

THE WILHELMSHAVEN ASSOCIATION

CONSTITUTION

1. Name

The Association is a club run for the benefit of members.

It was founded by the Honorary President Elizabeth Bird of Pound Cottage, 10 The Grove, Frimley, Surrey GU16 8PL. The Association shall be called The Wilhelmshaven Association.

2. Aims

The Association has the following aims:

- (a) To create and maintain a database regarding the current whereabouts of former pupils and staff of Prince Rupert School, Wilhelmshaven.
- (b) To actively search for ex-pupils and staff of the school.
- (c) To fulfil the "Contact Wish List" of subscribers.
- (d) To arrange reunions and events for ex-pupils and staff of Prince Rupert School, Wilhelmshaven.
- (e) To acquire and maintain items of memorabilia donated or loaned to, or purchased by, the Association.

3. Membership

Membership of the Association shall be open to all former pupils and members of staff who attended Prince Rupert School, Wilhelmshaven from 1947 to 1972. Candidates wishing to join the Association must complete and submit such application form(s) as may be prescribed by the Committee. The Candidate must complete and sign such application form(s) before being considered for membership. Two members living at the same address may be awarded a Joint Membership status at the discretion of the Committee. Honorary or Associate membership shall be awarded at the discretion of the Committee. The holder(s) of Joint, Honorary or Associate membership must notify the Committee should their circumstances change in a way which might influence such awards.

4. Registration and Annual Subscription

Registration Fees and Annual Subscriptions shall be as determined from time to time by the Committee. Annual subscription shall be payable on April 6th each year and shall be sufficient to cover stationery, postage, advertising, telephone, computer costs, printing and other reimbursement of reasonable expenses.

5. Termination of Membership

Membership shall cease if any individual's subscription has not been paid within 60 days after such subscription shall become due, in which event he or she shall be re-admitted to the Association only upon re-registration as is provided in Rules 3 and 4.

6. Conduct of Members

The Committee shall have the power to reprimand, suspend or expel any member who shall act in breach of the rules of the Association, or whose conduct whilst a member of the Association shall be prejudicial to the interest of the Association or its members or shall, in the opinion of the Committee, render him or her unfit to be a member.

7. Cessation of Membership

Member status shall cease:

- (a) Pursuant to Rule 5; or
- (b) By resignation which shall be in writing to the Committee; or
- (c) Due to suspension or expulsion as provided in Rule 6.

8. **Management**

A Committee of members consisting of the Chairman, Vice Chairman, Secretary, and Treasurer shall manage the affairs of the Association. Other members may be co-opted onto the Committee to assist with any projects. General management of the affairs of the Association in all matters shall be under the entire control of, and be conducted by, the Committee.

9. **Committee - Terms of Office**

Members of the Committee shall serve for a period of 2 years, after which they shall offer their resignation in writing. Retiring members may volunteer for re-appointment to the Committee. Any member may volunteer to serve on the Committee at any time. The Committee may remove any Committee member from office at any time without cause.

10. **Committee Meetings**

A minimum of three meetings shall be held each year. Any Committee Member may call additional meetings of the Committee as is necessary for the proper transaction of the Association's affairs in the best interests of the members. Five members, including the Chairman and/or Vice Chairman shall form a quorum at Committee Meetings. A written record of the business discussed at the meeting shall be kept and shall be available to any member upon request to the Secretary.

11. **Register/Database**

A computer register/database of locatees and members shall be kept, containing the current names, addresses and other relevant information. This information shall not be released to a third party without their prior consent and then only to other members who have specifically requested information concerning such members/locatees.

12. **Information**

Members shall receive newsletters at regular intervals, approximately 3 times per year - Easter, Summer and Christmas. Members shall also be notified of reunions and other events, and may indicate a "Contact Wish List". When locatees become paid up members, they shall be provided with details of members on whose "Contact Wish List" they appear. In addition a Website may be available for the distribution of information.

13. **Guests**

Guests at events organised by the Association may be admitted provided they are accompanied by a member, save for such guests who are themselves eligible to be members. Such guests will be required to lodge a membership application, as is provided in Rules 3 and 4 before being admitted to any such events.

14. **Reunions**

Each member attending an Association Reunion shall pay a sum of money, to be fixed by the Committee, for the purpose of covering expenses incurred. These functions shall be self-supporting and the Committee reserves the right to cancel a reunion and return any money less expenses. However, in the event of an unforeseen loss occurring, it shall be the Committee's decision as to whether those members attending be asked for an additional payment, or the loss be transferred to the Association's General Income and Expenditure Account in the year in which it occurred. Any profit arising shall be transferred to the Association's General Income and Expenditure Account.

15. **Merchandise**

The Committee may from time to time offer for sale to members merchandise that is either branded with the Prince Rupert School Crest, or has some other association with the school. The full costs of producing such merchandise, including post and packing, shall be recovered in the sale price to members. Any profits from the sale shall be donated to the Association funds.

16. **Memorabilia**

The Committee shall use their best endeavours to ensure the safekeeping of any items of school memorabilia donated or loaned to, or purchased by, the Association. Such items shall be catalogued. However, items loaned to the Association are entirely at the owner's risk. From time to time, such memorabilia shall be put on display for the Members at a time and place to be decided by the Committee.

17. **Association Accounts**

The payment of subscriptions and expenses on behalf of the Association shall be conducted through such Bank Account(s) as the Treasurer shall open on behalf of the Association. No other member shall open any other account with a bank or lending institution in the name of the Association without the express prior written consent of the Committee. The Treasurer shall prepare the account books and such other documents that may be required for a proper audit of the Association's account annually for presentation to the Committee. A copy shall be available for inspection by any member on application to the Treasurer.

18. **Disposal of Funds**

In the event of it becoming impossible to fulfil the aims of the Association as set out in Rule 2, the Committee shall, having obtained the assent of two-thirds of the membership, dissolve the Association. The Committee shall give notice of its intent to dissolve the Association to all members and give those members who have joined within the current financial year an opportunity to apply for a refund of their subscriptions. All assets of the Association remaining after payment of debts and refunds shall be donated by the Committee to a charity devoted to helping disadvantaged children.

19. **Changes to Rules of the Association**

The Committee may from time to time revoke, vary, add to, or alter, the rules of the Association and shall be the sole authority for interpreting the Rules and for settling all disputes relating to the affairs of the Association and the conduct of members and their guests.