

RULES 2007

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| 1 | NAME | 1.01. | The Association shall be called ‘The Ratcliffian Association’. |
| 2 | OBJECT | 2.01. | To foster in former pupils of Ratcliffe a spirit of loyalty to the College, to encourage practical interest in its welfare and to provide a link of union and support between all generations of Old Ratcliffians. |
| 3 | CONSTITUTION | 3.01. | The Association is a Members’ Association. |
| 4 | MEMBERSHIP | 4.01. | The Association shall consist of Ordinary Members, Website Members, Life Members, Honorary Members and Associate Members. |
| | | 4.02. | With the exception of the Headmaster, who shall be ex-officio an Ordinary Member, only former students of Ratcliffe College are eligible for Ordinary or Website membership of the Association. Ordinary membership shall convey all rights and privileges of membership, including full access to the password-protected Members’ area of the Association website. Website membership shall confer these same rights and privileges of membership save the right to receive hard copy of the Association Newsletter, hold office within the Association and vote at its business meetings. |
| | Ordinary Members | 4.03. | Every past student of Ratcliffe College shall be eligible for election as an Ordinary Member after reaching the age of 16 years and students about to leave the College reaching that age on or before the date of an Annual General Meeting shall be eligible for election at that Meeting, but shall not be entitled to vote at such Meeting. Names of candidates, applications for membership and Standing Order mandates where necessary shall be sent in to the Executive Secretary of the Association before the Annual General Meeting and at such Meeting candidates shall be elected on a show of hands by a majority of voting Members present. |
| | Website Members | 4.04. | Every past student of Ratcliffe College shall be eligible to apply On-line for Website membership. |
| | Life Members | 4.05. | Any Ordinary Member may become a Life Member without re-election upon payment of the appropriate subscription. |

- Honorary Members** 4.06. Anyone who by reason of his/her interest in the College or of his/her activities on its behalf is considered by the Council of the Association to merit the title of friend or benefactor of the College shall be eligible for election as an Honorary Member either for a specified period or for life. Such individuals shall be proposed and seconded by Ordinary or Life Members, at an Annual General Meeting and elected on a show of hands by a majority of voting Members.
- 4.07. Governors of Ratcliffe College who are not former pupils of the College shall be ex-officio Honorary Members during their term of office as Governors and be eligible to apply for Associate membership on completion of this term.
- 4.08. Members of Staff of Ratcliffe College who are not former pupils of the College shall be ex-officio Honorary Members while so employed and be eligible to apply for Associate membership on completion of this term.
- 4.09. Honorary membership shall confer all rights and privileges of membership save the right to vote at business meetings of the Association.
- Associate Members** 4.10. Former Governors, former members of Staff, parents and/or guardians of past or present students of Ratcliffe College and, by invitation, any friends of the College, shall be eligible for Associate membership of the Association. Associate membership shall confer all rights and privileges of membership save the right to attend and vote at business meetings of the Association.
- 4.11. Persons eligible for Associate membership shall be sent a form of application. Such form, duly completed by the applicant shall be sent or delivered to the Executive Secretary who, after obtaining the approval of the President of the Association and the Headmaster, shall register the applicant as an Associate Member.
- 4.12. No election shall be required. The Council may nevertheless in its absolute discretion refuse Associate membership to any person and may terminate such membership by 7 days written notice to the Associate Member, such notice being deemed to be given if sent by ordinary post to the registered address of the Associate Member.

- 5 **OFFICERS**
- 5.01. The Officers of the Association shall consist of President, Vice-President, Second Vice President, Executive Secretary, Honorary Secretary, Treasurer, Membership Officer, Website Officer, Chairman of the Bar & Social Committee and Clerk to the Ratcliffian Association and Cunningham Fund. During his/her term of office, the incumbent Treasurer may not simultaneously hold the appointment of either the Executive Secretary or Honorary Secretary.
- President**
- 5.02. The President shall be elected for a period of 1 or 2 years at an Annual General Meeting and shall hold office from that Annual General Meeting until the election of his/her successor at the next appropriate Annual General Meeting.
- 5.03. Presidents initially elected for a single year of office shall be eligible for re-election to a second successive year but no President shall be eligible to serve for 3 years in succession.
- 5.04. Provision shall be made for the President to receive a contribution from Association funds for personal expenses incurred in attending Regional and International Association dinners should this be necessary. The amount of this contribution will normally be agreed annually at the Annual General Meeting.
- 5.05. Retiring Presidents shall automatically be appointed as Council members for a period of 3 years. On completion of this period, Past Presidents will become eligible for election as elected members of Council.
- Vice-President**
- 5.06. The Headmaster of Ratcliffe College shall ex-officio be the Vice-President of the Association.
- 5.07. In addition there shall be elected at an Annual General Meeting, a Second Vice-President who shall hold Office from his/her election until the election of his/her successor at the next appropriate Annual General Meeting. He/she shall in normal circumstances offer himself/herself for election as the next President at the next appropriate Annual General Meeting. If not elected as President he/she shall be eligible for a further year of Office as Vice-President but shall not be eligible for re-election for a third year in succession.

