



DOWNE HOUSE SENIORS' ASSOCIATION

CONSTITUTION

1. a) The purpose of the Association shall be to keep Members in touch with one another and the School, by means of the Address List, Magazine and any functions that may be held.
b) It also aims to provide grants for Old Seniors undertaking worthwhile projects in gap years or as part of further training. Grants are awarded by the committee on merit.
2. Membership of the DHSA shall be open to all past members of the School, and to past and present members of the Staff. The committee shall ensure that all girls leaving the school are fully informed about the DHSA and those not already members actively encouraged to join. An information brochure, magazine and address list will be given in the final term.
3. The cost of Life Membership will be 1% of the annual fees, payable over the first six terms of a girl's time at Downe. There will be no annual subscription. Members joining after leaving school will pay a life membership fee according to an agreed scale.
4. The President shall be elected by the Committee for a period of 5 years. The Vice-President shall be the Headmistress. The current Deputy Headmistress and Senior Resident (Head of Boarding) shall be invited to become Honorary Old Seniors whilst in post.
5. The Chairman of the Committee shall be elected by the Committee for a period of 3 years, with the possibility of re-election for a further 2 years. A Vice-Chairman will also be elected by the Committee for a period of 3 years, with the possibility of re-election for a further 2 years.
6. The DHSA shall be administered by a Committee of up to twelve Old Seniors, in addition to a Secretary, Treasurer and Senior Registrars. Members of the Staff may be co-opted onto the committee.
7. Members of the Committee may be co-opted before, and confirmed at the AGM each year. As far as possible, the Members of the Committee shall represent different years at the School.
8. The Secretary shall be responsible for the organisation of all meetings and shall be elected by the Committee for a period of 3 years, with the possibility of re-election for a further 2 years.

9. The Treasurer shall be responsible for all income, expenditure and securities. She will make a Statement to the Association at each AGM. She shall be elected by the Committee for a period of 3 years, with the possibility of re-election for a further 2 years.

10. The DHSA Administrator with the Registrars shall be responsible for: -

- a. the collection of all material for publication in the DHSA magazine, published biennially.
- b. the collection and publication of Announcements.

11. The Committee shall meet at least three times per year. Five members constitute a quorum.