

Rules of Old Millhillians Club
Approved at AGM on 20th June 2018

1. INTERPRETATION

For the purpose of construing these Rules, unless the context shall otherwise require,

- 1.1 the undermentioned words and phrases shall have the following meanings:
 - 1.1.1 “Alford House” means the youth club known as Alford House of Aveline Street, Kennington, London, SE11 5DQ;
 - 1.1.2 “the Club” means the Old Millhillians Club;
 - 1.1.3 “the Club Office” means the office of the Club, the address of which is Mill Hill School, The Ridgeway, Mill Hill Village, London, NW7 1QS, or such other address of which notice shall be given to the Members from time to time;
 - 1.1.4 “Financial Year” means the “calendar year”;
 - 1.1.5 “the Foundation” means Mill Hill School Foundation comprising the schools known as Mill Hill School (“Mill Hill”), Belmont School (“Belmont”), Grimsdell and Mount Mill Hill International (MMHI)
 - 1.1.6 “General Meeting” means the annual general meeting (“AGM”) or an extraordinary general meeting (“EGM”) of the Club;
 - 1.1.7 “the Head” means the Headmaster or Headmistress of Mill Hill, Belmont, Grimsdell or MMHI as the case may be;
 - 1.1.8 “the Management Committee” means the committee appointed by the Members to manage the business of the Club;
 - 1.1.9 “Members” means members of the Club;
 - 1.1.10 “the Officers” means the Chair, Honorary Secretary and Honorary Treasurer for the time being of the Club;
 - 1.1.11 “Prepaid Members” means members whose subscriptions have been prepaid by virtue of a prepayment scheme with Mill Hill;
 - 1.1.12 “the President” and “the Vice-President” mean the president and the vice-president for the time being of the Club; and
 - 1.1.13 “Working Days” means all days except Saturdays and Sundays and public holidays in England and Wales; and
- 1.2 a reference to a Rule means a rule of the Club;

- 1.3 a reference to membership means membership of the Club;
- 1.4 the masculine gender shall include the feminine and neuter genders and vice versa and the singular shall include the plural and vice versa.

2. OBJECTS

The objects of the Club shall be to foster and promote cultural, sporting, social and career development activities amongst the Members and to maintain an active interest in the welfare, development and charitable aims of the Foundation and Alford House.

3. MEMBERSHIP

Membership of the Club shall consist of the following categories:

- 3.1 Full Members, who shall consist of former pupils of Mill Hill, Belmont and Grimsdell and The Mount who are not younger than 16 years and, unless the Management Committee shall otherwise determine, consisting of:
 - 3.1.1 Junior Members, who shall be any former pupil who left Mill Hill School at the end of Foundation Years 2001-2018 and who is aged under 35 years on 1st September of a membership year
 - 3.1.2 Senior Members, who shall be any former pupil who left Mill Hill School and who is not a Junior Member
 - 3.1.3 Overseas Members, being Members who are ordinarily resident outside the United Kingdom of Great Britain and Northern Ireland (“UK”), the Irish Republic, the Isle of Man and the Channel Islands, and
 - 3.1.4 Life Members, being Full Members who have paid a lifetime subscription either personally or as a result of any pre-payment scheme or who were elected Life Members no later than 30th June 1953 or who have attained the age of 80 years and have been Full Members for at least the preceding five (5) years.
 - 3.1.5 Former pupils of Belmont and Grimsdell and The Mount who have paid a lifetime subscription.
- 3.2 Associate Members, who shall consist of:
 - 3.2.1 Those who have been Heads, or are or have been teachers at Mill Hill, Belmont, Grimsdell and MMHI, or members of the Court of Governors of the Foundation, or employees within the administration of the Foundation

and who, not being Honorary Members or eligible for full membership, are elected as Associate Members; and

3.2.2 Any other person not eligible for full membership who is considered by the Management Committee to have given valuable service to the Club and who upon invitation accepts associate membership;

3.3 Honorary Members, being those persons not eligible for full membership who have rendered exceptional service to the Club, the Foundation or Alford House and who are elected as Honorary Members at a General Meeting. The Heads of Mill Hill, Belmont, Grimsdell and MMHI, the Director of Finance and Operations of the Foundation, the Director of Development, the Liaison Representative, being the teacher appointed to maintain liaison between the Foundation and the Club, and the Alford House Representative, being the representative appointed by Alford House to serve on the Management Committee, shall be Honorary Members during the terms of their respective offices, if not eligible for full membership.

4. APPLICATION FOR MEMBERSHIP

Every applicant for full or associate membership (including those invited pursuant to Rule 3.2.2 to accept associate membership) shall complete an application form which, inter alia, shall include a confirmation statement that the application is made subject to the applicant's acceptance of the Club's Privacy Policy, Club Rules and membership terms and conditions.

