



## **The Old Petriburgians' Association (OPA) Constitution**

1. The name of the association is *The Old Petriburgians' Association* (the "Association").
2. The aims of the Association are to provide opportunities for former pupils of The King's (The Cathedral) School, Peterborough (the "School") to keep in touch and meet with one another, as well as with the staff and Governors of the School, and to further the interests of the School and its pupils. By giving them every assistance possible.
3. The members of the Association are:
  - a) The President
  - b) Vice-Presidents
  - c) All former pupils of the School
  - d) Present and former members of staff of the School
4. The President of the Association is the Headteacher of the School.
5. The officers of the Association (the "Officers") are:
  - a) The Chairman
  - b) The Secretary
  - c) The Treasurer
6. The Association is managed by a committee (the "Committee") which is responsible for furthering the aims of the Association. The Committee has the power to raise money to further the aims of the Association. It supports the School in its development and fund-raising activities.
7. An Annual General Meeting of the Association must be held annually, within 6 months of the end of the financial year. At least 21 days' notice must be given.
8. Additional General Meetings may be called by the Committee at other times. At least 14 days' notice must be given, by publication of the venue, date, time and agenda on the OPA section of the School website ([www.kings.peterborough.sch.uk](http://www.kings.peterborough.sch.uk)).
9. The business of the Annual General Meeting must include the election of Officers and other members of the Committee, the appointment of an Independent Expert and the approval of the annual financial statements of the Association, as inspected by an Independent Expert, or in accordance with the statutory requirements for the Association at any given time. The annual financial statements will be prepared in accordance with generally accepted accounting principles.
10. Candidates for election at an Annual General Meeting as Officers or as other members of the Committee must be proposed and seconded by members of the Association. All Officers and other members of the Committee so elected hold office until the next Annual General Meeting and may be re-elected.
11. At each General Meeting, the Chairman or, in his/her absence, a member of the Association selected by the members of the Association present is Chairman of that General Meeting.

12. Five members of the Association must be present throughout a General Meeting for there to be a quorum.
13. Voting at General Meetings is by show of hands. If the Chairman of a General Meeting considers there to be exceptional circumstances, he/she may direct voting to be by secret ballot. All resolutions put to a General Meeting require a simple majority of those voting to be passed, The Chairman of that General Meeting has a casting vote.
14. The members of the Committee are the President, the Officers and not more than 20 other members of the Association.
15. At least two Committee Meetings must be held each year. Additional Committee Meetings may be called by the Chairman or by no fewer than four other members of the Committee.
16. The Secretary must give at least seven days' notice of each Committee Meeting to all members of that Committee. Notice may be given by post or email and must include the venue, date, time and agenda for that Committee Meeting.
17. At each Committee Meeting, the Chairman or, in his/her absence, a member of the Committee selected by the members of the Committee present is Chairman of that Committee Meeting.
18. Five members of the Committee must be present throughout a Committee Meeting for there to be a quorum.
19. Voting at Committee Meetings is by a show of hands. If the Chairman of a Committee Meeting considers there to be exceptional circumstances, he/she may direct voting to be by secret ballot. All resolutions put to a Committee Meeting require a simple majority of those voting to be passed. The Chairman of that Committee Meeting has a casting vote.
20. The Committee may resolve to invite members of the Association to become Vice-Presidents. Vice-Presidents hold office for life. Vice-Presidents may request to receive notice of, and attend and speak, but not vote, at Committee Meetings.
21. The Committee may resolve to invite persons who are not members of the Association to attend Committee Meetings.
22. The Committee may, subject to rule 14, resolve to co-opt other members of the Association as additional members of the Committee or to fill a vacancy. Any member so co-opted holds office until the next Annual General Meeting.
23. The Committee may resolve to appoint sub-committees and members of the Association who are not members of the Committee may be members of sub-committees. Sub-committees must report to the Committee.
24. Amendments to this Constitution may be made at a General Meeting, provided the proposed amendments have been published with the agenda for that General Meeting on the School's website.
25. The Secretary must keep minutes of all General Meetings and of all Committee Meetings.
26. The Treasurer must keep accounts of the Association's income and expenditure and its assets and liabilities, and must prepare annual financial statements. The annual financial statement must be independently examined.
27. All assets of the Association are vested in the Officers on behalf of the Association and all bank accounts maintained by the Association must be in the name of the Association. All expenditure requires the approval

of two officers, and all income and expenditure must be reported to the Committee at the subsequent Committee Meeting.

28. The OPA has its own Child Protection Policy and Privacy Policy.

29. In the event of the winding up or dissolution of the Association and there remain any assets after the satisfaction of all its liabilities, those assets must be transferred to the School as a restricted donation to be applied in accordance with Section 2 outlined above.

February 2022