



Queen Margaret University Graduates' Association

Constitution

Name:

The Association shall be called Queen Margaret University Graduates' Association (QMUGA).

Membership:

Membership of the Association shall be open to all former students of Queen Margaret University (QMU) who have successfully completed a recognised course of study and to all current and former members of staff.

There shall be a subscription for Life Members, the amount to be reviewed from time to time. Any change to the subscription shall be approved at an Annual General Meeting.

Objects:

To promote friendship among former students and members of QMU staff.

To comply with the Will of Miss Mary Cunningham White.

To promote Madras Lodge.

Communication:

The QMUGA newsletter shall be distributed by email and shall also be published in a dedicated page in QMYOU (Journal of QMU).

QMUGA Committee:

The business of the Association shall be transacted by a Committee consisting of a number of Members to be decided upon from time to time who shall be elected at the Annual General Meeting.

There shall be a President, Vice President, Minute Secretary, Treasurer, Membership Secretary and Social Secretary (Office Bearers) who shall be elected to these roles at the Annual General Meeting and shall be eligible for re-election as required. Members of the Committee shall normally be appointed for a three-year term and may be reappointed for a further three-year term. In the event of a vacancy occurring, a new member may be co-opted by the Committee to serve until the following Annual General Meeting. Committee Members shall normally retire in rotation provided that not more than half the Committee members are due to retire at the same time. The Chair of the Madras Lodge Committee is a Member ex officio and shall report to each Committee Meeting. The President of QMU Students' Association may be invited to serve on the Committee as an Honorary Member.

Five Members shall form a quorum for the conduct of Committee business. It is a condition that any Office Bearer or Committee Member having accepted the role, who is unable to attend three consecutive Meetings or present a report in any year, shall be required to stand down.

QMUGA Funds:

The Funds of the Association shall be administered by the Committee. Before incurring any expenditure, which is likely to be in excess of the ordinary revenue of the Association or of any funds raised for a special purpose, the Committee shall obtain the sanction of a two-thirds majority of the Members present at the AGM or represented at a Special Meeting to such expenditure.

The financial year of the Association shall end annually on 31st March.

The Accounts of the Association shall be prepared by such firm of Accountants as the Committee shall from time to time appoint and shall be presented for approval at the AGM.

Annual General Meeting and Special Meetings:

The Annual General Meeting shall be held during the summer term of QMU. The Membership Secretary shall send a copy of the agenda by email to every Member of the Association at least 14 days before the AGM. Members who wish a printed copy should send a sae to the

Membership Secretary. Minutes shall be prepared promptly following the AGM.

A Special Meeting of the Association may be summoned at any time on a requisition to the President, stating the Resolution proposed and signed by twelve Members of the Association.

Madras Lodge:

There are two sets of Trustees.

Legal Owner Trustees

In accordance with the Will of Miss Mary Cunningham White, the QMUGA President, Vice President and Secretary (i.e. Minute Secretary) ex officio are the legal owners of Madras Lodge i.e. Ownership Trustees.

Operational Trustees

The Madras Lodge Trustees i.e. Operational Trustees shall be appointed by QMUGA at the Association's Annual General Meeting. The Madras Lodge Operational Trustees as a Committee provide stewardship and manage the business of Madras Lodge. The roles of Chair, Minute Secretary, Bookings Secretary, Treasurer and any other designated roles shall be assigned by the Madras Lodge Committee.

The appointment of Madras Lodge Operational Trustees is without limit of time, although it is anticipated Madras Lodge Trustees will make voluntary resignation from Trusteeship on standing down from the Committee.

The audited accounts for Madras Lodge are separate from those of QMUGA and shall be presented for approval at the Annual General Meeting of QMUGA.

Revised May 2018