5. ADMISSION OF MEMBERS

5.1 On admission of a new Member, the Club Administration Officer shall notify him of his admission and shall (other than in the case of a new Prepaid Member) request him to remit the subscription for the current Financial Year, unless it has already been paid. No new Member, other than a new Honorary Member who shall pay no subscription, shall enjoy any of the rights and privileges of membership or participate in any of the Club's activities, other than as a guest of a Member, until he has paid such subscription or due proportion thereof.

5.2 The Management Committee reserves the right to reject any application for membership of the Club.

6. SUBSCRIPTIONS

6.1 The amount of subscription payable to the Club by Members, or any category of Members other than Honorary Members who shall pay no subscription, shall be fixed from time to time by the Management Committee and may be a single year subscription, a multi-year subscription, or a lifetime subscription. The Management Committee shall give not less than 3 months' notice of any revision of the said amount to the Members affected by such revision.

6.2 Subscriptions may be paid by any legitimate means including cheque payable to the Club and sent to the Club Office, credit or debit card, banker's order, electronic transfer or direct debit, but excluding cash.

7. NON-PAYMENT OR UNDER PAYMENT OF SUBSCRIPTIONS

If a Member fails to pay the correct subscription within 3 months of the date when it falls due for payment, the Management Committee may at any time thereafter cause his membership to lapse and shall notify that Member accordingly.

8. RESIGNATION OF MEMBERS

A Member wishing to resign from membership shall notify the Club of his intention to do so whereupon the liability of that Member to pay further instalments of the subscription shall cease.

9. EXPULSION OF MEMBERS

9.1 If a complaint shall be made to the Management Committee, or the Management Committee has reason to believe, that a Member has behaved or is behaving in a manner which is injurious to the reputation, character, or interest of the Club, or if a Member shall refuse to submit to the Rules and other regulations of the Club from time to time in force, then the Management Committee shall appoint a disciplinary committee ("the Disciplinary Committee") consisting of no more than 3 members of the Management Committee and including inter alia the Chair and the Honorary Secretary, if they are available, to consider the behaviour of the Member in question and to determine whether he should be expelled from membership.

- 9.2 The Disciplinary Committee shall invite the said Member to attend a meeting with the Disciplinary Committee to explain his behaviour and shall receive such other evidence as may be submitted to it before reaching a decision.
- 9.3 The decision of the Disciplinary Committee shall be final and shall not be invalidated by the said Member's non-attendance at the meeting referred to in Rule 9.2.

10. NO CLAIM ON THE CLUB AFTER CESSATION OF MEMBERSHIP

A Member whose membership has ceased shall not be entitled to a refund of any subscription paid by him, nor shall he be entitled to participate in any distribution of capital or income, the payment of which is determined by the Club or the Management Committee after he has ceased to be a Member, provided that a Member who has been expelled or has ceased to be a member as a result of non- payment of subscription shall not be entitled to any such distribution determined by the Club or the Management Committee at any time whatsoever.

11. MEMBERS' GUESTS

A Member shall be responsible to the Club for the behaviour of all persons whom he introduces to Club functions and premises occupied by the Club, or which it is entitled to use, and shall comply with all regulations from time to time imposed by the Management Committee relating to the Club and such other premises used or occupied by it. Members must in particular ensure that they and their guests have regard to clause 19 of the Club Rules, 'Compliance with Foundation Policies'.

12. PRESIDENT, VICE-PRESIDENT AND MANAGEMENT COMMITTEE

- 12.1 The affairs of the Club shall be managed by the Management Committee consisting of elected members ("Elected Members") and those appointed to it ex-officio and those members co-opted by virtue of Rule 12.4.
- 12.2 The Elected Members shall be elected at the AGM or at such other General Meeting as may from time to time be necessary for their election and shall consist of the Officers and such other Members as are elected to serve on the Management Committee.
- 12.3 Ex-officio members of the Management Committee shall be those who are from time

