



## **The Constitution of the Michaelhouse Old Boys' Club**

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The Club was founded on Whit Monday, the 1<sup>st</sup> day of June 1903 the Founder and First President (the Reverend James Cameron Todd, M.A., B.Sc, Rector of Michaelhouse) being in the chair.

An amended Constitution was adopted on 10<sup>th</sup> May 1934, which Constitution has been further amended from time to time.

### **RULE 1- NAME**

The name of the Club is "The Michaelhouse Old Boys Club".

### **RULE 2 - OBJECTS**

The objects of the Club are:

- (a) The promotion of interaction among old boys of Michaelhouse.
- (b) The promotion of social and sporting contacts with other associations.
- (c) The provision of financial and/or other assistance to necessitous old boys or members of their families.
- (d) The provision of bursaries, scholarships and fee-reduction schemes for Michaelhouse pupils, whether related to old boys or otherwise.
- (e) The raising of funds for the purpose of implementing the objects contained herein.
- (f) The furtherance of the interests of Michaelhouse and the Michaelhouse Community.

### **RULE 3 – OFFICERS AND THEIR ELECTION**

The affairs of the Club shall be managed by a Committee consisting of :

- (a) A President
- (b) A President Elect
- (c) The Immediate Past President
- (d) A Secretary
- (e) A Treasurer

- (f) Four Committee members, one of whom shall be a resident member of the Michaelhouse Staff , appointed by the Rector.
- (g) Two Trustees
- (h) The Chairmen of the branches of the Club or their representatives.

The President, the President Elect, the four Committee men, the Treasurer (if necessary in terms of Rule 5) and the two Trustees shall be elected annually at the Annual General Meeting and shall hold the office until the next Annual General Meeting. One person may hold two offices. At least one member of the Committee shall be a resident member of the Michaelhouse Staff. The quorum at Committee meetings shall be the Secretary and five others. Casual vacancies on the Committee occurring during the year shall be filled by the Committee. The Committee shall have the power to co-opt any person to serve on the Committee.

The Committee is empowered to appoint a member of the Board of Governors on the recommendation of the Board as an “ex-officio” member of the Committee, who, along with the President and President Elect shall represent the Club on the Board.

The Committee shall meet at least twice during each Club Year.

#### **RULE 4 – THE PATRON**

The Rector or Acting Rector of Michaelhouse shall be “ex-officio” Patron of the Club.

#### **RULE 5 – THE SECRETARY AND TREASURER**

The Committee shall be empowered to appoint a Secretary whose remuneration and conditions of service shall be determined by the Committee. The Secretary may also occupy the office of Treasurer, but if he does not, the Treasurer shall be elected annually in Terms of Rule 3.

The Secretary is authorised to engage such outside assistance as may be necessary for the carrying out of his duties, and to charge the cost thereof to the Club.

#### **RULE 6 – ORDINARY MEMBERS**

The following are the conditions of ordinary membership:

- (a) The proposed member must have had two full years as a pupil at Michaelhouse.
- (b) The proposed member must have attained the age of sixteen years on the date of election.

Anyone who does not fulfil these conditions shall nevertheless have the right to be a candidate for election at an Annual General Meeting if he has been proposed and seconded by members of the Club and if his life subscription has been paid.

Members may only be admitted as life members.

The life subscription, as from the 1<sup>st</sup> March 1920, includes the right to receive the School Magazine post free.

The following is the method of election of Ordinary Members:

The applicant shall apply to the Secretary for provisional enrolment and shall pay to him the life subscription as determined from time to time by the Committee. If the Secretary is satisfied that the applicant's life subscription has been paid, the Secretary shall provisionally enrol him and he shall thereafter be considered for election at the next Annual General Meeting of the Club. In the event of the Annual General Meeting not electing the applicant, the Secretary shall notify him to that effect and shall refund his subscription.

### **RULE 7 – HONORARY MEMBERS**

Persons nominated by the Committee shall be considered for election as Honorary Members of the Club at the next Annual General Meeting of the Club.

In considering such nominations the following criteria shall apply:

- (1) only persons who have had a connection with the School, or have benefited the school, or have benefited the Old Boys Club shall be considered.
- (2) nominations shall be in writing and shall record the manner in which the nominee has been connected with the School, or benefited the School or Old Boys Club.
- (3) the Committee's decision and reasons for accepting or rejecting the application shall be recorded in the Minutes of the appropriate meeting.
- (4) any nomination for election as an Honorary Old Boy that is approved by the Committee shall be put to the next Annual General Meeting for consideration, and, if proposed and seconded at such meeting may be elected as such.
- (5) All references to Members in this Constitution shall be deemed to include 'Honorary Old Boys.'
- (6) The Rector of Michaelhouse, the Chairman of the Board of Governors of Michaelhouse, and the Anglican Bishop of the Diocese of Natal, if not themselves Old Boys, shall immediately upon assuming their position, be constituted Honorary Old Boys.

### **RULE 8 – SUB RULES**

The Committee shall have the power to frame such sub-rules as may be necessary from time to time in order to meet the requirements of any Liquor or Trading Licensing Board or other competent authority, to provide for temporary membership of the Club, and for such other purposes as the Committee deem advisable.

Such sub-rules shall have immediate effect; particulars thereof shall be displayed in the Secretary's office and contained in the notice of the next Annual General Meeting.

### **RULE 9 – BANKERS**

An account shall be kept with such branch of a registered commercial bank as the Committee may decide upon or the Committee may, at its discretion, utilise the School's banking account for that purpose, with the approval of the School.

