



Old Girtonians'
ASSOCIATION

CONSTITUTION of the Old Girtonians' Association

Revised and accepted by the OGA Members at the AGM 14th June, 2012

1.0 NAME

- 1.0 The name of the Association shall be The Old Girtonians' Association (OGA).
- 1.1 The emblem of the Old Girtonians' Association (OGA) consists of a gold bishop's mitre on a white circle bordered by a band of blue, rimmed with gold. The words "Old Girtonians' Association" appear on the blue band near the bishop's mitre.

2.0 OBJECTIVES

- 2.0 To arrange meetings, The Annual Reunion Dinner, activities and projects to help maintain, renew, foster friendships and share fellowships together.
- 2.1 To liaise with other branches of the OGA.
- 2.2 To raise money to assist the School as per OGA policy 6.9
- 2.3 To foster positive co-operative links with the school to uphold the School's traditions and to enhance its objectives.
- 2.4 To maintain a database using the School's *Synergetic* database system for the Association.

3.0 MEMBERSHIP

3.0 OGA Life Membership will consist of four categories:

- Past Students Life Members
- Honorary Life Members
- Honorary Associate Life Members
- Associate Life Members

3.1.1 Past Students

Past students who have attended Girton College or Girton Grammar (or both) automatically gain Life Membership to the OGA upon application and payment of Life Membership fees.

3.1.2 Honorary Life Membership

Honorary Life Membership is a very special type of membership, which can only be conferred on a person by the Association.

(i) An Honorary Life Member is a person who does not qualify for automatic membership, but whom the Association elects to honour because this person:

- Has made a significant contribution to the School.
- Has demonstrated ongoing interest and commitment to enhancing the ethos of the School and the welfare of its students.

(ii) Honorary Life Membership shall be granted per OGA policy below:

- The decision to grant Honorary Life Membership to individual people is the decision of the OGA members, to be made at any General Meeting throughout the year.
- Any Old Girtonians' Association member is eligible to move and justify that a person be made an Honorary Life Member if she/he believes that person is worthy of being made one, as per criteria listed under 3.1.2 above.
- The decision to grant Honorary Life Membership should not be taken lightly. Nominations will be taken at a General Meeting, discussed and then voted upon. Voting shall be by show of hands. Decisions to grant Honorary Life Membership shall be resolved according to a simple majority of votes cast. In the event of votes being equal, the President shall have the casting vote. If there is no quorum available, the decision to grant Honorary Life Membership will default to the Executive Committee.
- The presentation of Honorary Life Memberships to honoured recipients is to be made preferably at the Annual Reunion Dinner. If this is not possible the presentation should be made at an Annual General Meeting.

3.1.3 Honorary Associate Life Membership

(i) Honorary Associate Life Membership will be granted to staff members upon achieving twenty years of service and Board members in recognition of ten years service to the School.

- (ii) The presentation of Honorary Associate Life Membership is to be made preferably at the Annual Reunion Dinner. If this is not possible the presentation should be made at an Annual General Meeting.

3.1.4 **Associate Life Membership**

Associate Life Membership of the OGA is available for interested:

- Past staff members of Girton College.
- Past staff members of Girton Grammar School.
- Present staff members of Girton Grammar School.
- Board members of Girton Grammar School who have served three years or more.

3.2 Members' Rights

3.2.1 All members shall have equal rights to:

- Receive the OGA Badge
 - Attend General Meetings, the Annual General Meeting, Annual Reunion Dinners and other functions
 - Move motions and vote on motions
 - Be eligible to hold co-opted positions and be on sub-committees
- Receive correspondence from the Association

3.2.2 (i) Past Student Life Members and Honorary Life Members are eligible to hold the elected Executive positions of President and Committee.

(ii) Honorary Associate Life Members and Associate Members are ineligible to hold the above positions as stated in 3.2.2 (i)

4.0 **OFFICE BEARERS**

4.1 Committee shall consist of:

- *President:*
Elected OGA Life Member Past Student or Honorary Life Member
- *Committee Members:*
Elected OGA Life Member Past Students or Honorary Life Members.
Minimum of 4 – total number flexible.
- *Alumni Relations Manager:*
Girton Grammar School Bendigo Staff – no voting rights – unless she/he is an OGA Life Member
- *Alumni Officer:*
Girton Grammar School Bendigo Staff – no voting rights – unless she/he is an OGA Life Member

Elected Executive shall serve for a period of one year and shall be eligible for re-election.

