

**WELLINGTON GIRLS' COLLEGE
PARENTS' ASSOCIATION INCORPORATED**

CONSTITUTION

1. NAME

The name of the organisation is Wellington Girls' College Parents' Association Incorporated ("the WGC PA Inc").

2. OBJECTS

To advance education by:

- 2.1 Encouraging parents/caregivers to be informed and involved in the education of their children.
- 2.2 Providing a link between students, parents/caregivers and Wellington Girls College ("the School").
- 2.3 Raising funds to provide improved facilities and educational opportunities for members of the School community.
- 2.4 Providing support to the School by assisting with running of functions and seminars.
- 2.5 Carrying out other activities consistent with these Objects.

3. MEMBERSHIP

- 3.1 Members have the rights and responsibilities set out in these Rules.
- 3.2 Any parent/caregiver, teacher or adult with a relevant interest may become a member of the WGC PA Inc.
- 3.3 To become a Member, a person must:
 - (a) Apply for membership according to procedures established by the Executive Committee; and
 - (b) Supply any other relevant information the Executive Committee requires.
- 3.4 All Members may attend and vote at General Meetings.
- 3.5 The Secretary shall keep a register of Members ("the Register"), which shall contain the names and email addresses of all Members, and the dates at which they became Members. Members shall have reasonable access to the Register of Members.
- 3.6 If a Member's email address changes, that Member shall provide the email address to the Secretary.

3.7 Each Member shall provide such other relevant details as the Executive Committee requires.

3.8 Any Member may resign by giving written notice to the Secretary.

3.9 Membership may be terminated in the following way:

If, for any reason whatsoever, the Executive Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society, the Executive Committee may give written notice of this to the Member. The Notice must explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Society and state what the Member must do in order to remedy the situation. If the member requests a hearing, the Committee shall meet and hear an explanation from the Member and vote on termination of that Member's membership in an appropriate and fair manner. In any case the Committee may meet and hear an explanation from the Member and vote on termination of that Member's membership in an appropriate and fair manner.

4. GENERAL MEETINGS

"General Meeting" includes both Annual General Meeting and Special General Meeting, unless otherwise specified.

- 4.1 The quorum for a General Meeting will be 30% of current members present in person. The principal and any interested staff members are welcome to attend meetings.
- 4.2 At least fourteen (14) days notification of each General Meeting will be given to members.
- 4.3 Any meeting will be advertised at least seven (7) days prior to its scheduled date.
- 4.4 Notification of a General Meeting will specify the time, date and place of the meeting.
- 4.5 Full information will be provided concerning any proposed amendments to the Constitution or any matter which is the business of a Special General Meeting. Such information will be supplied to any member requesting it.
- 4.6 The General Meeting will be chaired by the current Chairperson of the Executive Committee. In the absence of the Chairperson, the meeting will be chaired by the Deputy Chairperson. In the absence of both the Chairperson and Deputy Chairperson, the meeting will elect a person to chair the meeting from among the members present.
- 4.7 All decisions will if possible be decided by consensus. Where a consensus decision cannot be reached, the decision will, unless otherwise specified in this constitution, be made by a majority vote of members present at the General Meeting.
- 4.8 Voting will be by a show of hands unless members indicate an alternative preference. If any member requests a secret ballot on any vote or election, a secret ballot will be held.
- 4.9 The person presiding will not have a deliberative vote but if voting is tied, the Chairperson will have a casting vote.

5. ANNUAL GENERAL MEETINGS

- 5.1 The Annual General Meeting will be held annually within three (3) months of the end of the financial year.
- 5.2 The Annual General Meeting will carry out the following business:
 - 5.2.1 Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.
 - 5.2.2 Receive the Executive Committee's report on the activities of the WGC PA Inc over the last year and the proposed priorities and directions for the WGC PA Inc in the current year.
 - 5.2.3 Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
 - 5.2.4 Elect the officers and other ordinary members of the Executive Committee (see section 7.1).
 - 5.2.5 Conduct any other business which may properly be brought before the meeting.

6. SPECIAL GENERAL MEETINGS

- 6.1 Special General Meetings may be called by the Executive Committee or by a written request made by at least five (5) members and delivered to the Secretary. Where the meeting has been called on the written request of five (5) members it will be called within thirty (30) days of the delivery of that request to the Secretary.
- 6.2 A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members.

