

**CONSTITUTION
OF
CRESCENT COLLEGE PAST PUPILS UNION**



CONSTITUTION
OF
CRESCENT COLLEGE PAST PUPILS UNION

1. Name

The name of this unincorporated association shall be **CRESCENT COLLEGE PAST PUPILS UNION** (the "**Union**").

2. Objects

The objects of the Union shall be:

- 2.1. To bring together the past students of Sacred Heart College, the Crescent and Crescent College Comprehensive SJ (the "**College**") and to encourage friendly dialogue among them through social gatherings or in any appropriate manner;
- 2.2. To promote and maintain close contact between past pupils and the current pupils, the staff and the Jesuit Community in the College;
- 2.3. To support, by way of membership or in any other appropriate manner, any other association or organisation whose objects are, in the opinion of the committee of the Union, compatible with the foregoing objects of the Union; and
- 2.4. To support and promote activities in the College as agreed with the Board of Management or the Principal of the College.

3. Membership

- 3.1. The membership of the Union shall be open to any former student or member of staff of the College, who makes an application to become a registered member (the "**Members**" and each a "**Member**"). Such application can be by letter, email or online registration on the website.
- 3.2. Any Member of the Union may be suspended or removed from the Register of Members if the Committee see fit and deprived of membership on the votes of two thirds of those present at the Annual General Meeting (the "**AGM**") or an Extraordinary General Meeting (the "**EGM**"). The Member in question shall have the right to be heard at such AGM/EGM before a final decision is taken.

4. Management

- 4.1. The business and affairs of the Union shall be under the jurisdiction and control of a general committee (the "**Committee**") consisting of the number of Members as may be determined by the Union membership from time to time in general meeting.
- 4.2. The Committee may exercise its powers notwithstanding that there may be a vacancy or vacancies in its membership.
- 4.3. The quorum for a meeting of the Committee shall be 4 Committee Members.
- 4.4. Decisions taken at meetings of the Committee shall be determined by majority vote unless otherwise specified in this constitution.
- 4.5. At meetings of the Committee the chair shall be taken to be the President or, if absent, by the Vice-President. In the absence of both these officers at a particular meeting those in attendance, having votes, shall elect an acting chairperson.

- 4.6. The chairperson at a meeting shall, in addition to a deliberative vote, have, and shall exercise, a casting vote.
- 4.7. The duties of the Committee shall, in addition to the matters referred to above, include:
- 4.7.1. Fostering the objects of the Union;
 - 4.7.2. The control and application of the finances of the Union;
 - 4.7.3. Reporting to the AGM on the finances and the annual accounts of the Union;
 - 4.7.4. Maintaining close contact with the College and collaborating in every possible way with it and with the pupils;
 - 4.7.5. The arranging and organisation of such social functions at such venue, or venues, as the Committee may decide;
 - 4.7.6. The framing of such bye-laws, regulations and directives as it shall deem fit provided same are not inconsistent with these rules;
 - 4.7.7. The convening of the AGM of the Union at such convenient venue as the Committee may decide;
 - 4.7.8. The removal from membership of the Union any Member whose conduct shall be deemed discreditable to the Union by the Committee; provided however that before such power is exercised such Member must, if practicable, be notified of the proposal and a full and fair opportunity must be given to him to make representations to the Committee, and the proposal to remove him from membership must have received the sanction of at least two thirds of the Members of the Committee present; and any Member considering himself aggrieved shall have the right to appeal to the general body of Members at the next general meeting of the Union; and
 - 4.7.9. Any other act or function which the Committee considers necessary to further the objects of the Union.

5. Annual General Meeting

- 5.1. Proposals for extraordinary items to be discussed at the AGM require a written proposal signed by 25 Members.
- 5.2. The quorum for the AGM will be 8 Members.
- 5.3. Voting at the AGM will be by way of majority vote (unless specified otherwise in this constitution) with each Member entitled to one vote each.

6. Election of Committee Members

- 6.1. In general terms all Members of the Committee shall be proposed and seconded at a meeting of the Union in General Meeting and shall be elected by Members of the Union present and voting in person.
- 6.2. The officers to be elected at the Annual General Meeting shall consist of:

- President
- Vice – President
- Honorary Secretary
- Honorary Treasurer

The Immediate Past president will be deemed to be automatically elected for a period of one year following his or her term of office as President

The administrative year of the Union will be calendar unless changed by the membership.

6.3. Each of the officers will be proposed and seconded by other members of the Union in good standing. Where more than one candidate is proposed, a secret ballot supervised by the outgoing President will be held to determine who the successful candidates are.

6.4. It is envisaged that the President shall hold office for a term of one year following his or her election, or for some such period to be agreed by the Committee and subject to ratification by the members of the Union in General Meeting.

6.5. The rest of the committee of not less than eight ordinary members will be proposed and seconded at the AGM. All candidates will indicate in advance their willingness to serve on the committee for the following year. The meeting may agree to the election of candidates willing to serve by way of a block proposal which is duly seconded and not opposed.