### **RULE 10 - MEETINGS**

The Annual General Meeting shall be held preferably at Michaelhouse, but it may be held anywhere else in Kwazulu-Natal to meet the general convenience of members, and shall be held by no later than the first day of July in each year. Twenty-one days notice of the meeting shall be given to all members.

The Committee may at any time, through the Secretary, convene a Special General Meeting, upon giving twenty-one days notice to members stating the purpose of the meeting.

The business of the Annual General Meeting shall include the following:

- (a) To read and confirm the minutes of the last Annual General Meeting and any Special General Meeting held during the year.
- (b) To receive and consider for adoption the Report of the President of the past year, and an audited statement of the Club's financial affairs.
- (c) To consider any alterations or addition to the Constitution of which due notice has been given in terms of Rule 22.
- (d) To elect the Officers for the year in terms of Rule 3.
- (e) to appoint an Auditor and/or an independent accounting officer.
- (f) To elect new members and Honorary Members.
- (g) To receive Branch Reports.
- (h) To receive the Rector's Report on the running of the School.
- (i) To deal with any business under the heading of 'General' of which no notice is required.

### **RULE 11 – QUORUM**

The quorum at any Annual or Special General Meeting held under Rule 10 shall be thirty members of the Club.

### **RULE 12 – MEETINGS CONVENED BY MEMBERS**

A Special General Meeting shall at any time be convened by the Secretary on receipt of a request signed by fifty members of the Club, stating their reasons for so doing, and twenty-one days'

notice of such meeting together with a statement of the purpose for which it is called shall be given to all members.

The meeting shall be held at such place as the Secretary in his discretion may appoint.

At such meeting one hundred members shall form a quorum.

Should a quorum not be present at the time of the meeting, the business for which the meeting has been called shall lapse.

### **RULE 13 – ADDRESSES OF MEMBERS**

Every member shall from time to time communicate his address to the Secretary, and all notices delivered or sent by post to such address shall be deemed to have been sufficiently served or given.

### **RULE 14 – EXPULSION OF MEMBERS**

If after investigation and a formal enquiry the Committee should find the conduct of a member to have been such as to jeopardise the good name of Michaelhouse or the Club, the Committee shall have power to reprimand such member, or to expel him from the Club.

The rules of procedure at any such enquiry shall be laid down by the President from time to time, save that such member shall be notified of the charge against him and shall be entitled to be present or represented at such enquiry, and shall be entitled to challenge his accuser and cross examine all evidence.

Any member dissatisfied with the finding of the Committee at such enquiry shall have a right of appeal to the general body of members, to be heard at the next Annual General Meeting of the Club.

The rules of procedure at any such appeal shall be laid down by the President from time to time.

### **RULE 15 – THE CLUB ACCOUNT**

The Treasurer for the time being has full authority to operate the Club Account, according to the rules laid down by the Committee.

### **RULE 16 – EVIDENCE OF MINUTES**

A certificate in writing by the Secretary and a member of the Committee as to the proceedings at any meeting shall be sufficient proof to the Registrar of Deeds, the Manager of a Bank or any other person or body, of the truth and accuracy of the matters contained in such certificate.

## **RULE 17 – INVESTMENTS**

The Committee shall be entitled in its discretion to invest the funds of the Club from time to time upon such security and in such manner as the Committee may in its discretion consider to be in the best interests of the Club, with the power to vary any such investments.

## **RULE 18 - TRUSTEES**

Two Trustees shall be appointed each year at the Annual General Meeting. Their function shall be that of “Elder Statesman”, in other words persons who by virtue of their involvement with, and knowledge of, not only the affairs and objects of the Old Boys’ Club but of the School as well, are seen to be such as would provide the benefit of their experience and guidance in order to best promote the traditions and objects of the Club.

## **RULE 19 – CLUB YEAR**

The Club year shall be deemed to commence the day after the holding of the Annual General Meeting.

## **RULE 20 - BRANCHES**

The Committee shall, on notification by not less than fifteen members, residing in a place where no Branch of the Club is in existence, of their desire to form a local Branch of the Club, request those members to form a Committee, with Chairman, Secretary, and members, and to state the area in which the new Branch shall operate. Such Branches shall have power to conduct their own affairs within the Constitution of the Club.

## **RULE 21 – CLUB COLOURS**

The Club Colours are those decided on by the Annual General Meetings of 1929 and 1932 and amended in 1939, namely:

Tie :           Dark Blue crossed diagonally by narrow Red and White stripes.  
Blazer :       Plain Dark Blue with School Crest in White or Silver on the pocket, and Silver Buttons.

The Corporate Identity Guidelines, as adopted by the School are deemed to be applicable to the Club as well.

## **RULE 22 – AMENDMENT TO THE CONSTITUTION**

The above provisions are the permanent Constitution of the Club. They may not be altered or amended except at a General Meeting and by a two-thirds majority of those present and voting and after twenty-one days notice shall have been given to all members of the meeting and of the nature of the resolution so to alter or amend.

## **RULE 23 – ANNUAL FINANCIAL STATEMENTS**

The Committee shall not be obliged to employ Auditors for the purposes of preparing and/or signing off the Club's Annual Financial Statements. The Committee may in its discretion utilise the services of the School's Bursar for that purpose, and may in addition thereto employ an Auditor and/or independent Accounting Officer to prepare and/or sign same off should the Committee in its discretion decide that this is necessary. The decision as to whether or not external auditors and/or independent Accounting Officers should be appointed, will be put to the Annual General Meeting on an annual basis for decision.