- Executive Secretary** 5.08. The Executive Secretary, who shall be appointed by Council and be the only salaried officer of the Association, shall be directly responsible to the President for the day-to-day management of the Association. Only the President and the Honorary Secretary, acting always on behalf of the President and Council, shall direct the Executive Secretary in his/her tasks.
- Honorary Secretary** 5.09. The Honorary Secretary shall be elected at an Annual General Meeting for a term of 3 years, and shall be eligible for re-election.
- Treasurer** 5.10. The Treasurer shall be elected at an Annual General Meeting for a term of 3 years, and shall be eligible for re-election.
- Membership Officer** 5.11. The Membership Officer shall be elected at an Annual General Meeting for a term of 3 years, and shall be eligible for re-election.
- Website Officer** 5.12. The Website Officer shall be elected at an Annual General Meeting for a term of 3 years, and shall be eligible for re-election.
- Chairman of the Bar & Social Committee** 5.13. The Chairman of the Bar & Social Committee shall be elected at an Annual General Meeting for a term of 3 years, and shall be eligible for re-election.
- Clerk to the Trustees of the Ratcliffian Association and Cunningham Fund** 5.14. The Clerk to the Trustees of the Ratcliffian Association and Cunningham Fund shall be ex-officio an officer of Council.

6 COUNCIL

- 6.01. The affairs of the Association shall be directed by a Council consisting of the officers of the Association (less the Executive Secretary), Past Presidents qualified as set out in paragraph 5.04, and also 7 elected members, who shall all be Ordinary or Life Members of the Association elected at an Annual General Meeting.
- 6.02. Of the 7 elected members, 2 shall be chosen from those who have left the College for less than 10 years, 2 from those who have left the College for 10 years or more, but less than 20, and 2 from those who have left the College for 20 years or more. Each such period of years shall be computed to begin at the end of the summer term in the year in which such member left the College and to end at the date of election.
- 6.03. The 7th elected member of Council shall be a priest of the Rosminian Order who shall be the Association Chaplain.
- 6.04. The 7 elected members shall serve a term of 3 years and shall be eligible for re-election for as long as they remain qualified.
- 6.05. The Council shall meet at least twice a year and 5 members shall form a quorum.
- 6.06. Although Council business and attitudes may be researched out of committee, all Council resolutions shall be subject to a formal vote at a formal meeting.
- 6.07. The Council shall have the right to co-opt on to its body for a 3 year period, to be reviewed as necessary, a person connected with the Association and/or the School who will satisfy a need required by the Council. Unless such a co-opted member of Council is also an Ordinary Member of the Association, he/she will be ineligible to vote at Council.
- 6.08. The Council shall appoint a sub-Committee to be known as the Bar & Social Committee and may appoint such other sub-Committees for such purposes, as it may think fit. The Council may appoint any Ordinary or Life Member, whether or not a member of the Council, to any such sub-Committee and may from time to time remove any person so appointed. Such sub-Committees shall, where appropriate, submit to the Treasurer an account of their income and expenditure and a Balance Sheet for the preceding calendar year within 6 weeks of the end of that calendar year.

7 ASSOCIATION MEETINGS

7.01. The Association shall hold an Annual General Meeting at Ratcliffe College during the summer term on a day appointed by the Council. The business to be transacted at such a Meeting shall include:

- President's Report
- Honorary Secretary's Report
- Treasurer's Report and Abstract of Accounts
- Election of Officers

7.02. Fourteen clear days notice of the Annual General Meeting shall be given to all Members of the Association and 15 Members shall form a quorum at that meeting.

7.03. Prior to every Annual General Meeting a copy of the Rules of the Association and a form of application for membership shall be supplied to every present student eligible for election at such Meeting.