6.6. Each Committee Member will serve for a period of one year, unless that Committee Member decides to terminate their appointment by tendering his or her resignation to the President. Such committee members may be re-elected to the committee at subsequent Annual General Meetings.

6.7. The Committee shall have power to fill vacancies in any of the offices of Committee Members which shall be ratified at the next AGM after the vacancy has been filled.

7. Committee Meetings

7.1. Stated meetings of the Committee shall be held not less than 4 times per annum and more frequently as determined by the Committee from time to time.

7.2. Special Meetings of the Committee may be called on such dates as may be found convenient on at least 7 days' notice being given.

7.3. Upon a requisition signed by not less than 4 Committee Members, stating the nature of the business to be transacted, the Secretary shall call a special meeting of the Committee for consideration thereof; and if the Secretary neglects or refuses to call such meeting within seven days of receipt of the requisition the same may be called by notice signed by 4 Members of the Committee on at least 14 days' notice being given.

8. Appointment of Sub-Committees

8.1. The Committee shall have the power to appoint Sub-Committees and to define the scope of their authority and to delegate and confer on such Sub-Committees the powers necessary for the discharge of their function or functions for which Sub-Committees were formed.

8.2. Each Sub-Committee shall retire annually on the date of the Annual General Meeting or when the function for which it was appointed is completed but shall be eligible for re-appointment should the Committee decide.

8.3. The quorum of each Sub-Committee shall be defined at the time of appointment.

8.4. The Chairperson of each Sub-Committee shall be appointed by the Committee and that chairperson shall have a casting vote at such Sub-Committee meetings.

9. Administration and Finance

9.1. The Honorary Secretary shall be responsible for the affairs of the Union except such duties which are specifically assigned to another Officer. His or her duties shall include:

9.1.1. Convening the general meetings of the Union and all meetings of the Committee;

9.1.2. Recording in the appropriate minute book the minutes of all general meetings and Committee meetings and the issue of the minutes of the previous Committee meeting to the Committee Members with the notice and agenda for the next meeting;

9.1.3. Conducting all correspondence on behalf of the Committee and the Union;

9.1.4. Implementing all decisions or instructions directed by resolution of a general meeting or of the Committee;

9.1.5. Performing such duties as may be assigned to him or her from time to time by the Committee; and

9.1.6. On the termination of his or her term of office, or resignation, to hand over to his or her successor:

(a) all minute books with the minutes of all recorded up to the date of termination;

(b) all correspondence files or documents relating to the affairs of the Union;

(c) all stocks the property of the Union; and

(d) any other items in his or her possession or procurement concerning the business and affairs of the Union.

9.2. The Honorary Treasurer shall be responsible for the financial affairs of the Union. His or her duties shall include:

9.2.1. Keeping full and detailed accounts, books and records, showing the financial affairs, receipts and disbursements of the Union;

9.2.2. Maintaining a banking account in the name of the Union in such bank as the Committee may from time to time decide. All monies received either as membership subscriptions or otherwise shall be lodged to credit of such account;

9.2.3. Discharging all accounts due by the Union as directed by the Committee, or in case of urgency, by the President. All cheques drawn on the Union account shall be signed as authorised by the Committee;

9.2.4. Preparing and submitting to the Committee for approval a certified Income and Expenditure Account and Balance Sheet for the financial year ending 31 December prior to the presentation of same at an AGM;

9.2.5. Performing such other duties as may be assigned to him or her from time to time by the Committee; and

9.2.6. On the termination of his or her term of office, or resignation, to hand over to his or her successor:

(a) all ledgers, account books, receipts and outstanding accounts relative to the affairs of the Union;

(b) all bank statements, cheque books, deposit books, stock certificates and other material relative to the Union's finances; and

(c) any other items in his or her possession or procurement concerning the financial affairs of the Union.

10. Application of Income and Capital

10.1. All the proper costs, charges and expenses incidental to the management of the Union shall, so far as possible, be paid out of income but if need be paid out of the capital of the Union.

- 10.2. Subject to the payments aforesaid the Committee Members shall as and when they think fit (but subject to any special trusts attached to any part of the funds of the Union) apply or cause to be applied the whole or any part of the income of the Union and may apply the capital of the Union in furtherance of the objects of the Union.

11. Bank Accounts

The Union shall maintain such a banking account as the Committee thinks fit into such of which as may be appropriate shall be paid forthwith all monies for the time being belonging to the Union. Cheques or electronic bank payments shall be signed by such Officers not being less than two in number whom the Committee may from time to time shall authorise.

12. Gifts

- 12.1. The Committee may receive on behalf of the Union gifts whether in the form of permanent endowments or otherwise for the purpose of the Union and may also receive gifts whether by way of permanent endowments or otherwise for any special purposes connected with the Union.
- 12.2. Gifts may be used in furtherance of the objects of the Union or if given for a specific purpose for that purpose only.

13. Amendment of the Constitution and Rules

Amendment of this constitution or the rules of the Union will only be valid if agreed by two thirds of the Union members present and voting at a validly convened General Meeting of the Union.