4.2 Executive Committee (by consensus) have the power to:

- (i) Co-opt other people to perform specific functions.
- (ii) Appoint people to sub-committees.

NB: People co-opted and appointed to sub-committees do not have to be OGA Life Members.

5.0 ELECTIONS

- 5.1 Elections of Executive Committee shall take place at the Annual General Meeting. Life Members may nominate with the consent of the nominee, qualified members for the positions of President and Committee Members. *Nominations require a mover, a seconder and need to be officially accepted.*

Before voting occurs, members must have the opportunity to openly discuss all nominations put forward for the Executive Committee. This will be followed by the voting process which occurs by a show of hands (*if applicable*). The President will be determined by a nominee gaining a simple majority of votes cast, if required.

- 5.2 If a change in OGA Administration is required please refer to 14.0

6.0 FINANCE

- 6.1 The OGA financial year shall be January 1st to December 31st.

- 6.2 The OGA Financial Account is to be administered by the School via the Alumni Manager through the Business Office. The OGA accounts held at the Bendigo and Adelaide Bank are to be retained.

Membership fees (as from January 1st 2013):

OGA Life Membership and Badge	\$125.00
OGA Associate Life Membership and Badge	\$125.00

- 6.3 Membership fees will be reviewed annually.
- 6.4 A cheque account shall be maintained in the name of the Old Girtonians' Association.
- 6.5 Cheques signed by any two of the Executive Committee shall make payments from the OGA account. Three signatories are to be registered with the Bendigo and Adelaide Bank. Two of these must be Old Girtonian Life Members who hold Executive Committee positions. The third signatory will be that of the Alumni Relations Manager.
- 6.6 Legitimate expenses incurred in carrying out the administrative work of the Association may be met from funds of the Association when approved by the Executive Committee at meetings.
- 6.7 A separate recurrent budget will be allocated to the Alumni Relations Manager by Girton Grammar School Bendigo to support the Association and is to be used solely at his/her discretion).
- 6.8 Distribution of funds raised shall be made by the members of the Association at a General or Annual Meeting.

6.9 The Finance Manager of Girton Grammar School Bendigo shall check the account of the OGA annually.

6.10 The Alumni Relations Manager is to provide financial reports to the Executive Committee and to members as required.

7.0 MEETINGS

7.1 A minimum of two (2) General Meetings are to be held each year. Dates/Venues are to be decided the year prior. The Alumni Relations Manager and the Executive Committee have the right to call extra meetings and alter dates if deemed necessary.

7.2 Ideally, the Annual General Meeting is to be held in the first four months of the calendar year.

8.0 QUORUMS

8.1 Six (6) members shall constitute a quorum for the Association's General Meetings.

8.2 Eight (8) members shall constitute a quorum for the Association's Annual General Meeting (AGM).

8.3 In the event of a quorum not being available at either a General Meeting or the Annual General Meeting the Executive Committee will have ultimate responsibility for decisions made.

9.0 MANAGEMENT

9.1 All General Meetings and the AGM shall follow formal meeting procedures.

Members at the Association's General Meetings and the AGM have the right to have input into decisions pertaining to the Association's management and activities. Association members must be given an opportunity to discuss and vote on issues at meetings where applicable. In the day to day running of the Association, the Executive Committee has full responsibility for the administration and management of the Association.

9.2 Any proposal made for the purpose of eliciting a decision at a meeting must be framed in a formal motion, be seconded and be opened for discussion before the motion is voted on. Voting is to be by a show of hands and resolutions shall be decided by a simple majority vote. In the event of votes being equal, the President shall have the casting vote.

9.3 If, in the event the Executive Committee position cannot be sustained and/or the operational framework as outlined in this Constitution cannot be met, the administration and financial management of the OGA will revert to be the full responsibility of Girton Grammar School Bendigo.

10.0 AMENDMENTS

10.1 The Constitution of the OGA may be amended at an Annual General Meeting. A simple majority shall decide all motions. In the event of votes being equal, the President shall have the casting vote.

11.0 OLD GIRTONIANS' ANNUAL REUNION DINNER

11.1 The Old Girtonians' Reunion Dinner is a major function of the OGA and is to be held annually.

12.0 RELATIONSHIP WITH GIRTON GRAMMAR SCHOOL

12.1 The OGA is an integral part of Girton Grammar School Bendigo. The OGA will have a close working liaison with Girton Grammar School Bendigo facilitated through the Alumni Relations Manager, Alumni Administrative Office, President and Executive Committee.