



Global OGB Association (GO) Constitution

This is a working document, based on the practice of other alumni groups, but amended to reflect the complexities of managing an organisation with a worldwide membership base that currently has no legislative obligations.

1. Name

The name of the alumni group will be 'Global OGB Association'

2. Aims

The primary Aims of the group shall be:

2.1 To provide opportunities for past students and staff to keep in touch with each other and Dr Graham's Homes, Kalimpong, India (Homes);

2.2 To involve past students and staff of the Homes in the promotion of the of the Homes;

2.3 To foster a working relationship with the Homes Board of Management, Local Advisory Committee, the International Overseas Committees and OGB associations, in support of the betterment of the Homes.

2.4 To generate funds to support the Homes meet its commitment to providing care and support to impoverished and needy children.

3. Management of GO

The Global OGB Association (GO) is a self-financing autonomous organisation, administered by the GO management, who will be responsible for GO policy, strategy and management.

The GO Management Team shall consist of a maximum of 15 Managing Members, including Office Bearers. Non OGB Members of the GO Management Team shall be limited to 3 Members.

4. Membership

4.1 Ordinary members:

4.1.1. All former students of the Homes who have attended the school for at least one academic year and all former staff of the Homes, including teachers and Houseparent's, shall be automatically entitled to ordinary membership.

4.1.2. Other well-wishers and supporters of the Homes may become members too e.g. Kolkata BOM, Local Advisory Committee, Trustees of Overseas Committees.

4.2 Honorary members:

4.2.1 Managing Members shall have the power to elect such persons as it shall think fit as



honorary members of the group and shall report such elections at the next Management Meeting.

5. Management Members

The Management Members shall be elected at the September General Meeting and be elected to hold offices for an initial period of three years and who may be re-elected for a further period not exceeding three years.

The Offices are:

Chairman: Presiding at all meetings of the association and committee. Representing the association in its dealings with other organizations or people outside the association. Serving as the association's liaison with the Homes Governing Bodies and Overseas Committees.

Vice-Chairman: Performing the duties of Chairman in his or her absence and assisting as needed. The committee may wish to consider designating this post later as Chairman.

Secretary: Responsible for handling official correspondence and recording minutes of meetings. Preparing agendas for meetings in consultation with the Chairman. Ensuring that notices of meetings and agendas are sent to association members as required.

Treasurer: Responsibility for the finances of the association, for maintaining accurate records and for preparing an annual statement of the association's accounts. Setting up systems to deal with the association's finances. Overseeing annual membership subscriptions when applicable in conjunction with the Membership Secretary.

Membership Secretary: Maintaining records of association members and responsible for developing strategy for increasing memberships.

Communications Officer: Editor of the association's newsletter and responsibility for official communications. Making use of other available communication channels e.g. social media.

Events Secretary: Suggesting possible activities and events to the committee and responsibility for event planning and co-ordination.

GO Representative in BOM: The status of this position is pending and subject to agreement with the Kolkata BOM. The individual, elected by the GO members and nominated by the Executive, will support the aims of GO in the BOM, subject to the rules and regulations of the BOM.

Members with no Office: Managing members not holding above offices are part of the Managing Team and have equal rights as those holding offices, including that of casting a vote.



Appointments / Re-electons: If, in the majority view of the Management Team the best interests of the group will be served by extending the services of an Officer of the group beyond the periods specified above, then the September General Meeting is empowered to elect such an Officer to an additional term.

Should any of the Officer posts fall vacant, the Management Team is empowered to fill them until the next September General Meeting.

The Management Team may, if it wishes, appoint such other Officers as are deemed necessary for the running of the group provided such appointments are approved by a majority of the Management Team.

6. Responsibilities of the Management Team

The Management Team shall decide the policy of GO in line with its aims (Section 2) and be responsible for the supervision of any financial affairs.

6.1. Meetings

Logistically, a gathering of the Members in one place is unlikely. However, the Management Team shall hold a minimum of 4 meetings annually using the internet including e-mails and/or appropriate telecommunications facilities. All meetings shall be convened by the Secretary of the group, subject to the consultation with the Chairman. The Chairman shall normally take the chair at all Meetings or shall appoint a Vice-President to preside or the meeting shall elect a chairman.

6.2. Responsibilities

The Management Team will be responsible for GO strategy, policies and the management of the association. It will operate within the policies established for GO; advising on the need to revise and review policy as and when necessary; report regularly to the GO membership. The Management will have the power to co-opt members and to delegate its powers.

6.3. Nominations for elections

Nominations for elections may be made in writing to the Secretary of the group, accompanied by a seconder and the acceptance of the nomination by the member concerned. Such nominations should reach the Secretary at least 28 days before the meeting. If no such nominations are received, the outgoing Management Team shall provide a list of recommended candidates for the elected Officers and Management Team members for the GO ordinary members to consider. If there is more than one candidate for any post, a ballot by e-mail shall be held, and a simple majority of those voting shall elect the winning candidate.

Any GO Member may be nominated for elections.



6.4. Special General Meeting

A Special General Meeting may be called by the Management or at the written request of at least 40% members of the group. The business conducted shall be confined to that for which the meeting is called.

6.5. Quorum

The quorum at any Meeting shall be at least 40% of the Management Members in addition to the Chairman of the meeting.

7. Constitution Amendments

7.1. Proposed changes

Any proposed change in the constitution must be given in full with the agenda paper for the September Meeting at which the proposal is to be raised. No important or substantial changes to the Constitution shall be made unless previously approved by the Management Team.

7.2. Approval of changes

No addition or alteration to the constitution shall be made unless two-thirds of those voting at a meeting are in favor of such addition or alteration.

7.3. Confirmation of changes

Changes in the constitution may be made at any Meeting.

GO Management Team
Global OGB Association (GO)

Constitution approved on 17th. September, 2016