



Queen Elizabeth's Hospital Old Boys' Society

RULES FOR THE MANAGEMENT OF

QUEEN ELIZABETH'S HOSPITAL OLD BOYS SOCIETY

REVISED 6th NOVEMBER 2015

1. The name of the Society shall be 'QUEEN ELIZABETH'S HOSPITAL OLD BOYS' SOCIETY'
 2. All Old Boys shall be eligible for election to Membership. Any person who, in the opinion of the Executive Committee, renders or has rendered signal service to the Society and/or School shall be eligible for election to honorary membership.
 3. All Members are automatically Members of the Society's Charity, Queen Elizabeth's Hospital Society Benevolent Fund', Registered Charity No. 1072306, whose objects are:
 - a) The relief of poverty through the provision of:
 - (i) Grants to Old Boys of QEH and their dependents in cases of need.
 - (ii) Bursaries and other grants to individual boys at QEH, or on leaving QEH, when need arises.
 - b) The advancement of education through the support of QEH, in particular through the provision of:
 - (i) Bursaries, prizes and other grants to individual boys at, or leaving QEH.
 - (ii) Such funds for specific projects of a charitable nature as the Executive Committee may from time to time determine.
- The Charity is administered separately by the Trustee Committee in accordance with its Constitution. The Trustee Committee will be elected at the Annual General Meeting by the Membership.
4. Assets of the Society shall be vested in the name of not less than two trustees, being members of the Society, or a corporation entitled to act as custodial trustee, and the Executive Committee shall have sole power to appoint and remove trustees or a custodial trustee. Bank accounts of the Society shall have not less than two nor more than four authorised signatories, all of whom shall be current members of the Executive Committee and one of whom shall always be Treasurer.
 5. The Auditor(s) shall be appointed at the Annual General Meeting (AGM) of the Society.
 6. A yearly Balance Sheet and Statement of Income and Expenditure for the Society's funds shall be prepared, audited and distributed before the AGM in November.
 7. The rates of both the Annual Subscription and Life Membership shall be applied from the beginning of the following financial year (i.e. from the 1st January)
 8. If a Member's subscription is in arrears for two successive years, his name shall, after due notice, be removed from the register of Members. In cases of hardship, however,

the Committee shall have the power to waive the subscriptions.

9. The management of the Society shall be vested in the Executive Committee, which shall elect a Chairman from its Members. The Chairman may offer himself for re-election each year. The Chairman's duties are to administer the business of the Society through the Officers and the Executive Committee and to chair all meetings of the Committee and the AGM. The Chairman may deputise for the President when necessary. A retiring Chairman shall automatically qualify to become an additional member of the Executive Committee until the AGM following his retirement.
10. The Executive Committee shall approve the nomination of the President prior to each AGM. The President shall be installed at the Annual Dinner and hold office for one year. He will have the honour of presiding at the Annual Dinner, of officiating at the wreath laying at the School's War Memorial and of reading a lesson at the Remembrance Day Service. The President will also represent the Society at other functions to which he may be invited. When circumstances prevent him from carrying out these duties, the President may ask any member of the Committee, or a Past President to deputise for him.

The Chairman is not disqualified by his office from being President for one of his years of tenure.

11. The Officers of the Society shall be the President, President-elect, Chairman, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Overseas Secretary and Membership Secretary all of whom (except the Chairman) shall be elected at the AGM. The Executive Committee shall decide at their meeting immediately before the

AGM the rate of honoraria to be recommended at the AGM for payment to the Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Overseas Secretary and Membership Secretary.

12. The Executive Committee shall have power to meet, at least in part, from the funds of the Society any extraordinary expenditure incurred by the Officers in the discharge of their responsibilities.
13. The Executive Committee shall consist of the Officers and the Webmaster and Newsletter Editor and no more than eight members (the ordinary members). Of the ordinary members the two who are the longest-serving on the Committee shall retire annually and their replacement(s) be elected at the AGM. Those retiring are not debarred from offering themselves for re-election. The quorum for any Executive Committee meeting shall be seven (six if a member holds two positions as an Officer of the Society) and the Committee shall have the power to co-opt any Member of the Society to serve on any Sub-Committee or for any other purpose.
14. Social and Membership Sub-Committee shall be elected by and from the Executive Committee at their first meeting after their first meeting after the AGM. These sub-committees shall have the power to co-opt.
15. (i) General Meetings of the Society, in addition to the AGM, shall be called at the discretion of the Chairman.
(ii) Nominations for the posts of Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Overseas Secretary, Membership Secretary and Webmaster must be received by the Secretary at least 14 days prior to the AGM. Nominations for election to the Executive Committee must be made by Members of

the Society in writing, or by e-mail to the Secretary at least 14 days before the AGM.

16. Votes at all meetings shall be taken by a show of hands or by the person chairing the meeting.
17. Any Member changing his address shall notify the Secretary in writing or by e-mail.
18. (i) The AGM shall be held in November of each year and at least 21 days notice of the AGM shall be given by the Secretary to members of the Society.

(ii) Any general or extraordinary meeting of the Society (excluding the AGM) can be called by the Chairman or by written requisition from at least 20 members given to the Secretary stating the purpose and reasons for such meeting.
19. Any notice or communication required to be served or given on or to any members of the Society shall be in writing and shall be served or given by the Secretary or Chairman of the Executive Committee on any member or members by any of the following methods:-
 - a) personally or
 - b) by post in a prepaid letter addressed to such member or members at his or her last known address in the United Kingdom and any letter so sent shall be deemed to have been received within 10 days of posting or
 - c) by email to such member or members at his or her last known email address and any email so sent shall be deemed to have been received or

- d) by publication on the website of the Society and any such publication on the website shall be deemed proper notice to all members of the Society.