

CITY and GUILDS COLLEGE ASSOCIATION



CONSTITUTION

Dated 4th June 2014

CGCA Constitution 2014

Version 1.1, Dated 4th June 2014

(As approved at the AGM on 4th June 2014)

1. Constitution

The Name of the association is The City & Guilds College Association, hereinafter referred to as CGCA.

The Constituency of CGCA is the past and present students and staff of those departments in which the Associateship of City & Guilds of London Institute (ACGI) is or has been awarded, hereinafter referred to as constituent departments. However, membership may be extended to sister departments in faculties and colleges containing an eligible department by decision of the CGCA General Committee. A list of eligible departments, as approved by the General Committee, will be issued with the papers for the AGM.

The objectives of CGCA are to promote association and mutual assistance among its members, to develop matters of general interest to them, to further the interests of the constituent departments and their past and present students, to co-operate with any other body or bodies to these ends and to do all things incidental to the attainment of these objectives including but not limited to the payment from time to time of any funds of the CGCA to the Old Centralians' Trust as constituted by a Trust Deed made the 24th day of September 1965 by Bernard George Neal and Arthur Montague Holbein.

The income and property of CGCA shall be applied solely towards the objectives of CGCA. The members of CGCA shall not have any personal claim on any of its property and no part of the income or property of CGCA shall be paid or transferred in any way whatsoever by way of profit to persons who at any time are or have been members of CGCA, provided that nothing herein shall prevent the payment as approved by the Executive Committee of remuneration for services actually rendered or to be rendered to CGCA by any such person. Normal expenses can be processed by the Honorary Secretary or Honorary Treasurer on presentation of supporting documentation for those expenses.

Throughout this constitution any reference to writing or sending a letter shall include letters, emails, faxes or other generally acceptable forms of communication at the time.

Publications shall include magazines, flyers, advertisements, web pages, notices and other generally accepted forms of making information available to members at the time.

2 Rules

A. Membership

1. Members of CGCA shall be either Individual or Honorary Members.

2. Individual Members (hereinafter referred to as Members) shall be persons who are Past Students or Present Students or Past or present Members of the academic staff of the Constituent Departments during the time that that department was on the list of eligible departments.

3. Honorary Members shall be individuals who are recognised by the General Committee as having rendered special service in helping the CGCA to attain or promote its objectives.

B. Election of members

4. Any application for Membership shall be made in the form approved by the General Committee and following checks for eligibility will be accepted. The Honorary Secretary of CGCA or other members of the General Committee shall be free to make any enquiries that it may deem fit in respect of any candidate and, if eligibility is not confirmed, to subsequently propose that General Committee revoke any membership of the person concerned.

5. A candidate who has been accepted shall be so notified by the Membership Secretary or his/her delegate and shall be supplied with membership details as appropriate at the time.

6. Honorary Members shall be nominated by the General Committee and be elected by it at a subsequent meeting.

C. Subscriptions

7. There shall be no entrance fee but Individual Members shall be liable for payment of an annual subscription except for those covered by the following three categories.

(a) A reduced annual subscription for Members joining while taking their first degree course or post graduate degrees at College, extending until the January after graduation.

b) Members who have prepaid for membership for a number of years in a single sum. The number of years for which prepayment is accepted shall be set by the General Committee from time to time.

c) Life Members established before 13 June 2012 shall not have to pay any further subscriptions. However, they may make voluntary further contributions to CGCA.

8. Honorary Members shall not be liable for the payment of any subscription.

9. The actual amount of the annual membership due may be varied on the recommendation of the General Committee and ratified at the Annual General Meeting. The alterations, if ratified, will then become operational.

10. All subscriptions shall be payable in advance by available financial instruments at the time and become due on the first of January in each year. The first subscription of any Member after the 30th September shall cover the period from the date of his or her acceptance up to the 31st December of the following year.

11. The General Committee may at its discretion reduce, remit or authorise instalment payment of subscriptions, prepayment durations or arrears in cases where proof, satisfactory to the General Committee, is given of the existence of justifying circumstances.

12. Members whose subscriptions or part of their subscriptions are more than one year in arrears shall not be entitled to receive the notices and publications of the Association.

D. Expulsion

13. The name of any Member whose conduct, after proper enquiry at which the Member shall be entitled to be heard, shall have been judged by the General Committee to be such as to render him or her unfit for membership may be removed by the General Committee from the Register, after which such Member shall cease to have any rights appertaining to membership.

E. Officers

14. The Officers of CGCA shall consist of a President, Senior Vice-President, Vice-President(s), an Honorary Secretary (or Secretaries if there be more than one), an Honorary Treasurer, a Publisher and an Editor of the Journal of CGCA and the Honorary Secretary for Younger Members.

F. General Committee

15. The affairs of CGCA shall be ordered by a General Committee which shall consist of the immediate Past President, two Members representing each of those Constituent Departments approved as eligible by the General Committee (See Rule 25), one member from the academic Staff of the College, and the current President of the City and Guilds College Union (CGCU).

