

Rules and Bye Laws for Old Owens Association and Sports Club Limited

- 1) These are the Rules and Bye Laws of the Old Owens Association and Sports Club Limited (hereinafter referred to as “The Charity”).”
- 2) “These Rules and Bye Laws are created in accordance with Article 58 of the Articles of Association (AoA) to aid the proper conduct and management of the Charity. These Rules and Bye Laws are subordinate to the AoA which remains the prime governing document and in the event of conflict the AoA will take precedence.”
- 3) The Charity year shall be from the 1st August to the 31st July.
- 4) Membership of the Charity 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 of the Schools. The Annual General Meeting may at its discretion elect to Full Membership any Associate Member who has been recommended by the Charity 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 Charity. As from 1st May 1999 Associate Members will have no voting rights as a member of the Charity.

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.

Life Membership

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 Charity, and shall receive such benefits as are due to members paying subscriptions.

- 5) “If the conduct of any member in the opinion of the Directors or the Committee, be injurious to the good interests of the Charity, membership may be terminated in accordance with Article 12 of the AoA.”
- 6) The Annual General Meeting shall be held on a day between the first day of November and the last day of May 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 Charity 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) Following the AGM the Directors shall hold a meeting to appoint 2 Directors who will act on behalf of the Directors at the Full and Executive Committees. They shall be responsible to the Directors for the activities of the Full and Executive Committees. At that meeting the Directors shall set out the terms of delegation as required under AoA Article 46. The authority of the Full and Executive Committees shall be subject to the agreement and delegation of the Directors in accordance with the terms of Article 46 of the AoA . The Full and Executive Committees shall remain responsible to the Directors for the proper conduct and management of the charity.”

b) The management of the Charity shall be undertaken by a Full Committee consisting of the President, Chairman, Vice Chairman, membership secretary, social secretary, treasurer, bar treasurer, ground manager, a web master and a representative of each affiliated club or association and ten ordinary members.
Members of the Full Committee shall be elected at the Annual General Meeting. All Directors shall be eligible to stand for election to the Full Committee. All positions on the Full Committee shall hold office for one year and be subject to re-election.”

c) The Full committee shall meet bi-monthly.

d) The quorum at all meetings of the full committee shall be five.

e) The full committee shall have chairman who shall hold office for one year. The Chairman shall preside at meetings of the Charity 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.

f) 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 and shall be eligible for re-election.

g) 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.

h) The day to day management of the Charity, Sports Ground and Pavilion shall be undertaken by an Executive Committee consisting of the Chairman, Secretary, Vice Chairman, Treasurer, Ground Manager, Bar Treasurer, and Membership Secretary of the

Full Committee. The Executive Committee shall have the power to co-opt members from the Full Committee at their discretion.

i) The Executive Committee shall meet monthly or at such greater frequency, as they deem necessary.

j) The quorum at all meetings of the Executive Committee shall be three.

k) The Full Committee shall be empowered to set up sub-committees as required.

l) 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.

m) The minutes of the Full and Executive Committee meetings shall be distributed to all Directors no later than one week prior to the next meeting.

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 in accordance with Article 15 of the AoA. Such notice shall be sent to each member at their address last notified to the committee. 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 the meeting.

12) The Committee shall summon an Extra-ordinary 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 Charity. Of this meeting a clear fortnights notice containing the proposed motion must be given. 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.

13) There shall be enrolment subscription to the Charity for Full and Associate Members and thereafter an Annual Subscription which shall be due on the first of August or thereafter each year. The subscription rates shall be set at the Annual General Meeting.

14) Membership of Old Owenian Affiliated Clubs shall be restricted to persons who have been elected members of the Charity according to the provisions of Rule 4. The Full Committee may, at its discretion, elect as Affiliated Clubs to the Charity 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.

15) No alteration or addition shall be made to the rules except in accordance with article 58 of the AoA.

- 16) Each of the Affiliated Clubs shall be required to lodge a copy of its audited accounts with the Secretary of the Charity in each calendar year.
- 17) The facilities of the pavilion (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 Charity.
 - b) Members of visiting sporting teams using the ground their supporters officials and guests on the day of their visit.
- 18) A list or register of the members of the charity shall be kept on the pavillion premises.
- 19) Any member who ceases to be qualified as above mentioned shall forthwith cease to be a member of the charity.
- 20) The committee may exclude any member from the pavilion at their discretion.
- 21) There shall be exhibited on the pavilion premises the price list of all alcoholic liquors.