- to time the President, the Vice-President, the Head of Mill Hill School, the Liaison Representative and the Alford House Representative.
- 12.4 The Management Committee shall have power to co-opt any Member to membership of the Management Committee and to appoint sub-committees comprising any Members whether they be members of the Management Committee or not for the transaction of any particular business of the Club.
- 12.5 The Elected Members shall be elected or re-elected to the Management Committee at each AGM. Any Member wishing to stand for election or re-election shall notify the Honorary Secretary of his wish no later than 14 days before the AGM.
- 12.6 Any Member, whether or not a Full Member, may be elected as the President or the Vice-President.
- 12.7 Other than the persons referred to in Rule 12.3, no Member who is not a Full Member shall be entitled to membership of the Management Committee unless having been invited by the Management Committee to stand for membership he is duly elected as a member thereof or unless he is co-opted pursuant to Rule 12.4.
- 12.8 Subject to his election pursuant to Rule 14.2, the President shall take office at the annual dinner of the Club (“the Club Dinner”) to be held in October in each year and shall hold office until the next Club Dinner. If in any year no Club Dinner shall be held in October, the President shall take office on the Friday nearest to the 20th October in that year.
- 12.9 The Vice-President shall hold office for the same period as the President.
- 12.10 If the President is unable to fulfil his duties as President by virtue of his resignation, dismissal, death, illness, or other unavoidable cause his duties shall be fulfilled, if he is willing to act, by
- 12.10.1 the Vice-President, or failing him,
- 12.10.2 the Chair of the Club, or failing him,
- 12.10.3 such other person as the Members may appoint at a General Meeting, and if the Vice-President is unable to fulfil the duties of the Vice-President by virtue of any of the reasons referred to in this Rule his duties shall be performed by such other Member as the Members may appoint at a General Meeting.

13. MANAGEMENT COMMITTEE MEETINGS

- 13.1 Notice of each meeting of the Management Committee shall be given to its members

- and shall be deemed to have been given if posted in a duly stamped and addressed envelope or transmitted by e-mail to their last known postal or e-mail addresses not less than 5 Working Days before the meeting.
- 13.2 Three members of the Management Committee present at the beginning of the meeting shall constitute a quorum.
 - 13.3 Each meeting shall be chaired by the Chair or, in his absence, by the Honorary Secretary. If he shall also be absent, the meeting shall be chaired by such other member of the Management Committee as the members of the Management Committee present at the beginning of the meeting shall appoint.
 - 13.4 In the case of equality of votes on any resolution, the chair of the meeting shall have a casting vote.
 - 13.5 Each Elected Member except the Officers shall be entitled to nominate an alternate to attend any meeting of the Management Committee and to speak and vote on his behalf either as he shall instruct the alternate or as the alternate thinks fit.

14. GENERAL MEETINGS

- 14.1 A General Meeting shall either be an AGM or an EGM.
- 14.2 An AGM shall be held each year no later than 30th June, on a date to be determined by the Management Committee, for the purpose of transacting such business as may be necessary and in particular to deal with the following matters:
 - 14.2.1 to elect the President (“the Incoming President”) and Vice-President for the period referred to in Rule 14.8 beginning in the month of October following the AGM;
 - 14.2.2 to elect or re-elect the Officers and other Elected Members of the Management Committee for the same period as the Incoming President;
 - 14.2.3 to receive reports from the Chair and the Honorary Treasurer and the audited accounts of the Club, signed by the Honorary Treasurer, and auditors’ report for the Financial Year ending on 31st December preceding the AGM;
 - 14.2.4 to appoint or re-appoint the auditors of the Club’s accounts.
- 14.3 An EGM may be convened at any time by the Management Committee and must be convened on the written request of not less than 30 Members who are not

members of the Management Committee stating the objects for which the EGM is to be convened.

- 14.4 Notice of a General Meeting specifying the date, time and venue thereof and the business proposed shall be sent to the Members. Notice shall be deemed to have been validly given by posting it in a duly stamped and addressed envelope, or by transmitting it by e-mail, to each Member at his last known postal or e-mail address not less than 21 days before the date of the General Meeting.
- 14.5 No business shall be transacted at a General Meeting unless a quorum is present at the time appointed for the beginning of the General Meeting. 15 Members shall constitute a quorum, except in the case of an EGM convened on the written request of at least 30 Members when the quorum shall be 30 Members. If no quorum is present at the beginning of the General Meeting, the General Meeting shall be dissolved, except in the case of an EGM called for the purpose of appointing a new President or Vice-President, or in the case of an AGM when the ordinary business specified in Rules 14.2.1-14.2.4 inclusive may be transacted, notwithstanding the absence of a quorum.
- 14.6 Every General Meeting shall be chaired by the President or the person fulfilling the duties of the President under Rule 12.10 or, failing either of them, by the Chair or, failing him, by such member of the Management Committee as a majority of the Members present at the General Meeting shall appoint.
- 14.7 A Member may vote at any General Meeting by appointing a proxy who shall be another Member entitled to attend and vote at General Meetings and who shall be appointed by notice in writing which (a) states the name and address of the Member appointing the proxy, (b) identifies the person to be the Member's proxy, (c) is signed by the Member or sent from his e-mail address as currently notified under Rule 18, and (d) is delivered or sent to the Honorary Secretary at the Club Office. Unless the proxy notice indicates otherwise, it shall be treated as allowing the person appointed as proxy discretion as to how to vote on any resolutions put to the General Meeting or any adjourned meeting thereof.
- 14.8 Save as provided by Rule 21, all questions arising at a General Meeting shall be decided by a simple majority of the Members present and voting whether personally or by proxy.
- 14.9 Voting shall be effected by a show of hands unless, before or on the declaration

of the result, the chair of the meeting or not less than 5 Members present personally or by proxy shall demand a written vote. Any written vote shall be taken forthwith.