16. The Chairman and Honorary Secretaries for the time being of all the recognised Branches shall be Members of the General Committee ex officio.

17. The General Committee may from time to time appoint any number of persons, not exceeding in the aggregate 10 at any one time, to be Co-opted Members of the General Committee. A Co-opted Member of the General Committee shall hold office until the end of the next Annual General Meeting following his or her appointment. In addition the current President of CGCU shall nominate, subject to General Committee approval, up to 2 other CGCU members to be co-opted as non-voting members.

18. The General Committee shall hold office from one Annual General Meeting to the next following.

19. The President shall be elected for a 2 year term.

- 20.** The Senior Vice-President shall be elected from his/her election date until succeeding the President or two years whichever occurs first. They are eligible for re-election.
- 21.** Any Vice-President shall be elected from his/her election date until becoming Senior Vice-President or two years whichever occurs first. They are eligible for re-election.
- 22.** The Members appointed from the Academic Staff and by the CGCU and one Departmental Member from each constituent Department shall retire annually, but shall be eligible for re-election, except that a Departmental Member or Member for the Academic Staff who has served continuously for four years shall be ineligible for re-election for the following year.

G. Election of Officers and committee members

- 23.** The Officers of the Association shall be elected by the Members at the Annual General Meeting as provided in Rule 42 on the recommendation of the General Committee.
- 24.** Each Candidate for the offices of President and Vice-President shall be nominated by a Member and seconded by at least one other Member.
- 25.** For the election of Departmental Members of the General Committee, the eligible departments will be identified on the list of Constituent Departments and approved by the General Committee in advance of each Annual General Meeting.
- 26.** Within a constituent department recognised by the General Committee, there will 2 committee posts available. One Committee Member should preferably be 40 or under and the other Committee Member should preferably be 40 or over, but this will not be a *requirement*.
- 27.** At the General Committee Meeting before the Annual General Meeting the President will present a list of departments that will be eligible to have Departmental Representatives for the ensuing year. This list will be subject to approval by the General Committee. Nominations can come from any quarter.
- 28.** Nominations to fill vacancies in all posts must be received by the Honorary Secretary not later than two weeks before the date of the Annual General Meeting. The General Committee may make nominations not exceeding in number the vacancies to be filled from any one department.
- 29.** The Member for the Academic Staff of the College on the General Committee shall be a present member of the staff and shall be nominated by the General Committee of CGCA.
- 30.** The complete list of candidates shall be displayed at the Annual General Meeting to the Members present who shall vote thereon at the Annual General Meeting.
- 31.** The Member representing the City and Guilds College Union on the General Committee shall be the elected President of City and Guilds College Union. This member may propose other students attend Committee Meetings in an observer capacity so as to fully represent the student body.

32. The General Committee may fill any vacancy arising thereon during its term of office. Any person thus appointed must retire at the next ensuing Annual General Meeting but shall be eligible for re-election, except President, Senior Vice President or Vice President where Rules 20, 21 and 22 will apply.

H Duties of officers

33. The Honorary Secretary (or Secretaries) shall attend to the general business of CGCA under the direction of the General Committee.

34. The Honorary Treasurer shall hold the uninvested funds of CGCA except monies held by the Honorary Secretary (or Secretaries) for current expenses. He or she shall keep the financial accounts of CGCA and shall be responsible to the General Committee for the disbursement of all uninvested funds. He or she shall also attend to any matters arising out of the investment of the funds of CGCA, subject only to the powers and duties of the Investment Sub-Committee set out in Rules 40 and 41. He or she will arrange for the accounts of the Association to be audited in time for presentation at the following year's AGM.

35. The Editor and Publisher shall be responsible to the General Committee for the journal of the Association.

36. The Honorary Secretary for Younger Members shall look after the interests and coordinate all activities involving younger members of CGCA while in education and after leaving.

37. Upon the direction of the General Committee the Honorary Secretary and Honorary Treasurer shall execute on behalf of CGCA any Deed to which the Association may be a party.

I. Procedure of the General Committee

38. The General Committee shall settle its own procedure. An Executive Committee appointed by and drawn from Members of the General Committee shall act as its executive and meet regularly to review the activities of the Association and to make recommendations to the General Committee on the day to day running of the Association and ways of improving the facilities available to Members. The Executive Committee may, from time to time, co-opt for special purposes Members who may or may not be members of the General Committee.

39. At least seven days' notice shall be given of any meeting of the General Committee. Seven Members entitled to be present at such a meeting shall constitute a quorum.

J. Investment of Funds

40. Any funds of the Association surplus to current requirements shall be invested as the General Committee shall from time to time determine. These investments will be held on behalf of the

Association by the CGCA Investment Sub-Committee. Members of the Investment Sub Committee shall be selected by the General Committee. The Investment Sub-Committee will recommend investment managers and investment strategy to the General Committee for approval. All income arising from such investments shall be paid into the current funds of the Association.

41. All directions agreed by the General Committee will be communicated by the Investment Sub-Committee to the investment managers by secure and auditable means agreed by the Sub-Committee with the investment managers.

