

THE WILHELMSHAVEN ASSOCIATION CONSTITUTION (UPDATED 05/02/2017)

The Wilhelmshaven Association (TWA) was founded by the Honorary President, Elizabeth Hughes(Bird) of Pound Cottage, 10, The Green, Frimley, Surrey GU16 8PL. TWA is an organisation run for the benefit of the members who are former pupils and staff of Prince Rupert School, Wilhelmshaven 1947 – 1972.

Aims

- To maintain a database of former pupils and staff of Prince Rupert School, Wilhelmshaven.
- To recruit new members and welcome former pupils and staff who have located the Association and to help them make connections with existing TWA members as required.
- To communicate regularly with members by the means of a regular Newsletter and other appropriate means.
- To arrange reunions and events for members.
- To manage items of memorabilia donated or loaned to, or purchased by TWA.
- To acquire items of relevant merchandise to be made available for sale for TWA members.
- To manage a Facilitation Fund to provide confidential professional advice and/or funding for members with specific needs.

1. Membership

- a) Membership of the Association shall be open to all former pupils and members of staff who attended Prince Rupert School, Wilhelmshaven at any time 1947 – 1972, Prospective members wishing to join the Association must complete and submit such application form(s) as may be prescribed by the Committee.
- b) Membership records will be maintained on a database, containing the current names, postal and email addresses and details of Contact Wish Lists and other relevant information. This information shall not be released to a third party without prior consent and then only to other members who have specifically requested information concerning such members//locatees.
- c) The Committee shall have the power to exclude any member whose conduct while a member of the Association shall be prejudicial to the interest of the Association.

2. Registration and Annual Subscription

- a) The Committee shall determine Annual Subscriptions from time to time. These are payable on April 6th each year and shall be sufficient to cover stationery, postage, advertising, telephone, computer costs, printing and reimbursement of reasonable expenses. In addition, Members will receive 3 Newsletters a year and are eligible to pay for and attend biennial Reunions organised by TWA Committee.
- b) Members who have not paid their annual subscription when the Summer Newsletter is due to go out, will be deemed lapsed and will not receive a copy. On payment of subscription, the member will be reinstated and will become eligible for a Newsletter.
- c) As well as Full membership, the Committee can award Joint, Associate and Honorary membership. These awards are discretionary and may be subject to review.

3. Association Accounts

- a) The payment of subscriptions and expenses of the Association shall be conducted through such Bank Account(s) as the Membership Secretary/Treasurer shall open on behalf of the Association with written consent of the Committee and with the authorisation of additional signatories. No other member shall open any other account with a bank or lending institution in the name of the Association without prior written consent of the Committee.
- b) The Membership Secretary/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 of the accounts shall be available for inspection by any member on application to the Membership Secretary/Treasurer. A summary of the accounts will be published in the Summer newsletter.
- c) Disposal of Funds - In the event of it becoming impossible to fulfil the Aims of TWA, the Committee shall give notice in writing to all members, clearly stating the reasons and the intention to dissolve TWA. If there are sufficient funds in the account, members will be offered a refund of the remaining portion of the paid subscription. Any assets of TWA remaining after the payment of

debts and refunds, shall be donated by the Committee to a UK charity devoted to help sick or disadvantaged children.

4. Association Management

- a) The management of the Association is effected by the designated tasks undertaken by a Committee of volunteers. The Committee comprises:

Committee Chair	Association Webmaster
Newsletter Editor	Newsletter Printing and Distribution co-ordinator
Membership Secretary/Treasurer	PRS/Wilhelmshaven and PRS Rinteln representative
Minutes Secretary	Finding Folk Co-ordinator
Reunion Representative	2x without portfolio
Archivist	
Merchandiser	

Committee roles are detailed in the Appendix.

- b) The figurehead role of TWA is the Honorary President and founder, Liz Hughes. This role does not have a vote on the Committee but there is an open invitation to attend all meetings. The Honorary President will be advised on matters discussed at Committee meetings and opinions will be considered. At large reunions, the Honorary President or nominated deputy will be invited to speak to the members. In the event of the position becoming vacant, nominations will be requested from the Membership and if there is more than one, a ballot will take place.
- c) Committee members are requested to be in office for 2 years, with the option of a rolling contract after this time, subject to Committee agreement. Committee members may resign at any time and can be asked to leave if a majority vote deems this necessary.
- d) Committee meetings take place 3 x a year in the Spring, Summer and Autumn, to allow time for final contributions for the Newsletters. Five members, with a nominated Chair shall form a quorum at Committee Meetings. A written record of the business discussed at the meetings shall be kept and is available to any member upon a request to the Minutes Secretary.
- e) The Committee will manage the affairs and all matters connected with the Committee and Association. Other members may be co-opted onto the Committee to assist with specified projects.
- f) The Committee may from time to time revoke, vary, add to, or alter, the guidelines of the Constitution and shall be the sole authority for interpreting these and for settling all disputes relating to the affairs of the Association and the conduct of members and their guests.

5. Communication

- a) A Newsletter is available to all members 3 x a year – Spring, Summer and Autumn. An electronic version is available on-line, which is the preferred format and members can request this and opt out of receiving the paper version.
- b) More immediate contact is made in the form of emails, telephone, the PRS blog and the PRS website. The website has a public access facility which introduces TWA and provides information for joining. Members are provided with login and password details to access the Members' site.
- c) Members can make contact with members of the Committee by email, telephone or in writing.

6. Reunions

- a) The Committee organises a biennial Reunion at a decided venue.
- b) Each member attending an Association biennial Reunion shall pay a sum of money, to be fixed by the Committee for the purpose of covering expenses incurred.
- c) These functions shall be self-supporting and the Committee reserves the right to cancel a reunion and return any money, less expenses. In the event of an unforeseen loss occurring, the Committee will decide what action to take.
- d) Any surplus arising shall be carried forward to the next reunion.
- e) 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 for membership, who will need to be a fully subscribed member.

- f) From time to time, smaller local reunions are organised voluntarily by any Association member. These are self-funding events but where appropriate Committee advice and support in the form of advertising the event and providing Memorabilia and Merchandise, will be provided.

7. Memorabilia

- a) 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. Items loaned to the Association are entirely at the owner's risk.
- b) 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.
- c) The long-term plan for the Memorabilia collection is for paper based items to be digitised and the originals stored in the Wilhelmshaven town archive. Members will be given the opportunity to claim back donated or loaned items. Remaining items to be on permanent loan to appropriate museums, schools and members.

8. Merchandise

- a) 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.
- b) The full costs of producing such merchandise including post and packing shall be recovered in the sale price to members.
- c) Any surplus from the sales shall be transferred to the Association funds.

9. Facilitation Fund

- a) The Fund will pay the subscriptions of ex-pupils and staff who are prevented by their circumstances from subscribing to outside bodies.
- b) Members or their representatives are required to contact the Committee Chair for specific requirements. The Committee Chair and Membership/Treasurer will liaise in conjunction with funding requirements. All applications will be dealt with in professional confidence.
- c) The Committee Chair will outline a confidential report of activities at the end of the financial year report.

10. Exit strategy

The association will continue in accordance with the Constitution until such time that the Membership is reduced to 250 when there will be a review to downscale the activities of TWA and to discuss the disposal of funds in accordance with 3c.