

**RULES OF THE ELIZABETHAN CLUB (the “Rules”) –
APPROVED AT AGM 25 NOVEMBER 2021**

1. "THE ELIZABETHAN CLUB" (the “Club”) shall consist of Old Westminster (OWs) together with such persons as are elected in accordance with Rule 6 (the “Members”).

OBJECTS 2. The objects of the Club are to preserve the association between the Members and Westminster School (the “School”); to further the interests and prosperity of the School and its pupils; to promote social contact between the Members, and, with a view to such objects, to encourage sports, entertainments and social gatherings among the Members in the United Kingdom and overseas.

MEMBERSHIP 3. Membership shall be open to all former pupils of the School, whose subscription, which is non-refundable, has been paid.

4. The election of Members to the Club shall be vested in The Committee of the Club (the “Committee”).

5. The Committee will request the School to provide an annual list of leavers.

6. (a) The Head Master and The Under Master shall be invited to become Honorary Life Members. (b) All members of School Staff, who have left the School and served for seven (7) years at the School shall be eligible for election as Honorary Life Members. (c) Honorary Life Members shall be exempt from payment of the subscription but shall be entitled to all the privileges of membership.

7. In individual cases, the Committee shall have the power to waive the subscription or any part thereof.

8. The subscription shall rise annually in line with the percentage increase of School fees unless the Committee decide that a lower annual rise is appropriate.

9. The Committee shall have the power to suspend or expel from the Club any Member for any cause whatsoever the Committee shall deem sufficient.

10. The Rules shall be sent to any Member who requests them.

11. In the Rules the masculine includes the feminine.

OFFICERS 12. The Officers of the Club shall consist of a President, a number of Vice- Presidents, who shall, excluding those who have been President, be not less than three in number, a Chairman, Treasurer, Secretary of the Club (“the Secretary”), Chairman of the Finance Committee and a Sports Secretary. The President shall be elected for a period of up to five years, renewable once. The Vice-Presidents shall be elected for life. The Chairman of the Committee will serve for a period of five years (and shall not be eligible for re-election). The Treasurer, the Secretary, the Chairman of the Finance Committee and the Sports Secretary shall be elected for a period of five years (and shall be eligible for re-election).

All the above appointments must first be approved by the Committee before ratification at the first Annual General Meeting (“AGM”) thereafter.

13. **President** The Officers of the Club shall be invited to nominate candidate(s) for President (following the current President’s indication of forthcoming retirement) and the name(s) shall then be submitted to a Committee meeting for decision as to who to put forward for approval at the next AGM.

14. **Vice Presidents** All Officers of the Club who are not Vice Presidents on their leaving of office will be put forward for approval to the Committee to be elected as Vice Presidents. Any OW, who has been closely associated with and has served the Club for some time, will be considered by the Committee for election as Vice President.

15. In case of temporary absence of any Officer, the Committee may appoint one of their Members to perform his duties during such absence. In case of a vacancy among the Officers arising the Committee may fill the vacancy temporarily by the appointment of any Member of the Club, who shall hold office until the Annual General Meeting next following.

COMMITTEE 16. The Committee ideally consists of:- (a) The President (ex-officio), the Vice-Presidents (ex-officio), the Chairman, the Treasurer, the Chairman of the Finance Committee, the Secretary and the Sports Secretary. Attempts should be made that the other Committee Members should include representatives from all generations of OWs. Additional Committee Members may be appointed by the Committee.

All Committee Members will be subject to annual election at the AGM, except as stated under 12. above.

17. Any candidate for election to any of the aforementioned offices, or to the Committee, other than a candidate proposed by the Committee shall be proposed and seconded in writing and the Secretary shall be notified thereof at least seven days before the date of the AGM.

18. Subject to the provisions of the Rules, the management of the Club shall be vested in the Committee.

19. The Sports Secretary shall, through the Sports Sections, control and manage detailed matters relating to Sports etc including the name or names under which the teams taking part in such sports will compete.

20. The Sports Secretary shall produce an annual Sports’s report to the Committee, who shall make annual grants to the Sports Sections for sports purposes.

21. The Committee shall meet at least three times a year and shall also meet upon the written requisition of four Committee Members, sent to the Secretary.

22. The Chairman of the Committee shall take the chair at all meetings of the Committee at which he is present and in his absence the Committee shall elect a Chairman. The Chairman is entitled to vote and, in the case of an equality of votes upon any question, the Chairman shall have a second or casting vote.

23. At all meetings of the Committee, four Committee Members present shall form a quorum.

24. Should any Committee Member (except Life members) not attend three consecutive meetings, without reasonable excuse, that Committee Member will be retired from the Committee.

MINUTES 25. It shall be the duty of the Secretary to ensure proper minutes of all proceedings of the Club are taken, and to ensure that all notices are sent out as required by the Rules.

FINANCES 26. The Treasurer shall receive and pay all moneys on behalf of the Club up to a limit of £15,000 or such higher limited as determined by the Committee from time to time and prepare the Annual Accounts of the Club (the "Accounts"). The Accounts shall be independently examined by a Chartered Accountant, who is not an OW. The Committee shall use its best endeavours to publish on the OW Connect website the Accounts twenty-one days (and no later than fourteen days) prior to the AGM.

27. All money belonging to the Club shall be in the hands of the Treasurer, who shall keep accounts in the name of the Club at such Bank as the Committee may from time to time determine. Investments shall be made at the discretion of the Finance Committee, on behalf of the Committee, as if they were absolute owners. All other property of the Club shall be vested in such names as the Committee shall in their absolute discretion decide.

28. The Finance Committee will meet regularly and the Chairman of the Finance Committee will report to the Committee at Committee meetings.

GENERAL MEETINGS 29. The AGM shall be held each year on a day to be appointed by the Committee.

30. The business to be transacted at the AGM shall include:- (a) The election of Officers and Members of the Committee for the ensuing year; (b) The approval of the Annual Report of the Club, the preparation of which is the responsibility of the Committee, and the Annual Accounts.

31. The Committee shall summon a Special General Meeting at any time upon the written request of any ten Members and the Committee may summon a Special General Meeting at any time.

32. The President (or in his absence a Chairman chosen for the occasion) shall take the chair at all General Meetings. In the case of an equality of votes upon any

question the Chairman of the meeting (who is entitled to vote) shall have a second or casting vote. The quorum of a General Meeting shall be ten.

33. No resolution shall be deemed to be carried at any Special General Meeting unless at least two-thirds of the members present and voting are in favour of it.

34. The Committee shall give twenty-one days' notice of the AGM and fourteen days in the case of a Special General Meeting. The notice summoning the meeting shall appear on the OW Connect website, and it shall contain notice of the business to be transacted at the meeting.

35. After the AGM, the Annual Report shall be published in "The Elizabethan" Newsletter and on the OW Connect website.

ALTERATION OF RULES 36. Any changes to the Rules shall be ratified at the AGM.

CLUB DINNERS 37. Unless the Committee otherwise determine, an Annual Dinner of the Club shall be arranged by the Committee on such a date as the Committee may fix, in conjunction with the School.

38. At the Annual Dinner of the Club, any person connected with the School who is not a Member may be invited by a Member to dine as his guest or may be invited by the Committee to dine as a guest of the Club. Other Club Dinners, Garden Parties, etc may be arranged with the approval and direction of the Committee.

CLUB COLOURS 39. The Club colours shall be black and pink.

40. The Secretary shall table these Rules once a year at a Committee meeting for formal confirmation or amendment.