



## **CONSTITUTION: REVISED 2022 DOWNE HOUSE SENIORS' ASSOCIATION**

### **Purpose**

- 1.a) The purpose of the Association shall be to keep Members in touch with one another and the school, by means of the Magazine and any functions/events that may be held.
- b) It also aims to provide grants for Old Seniors undertaking worthwhile projects or as part of further training. Grants are awarded by the Committee on merit.
  
- b) Best endeavours will be used to safeguard the capital value of the DHSA Reserve Fund and maximise its income generation for ongoing expenditure purposes. The Fund will position the DHSA to fulfil its primary communication commitments to members for their lifetimes.

### **Membership**

2. Membership of the DHSA shall be open to all past members of the school and long-standing members of Staff. The committee shall ensure that all girls leaving the school are fully informed about the DHSA and those not already members are actively encouraged to join. Information and a magazine will be given in the final term or when they leave school, whichever comes first.
3. The cost of Life Membership will be 1% of the annual DH school fee, payable over the first six terms of a girl's time at Downe. There will be no annual subscription thereafter. Members joining after leaving school will pay a life membership fee according to an agreed scale.

### **Organisation**

4. The President shall be elected by the Committee for a period of 5 years. The Vice-President shall be the Headmistress.
5. The Chairman of the Committee shall be elected by the Committee for a period of 3 years, with the possibility of re-election for a further 2 years. A Vice-Chairman will also be elected by the Committee for a period of 3 years, with the possibility of re-election for a further 2 years.
6. The DHSA will be administered by a committee of up to twelve Old Seniors, in addition to a Secretary, Treasurer, Grant Secretary, Data Protection committee Member (to whom Data Protection Officer will report). Members of the school staff may be co-opted onto the committee.
7. Members of the committee may be co-opted before and confirmed at the AGM each year. As far as possible, the members of the committee shall represent different years at the school.
8. The Secretary shall be responsible for the organisation of all meetings and shall be elected by the committee for a period of 3 years, with the possibility of re-election for a further 2 years.

9. The Treasurer shall be responsible for all income, expenditure, and securities. She will make a Statement to the Association at each AGM. She shall be elected by the committee for a period of 3 years, with the possibility of re-election for a further 2 years.

10. The DHSA Administrator shall be responsible for:-

- a) the collection of material for publication in the DHSA magazine, published biennially.
- b) the collection and publication of Announcements.
- c) managing the DHSA website
- d) co-ordinating DHSA events
- e) acting as DHSA's Data Protection Officer

11. The committee shall meet at least three times a year. Five members constitute a quorum.

Date: February 2022