



Founded 1922

# HERSCHEL GIRLS SCHOOL

## CONSTITUTION OF THE HERSCHEL ALUMNA UNION

(JULY 2022, Version 3)

### 1. Preamble

The Herschel Alumna Association shall operate under the title 'The Herschel Alumna Union'.

### 2. Objectives

The objectives of the Herschel Alumna Union are as follows:

- To connect past members of Herschel Girls School ('the School')
- To keep Herschel alumnae informed about the School, the Herschel Alumna Union, its members and activities through the magazine, newsletter and via various digital platforms
- To promote the interests of the School.

### 3. Constitution

- There shall be a Chair, President, Vice President, Treasurer, Secretary and a Committee of the Herschel Alumna Union
- Office bearers will remain in office in line with the below terms or until such stage as they indicate in writing to the Herschel Alumna Union Chair that they are no longer available to stand for re-election after their first five-year term
- The Herschel Alumna Union Secretary will call for nominations when necessary
- Nominations and voting for office bearing committee members will take place prior to the AGM and elected office bearers will be introduced at the AGM.

#### **4. Membership of the Herschel Alumna Union**

Membership of the Herschel Alumna Union is open to:

- Any person who has been a pupil at the School and who on payment of a fee wishes to be a member of the Herschel Alumna Union, even if she left the School prior to completing Matric
- Any members of staff, who have served on the academic or administrative body for a period of 10 years or more and any support staff who have served for a period of 10 years or more since 2012
- Past and present School Heads
- Past and present Heads of the Herschel Preparatory School.

Rights of Membership:

- Members of the Herschel Alumna Union shall receive the annual Herschel Alumna Union newsletter
- Members of the Herschel Alumna Union shall receive a link to 'The Herschel' magazine by e-mail
- Members of the Herschel Alumna Union shall receive relevant news, information and feedback from the School and Herschel Alumna Union from time to time
- Members shall be entitled to serve on Herschel Council subcommittees should the Council Nominations Subcommittee confirm their appointment
- All members shall be invited to join online the Herschel Alumna Union communities and social media groups managed by the Herschel Alumna Union Committee
- All members of the Herschel Alumna Union shall be invited to attend, free of charge, Founder's Day events
- All members shall be invited to attend all functions hosted or supported by the Herschel Alumna Union

#### **5. The Herschel Alumna Union Committee**

- The Herschel Alumna Union Committee shall consist of the President, Chair, Vice President, Treasurer, Secretary and no less than eight and no more than ten Ordinary committee members that are Herschel alumnae

- The Herschel Alumna Union Committee should be diverse in terms of experience, knowledge, tenure, race, ethnicity. Nominations and membership should reflect this
- The Head of Herschel is an invited member of the Herschel Alumna Union Committee and serves as the Herschel Alumna Union President
- The Committee shall conduct all necessary business to promote the interests of the Herschel Alumna Union
- The Committee has full discretion to award the proceeds of the Personal Trust account, also known as the Bursary Support Fund, in line with the philosophy of the Herschel Alumna Union and the criteria and transparency of the process is to be made available to members of the Herschel Alumna Union on request
- The Committee shall select two Herschel Alumna Union representatives to sit on the School Council
- Herschel Alumna Union committee members will be encouraged to serve on at least one Council subcommittee
- Processes regarding awards criteria, nomination and selection, bursary support funds allocation, and voting in office bearers will be simply documented and made available to members on request
- The Chair, Treasurer and Secretary will serve terms of no longer than five years; unless re-elected by the Herschel Alumna Union Committee prior to the end of the five-year period, for a further period of no more than five years.

## **6. President**

- The Head of Herschel is the President of the Herschel Alumna Union
- The role of the President is to keep the Herschel Alumna Union informed about School matters that are relevant to the Herschel Alumna Union and its membership.

## **7. Chair**

- The Chair shall be elected from the members of the Herschel Alumna Union Committee.
- The role of the Chair is to provide leadership to the Herschel Alumna Union and the Herschel Alumna Union Committee
- To provide strategic direction, oversee planning and execution of activities to achieve the Herschel Alumna Union's objectives

- The Chair will, as far as possible, assist in organising and attend the Herschel Alumna Union functions and carry out such duties, as may be required of her by the Herschel Alumna Union.

## **8. Vice President**

The retiring Chair of the Herschel Alumna Union is the Vice President of the Herschel Alumna Union.

## **9. Treasurer**

- The Treasurer and other members of the Committee, as required, shall have signing powers on the Old Herschel Association Account held at Standard Bank, Claremont
- The Herschel Alumna Union Personal Trust account, also known as the Bursary Support Fund, shall have two serving Committee members with authority to transact
- The role of the treasurer is to manage the Herschel Alumna Union finances and budget, ensuring that records are accurate and to provide a financial report at the Annual General Meeting.

## **10. Secretary**

- The Secretary of the Herschel Alumna Union must be a Herschel Alumna and must be nominated by any Herschel alumna and elected by the Herschel Alumna Union Committee
- The role of the secretary is the key communication and administrative link between the School, Herschel Alumna Union and its members. Administrative responsibility for matters relating to its members in terms of communication, database management, events, activities and other material matters.

## **11. Herschel Alumna Union - Caroline Herschel Award**

The Committee shall lead the Caroline Herschel Award process and is responsible to call for nominations for the Caroline Herschel Award. Herschel Alumna Union members are invited to nominate candidates, members will be invited to select candidates by a vote against specific criteria. An independent panel will review the selected candidates to check for fairness and validity vs agreed criteria, and their decision will be final.

## **12. Sub committees and Co Option**

If any special project is contemplated, the Committee may:

- In the case of a special project, set up one or more fully constituted sub committees and call an Extraordinary Meeting where nominees are voted to fulfil these roles.

### **13. Meetings**

- The Committee shall meet four times per year, with a minimum of twice per year, and whenever the need arises for discussion and decision making
- Quorums at Herschel Alumna Union Committee Meetings will be one half of the committee (6 members).

### **14. Annual General Meetings of the OHA**

- An Annual General Meeting (AGM) of the Herschel Alumna Union shall be called at least once a year, and shall take place around the time of Founder's Day celebrations in February
- The AGM shall be chaired by the Chair of the Committee
- The minutes of each AGM and these reports are available on request from the Secretary.

At the AGM:

- The Chair of the Committee shall give a full report of the business conducted during the year
- The Treasurer shall give a full report of the business conducted during the year.

### **15. Circle Secretaries**

- There shall be at least two Circle Secretaries for each class, and for the larger classes (90+ students), there shall be three or more Circle Secretaries
- The Circle Secretaries shall be elected by the members of their class during their matric year
- The role of the Circle Secretary is to endeavour to keep contact with the members of her class and to assist the Herschel Alumna Union with contact details, news, and the arrangement of Alumna reunions
- Should a Circle Secretary wish to resign or is no longer able to fulfill the role, the Herschel Alumna Union Chair, Herschel Alumna Union Secretary and outgoing Circle Secretary will communicate such information to the year requesting a replacement circle secretary be found.

### **16. Amendments to the Herschel Alumna Union Constitution**

This Constitution may be amended at an AGM or at an Extraordinary General Meeting, provided notice of such amendment has been given to all members, with not less than 28 days' notice prior to the AGM or Extraordinary General Meeting and the opportunity to vote on the proposed changes is communicated to all members.