7.04. The Council may convene an Extra-Ordinary General Meeting of the Association at any time. If required so to do by a written requisition signed by not fewer than 25 Ordinary, or Life Members, the Council shall convene an Extra-Ordinary General Meeting within 6 weeks of the receipt of such requisition. Any such requisition shall specify the business to be transacted, and shall be addressed to the Executive Secretary, who after communicating the contents thereof to the President and Vice-President of the Association and obtaining their concurrence in the place, date and time of the required Meeting, shall, on behalf of the Council, convene the same by giving 14 clear days notice to every Member of the Association. At such meetings, 25 Members shall be required to form a quorum.

- 8 **PROCEDURE** 8.01. At General and Council meetings of the Association, the Chairman shall be the President. In the absence of the President, a member of Council shall be elected as Chairman of that particular meeting by a majority show of hands of voting members present. Except as provided in paragraphs 9.01 and 13.01, all questions submitted to a General Meeting of the Association or to a Meeting of the Council shall be decided by a majority vote on a show of hands or by ballot and the Chairman of the Meeting shall have a second or casting vote in case of equality of votes.
- 8.02. Ordinary or Life Members wishing to raise subjects under Any Other Business (A.O.B.) at the Annual General Meeting shall indicate their intention, in writing, to the Executive Secretary giving a minimum of 14 clear days notice.
- 9 **RULES** 9.01. Any alteration or addition to the Rules of the Association shall be made only at an Annual General Meeting by a majority of two-thirds of the voting Members present and only provided not less than 14 clear days notice shall have been given by the Executive Secretary to every Member of the Association of such proposed alteration or addition. Any proposal not emanating from the Council shall be notified in writing to the Executive Secretary at least 21 clear days before the Annual General Meeting.
- 10 **SUBSCRIPTIONS** 10.01. Shall be as set out as in the Schedule hereto and as shall be prescribed by the Council from time to time, provided that any alterations thereto prescribed by the Council shall be approved by the Annual General Meeting of the Association prior to any such alterations becoming effective.
- 10.02. No subscription-paying Member who resigns or is expelled from the Association shall be entitled to have their subscription or any proportion of it returned to them.
- 11 **EXPULSIONS** 11.01. Any Member of any category, who in the opinion of the Council has been guilty of conduct detrimental to the interest of the Association, may be expelled by the Council with deprivation of all rights and privileges, but only after the Member shall have been afforded an opportunity of appearing before the Council and making any defence he/she may have to offer.

- 12 **ACCOUNTS** 12.01. The Treasurer shall keep an Account of all monies of the Association and shall report upon the finances of the Association, if so required, at each Meeting of the Council. He/she shall prepare a Balance Sheet as at the 31st March each year which shall be submitted to the Annual General Meeting.
- 13 **CAPITAL** 13.01. Capital can be voted away only at an Annual General Meeting of the Association and any disposition of Capital shall be made only by two-thirds majority vote of those voting Members present.
- 13.02. No monies of the Association, whether Capital or income, shall be voted away at the Annual General Meeting, unless the resolution proposing the same has been approved by the Council, which approval shall be confirmed by the Executive Secretary. Failing such prior approval, notice of such resolution proposing such payment shall have been given to the Executive Secretary of the Association 21 days prior to such Meeting.
- 14 **AUDITOR & SOLICITOR** 14.01. The Association shall appoint an Accountant to act as an Auditor and may also appoint a Solicitor.
- 15 **ASSOCIATION COLOURS** 15.01. The official colours of the Association shall be maroon, old gold and sky blue as displayed in the specimen of the 1950 Association tie deposited for purposes of record with the Executive Secretary of the Association. This tie and the Association scarf of the same design shall be the official tie and scarf of the Association.
- 15.02. The Association blazer shall be maroon with old gold buttons, or alternatively dark blue with silver buttons and the Ratcliffe College shield on the breast pocket.
- 15.03. All other representative devices of the Association which may be recommended from time to time by Council and approved at an Annual General Meeting shall display the official colours and no other.

SCHEDULE OF SUBSCRIPTIONS

ORDINARY MEMBERSHIP

Association Subscription Scheme members for first 5 years after leaving Ratcliffe - Nil
All others who have left Ratcliffe for 3 or more years - £20.00

WEBSITE MEMBERSHIP

Website Membership - £10

ASSOCIATE MEMBERSHIP

Associate Membership - £20

LIFE MEMBERSHIP

Life Membership - £450.00

Exemptions from Subscriptions

All secular Clergy and members of the Rosminian and other religious Orders.