

OTAHUHU COLLEGE
OLD STUDENTS' ASSOCIATION

C O N S T I T U T I O N

- 1 The title of the Association shall be:
“THE OTAHUHU COLLEGE OLD STUDENTS' ASSOCIATION”.

- 2 The Association shall consist of:
 - a) Ordinary Members
 - b) Honorary Members
 - c) affiliate Members
 - a) Ordinary Members: any person who has at any time have been enrolled as a student, staff member or board member at the Otahuhu College shall be eligible as an ordinary member on payment of the subscription as laid down in clause 20.
 - b) Honorary Members: any person serving as a teacher on the permanent staff of the College or any person who has rendered particular service either to the Association or to the College may be elected an Honorary Member of the Association provided that such a member shall be elected by the executive committee.
 - c) Affiliate Members: any person not entitled to become an Ordinary member of the Association who has a genuine interest in the affairs of Otahuhu College and the Association may make application to the Executive for Affiliate membership. Such members shall not vote on association matters, but otherwise may participate in the activities of the Association. The subscription shall be as laid down in Clause 20.

- 3 The objects of the association shall be:
 - a) To carry the friendship of school days into later life by fostering friendly intercourse between old students of the College.
 - b) To cherish and enhance the tradition of the College.
 - c) To support the College in the wider community and to encourage community support for the College.
 - d) To promote the educational, sporting and social activities of the College.
 - e) To collaborate with any similar body having for its aim the support of Otahuhu College.

RULE:**4 OFFICERS:**

The Officers of the Association shall consist of Patron, President, Vice-President, Secretary, Treasurer. Should the President be a man the Vice-President shall be a woman and vice-versa.

5 EXECUTIVE:

a) The executive shall consist of the officers ex officio with the addition of at least six ordinary members to be elected at the Annual General Meeting.

b) The staff of the College shall be invited to appoint a representative who shall be a member of the executive. The Association representative on the College Board of Trustees shall be a member of the executive. An Honorary Auditor shall be appointed.

c) The Executive shall have the power to co-opt members as they see fit.

d) All members of the Executive shall retire annually but shall be eligible for re-election. Should any member of the Executive fail to attend three consecutive meetings of the Executive, without leave he shall cease to be a member of the Executive.

6 ELECTION OF OFFICERS AND EXECUTIVE:

All Officers shall be elected annually at the Annual General Meeting and should any position become vacant then the Executive may elect a member to fill the vacancy, until the following Annual General Meeting.

7 NOMINATIONS:

Nominations of candidates for various offices shall be made at the Annual General Meeting.

8 SPECIAL GENERAL MEETINGS:

These may be summoned by resolution of the Executive or at the request in writing of at least 20 financial members of the Association. At any such meeting no business shall be transacted other than that mentioned in the notices. Twenty five members shall constitute a quorum.

Executive Meetings: These shall be held on the second Monday of each and every month. The necessary arrangements shall be made at the preceding meeting if these meetings should be on a public holiday. A meeting of the Executive may be called at any time by the President, Secretary or at the request of two members of the Executive. Five members of the Executive shall constitute a quorum.

9 NOTICES:

Every member shall be notified in writing of any General Meeting or Special General Meeting at least seven days prior to the date of such meeting. The notice shall be mailed to the member at the address appearing on the roll of the Association.

10 VOTING:

Any question submitted to any meeting of the Association shall be decided in the first instance by a show of hands by the President or any three members entitled to a vote may demand a ballot. Every financial member present shall have one vote and every question not carried unanimously shall be decided by a majority of the votes. In the event of an equality of votes the Chairman of the meeting shall have a casting vote in addition to his deliberative vote. At the Annual General Meeting where the nominations for any office or offices exceed the number required for such office or offices, the election shall be by ballot.

11 FUNCTIONS OF THE EXECUTIVE:

The Executive shall, in following these rules:

- a) endeavour continuously to promote the objects of the Association.
- b) transact the routine business of the Association, control its finances, supervise the collection of revenue from all sources and authorise the payment of all accounts properly due and owing by the association. The Executive shall alone have the power to direct the use of the Common Seal.
- c) present to the Annual General Meeting a report on the year's work with a statement of income and expenditure for the foregoing year and a balance sheet showing the financial position of the Association.
- d) establish communication with and if necessary collaborate with kindred Associations in other centres.

12 INTERPRETATION OF THE RULES:

The decision of the Executive on the construction or interpretation of any rule shall be conclusive and binding on all members of the Association unless and until set aside by a specially convened general meeting of the Association to be held within thirty days of the decision.

13 RESOLUTIONS:

All resolutions passed at any meeting of the Association or Executive shall be conclusive and binding on all members thereof whether present at such meeting or not, provided that such meeting shall be held in conformity of the rules. The Executive shall be the sole judge as to whether the rules have been complied with or not.

14 CHANGE OF CONSTITUTION OR RULES:

Any amendment shall be made by members at a General Meeting of the Association, having received seven days notice in writing which shall include the proposed amendments. Any amendment shall require a majority of three fourths of the members present.

15 BADGE:

An Official Badge of the Association shall be a small shield bearing a royal blue background with the Kotuku thereon.

16 REGISTERED OFFICE:

The Registered Office of the Association shall be the Otahuhu College, or such other place as the Executive shall from time to time appoint

17 COMMON SEAL:

The Common Seal shall bear the name of the Association.

18 SECRETARY'S DUTIES:

- a) To keep a true record of all proceedings of the meetings of the Association in the book provided for the purpose.
- b) With the Treasurer to keep a correct roll of all members, their dates of election and registered addresses.
- c) To conduct the correspondence of the Association and file all documents, records, reports and communications connected with the Association and to bring them before such meetings as may properly deal with them.
- d) To notify the members who should attend every meeting except standing meetings.
- e) In the case of inability to attend any meetings, to cause the necessary books and papers to be conveyed to the place of the meeting.

19 TREASURER'S DUTIES:

- a) To receive all monies due to the Association and pay all accounts contracted by it, when passed for payment by the Executive, keeping a correct account in books provided for the purpose.
- b) To have the custody of the funds of the Association and to keep the accounts of the same in such a manner as will at any time clearly show the true financial position of the Association.
- c) Bank as soon as possible, without deduction, all monies collected to the account of the Association.
- d) No payment exceeding ten dollars shall be made except by order of the Executive.
- e) Present a statement of accounts and a balance sheet for the audit for the annual period ending 31 December each year.

20 SUBSCRIPTIONS:

- a) The initial subscription, annual subscription, or any other subscription shall be that from time to time fixed by the Executive.

- b) Ordinary and Life members whose subscriptions have been paid for the period covered by the reports presented at the Annual General Meeting shall have the right to speak and vote at the Annual General Meeting. Affiliate members whose subscriptions have been paid for the period covered by the reports shall have the right to speak and vote at an Annual General Meeting.
- c) Members who have paid the current subscriptions shall have the right to speak and vote at a Special General Meeting.
- d) The annual subscription shall be due on the 1 January each year.

21 TRUSTEES:

The Trustees shall be the Present, Vice President, Secretary and Treasurer. Any two of which shall be required to sign withdrawal slips or cheques of the Association.

22 DISSOLUTION:

A month's notice in writing of a Special General Meeting called for the purpose of considering the dissolution of the Association shall be mailed to every member. There shall be no dissolution unless by a vote of three-quarters of the members present at such a meeting. At the dissolution or winding up of the Association all surplus assets after payment of all costs, debts, and liabilities shall be donated to the Principal of the Otahuhu College for the benefit of the College.