shall be subject to ratification by club members at the next AGM following their co-option.

7.6 Rules 7.2 to 7.5 above shall not apply in respect of the Treasurer and the College Representatives.

8. President

8.1 The President will normally preside at any AGM or Special General Meeting of The OL Club or on other formal occasions but shall have no executive authority within the OL Club.

8.2 He shall appoint an OL Club member (normally a Past President, Vice president or the current Chairman) to deputise for him if he is unable to preside at any such meeting or other formal occasion.

9. Vice Presidents

On the recommendation of the Committee the President shall invite any OL Club member who has given distinguished service to The OL Club to become a Vice President. Vice Presidents shall be entitled to receive notice of meetings of the Committee, to be present and speak at such meetings and to receive minutes thereof but not to vote at such meetings.

10. Committee Meetings

10.1 The Secretary shall call at least three meetings of the Committee each year and shall call an additional meeting on the written request of not less than four members of the Committee. The Secretary shall normally give fourteen days' notice of each meeting.

10.2 The Chairman shall preside at each meeting of the Committee and no business other than that specified in the notice convening the meeting shall be discussed without the sanction of the Chairman. In the absence of the Chairman the members present shall elect a chairman of the meeting from amongst their number. Each member of the Committee (including the College Representatives) shall be entitled to one vote on any resolutions of the Committee.

10.3 The Treasurer and each of the College Representatives ("Appointor") shall be entitled to nominate any person (whether or not a member of the Committee) to attend meetings of the Committee on the Appointor's behalf and to exercise the powers and carry out the responsibilities of the Appointor in relation to the taking of decisions by the Committee in the absence of the Appointor.

10.4 The Chairman of the meeting shall put to the meeting any motion duly proposed and seconded and advised to the Secretary fourteen days prior to the meeting.

10.5 The Secretaries of OL Sports and other OL Clubs shall be entitled to attend meetings of the Committee, to speak at such meetings and to receive the minutes thereof but they are not entitled to vote unless they are also members of the Committee.

10.6 The Committee may from time to time constitute and dissolve such Sub Committees as it thinks fit. Members of the Sub Committees may be invited to attend and speak at committee meetings but they are not entitled to vote unless they are also members of the Committee.

11. General Meetings

11.1 An AGM shall be held every year but not more than fifteen months shall elapse between the date of one AGM and the next. Not less than twenty-one days' written notice of the AGM, specifying the agenda, time, date and place, shall be given either in periodic OL Club news publications or otherwise by post or email.

11.2 Upon the written request of not less than fifty OL Club members, or upon resolution of the Committee, the Secretary shall summon a Special General Meeting of which twenty-one days' notice

written or email notice must be sent to each member. Such notice must specify the time, date and place of the meeting and the objects for which it is summoned. The business at such a meeting shall be confined to the purpose for which it has been called.

12. Voting

12.1 Voting at all meetings of The OL Club and of the Committee shall generally be by a show of hands unless the meeting, by a show of hands, request a secret ballot and shall be decided by a majority of those voting. In the event of a tied vote the Chairman shall have a second and casting vote.

12.2 At every AGM or Special General Meeting a poll of The OL Club may be demanded by not less than twenty members attending the meeting. In the event of such a demand the President (or in his absence the person deputising for him) shall direct that a Special General Meeting be held for which twenty-one days' notice shall be given and shall cause proxy forms to be sent with the notices convening such a meeting. The proxies shall be in the form usually adopted and must be in the Secretary's hands twenty-four hours before the meeting and such signed proxies shall be as valid as if the members were present in person.

12.3 Where indicated on the Calling Notice of the Meeting, specific agenda items may be subject to voting by post or email as well as those present. Details of the voting procedure are to be included in the Calling Notice.

13. Quorum

13.1 Fifteen members shall form a quorum at a General or Special General Meeting of The OL Club.

13.2 Five members shall form a quorum of the Committee. A Committee meeting shall only be quorate if (whether in person or by proxy) the number of members present (other than College Representatives and the Treasurer) exceeds the number of the College Representatives and the Treasurer so present.

13.3 If within half-an-hour after the time fixed for the meeting there are not sufficient members present to form a quorum such meeting shall stand adjourned.

14. Finance and Administration

14.1 All moneys belonging to The OL club and not invested elsewhere shall be in the hands of the Treasurer, who shall keep an account in the name of The OL Club with such bank as the Committee may appoint.

14.2 All moneys and investments belonging to The OL Club shall be used for such purposes relating to The OL Club as the Committee shall in its absolute discretion think fit, provided those funds fulfil the objectives of The OL Club as set out in Clause 2 above.

14.3 The Committee shall have the power to appoint external financial advisors and fund managers in relation to the assets of the OL Club.

