

NORWOOD HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION.CONSTITUTION.

1. NAME. The name of the Association shall be NORWOOD HIGH SCHOOL Parents & Citizens Association.
2. AIMS. The aims of the Association shall be to:-
  1. Raise funds for amenities and equipment at Norwood High School.
  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. DISPOSAL OF FUNDS. All funds raised by the Association shall be forwarded to the Advisory Council
  - (a) for their use without restriction.
  - (b) with a recommendation for their use.
4. 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 upon resignation.
  - (3) A person shall cease to be a member of the Association on failure to pay the prescribed subscription for a period of 12 months.
5. SUBSCRIPTION. Annual subscription shall be the sum of five shillings per family group, such amount to be added to the book list. \*
6. COMMITTEE. The Committee shall consist of
 

President  
*one* Two Vice Presidents  
 Secretary  
 Treasurer, and seven (7) other members  
 to be elected at the Annual Meeting of the Association, together with the Chairlady and one other member of the Ladies Auxiliary.
7. ANNUAL MEETING. The Annual Meeting of the Association shall be held not later than the first week in December.
8. 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.
9. MEETINGS. The Association shall meet Bi-monthly, or on such other occasions as may be required.
10. 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) financial members of the Association, setting forth the objects of such meeting.
11. SECRETARY. The Secretary shall take all necessary minutes of Committee and General Meetings of the Association and keep the Head Master of N.H.S. informed of all activities of the Association. He/she shall keep a Register of all members of the Committee and General Meetings.

12. NOTICE OF MEETINGS. Seven days notice in writing shall be given to members of all meetings.
13. FORFEITURE OF SEATS. Any member of committee being absent from three (3) consecutive meetings without adequate apology shall forfeit his or her seat.
14. 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 13, or any other cause.
15. 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/she shall submit at each General Meeting a simple statement of receipts and expenditure; shall prepare a Balance Sheet at the end of each year, and submit same, duly audited, to Annual General Meeting. He/she may be called upon, after due notice, to give up all books, documents, and monies belonging to the Association.
16. AUDITOR. One Auditor shall be elected at the Annual Meeting. The Auditor may be a member of the Association, but members of the Committee are ineligible for appointment.
17. 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.
18. QUORUM. Six (6) members of the Committee shall constitute a Quorum.
19. POWER TO SIGN CHEQUES. The President, Treasurer and Secretary have power to sign cheques; two (2) signatures being necessary.
20. APPROVAL FOR FUNCTIONS. No function shall be run for and on behalf of Norwood High School unless it is approved and sanctioned by the Parents & Citizens Committee.
21. SUB-COMMITTEES. The President, or one of the Vice Presidents shall be ex-officio chairman of any sub-committee formed.
22. ALTERATION TO CONSTITUTION. No addition or alteration may be made to this Constitution 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 (21) days before the aforesaid meeting. Alteration must be carried by a vote of a two-thirds majority.