

# Rules of the Whitebridge High Ex-Students & Staff Association

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## 1. Name

- a. The sub-committee will be known as the Whitebridge High Ex-Students & Staff Association, or such other name as the Association may decide.
- b. Throughout these rules the sub-committee shall be referred to as “the Association”

## 2. Aims and Objects

- a. Education: To support the school in the pursuit of its education, sporting and cultural goals through the embodiment of the school motto.
- b. Student welfare: To assist the school in meeting the social and learning needs of the students by participating in relevant programmes and services.
- c. Fellowship: To hold and facilitate the holding of dinners, reunions and similar events of students and former teachers of the school.
- d. Membership: To promote membership in the association by ex-students, teachers and staff of the school.
- e. History: To collect, catalogue and maintain in permanent collection memorabilia of or relating to the school.
- f. Support: To acquire and administer bequests, gifts, prizes, scholarships and benefits belonging to and administered by the school.

## 3. Membership of the Association

- a. All former students, all former and current teachers and staff of Whitebridge High School (“the school”) are eligible persons to become members of the Association. Membership shall consist of:-
  - (i) All those eligible persons who have attended, or have apologised for their non-attendance, at any of the preliminary meetings of the Association held on 17 February 2006, 17 March 2006 and 5 May 2006;
  - (ii) All eligible persons who attend any meeting of the Association subsequent to the meeting held on 5 May 2006 or who apologise for their non-attendance (thus indicating a desire to be a member of the Association) at any meeting held subsequent to the meeting on 5 May 2006;
  - (iii) Any eligible persons who write to the secretary or any other member of the committee, indicating a desire to be a member of the Association, upon such letter of desire being presented to either a meeting of the Association or a meeting of the committee.

- b. A person's membership shall lapse if they:-
  - (i) die;
  - (ii) resign in writing to the secretary or any other member of the committee;
  - (iii) indicate to the committee by word or action that they no longer wish to be a member of the Association.
- c. The secretary shall keep a register of members containing such information as to contact details of members as the secretary deems necessary.

#### **4. Committee**

- a. The committee of the Association ("the committee") shall consist of a secretary, a treasurer and three ordinary committee members.
- b. Each meeting of the Association or the committee shall be chaired by one of the ordinary committee members as they may agree between themselves.
- c. The committee shall be elected annually at a meeting of the Association to be held in the months of May, June or July in each calendar year. No prior notice of nominating for a position on the committee shall be required to be given prior to the meeting at which the committee will be elected.
- d. The Association shall decide at a general meeting the date upon which the meeting will be held at which the committee will be elected each year.
- e. If a ballot is needed for the election of any position on the committee, such ballot will be held by secret ballot using a preferential voting system.
- f. The first committee members of the Association shall be those elected at the meeting of the Association held on 5 May 2006.
- g. The principal, from time to time, of the school, and a representative of the P & C Association, shall be ex-officio members of the committee and all sub-committees of the Association.

#### **5. Duties of the Committee**

- a. The committee shall organise and control the administration of the Association. However the committee shall be responsible in all its actions to the Association. The committee shall not act in any way contrary to any directions of the Association.
- b. The committee shall submit a report to each general meeting of the Association for adoption by the members of the Association at each meeting.
- c. The treasurer shall present a financial report to each meeting of the Association.
- d. The secretary shall be responsible for keeping minutes of all meetings of the Association and shall have the minutes of each meeting available for adoption at the subsequent meeting of the Association. If the secretary is not present at any

meeting of the Association, then the committee shall appoint some other person for the purpose of keeping minutes of such meeting.

- e. The committee shall have the power to form such sub-committees as requested by the Association or as deemed necessary by the committee to assist with each of the areas of the aims and objectives of the Association. Each sub-committee shall be entitled to co-opt the assistance of any members, or any other persons, whom such sub-committee may deem necessary to assist with the carrying out of their function.

## **6. Meetings of the Committee**

- a. The committee shall meet at such times, in such manner and at such venue as the committee may from time to time decide.
- b. A quorum for all meetings of the committee shall be three (3) members.
- c. The committee shall keep a record of all its meetings for presentation by way of a report to each general meeting of the Association.

## **7. Meetings of the Association**

- a. Meetings shall be held at the school, or at such other venue as may be decided upon from time to time by the Association or the committee, at such time as shall be decided upon by the Association.
- b. The committee shall be empowered to call a general meeting of the Association at any time if the needs of the business of the Association requires same. At least twenty one (21) days notice shall be given by the committee to as many members as possible, of the calling of such meeting.
- c. A quorum for all meetings of the Association shall be five (5) members.
- d. All decisions to be decided upon at a meeting of the Association and that shall be by simple majority vote. The chairperson of the meeting shall have a deliberative and a casting vote in the event that there is an equality of votes on any decision.
- e. The Whitebridge High School P & C Association (“the P & C Association”) shall be entitled to a representative at each meeting of the Association.
- f. If any subscription or fee is introduced, then only those members who have paid such subscription or fee in accordance with any resolution passed by the Association for the payment of such subscription or fee, shall be entitled to vote at any meeting of the Association.

## **8. P & C Association**

- a. The Association is a sub-committee of the P & C Association.
- b. The committee shall ensure that an Annual Report of the Association’s activities is given to the P & C Association.

**9. Funds**

- a. All money received by the Association shall be deposited into an account in the name of the Association.
- b. All accounts are to be paid by cheque. Cheques are to be signed by any two (2) of the committee.
- c. All income and funds received by the Association shall be utilised for the purposes of the Association achieving its aims and objects.
- d. The Association may in a general meeting resolve to prescribe a subscription or a membership fee, whether annually or otherwise, for each member.

**10. Commencement and Alteration of these Rules**

- a. These rules shall commence and become operative on 5 May 2006 or upon such subsequent date as they may be adopted by the members of the Association in a general meeting.
- b. These rules may only be altered at a general meeting of the Association by a simple majority vote.