

The City of London Old Girls' Association

RULES (revised May 2018)

NAME & OBJECTIVES

1. The Association shall be known as the City of London Old Girls' Association (CLOGA) and its members collectively referred to as Old Girls. CLOGA is the alumni Association for the City of London School for Girls ("the School") and is open to all former pupils of the School. The Association shall consist of former pupils, past and present School staff and individuals connected with the management of the School.
2. The **Objectives** of the Association shall be:-
 - a. To preserve the traditions of the School and further the interests and prosperity of the School.
 - b. To promote friendly contact among Old Girls and the School, including staff, pupils and Friends of the School.
 - c. To facilitate means of communication between Members including publication of the CLOGA Magazine and via the CLOGA web pages.
 - d. By means of constituent Clubs to provide facilities for group activities and interests (e.g. Travel, Literary etc).
 - e. To raise funds for the CLOGA Millennium Scholarship (Registered Charity No: 1030917) to provide financial support to talented students so that they can attend the School.
 - f. To administer the CLOGA Prize Fund.
 - g. To promote networking events and offer careers advice and assistance amongst past and present pupils.
 - h. To provide and promote events, other services and benefits to Old Girls and/or the School as recommended and approved by the CLOGA Committee.

MEMBERSHIP

3. There shall be the following classes of Members:-
 - a. Life Members
 - b. Annual Members
 - c. Honorary Members
 - d. William Ward Members
 - e. Associate Members
4.
 - a. Life Members are those persons who are Life Members of the Association on the date of adoption of these Rules and those who join the Association following the adoption of these Rules either by payment of a Life Membership subscription or pursuant to rule 4b below. All Life Members shall be entitled to receive the CLOGA Magazine in hard copy and receive advance notices of events or other functions organised by CLOGA.
 - b. With effect from September 2012 former pupils within the scope of Rule 10 leaving the School in the summer of 2013 and thereafter automatically become Life Members of the Association on the day following their ceasing to be pupils at the School and without any liability to pay any further membership subscription.
 - c. Annual Members are those persons who are members of the Association who pay annually for membership on the date of adoption of these Rules and those who join the Association following the adoption of these Rules by payment of an Annual Membership subscription.
 - d. Honorary Members include all current staff at the School. An Honorary Member shall not, except with the sanction of the Committee, hold an office or vote at any meeting but shall otherwise be treated as a Life Member. All past members of staff at the School may apply to join the Association either as Life Members or Associate Members.
 - e. William Ward Members are other persons whom the Association wishes to honour and may be recommended for membership by the Committee.
 - f. Associate Members are former pupils who may not have paid or renewed their subscription but have supplied personal data to the Association. By volunteering personal data to CLOGA or by responding to any communication from CLOGA those persons remain an Associate Member on a continuous basis. Associate Members do not pay any membership subscription and are entitled to receive the electronic version of the

CLOGA Magazine and other notices. Associate Members shall pay the full price for events, they may attend and speak at meetings of the Association but may not vote and are not entitled to hold office.

5. All new applications for Life or Annual membership shall be sent to and approved by the CLOGA Committee.
6. A member may resign by sending notice in writing to that effect to the Honorary Secretary of the Committee.
7. An Annual Member who shall be in arrears with their subscription for upwards of 12 months shall be transferred to the status of Associate Member, but shall be eligible for reinstatement at the discretion of the Committee.
8. The Committee may on any grounds it deems sufficient suspend or expel any Member, provided that two-thirds of those present and voting concur (subject to a right of appeal to the Association in the next Annual General Meeting (AGM)). The Committee may reinstate any Member struck off under this rule.

SUBSCRIPTIONS

9. Subscriptions, where payable, shall be due on application and, for Annual Members, on the 1st January in each year. There will be no further monetary subscription for Life Members of the Association admitted pursuant to Rule 10.
10. As from September 2012 the Committee have made arrangements with the School to collect Life Membership subscriptions for current pupils via their fees on a termly basis. All pupils at the School from September 2012 will automatically become Life Members of CLOGA upon leaving the School. This will be reviewed periodically by the School and the Committee.
11.
 - a. Life Membership rates for current Annual Members differ according to when the applicant left the School. For current Annual Members who left the School before 1st September 2000 the fee is £50, and for current Annual Members who left the School on or after 1st September 2000 the fee is £110.
 - b. New Members have two membership options: a one-off payment of £300 for Life Membership or Annual Membership at a rate of £10 per annum due 1st January each year.
 - c. Membership subscriptions shall be determined by the Committee and any change ratified by Members attending the AGM. Methods of payment are by standing order for Annual Membership or cheque or online bank transfer for Life Membership.

