



STAMFORD HIGH SCHOOL
OLD GIRLS' GUILD

CONSTITUTION

1. **The function of the Guild** is to encourage contact between Old Girls themselves and their contemporaries from Stamford School under the Stamford Endowed Schools “umbrella” and maintain links between all parties and the Schools and arrange social events and other activities for the fulfilment of these purposes.
2. **The business of the Guild** to be conducted by the Officials and Committee.

SECTION 1: OFFICERS OF THE GUILD

3. **THE PRESIDENT:** who shall be the current Head Mistress and shall Chair the Annual General Meeting. In the event of equal voting at an Annual General Meeting, to have a casting vote.
4. **THE HONORARY PRESIDENT:** who shall be the current Principal of The Stamford Endowed Schools.
5. **THE VICE-PRESIDENTS:** which shall be honorary positions and be filled by past Head Mistresses, retired members of Staff or distinguished Old Girls. The Vice-Presidents shall deputise for the President if the President is unable to attend an Annual General Meeting.
6. **THE CHAIRMAN:** who shall be an Old Girl, elected at the Annual General Meeting. To take office immediately following the Annual General Meeting. To be responsible for the proper conduct of all meetings in accordance with the Constitution of the Guild. To have one casting vote in the event of equal voting at a committee meeting.
7. **THE VICE-CHAIRMAN:** who shall be an Old Girl, elected at the Annual General Meeting. To take office immediately following the Annual General Meeting. To deputise for the Chairman at committee meetings and to be Chairman-Elect. In the absence of the Chairman and Vice-Chairman at committee meetings. An acting Chairman to be elected from those present for the duration of that meeting only.

8. **THE SECRETARY:** who shall be an Old Girl, elected at the Annual General Meeting. To take office immediately following the Annual General Meeting. To be responsible for the calling of all meetings, preparation of agendas and the safekeeping and circulation of the Minutes. To be responsible for any correspondence and records on behalf of the Guild.
9. **THE TREASURER:** who shall be an Old Girl, elected at the Annual General Meeting. To take office immediately following the Annual General Meeting. To be responsible for the financial budgets relating to the running of the Guild. To authorise payments to be made on behalf of the Guild. To prepare a balance sheet and statement of accounts at the end of the Guild's year.
10. **ALUMNI RELATIONS MANAGER – (ex officio):** who shall be employed by the Stamford Endowed Schools to liaise between the Stamford High Schools Old Girls Guild and the Old Stamfordians Club and who will be responsible for producing and publishing the annual magazine in association with the Stamford Endowed Schools Foundation Office. To ensure that they regularly consult the Committee on the content of the magazine and obtain their approval for printing and distribution costs. Before publication a draft to be submitted to the Committee for approval.

SECTION 2: COMMITTEES AND THEIR DUTIES

11. **THE COMMITTEE:** who shall be Old Girls or past members of staff, elected every at the Annual General Meeting. To take office immediately following the Annual General Meeting. To consist of a minimum of six Guild Members.

It is considered that age and ability to serve as a committee person are unrelated but a mix of ages would seem sensible. Committee members are expected to attend as many meetings as possible.

SECTION 3: COMMITTEE MEETINGS

12. The committee to meet no less than three times a year. Full Minutes to be taken and recorded at each meeting.
13. A minimum of six committee members, including officers, will form a quorum at a committee meeting.

SECTION 4: ANNUAL GENERAL MEETINGS

14. The Annual General Meeting is to be held on the Reunion Saturday of the summer term each year to be determined by the President and Committee.
15. A minimum of six Guild members will form a quorum at an Annual General Meeting.
16. **NOMINATIONS FOR THE COMMITTEE:** may be accepted any time during the calendar year but will be formally proposed and seconded for acceptance by the Annual General Meeting,

17. **VOTING:** shall be by a show of hands, except at the discretion of the President at an Annual General Meeting and the Chairman at a committee meeting. When a secret ballot is deemed necessary, every question before either meeting shall be decided by a majority of the votes of members present.

18. **MEMBERSHIP OF THE GUILD:** with effect from September 2019 all pupils of Stamford High School will automatically become members of the Guild upon leaving school.

19. **ALTERATION TO THE CONSTITUTION:** no amendment may be enacted or addition accepted except at a General Meeting. Any member proposing alteration shall give notice to the Chairman and with the consent of the committee the alteration shall appear on the notice convening the meeting.

20. **QUESTIONS NOT COVERED BY THIS CONSTITUTION:** in case any question shall at any time arise which is not provided for in this Constitution, the question shall be determined by the committee whose decision shall be binding, or unless or until varied or revoked by them.

21. Should the Stamford High School Old Girls' Guild be disbanded, any monies which have accumulated will be given to Stamford High School for the benefit of their Bursary Fund.

..... **President**

..... **Date**

**(Revised and approved at Committee Meeting on 15 November 2018 and approved by
AGM 15 June 2019)**