14.4 The College can be asked to help The OL Club to arrange social events and to communicate with its members. The OL Club shall make an annual contribution to the College as a contribution towards the costs incurred by the College in providing this help and in carrying out any other administration work undertaken by the College on behalf of The OL Club.

14.5 In pursuance of the primary objective set out in paragraph 2.1 above the Committee shall from time to time consider how any part of The OL Club's accumulated Capital Reserves which the Committee deems surplus to the OL Club's immediate funding requirements can be used to support any capital projects to be undertaken by the College.

14.6 The Committee shall not be authorised to spend more than £25,000 on any single item without first obtaining the necessary approval at an AGM or Special General Meeting.

15. Accounts

15.1 The financial year of The OL Club shall be 1st January to 31st December or such other period as the Committee shall determine.

15.2 On the recommendation of the Committee the members in General Meeting shall appoint an Honorary Reporting Accountant (preferably an OL Club member) who following appointment shall continue in office and shall be deemed to have been appointed at each succeeding AGM until he or she indicates a wish not to be reappointed or the Committee recommends the appointment of another Reporting Accountant, in which case the existing Reporting Accountant shall be entitled to attend and be heard at the General Meeting at which the appointment of the other Reporting Accountant is recommended.

15.3 The Committee shall cause Annual Accounts (including a Balance Sheet and an Income and Expenditure Account) to be prepared by the Treasurer and for these Accounts to be examined and reported upon by the Reporting Accountant.

15.4 The Committee shall prepare an Annual Report on the activities of The OL Club and present this report together with the Annual Accounts for the past financial year at every AGM.

16. Social Functions

16.1 In pursuance of Objective 2:3 above the Committee shall arrange such social functions at such times and at such venues as it sees fit. In doing so, it will liaise with and use the services of the College as necessary.

16.2 The charge to those attending OL Club functions shall be determined by the Committee.

16.3 The Committee shall have the power to invite persons as guests at OL Club functions. Members may invite guests to functions and in doing so shall be responsible for the good behaviour of the guests and for the payment of appropriate charges to The OL Club.

17. Termination of Membership

17.1 If not less than three quarters of the members of the Committee who are entitled to vote at a meeting of the Committee consider that the conduct of any member of The OL Club is such that he or she is not a fit and proper person to be a member of The OL Club the Committee may by resolution terminate his or her membership of The OL Club.

17.2 Rule 17.1 above is subject to the following provisos

17.2.1 If thought fit, the Committee may by resolution under this rule suspend the membership for a fixed period not exceeding three years instead of terminating it.

17.2.2 If it is proposed to consider whether a resolution under this rule should be passed, a notice in writing to that effect shall be sent to the member concerned at least twenty-one

days before the date of the meeting, stating that he or she will be entitled to explain his or her conduct either in writing or by attending that part of the meeting in which his or her conduct is to be considered.

17.2.3 Every notice of such a meeting sent to members of the Committee shall state that the member's conduct is to be considered at the meeting.

17.2.4 The Committee may reinstate any former member if, in its absolute discretion, it considers it appropriate to do so.

18. Rules

18.1 An electronic copy of the Rules of The OL Club shall be published on The OL Club page of the College website. A hard copy of the rules will be made available to any member on request to the Secretary.

18.2 Amendments, alterations or additions to these Rules may be made only at an AGM or Special General Meeting held at least twenty-one days after written notice of the proposed changes duly sent to the Secretary have been notified to each member of the Club by post or email.

19. Data Protection

19.1 The Secretary shall ensure that The OL Club is registered and operates in accordance with the requirements of the relevant Data Protection legislation.

19.2 Members not wishing The OL Club to have access to their data whether held by The OL Club or the College must inform the Secretary accordingly.

20. Notices

All notices required to be sent to members under these Rules shall be deemed to have been served if sent by ordinary post or email to the last known postal or email address of each member.

21. Dissolution of The OL Club

21.1 The OL Club may be dissolved if firstly a resolution to that effect is passed at a General Meeting by a majority vote of the members present in person or by a postal or email vote.

21.2 That resolution can be confirmed at a Special General Meeting which must be held no earlier than twenty-one days but no later than twenty-eight days after the date of the relevant General Meeting. Not less than twenty-one days' notice must be given to each member, at least fifty members must be present in person and the resolution must be passed by a majority of not less than two-thirds of the members voting.

21.3 Following such a confirmation resolution, the Committee must immediately, or at such future date as specified in the resolution, proceed to realise the assets of The OL Club and after the discharge of all liabilities, disperse such assets in such a way as to take into account the Supporting Objectives in paragraph 2.1 as it may so decide.