



### ASHFORD SCHOOL ASSOCIATION CONSTITUTION

1. The Association shall be called the ASHFORD SCHOOL ASSOCIATION
2. Any former pupil or former staff member of Ashford School, Ashford Girls School & Friars Prep School is eligible to be a Member of the Association. Honorary membership may be granted to the current Head of the School, and team members working in the Alumni & Development Office.
3. A Committee shall be elected at the AGM to conduct the business of the Association, which is to keep its Members in contact with one another and the School
4. There shall be a President and Vice President of the Association who will serve for a term of four years, at the end of which they will be eligible for re-election at the AGM by the Members. There will also be three Officers elected for the following term who are also eligible for re-election at the AGM by the members:
  - a. Chairman (3 Year Term)
  - b. Hon. Secretary (3 Year Term)
  - c. Hon. Treasurer (3 Year Term)
5. Voting will take place by show of hands at the AGM; if need be a secret ballot will be conducted if there is more than one candidate. In the event of a tie the Chair has the casting vote or in the case of the Chairman's position, the President has the casting vote.
6. The Committee shall have the power to co-opt Committee Members. The Alumni and Development Officer shall be a co-opted member.
7. The Chairman shall convene not fewer than one Committee meeting every term. Three Committee Members, including one Officer present shall form a quorum. Notice of the meeting shall be given to each Committee Member 14 days in advance.
8. A record of all Committee decisions shall be kept at each meeting and circulated to all Committee Members.
9. The Committee shall decide which publications to issue to Members.
10. The Committee shall maintain a liaison with the School via the Alumni & Development Office.
11. There shall be an Annual General Meeting of the Association Members during the Summer Term, notice of which shall be given at least 28 days prior to the meeting. 5 members present shall form a quorum.
12. The Hon. Treasurer shall submit to the AGM a statement of the Association's income and expenditure for the past year and the Committee's forecast of income and expenditure for the year ahead.
13. The Alumni & Development Office shall report to the AGM on the Association's Membership.



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14. A record shall be kept of the business conducted at each AGM and approved at the next AGM.
15. If Ashford School no longer exists then the ASA shall continue as an organisation for as long as it remains solvent.