

12M

NORWOOD HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION
PROPOSED CONSTITUTION.

1. NAME The name of the Association shall be NORWOOD HIGH SCHOOL Parents and Citizens Association.
2. OBJECTS The objects of the Association shall be to--
 1. Raise funds for amenities and equipment at the N. H. S.
 2. Assist the Advisory Council in its aim to advance Secondary Education in the district.
 3. Foster interest in Norwood High School, and a social spirit in parents and citizens.
 4. To promote parental interest in education, and thereby engender a good spirit in Parent Teacher relationships.
- 3 QUALIFICATION FOR MEMBERSHIP.
 - (1) Membership of the Association shall be open to parents or guardians of children attending the school and interested citizens.
 - (2) A person shall cease to be a member of the Association
 - (a) upon resignation.
 - (b) on failure to pay the prescribed subscription for a period of 12 months.
 - (c) Where a majority of members present, at a general meeting vote in favour of the removal of that member.
4. SUBSCRIPTION Annual subscription shall be the sum of two shillings per member.
5. COMMITTEE The Committee shall consist of
President,
Vice-President
Secretary
Treasurer, and eight(8) other members.
to be elected at the Annual meeting of the Association, together with the Chairlady and Secretary of the Ladies Auxiliary.
6. ANNUAL MEETING. The Annual meeting of the Association shall be held in the first week in March.
7. VOTING RIGHT Only financial members of the Association shall be eligible to vote at any meeting of the Association. The President shall have a casting vote at all meetings. Voting by the secret ballot method.
8. MEETINGS. The Association shall meet Bi-monthly, or on such other occasions as may be required.
9. SPECIAL GENERAL MEETINGS. The secretary shall call by circular or letter a special general meeting within fourteen days after receiving a written requisition, signed by no fewer than twenty (20) members of the Association, setting forth the objects of such meeting.
10. SECRETARY. The Secretary shall take all necessary minutes of Committee and General Meetings of the Association and keep the Head Master of Norwood High School informed of all activities of the Association. He shall keep a Register of all members of the Committee and General Meetings.
11. NOTICE OF MEETINGS. Seven days notice in writing shall be given to members of all meetings.
12. FORFEITURE OF SEATS. Any member of committee being absent from three (3) consecutive meetings without adequate apology shall forfeit his or her seat.

13. COMMITTEE VACANCIES (a) In the event of the full Committee not being elected at the Annual Meeting, the members elected shall be empowered to fill any vacancies.
(b) The Committee shall have the power to fill vacancies caused by resignation, forfeiture of seat-- as in Clause 12, or any other cause.
14. TREASURER. The treasurer shall keep proper accounts and furnish information concerning same as required; shall receive contributions and all other monies; issue receipts and attend to Banking. He shall submit at each General Meeting a simple statement of receipts and expenditure. He shall prepare a Balance Sheet at the end of each year, and submit same, duly audited, to Annual General Meeting. He may be called upon, after due notice, to give up all books, documents, and monies belonging to the Association.
15. AUDITOR. One Auditor shall be appointed at the Annual Meeting. The Auditor may be a member of the Association, but members of the Committee are ineligible for appointment.
16. COMMITTEE Committee shall meet to examine accounts and recommend same for payment or otherwise, and regulate business that is to be transacted at meetings of the Association.
17. QUORUM.
Six members of the Committee shall constitute a Quorum.
18. POWER TO SIGN CHEQUES. The President, Treasurer, and Secretary have power to sign cheques; two (2) signatures being necessary.
19. LADIES AUXILIARY. The lady members of the Association shall be known as the NORWOOD HIGH SCHOOL Parents and Citizens Association Ladies Auxiliary, such auxiliary to be responsible to the Association. The Auxiliary should be looked upon as auxiliary of association handling those activities which especially lend themselves to organization by women, - e.g. Canteen, etc. The Ladies Auxiliary shall hold its Annual Meeting not later than the last week in February each year.
20. APPROVAL FOR FUNCTIONS. The approval of the H. M. and Advisory Council must be obtained prior to the organizing of any entertainment or effort to raise funds. A statement of receipts and Expenditure of any such entertainment or effort must be submitted to the H. M. within fourteen (14) days.
21. SUB.COMMITTEES. It is hereby provided that whenever a sub-committee is appointed, either the President, or one of the Vice Presidents shall be ex-officio chairman.
22. ALTERATION TO RULES No addition or alteration may be made to these rules except at the Annual Meeting of the Association or such Special General Meeting convened for the purpose, and circularised to every financial member at least 7 days prior to that meeting. Any proposed alteration or addition must be notified to the Secretary, twenty one days before the aforesaid meeting. Alteration must be carried by a vote of a two thirds majority.

AMENDMENT Clause 6 shall read--'fourth Wednesday in February'
Clause 19. " " '(re Annual Meeting) 1st week in March.'