7. EXECUTIVE COMMITTEE

- 7.1 The Executive Committee will consist of a Chairperson, Deputy Chairperson, Secretary, Treasurer and no less than two other members.
- 7.2 The Executive Committee will be elected at each Annual General Meeting.
- 7.3 The Executive Committee will have the power to fill any places vacant following the Annual General Meeting, or any vacancy that arises in the Executive Committee or among its named officers until the next Annual General Meeting.
- 7.4 Elected members of the Executive Committee will retire at each Annual General Meeting, but will be eligible for re-election at the same and subsequent meetings. Newly elected Executive Committee members will take office immediately upon their election.
- 7.5 The Secretary shall be responsible for:
 - 7.5.1 Keeping and maintaining a register of the members
 - 7.5.2 Recording in writing all proceedings of the WGC PA Inc and of the Committee
 - 7.5.3 Other secretarial duties which the WGC PA Inc may reasonably require.

8. EXECUTIVE COMMITTEE MEETINGS

- 8.1 A quorum will be half plus one of its members.
- 8.2 If a member of the Executive Committee, including an office-bearer, does not attend three (3) consecutive meetings without leave of absence that member may, at the discretion and on decision of the Executive Committee, be removed from the Executive Committee.

- 8.3 All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands.
- 8.4 Each meeting will be chaired by the Chairperson of the WGC PA Inc or, in her/his absence, by a person appointed by the Executive Committee.
- 8.5 The Executive Committee will meet as required. All members of the Executive Committee, including office-bearers, will be given at least five days notice of the meeting by the Secretary, verbally or in writing.
- 8.6 The Secretary will ensure that a minute book is maintained which is available to any member of the WGC PA Inc and which, for each meeting of the Executive Committee, records:
 - 8.6.1 the names of those present
 - 8.6.2 all motions put to the meeting, whether passed or not
 - 8.6.3 all decisions which are required by the constitution or by law to be made by the WGC PA Inc and
 - 8.6.4 any other matters discussed at the meeting.
- 8.7 The Executive Committee will at all times be bound by the decisions of the members at General Meetings.

8A. Committees and Offices

- 8A.1 The WGC PA Inc may establish committees and appoint members to other offices from time to time for any purpose connected with its objects.
- 8A.2 The WGC PA Inc may delegate to such committees or members such powers as it sees fit.
- 8A.3 Except where otherwise directed by the WGC PA Inc, a committee may establish its own procedures, and co-opt such members as the committee sees fit.

9. FINANCE

- 9.1 The financial year of the WGC PA Inc will be from 1 January to 31 December.
- 9.2 At the first meeting of the Executive Committee following each Annual General Meeting, the Executive Committee will decide by resolution the following:
 - 9.2.1 what bank accounts will operate for the ensuing year, including the purposes of and access to accounts
 - 9.2.2 the names of cheque signatories (a minimum of two joint signatories will be required for all payments).
- 9.3 The Treasurer will ensure that true and fair accounts are kept of all money received and expended. The Treasurer will report to the Executive Committee within two (2) months of uniform sales.
- 9.4 Deleted.
- 9.5 Financial records will be kept for seven (7) years then destroyed.
- 9.6 The Executive Committee may control, hold, use and dispense with the assets of the WGC PA Inc in a manner consistent with these Rules.
- 9.7 The funds of the WGC PA Inc may be invested in such manner as the Executive Committee shall from time to time determine.

10. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTS

- 10.1 Any income, benefit or advantage will be applied to the objects of the WGC PA Inc

- 10.2 No member of the WGC PA Inc or any person associated with a member shall participate in or materially influence any decision made by the WGC PA Inc in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
- 10.3 The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.
- 10.4 Members may be reimbursed for reasonable expenses incurred on behalf of the WGC PA Inc upon Executive Committee approval.
- 10.5 The funds of the WGC PA Inc may be invested in a manner determined by the Committee.

11. ALTERATION OF RULES

- 11.1 The rules of the WGC PA Inc may only be amended in any way by a two-thirds majority of eligible members personally present at any General Meeting.
- 11.2 The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

12. WINDING UP

- 12.1 The WGC PA Inc may be wound up if at a General Meeting of its members, it passes a resolution to wind up, and the resolution is confirmed at a subsequent General Meeting held not earlier than thirty (30) days after the date on which the resolution to be confirmed was passed.
- 12.2 If upon the winding up or dissolution of the WGC PA Inc there remains after the satisfaction of all its debts and liabilities any property whatsoever it shall be given or transferred to the School. This constitution comes into force on date tbc and shall remain in force until altered in accordance with the provisions of this constitution.

Signed:



Rebecca Sefton
(Chairperson)

13 March 2012

Date



Kathryn Donaldson
(Treasurer)

13/3/12

Date



Joy Henderson
(Executive Committee Member)

Date 13-3-12