

Regulations (forming part of the Constitution)

1. The normal order of business at all meetings shall be as follows:
 - a) Apologies
 - b) Confirmation of minutes of the previous meeting
 - c) Business arising out of the minutes
 - d) Correspondence
 - e) Business arising out of the correspondence
 - f) Financial Statement
 - g) Head of School Report
 - h) Notices of Motion
 - i) Consideration of Motions of which due notice has been given
 - j) General business
2. Every member desiring to speak on a motion shall address herself to the Chair.
3. Any regulation may be suspended for the time being by a vote of two thirds of those present.
4. The President shall occupy the Chair at all meetings and sign all documents requiring the signature of the official head of the Association.
5. In the absence of the President, full presidential powers shall rest in the Vice Presidents, and in the absence of all four, a Chairman will be elected by the meeting.
6. The President shall be an ex-officio member of all committees and shall have power to call meetings of such committees at any time.
7. The Secretary shall arrange all meetings, of which due notice shall be given.
8. The Secretary shall keep the following books and papers
 - a) Alphabetical roll of members of the Association
 - b) Minutes of all meetings
 - c) All correspondence received and sent
9. The Treasurer shall keep complete books of accounts in which are shown all receipts and payments of monies, up to date, such books being audited every year, which commences on the 1st (first) day of January.
10. All withdrawals of monies and negotiations of special bonds shall be signed by any two of the following office bearers – President, Secretary, Treasurer - who are authorised to open bank accounts.
11. All properties, real and personal, to be vested in the President, Secretary and Treasurer and shall be dealt with by any two of them in such manner that may be directed from time to time by resolution of the Association.



ST HILDA'S SCHOOL
GOLD COAST

ST HILDA'S OLD GIRLS' ASSOCIATION



CONSTITUTION

adopted 2011

The St Hilda's Old Girls' Association Constitution

1.

The name is the "St Hilda's Old Girls' Association" ("the Association")

2. Objects

The purpose of the Association is:

To afford a recognised means of communication between the past and present pupils of St Hilda's School, and other school support groups,

To promote social intercourse between Old Girls of St Hilda's School,

To promote among Old Girls a permanent interest in the life, activities and progress of St Hilda's School.

3. Membership

(a) The following shall be eligible for membership of the Association:

- (i) All Old Girls who have attended St Hilda's for a period of not less than 1 (one) year, or less at the discretion of the Executive.*
 - (ii) The Principal
 - (iii) Any member of staff who has been at St Hilda's School for a period of not less than 4 (four) years.
- (b) Any person eligible for membership shall become a life member upon payment of the fee as determined by a general meeting under clause 8(a)
- (c) The right to refuse admission to membership of the Association shall rest with the Executive in its absolute discretion.

4. Subscription

Life Membership fees are payable by the payment of the prescribed fee.

5. Office Bearers

- a) The Head of the School, for the time being, shall be invited to be Patron.
- b) The honorary office bearers of the Association shall consist of a President, one Vice President, Secretary, Treasurer and 2 committee members.

They shall be elected by ballot at a general meeting of the Association, held every second year for the purpose and shall hold office for a period of two years, but may seek re-election for further terms of office.
- c) Vacancies in the Executive positions, other than those caused by the effluxion of time, shall be filled within one month, by the Executive.

6. Branches

- a) Branches of the Association may be formed on the requisition of not less than 8 (eight) members.
- b) If owing to any circumstances, the member of the Branch becomes less than 8 (eight) members, that Branch shall cease to function and all monies belonging to that Branch shall be sent to the main Branch.

7. Executive

- a) The Executive of the Association shall consist of the office bearers under Clause 5(b) and shall have the management of the Association. It will meet as often as it decides.
- b) Other members may be co-opted to the Executive, if the need should arise.
- c) Sub committees for special purposes may be formed at general meetings.

8. Meetings

- a) A general meeting shall be held at St Hilda's School in the second semester every year, when the financial statement, duly audited, will be presented, and election of the office bearers and auditors shall take place.
- b) At least seven (7) days notice of all general meetings shall be given to financial members.
- c) At all meetings (both Executive and General), excluding Election of Office Bearers, votes shall be taken on a show of hands, unless otherwise requested by two members, when a ballot shall be taken.
- d) At all meetings (both Executive and General), in addition to her ordinary vote, the President shall, in case of equality, have a casting vote. The decision of the President on the interpretation of the Constitution and on all points of order shall be final.
- e) A quorum shall consist of 8 (eight) members for a general meeting and 3 (three) members for an Executive or Sub-Committee meeting.

9. Alteration to the Constitution

The Constitution shall not be altered except by a resolution passed by a general meeting of members and:

- a) Notice of motion must be given in writing to the Secretary, who shall set out in full such proposed resolution in the notice convening such general meeting.

- b) Such resolution shall not pass unless carried by a two thirds majority of members voting.
- c) Any changes to this constitution will be submitted to the School Council before being approved by a general meeting.

10. General

This Constitution is in substitution for all previous Constitutions of the Association.

11. Regulations

The regulations annexed to this constitution forms part of the Constitution.

12. Dissolution

On dissolution, all debts of the Association shall be paid and any remaining surplus shall be paid to St Hilda's School.