

Old Millhillians Club



Rules of Old Millhillians Club (revised 23rd June 2010)

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 period of 12 months commencing on 1st January in each year in respect of which the Club subscriptions are payable;

1.1.5 "the Foundation" means Mill Hill School Foundation comprising the schools known as Mill Hill School ("Mill Hill"), Belmont School ("Belmont") and Grimsdell;

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 Teacher" means the Headmaster or Headmistress of Mill Hill, Belmont or Grimsdell 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 Chairman, Honorary Secretary and Honorary Treasurer for the time being of the Club;

1.1.11 "the President" and "the Vice-President" mean the president and the vice-president for the time being of the Club; and

1.1.12 "Working Days" means all days except Saturdays and Sundays and public holidays in England and Wales;

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 charitable activities amongst the Members and to maintain an interest in the welfare of the Foundation and Alford House.

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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 who are not younger than 16 years and, unless the Management Committee shall otherwise determine, consisting of:

3.1.1 Senior Members, who shall be at least 30 years old at the beginning of the Financial Year,

3.1.2 Junior Members, who shall be younger than 30 years at the beginning of the Financial Year and who shall include inter alia those Members ("Pre-paid Members") whose subscriptions have been pre-paid by virtue of a pre-payment scheme with Mill Hill,

3.1.3 Overseas Members, being Members other than Pre-paid Members, who are at the beginning of the Financial Year 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 were elected Life Members no later than 30th June 1953 or, having attained the age of 80 years at the beginning of the Financial Year, have been Full Members throughout the 5 years preceding the beginning of the Financial Year and who claim the privilege of life membership;

3.2 Associate Members, who shall consist of:

3.2.1 Those who have been head teachers, or are or have been teachers at Mill Hill, Belmont and Grimsdell, 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 Head Teachers of Mill Hill, Belmont and Grimsdell, the Bursar of the Foundation, the Director of the Foundation Appeal, the Liaison Representative, being the teacher appointed to maintain liaison with 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.

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4. APPLICATION FOR MEMBERSHIP

Every applicant for full or associate membership (other than Pre-paid Members and those invited pursuant to Rule 3.2.2 to accept associate membership) shall complete an application form. In the case of applications for pre-paid membership, an application form may be completed en bloc by the Head Teacher of Mill Hill. Each Pre-paid Member who ceases to be a Prepaid Member on the expiry of his period of pre-paid membership shall automatically continue as a Junior Member and shall become liable to pay the annual subscription on the 1st January next after the expiry of the period of his pre-paid membership.

5. ELECTION OF MEMBERS

Applications for membership of the Club shall be subject to the approval of the Management Committee, save for the cases of applicants for pre-paid membership whose eligibility shall be subject only to confirmation by the Head Teacher of Mill Hill.

6. ADMISSION OF NEW MEMBERS

On admission of a new Member, the Honorary Secretary shall notify him of his election and send him a copy of the Rules and shall (other than in the case of a new Pre-paid Member) request him to remit the subscription for the Financial Year in which he is elected to membership, or one-half thereof by virtue of Rule 7.4, 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.

7. SUBSCRIPTIONS

- 7.1 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. The Management Committee shall give notice of any revision of the said amount to the Members or the category of Members affected by such revision. Unless such notice is given no less than 3 months before the 1st January next following the said revision, the said revision shall be of no effect.
- 7.2 The subscription payable by each Member liable to pay a subscription (other than Pre-paid Members) shall fall due for payment annually on the 1st January in each Financial Year.
- 7.3 Subscriptions may be paid by any legitimate means including cash, cheque payable to the Club and sent to the Club Office, credit or debit card, banker's order, electronic transfer or direct debit.
- 7.4 Any Member who is elected to membership on or after 1st January and no later than 30th June in any Financial Year and who is liable to pay a subscription shall pay the full subscription for that Financial Year. Any Member who is elected on or after 1st July in any Financial Year shall pay one-half of the subscription for that Financial Year.

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8. NON PAYMENT OF SUBSCRIPTIONS

If a Member fails to pay the 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.

9. 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.

10 EXPULSION OF MEMBERS

10.1 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 Chairman 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.

10.2 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.

10.3 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 10.2.

11. NO CLAIM ON THE CLUB AFTER WITHDRAWAL

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.

12. 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.

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13. PRESIDENT, VICE-PRESIDENT AND MANAGEMENT COMMITTEE

- 13.1 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 13.4.
- 13.2 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.
- 13.3 Ex-officio members of the Management Committee shall be those who are from time to time the President, the Vice-President, the Head Teacher of Mill Hill School, the Liaison Representative and the Alford House Representative.
- 13.4 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.
- 13.5 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.
- 13.6 Any Member, whether or not a Full Member, may be elected as the President or the Vice-President.
- 13.7 Other than the persons referred to in Rule 13.3, 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 13.4.
- 13.8 Subject to his election pursuant to Rule 15.2, 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.
- 13.9 The Vice-President shall hold office for the same period as the President.
- 13.10 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
- 13.10.1 the Vice-President, or failing him,
- 13.10.2 the immediate past-president of the Club, or failing him,
- 13.10.3 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.

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14. MANAGEMENT COMMITTEE MEETINGS

- 14.1 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.
- 14.2 Three members of the Management Committee present at the beginning of the meeting shall constitute a quorum.
- 14.3 Each meeting shall be chaired by the Chairman 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.
- 14.4 In the case of equality of votes on any resolution, the chairman of the meeting shall have a casting vote.
- 14.5 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.

15. GENERAL MEETINGS

- 15.1 A General Meeting shall either be an AGM or an EGM.
- 15.2 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:

- 15.2.1 to elect the President ("the Incoming President") and Vice-President for the period referred to in Rule 13.8 beginning in the month of October following the AGM;
- 15.2.2 to elect or re-elect the Officers and other Elected Members of the Management Committee for the same period as the Incoming President;
- 15.2.3 to receive reports from the Chairman 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;
- 15.2.4 to appoint or re-appoint the auditors of the Club's accounts.
- 15.3 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.
- 15.4 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

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at his last known postal or e-mail address not less than 21 days before the date of the General Meeting.

15.5 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 15.2.1-15.2.4 inclusive may be transacted, notwithstanding the absence of a quorum.

15.6 Every General Meeting shall be chaired by the President or the person fulfilling the duties of the President under Rule 13.10 or, failing either of them, by the Chairman or, failing him, by such member of the Management Committee as a majority of the Members present at the General Meeting shall appoint.

15.7 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.

15.8 Save as provided by Rule 20, 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.

15.9 Voting shall be effected by a show of hands unless, before or on the declaration of the result, the chairman 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.

15.10 In the case of equality of votes, the chairman of the meeting shall be entitled to a casting vote.

15.11 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.

16. CLUB ASSETS

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

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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.

17. ACCOUNTS

17.1 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.

17.2 Auditors shall be appointed annually to audit the accounts of the Club.

18. MEMBERS TO COMMUNICATE THEIR ADDRESSES

Every Member shall communicate to the Honorary Secretary all changes of his postal and/or e-mail addresses.

19. RULES TO BE SENT TO EVERY MEMBER

A copy of the Rules shall be made available to any Member on request. Copies of amendments to the Rules shall be sent to each Member 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.

20. 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.

21. ARRANGEMENTS WITH OTHER CLUBS

21.1 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.

21.2 In particular, but without prejudice to the generality of Rule 21.1, 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.

21.3 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.

22. 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

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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.