K. General meetings

42. The Annual General Meeting shall be held in London, if possible in May but not later than the end of June, to receive and adopt the report and accounts for the previous year, to elect Officers and Members of the General Committee for the ensuing year, to appoint Auditors who shall audit the Association's financial accounts for the ensuing year and to discuss any matters appropriate to an Annual General Meeting.

43. At least one calendar month notice of the Annual General Meeting shall be given to Members and this notice shall specify the time and place of the meeting. If possible this notice and the agenda for the meeting shall be published in the Spring issue of the Journal of the Association and shall in any event be available on request from the Association's offices on or after 6 weeks before the date of the meeting.

44. A Special General Meeting may be convened by the General Committee and must be so convened upon a requisition to do so made in writing by 30 or more Members of the Association. The requisition must specify clearly the objective of the Meeting and be delivered to the Honorary Secretary. The Meeting must be held in London within three calendar months of the receipt of the requisition by the Honorary Secretary. Only the matter for which the Meeting shall have been convened shall be dealt with. At least one calendar month notice of the Meeting shall be given to Members.

45. Thirty Members present within 30 minutes of the time fixed for holding a General Meeting shall constitute a quorum.

46. At General Meetings the Chair shall be taken by the President or in his or her absence by the most senior Vice-President or if no Vice-President be present by a Chairman chosen from among those present. Decisions at General Meetings shall have a show of hands. In case of equality of votes the Chairman shall have a second or casting vote.

L. Branches

47. The General Committee may establish or assist in establishing or may recognise local and overseas branches and may contribute to the funds of such branches but the Association shall not be responsible for any liability incurred by or on behalf of any branch beyond the agreed amount of such contribution.

M. Protection of Membership Data

48. CGCA will abide by the appropriate legislation regarding the safe keeping and use of members' data. Where there are changes to legislation CGCA will change its policies and procedures within the timescales set by the legislation. CGCA will also ensure that any third parties that have a legitimate need for access to members' data will also abide by appropriate legislation under the Data Protection Act (DPA). CGCA will not release members' data for any form of marketing or promotion activities. CGCA however needs to retain records of membership and to use such data to manage membership and to maintain contact with members and between members.

49. By continuing membership of CGCA, members agree to the following data being kept by CGCA under the appropriate DPA legislation.

- 1) The College Identification Number (aka Alumni Number)
- 2) Forenames
- 3) Surname
- 4) Title
- 5) Gender
- 6) Date of Birth
- 7) Maiden Name
- 8) Years at College and Department for all Imperial courses
- 9) Graduation Date
- 10) Home Postal Address
- 11) Business Postal Address
- 12) Name for Address (Name to be used on envelope)
- 13) Email Addresses
- 14) Salutation
- 15) Organisation
- 16) Position in Organisation
- 17) Telephone Numbers
- 18) Membership status (Honorary, Life, Student)
- 19) Amount of Subscription Paid
- 20) Next Subscription due date
- 21) Joining Date
- 22) Leaving Date
- 23) Whether deceased
- 24) Preferences (including, but not limited to: privacy settings on data; requests for information on events; delivery of the Journal of the Association, preferred channel of contact).

The Executive Committee will agree with Imperial College a mapping of these data requirements onto specific data items in the College's Alumni System.

50. The following CGCA Officers will have access to these data to discharge their duties to CGCA and its members:

This document was approved at City & Guilds College Association Annual General Meeting on
4th June 2014.

- a) The President
- b) Senior Vice President
- c) The Honorary Secretary
- d) The Honorary Treasurer
- e) The Membership Secretary

With suitable controls in place the Officer may involve other Officers, members or contracted third parties in the discharge of their duties. Any role listed above should be interpreted as the person duly elected to that role or a person appointed by the General Committee as acting in that role.

51. These officers will use the members' data for:

- i. Contacting members to inform them about CGCA or other relevant organisation events.
- ii. Contacting members about CGCA affairs and general news.
- iii. Contacting members about their membership and subscriptions.
- iv. Obtaining membership statistics and trends.
- v. Sending members CGCA publications (paper and electronic).
- vi. Reconciling membership payments to membership records.
- vii. Contacting relatives of deceased members to express condolences and request obituaries.
- viii. Enabling identified organisations that offer benefits to members to confirm membership of CGCA.

Further, members agree that, subject to the member's expressed preferences, their Forename, Surname, Maiden name, postal address, years and departments at Imperial will be searchable by other CGCA Members using a controlled online application designed to facilitate networking between members. Note that preferences allow a member to completely opt out of this facility.

52. Members will have online access to their membership records and are responsible for maintaining their own data (except that related membership status and subscriptions) and preferences. Details of how to do this are available on the CGCA website or by post from CGCA (Request should include a stamped and addressed envelope).

N. Changes

53. The Constitution and Rules of the Association can only be amended at an Annual General Meeting or a Special General Meeting convened for the purpose. No amendment shall be approved unless it shall receive the affirmative vote of at least two thirds of those present and eligible to vote.