- 14.10 In the case of equality of votes, the chair of the meeting shall be entitled to a casting vote.
- 14.11 Only Full Members, Honorary Members eligible for full membership and ex-officio members of the Management Committee shall be entitled to attend or vote at a General Meeting.

15. CLUB ASSETS

- 15.1 All property and investments from time to time belonging to the Club shall be vested in trustees (“the Trustees”) for the time being appointed by the Management Committee and who shall number no less than two, nor more than three. The Trustees shall stand possessed of such property and investments and shall act in the making, acquisition, varying, transposing and disposal of the same and the treatment of income arising therefrom in accordance in all respects with the directions of the Management Committee. All such property and investments may be dealt with freely, whether or not authorised by law, subject to the Management Committee acting prudently and if appropriate upon the advice of any investment sub-committee appointed by it for such purposes or any other suitably qualified persons.
- 15.2 Only Life Members and members who have been fully paid annual members for five (5) complete Financial Years prior to any distribution of Club Assets to members will be eligible to benefit from any distribution of Club Assets to members.

16. ACCOUNTS

- 16.1 The Management Committee shall cause proper accounting records to be kept and shall cause accounts to be prepared for each Financial Year giving a true and fair view of the state of affairs of the Club.
- 16.2 Auditors shall be appointed annually to audit the accounts of the Club.
- 16.3 The Management Committee will approve auditor fees each Financial Year.

17. MEMBERS TO COMMUNICATE THEIR CONTACT DETAILS

Every Member shall be responsible for advising the Club Administration Officer of all changes of his postal and/or e-mail addresses and telephone number(s).

18. DATA PROTECTION

19.1 The Club's Privacy Policy sets out the Club's Data Protection Policies. It shall be posted on the Club's website at all times.

19.2 Any changes to the Club's Privacy Policy will be notified to all members by email and any other electronic means in use at the time.

19.3 As a matter of Club policy, member personal data will not be shared with any third party, except the Mill Hill School Foundation and the Life Guardians Committee under the terms of a Data Sharing Agreement

19.4. It is a condition of Club membership that members consent to receiving communications regarding activities and events undertaken by the Club, its affiliated Sports Clubs and the Mill Hill School Foundation by electronic means (including e mail, social media and telephone) or by post.

19. COMPLIANCE WITH FOUNDATION POLICIES

Members are expected to comply with Foundation policies and codes of conduct at all times when visiting the school premises and grounds or when attending events where pupils of the Foundation are present. Members should refer to Foundation policy statements posted on the Club's website.

20. RULES TO BE PUBLISHED ON THE CLUB'S WEBSITE

The Rules shall be published on the Club's website. Details of amendments shall be notified to Members as soon as practicable after they have been adopted at a General Meeting. Members shall be deemed to have full knowledge of the Rules whether or not they have read them.

21. AMENDMENT OF RULES

The proposed repeal, alteration, deletion or addition of any Rule shall require the approval of not less than three-quarters of the Members present and voting at a General Meeting whether personally or by proxy.

22. ARRANGEMENTS WITH OTHER CLUBS

- 22.1 Where any arrangements are made for Members to use the facilities of another Club (“the Host Club”) Members shall in so doing conduct themselves in a seemly manner.
- 22.2 In particular, but without prejudice to the generality of Rule 22.1, Members will be expected to conform to all rules and regulations of the Host Club. Copies of the rules and regulations of the Host Club shall be available on request from the Club Office.
- 22.3 If a Member has a complaint about his treatment at a Host Club, details should be submitted to the Honorary Secretary at the Club Office. In no circumstances should any complaint be made direct to the Host Club.

23. NOTICES

Unless otherwise stipulated in these Rules, all communications shall be sent by Members to the Club and by the Club to Members by post in a stamped and addressed envelope, or by e-mail to their last known postal or email addresses and will be deemed to have been delivered in the case of post 2 Working Days after posting and in the case of e-mail on the Working Day following the date of transmission. In the case of postal communications to and from addresses outside the UK, delivery shall be deemed to be on the Working Day when in the normal course of events it might reasonably be expected to be delivered.