ADMINISTRATION & COMMITTEE

12. The President of the Association shall be the Headmistress of the School.
13. Any former Headmistress shall be invited by the Committee to become a Vice-President.
14. The CLOGA Committee shall consist of:-
 - a. *Ex officio* officers:
 - i. The President
 - ii. Marketing/Development & Alumni Relations Manager
 - iii. The Deputy Head
 - iv. The Staff Representative (elected by Staff)
 - v. The Head Girl, her Deputies and the School Secretary
 - vi. Vice-Presidents
 - b. Elected members of the Association for the following positions:
 - i. Chair
 - ii. Honorary Treasurer
 - iii. CLOGA Magazine Editor
 - iv. CLOGA Web Page Administrator
 - v. Five general members

15. The roles of the Committee are:

- a. The Chair ensures that the Association maintains close contact with the School and keeps up-to-date with the School's strategy, current priorities and planned developments. She is invited to attend some of the School's major events throughout the School Year and chairs the CLOGA Committee.
- b. The Marketing/Development & Alumni Relations Manager shall notify all Committee Members of any meeting. She takes minutes at all meetings of the Association and shall nominate another member of the Committee to fulfil this role should she be unable to attend. She emails the Minutes of every meeting to all Committee members within two weeks. She collates the Reports and prepares the Agendas for every meeting and emails this to every Committee member at least one week prior to the next meeting. She collates all information for Notice of the AGM and will need to notify all members of the AGM by email and post for those for whom we do not have an email address. She keeps an up-to-date record of the Committee members and their dates of tenure. This manager will update the alumni database including the annual School Leavers.
- c. The Honorary Treasurer, who shall be a Chartered or Certified Accountant, shall report on all the income and expenditure of the Association and keep the accounts of the Association in good order. She shall ratify all new membership subscriptions and contact members whose subscriptions may have elapsed with membership renewal forms. She will produce a list of the deceased for the AGM.
- d. The CLOGA Magazine Editor will collate news and articles for a Magazine to be published in hard copy (for Life & Annual Members) and electronic form (for all Members).
- e. The CLOGA Web Page Administrator will help update the CLOGA web pages, in conjunction with the Marketing/Development & Alumni Relations Manager who will record all web page registrations. She will maintain good communication with the School regarding web page content and layout.
- f. All Sub-Committees (e.g. Social Committee) shall report back to the whole Committee who may be called upon to vote on any key proposals made. The Honorary Treasurer shall be a member of all Sub-Committees.

MEETINGS

16. Annual General Meeting (AGM):

Notice of the AGM shall be sent to all members of the Association at least six weeks before the event date.

17. Special General Meeting:

A Special General Meeting may be called by a vote of five elected Members of the Committee or twenty-five ordinary Members. Notice of such a meeting must be sent to all Members at least four weeks before the date.

18. Committee Meeting:

The Committee shall meet at least four times a year. A quorum for such meetings shall be five elected Members. The Head Girl, her Deputies and the School Secretary may be invited to attend at the Headmistress's discretion.

RULES

19. A review of the Rules of the Association shall be carried out every five years and the Revised Rules presented to Members. The Rules shall be available to view on the alumni web pages. Any proposed alterations shall be circulated at the AGM. A two-thirds majority of the votes submitted will be required for any alterations.

NOMINATIONS & ELECTIONS

20. Nominations & Elections involve Members of the Association whose subscriptions are up-to-date.

21. All nominations must have a Proposer and Seconder and the permission of the prospective candidate.

22. Nominations for Committee vacancies shall be sent to the Honorary Secretary at least six weeks before the AGM.

23. Nominations from as many year groups as possible are desirable for a representative cross-section on the Committee.

24. The possibility of seeking nomination for re-election may depend on positions held within the Committee. Where such is not applicable the rule of three years in office and the eligibility of standing for re-election for a further period of two years shall apply.
25. On completion of their period in office all elected Committee Members shall be ineligible to seek nomination for re-election until two years have elapsed.
26. The Chair shall be elected by the Committee Members from among those Members at a Committee Meeting immediately prior to the AGM. The Chair shall be elected for three years with the option of seeking re-election for a further period of two years.
27. The Honorary Treasurer shall be elected at the AGM. This officer shall be elected for three years and be eligible to seek re-election for a further two years.
28. In the event of the positions of Honorary Treasurer falling vacant concurrently the Committee shall have the option of extending the duration of one of these positions for one year.
29. From the elected Members of CLOGA the positions i) to v) shall be appointed by the Committee.
30. The remaining five general members on the Committee shall be elected at the AGM.
31. In the event of a vacancy occurring between elections the Committee shall have the power to co-opt another Member of the Association to fill that vacancy until the next AGM.
32. The Committee shall have the power to co-opt up to three Members for one year for specific tasks. These co-opted Members shall be subject to approval at the AGM and may serve for a maximum of three years.

Dated: May 2018