

**OLD PARKONIANS ASSOCIATION**  
**RULES**

1. **NAME**

The name of the Association shall be the Old Parkonians Association (hereinafter referred to as “the Association”), and the headquarters shall be The Old Parkonians’ Pavilion, Oakfield Playing Fields, Barkingside, Ilford, Essex (hereinafter referred to as “the Pavilion”).

2. **OBJECTS**

The objects of the Association shall be to promote and maintain the interest of former pupils in the Ilford County High School (hereinafter referred to as “the School”), and to encourage social and sporting activities for the members, including a limited number of non-Member functions, if appropriate through the affiliated clubs.

3. **PRESIDENT**

The President of the Association shall be the Headteacher of the School.

4. **VICE PRESIDENTS**

The Association may elect so many Vice Presidents as it thinks fit at the AGM.

5. **OFFICERS**

The Association shall have the following honorary officers (“the Officers”):-

- a) The President.
- b) A Governor of the School, appointed by invitation of the Executive Committee.
- c) The following who shall be elected at each Annual General Meeting:
  - i) Executive Chairman
  - ii) Vice Chairman
  - iii) General Secretary
  - iv) Treasurer
  - v) Member Services Chairman
  - vi) Membership Development Secretary
  - vii) Grounds Committee Chairman
  - viii) Such other persons as may be deemed necessary to act as Assistants to any of the foregoing.

6. **EXECUTIVE COMMITTEE**

- a) The overall management of the Association shall be vested in the Executive Committee which shall comprise:
  - i) The Officers
  - ii) One member of the staff of the school nominated by the headmaster
  - iii) One member, nominated by each Affiliated Club (see Rule 9).
  - iv) Five additional, Ordinary Members of the Association (see Rule 8) elected at each Annual General Meeting.
- b) The Executive Chairman shall take the chair at meetings. Should he be unable to do so, the Vice Chairman or a member of the Committee shall be appointed by those present as Acting Chairman.
- c) The Executive Committee shall meet at least four times a year.
- d) A quorum of the Executive Committee shall consist of six of its members and shall include not less than three of the elected Officers referred to under Rule 5 c).
- e) The Executive Committee shall have the power to fill a vacancy occurring between Annual General Meetings, and also to appoint as necessary an Assistant to any officers.
- f) The Executive Committee shall have the power to co-opt additional members as it considers necessary, but such co-opted members shall have no voting rights.

7. **MEMBER SERVICES SUB-COMMITTEE**

The Member Services Sub-Committee (hereinafter referred to as the Sub-Committee) shall consist of the following members elected at the Annual General Meeting:

- a) Member Services Chairman.
- b) Member Services Secretary.
- c) Social Secretary.
- d) Purchasing & Supplies Officer.
- e) Six other ordinary members.

(The Treasurer, Membership Development Secretary and Grounds Committee Chairman of the Association shall be ex-officio members of this sub-Committee).

The Sub-Committee shall be responsible for:-

- i) Administering the Pavilion, car park and land at Oakfield Playing Fields leased from the London Borough of Redbridge within the terms of the lease held by the Trustees (see rule 14) and within the terms of the Licensing Acts;
- ii) all arrangements, including the issue and enforcement of any regulations, for the proper conduct of the Pavilion and Bar including a reserved right to refuse admission;
- iii) the keeping of all necessary statements covering all income and expenditure involving the bar and social facilities and to transmit such income and the statement thereof to the Association Treasurer so often as he shall require, at no greater than monthly intervals.

8. MEMBERSHIP

- a) There shall be three classes of membership of the Association: Ordinary, Junior and Associate.
- i) Ordinary Membership  
Any past student, or present or past member of the Staff of the School and its predecessors shall be eligible for ordinary membership.
- ii) Junior Membership  
Any student, at or having attended the School, whilst in full time education, shall be eligible for Junior Membership.  
Any other student, not having attended the School, whilst in full time education, shall be eligible for Junior Associate Membership.
- iii) Associate Membership  
An Associate Member shall be any person who is:
1. Elected annually to Associate Membership at the Annual General Meeting; or
  2. So declared by the Executive Committee subject to ratification by the next Annual General Meeting.
- b) An Associate or junior member shall have no voting rights, no right to serve as an officer of the Association and no right to join in calling a meeting under Rule 13b).
- c) Application for membership shall be made in writing and sent to the Membership Development Secretary together with the appropriate subscription.
- d) The names and addresses of applicants shall be displayed on the Pavilion notice board for a period of not less than seven days.
- e) Membership shall only commence upon the approval of the Executive Committee and the entry of particulars of the new member in a register to be kept for the purpose.
- f) Every member shall be issued with a membership card and a copy of these Rules. Membership cards must be available for inspection at all times.
- g) Life Membership shall be available to an Ordinary Member or an Associate Member on payment of the appropriate subscription.
- h) The Member Services Sub-Committee shall have the right to refuse membership to, or terminate the membership of, any person, subject to the right of appeal of the individual concerned to the Executive Committee.

