



**CONSTITUTION**

**OF THE**

**WELLINGTON TECHNICAL HIGH SCHOOL**

**STUDENTS, STAFF AND TEACHERS ASSOCIATION**

## **1.0 Name:**

The name of the organisation is the Wellington Technical High School Students, Staff and Teachers Association.

## **2. Objectives:**

The primary objects of the Association shall be to:

- 2.1 to leave a lasting, permanent archive for all past, present and future Wellington High School students, teachers and staff members.
- 2.2 to visually and orally record the memories of past students, teachers and staff members as a history server for the WHS website.
- 2.3 to foster and educate the history of the school to both new students, teachers, staff members and visitors alike.
- 2.4 to maintain and preserve records and memorabilia that are or may be of interest to both the School and to the archive.
- 2.5 to assist in financing projects within the archive or outside it such as renovating the assembly hall and so on.
- 2.6 to exist as a fundraising arm for the Wellington High School Board of Trustees.
- 2.7 to maintain publicise and upgrade the different Walls of Fame that covers achievers in the worlds of Arts and Literature, Business and Commerce, International (for past International Students that have attended the School), Media, Political, Science and Sports.
- 2.8 to maintain and keep upgrading past student and teacher records and to assist with general enquiries around them.

## **3. Membership**

- 3.1 Only a past student, being a former student who has attended the School for some or all of his or her secondary education is eligible to become a member of this Association along with current and past part time Staff and Teaching staff.
- 3.2 Any person seeking membership shall make an application to the Association and the Association shall determine whether the application is successful or not.
- 3.3 Each person admitted to membership shall be;
  - 3.3.1 Bound by the Constitution and By-Laws of the Association.
  - 3.3.2 Come liable for annual subscriptions set by the Association.
  - 3.3.3 Entitled to all advantages and privileges of membership.

## **4. Membership Categories**

4.1 Only a former student, teacher or staff member who has attended either WTC or WHS is eligible to become a member of the Association, although those teachers who taught or students that attended night classes at the Community Institute are eligible as Associate Members.

4.2 There are three classes of membership:

### **Associate Membership**

5.1 Associate membership allows for relations or descendants of past students, teachers or staff members to come under this category, but will not enjoy some privileges as those that are Ordinary Members.

5.2 Associate members will be subject to an annual membership fee, which will be 50% less than that of an Ordinary Membership fee, eg \$10.00 instead of \$20.00.

### **Honorary/Life Membership**

6.1 Honorary Life Membership may be conferred upon any former Student, Teacher or Staff member that provided exceptional service to the School. The only exception to this could be if a member of the public has donated a substantial donation to the school.

6.2 It will be up to the Association ruling board to decide on a case by case basis as to whether or not the donator will be eligible under this criterion.

### **Ordinary Membership**

7.1 This applies to ex Students, Teachers and Staff members that attended the school between 1886 to the present day.

### **Membership Fees**

8.1 Ordinary members will be subject to an annual membership fee which will be ratified at the AGM as determined by the Association Council.

### **Cessation of Membership**

9.1 Membership of the Association shall cease upon any of the following occurring:

- a. Failure by the Member to renew his annual subscription.
- b. Receipt by the Secretary of the written resignation of the Member.
- c. The majority vote of the Executive Committee if it is considered that the Member has brought the Association into disrepute. The Council may reinstate by majority vote any membership terminated under this sub-clause as it may decide.

## **Patron**

10.1 The Patron of the Association shall be the incumbent Principal of Wellington High School.

## **Officers and Executive Committee**

11.1 The Officers of the Association shall be the Chairperson, Secretary, Treasurer, six committee members along with the Principal of WHS or his/her nominee (who shall be a current staff member of the school).

11.2 Elected members must be either ex Staff, Students or Teachers of the school and can come onto the Executive Committee either through election or re-election at the Annual Meeting or through powers of co-option outside the AGM.

11.3 The quorum of the Executive Committee shall be no less than sixty (60) percent of the Executive Committee. If there is an even amount of votes from attendees that are at a meeting, the casting vote shall be decided by the Chairperson.

11.4 Outside the AGM, the Executive Committee shall meet four times a year.

## **Executive Committee Powers**

12.1 The Executive Committee shall have the authority to do all such things as are considered necessary to carry out the objects of the Association.

12.2 The Executive Committee shall control all funds of the Association and all special funds, which shall be kept separate from general funds, and shall control and manage its affairs with powers to appoint sub-committees for any purpose the Executive Committee determines.

## **Secretary**

13.1 The Executive Committee shall appoint a Secretary to conduct the administrative work of the Association, and the Secretary shall attend all members of the Association for the purpose of preparing the Agenda and Minutes of such meetings.

13.2 The Secretary shall keep a list of all members and their contact address details and shall notify them of all Annual Meetings.

13.3 The Secretary may be required from time to time to undertake correspondence and other duties as directed by the Executive Committee. If postage or other forms of expense are made, the Secretary will be reimbursed providing they show a purchase receipt.

## **Treasurer**

14.1 All monies received by the Association shall be paid to the Treasurer or the Secretary, and shall be receipted in appropriate form.

14.2 The Treasurer shall prepare and present a true and fair set of accounts to every Executive Committee meeting of the Association for the Committee's approval, including a list of payments and/or owing payments since the previous Executive Committee meeting.

14.3 The financial year shall be from 1 March in any one year to 28 February the following year.

14.4 The Treasurer shall prepare an annual balance sheet for approval at each Annual General Meeting. As it is a non-profit organisation, no audit is deemed necessary, but the Treasurer must however keep records and receipts of records, in case an audit may be required.

## **Bank accounts**

15.1 The Association shall hold all of its funds in the Association's name in a registered bank.

15.2 All bank accounts shall be operated on the signature of two persons, being any two members of the Executive Committee who have been approved as authorised signatures by the Executive Committee.

## **Winding Up**

16.1 The funds and property of the Association shall be applied solely to the promotion of the objects of the Association.

16.2 The Association shall not be wound up unless decided by a majority of the local membership of the Association having the right to vote on the proposal. Upon winding up all the property of the Association:

16.3 Shall be transferred to the Wellington High School Board of Trustees for the general purposes of the school.

## **By Laws**

17.1 The Executive Committee shall have the power to make and amend from time to time By-Laws for regulating and carrying out the affairs of the Association.

## **Interpretation of Rules and By-Laws**

18.1 The decision of the Executive Committee on the interpretation of these rules or any By-Laws or any matter not contained in the rules or the By-Laws but pertaining to the affairs of the Association its property or interests, shall be conclusive or binding on all members of the Association until revoked at a General Meeting.