9. AFFILIATED CLUBS

- a) An Affiliated Club is one that is accepted as such by the Association at a General Meeting.
- b) The Executive Committee may authorise the formation of an Affiliated Club to deal with an activity not already catered for by an existing Affiliated Club, such authorisation being subject to confirmation at the next Annual General Meeting of the Association.
- c) So far as is reasonable and practicable, Affiliated Clubs shall be self-supporting and, except with the prior consent of the Executive Committee, no liability shall be incurred by any Club which cannot be met by the funds of that Club actually in hand. The Executive Committee shall have the power to examine and report on the finances of any club, at any time.  
When an Affiliated Club is wound up, its net assets or liabilities shall be transferred to the Association.
- d) Membership of the Association does not automatically entitle an individual to membership of an Affiliated Club.
- e) Each Affiliated Club shall:
- i) Elect its own Committee and Officers.
  - ii) Formulate its own Rules, subject to Rule 9 g)
  - iii) Fix its own subscriptions.
  - iv) Keep proper books of account and submit an audited Statement of Account to the Treasurer of the Association within 60 days of the closure of the Affiliated Clubs' financial year.
  - v) Maintain a register of its members and shall furnish annually to the Membership Development Secretary of the Association a copy of the register within one month of the commencement of its season, and amendments at not greater than monthly intervals.
  - vi) Nominate a member to serve on the Executive Committee.
- f) The Executive Chairman and General Secretary of the Association shall be ex-officio members of the Committees of all Affiliated Clubs.
- g) i) The Executive Committee may require an Affiliated Club to amend any rule which is not consistent with the Rules of the Association and any Affiliated Club failing to comply with any such requirement shall cease to be an Affiliated Club.  
ii) A copy of any amendment to the rules of any Affiliated Club shall be presented to the Executive Committee of the Association as soon as such amendment is proposed to the Affiliated Club membership.
- h) If so requested by the Executive Committee, Affiliated Clubs will suspend any person out of membership with the Association under Rule 10, and shall reinstate such person only after receiving the outstanding subscription for transmission to the Membership Development Secretary.

10. SUBSCRIPTIONS

The level of subscriptions for all members, and date of payment, shall be fixed by the Annual General Meeting in each year. Any member failing to pay his subscription within three months from the due date shall cease to be a member of the Association and of all Affiliated Clubs.

11. BAR FACILITIES

Intoxicating liquor shall be supplied on the Club premises to Members and, on their order, to Guests, during such hours as fixed by the Executive Committee of the Club, in accordance with the terms of the Licensing Act 2003 and subsequent amendments. These hours shall be displayed in the Bar at all times.

12. FINANCE

Additional to its normal responsibility for the collection, maintenance and administration of funds in relation to the objects of the Association as set out in Rule 2, the Executive Committee shall have power to allocate and use monies for:-

- i) Benevolent purposes as the Executive Committee may see fit;
- ii) Financial assistance to the Affiliated Clubs.

The financial year-end shall be 31st August, and audited statement of accounts shall be prepared annually to that date.

13. GENERAL MEETINGS

a) The Annual General Meeting shall be held within six months of the end of the financial year, in each year, for the purpose of conducting the following business:

- i) to receive reports from the Executive Committee, the Member Services Sub-Committee and the elected Officers on the activities of the Association and its Affiliated Clubs since the last AGM;
- ii) to consider the audited Statement of Accounts;
- iii) to elect the Officers of the Association and members of the Member Services Sub-Committee;
- iv) to elect the other members to serve on the Executive Committee;
- v) to fix the level of subscriptions and the due date;
- vi) to elect or ratify Associate Members;
- vii) to appoint an honorary Auditor to hold office until the conclusion of the next AGM;
- viii) any other business, notice of which must be received by the Secretary as a formal proposal, signed and seconded, not less than 7 days before the date of the meeting;
- ix) any other business at the discretion of the Chairman of the AGM.

Proposals for elections under 13 a)iii), iv) and vi), shall require open nomination and seconding. Voting will be by show of hands. Not less than 14 days notice of date of AGM shall be given.

- b) An Extraordinary General Meeting may be called by the Chairman or the Executive Committee when necessary, with a minimum of 14 days notice other than in cases of emergency, or within 28 days of receipt of a requisition in writing signed by 25 ordinary members. Every such requisition shall state the purpose for which such meeting is called, and no other business shall be considered at such a meeting.
- c) The Chairman shall take the chair at General Meetings of the Association. Should he be unable to do so, the Vice-Chairman, or in his absence a member elected by those present, shall take the chair.
- d) At any General Meeting, 15 members present shall form a quorum. If at any such meeting a quorum be not present within 15 minutes of the time appointed for holding the meeting, the meeting shall stand adjourned until such time, within 14 days, as the Chairman of the meeting may determine; the members present at the resumed meeting shall be deemed to constitute a quorum.
- e) In the case of a meeting requisitioned by members, 25 members present shall form a quorum. If, at any such meeting, a quorum be not present within 15 minutes of the time appointed for holding the meeting, the meeting shall be dissolved.
- f) Every resolution proposed at a General Meeting shall be decided by a show of hands, unless at least two-thirds of members present and voting, request a secret ballot. In the case of an equality of votes, the Chairman of the meeting shall have a casting vote in addition to the vote to which he is entitled as a member.

14. TRUSTEES

The assets of the Association shall be vested in Trustees, the number of which shall not exceed four, or be less than two.

Trustees may only be appointed by the Executive Committee.

15. INTERPRETATION AND AMENDMENT OF RULES

- a) The Executive Committee shall be the sole authority for the interpretation of these Rules. The decision of the Executive Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by these Rules shall be final and binding on the members.
- b) Any of these Rules may be revoked or amended and new Rules may be made by a resolution passed at the Annual General Meeting, or at an Extraordinary General Meeting summoned for this purpose, by a majority of not less than two-thirds of the Ordinary Members present.
- c) Any proposal under 15b) shall be made in writing to the General Secretary, signed by the proposer and seconder, and shall state the Rule or Rules to be amended or revoked and the reasons therefor. Notice shall be given to the General Secretary not less than 28 days before the date of an AGM and the Secretary shall circulate details of the proposals on the Agenda when convening the meeting.