



WESTWOOD OLD GIRLS ASSOCIATION

CONSTITUTION

REVISED: APRIL 2014

Westwood Old Girls' Association

CONSTITUTION

I

NAME

The name of the Association shall be the Westwood Old Girls Association.

II

AIMS AND OBJECTIVES

- (1) To keep the Old Girls of Westwood in touch with one another.
- (2) To maintain the interest of Old Girls in their Alma Mater.
- (3) To raise funds to be used for such purposes as the Association may consider appropriate.
- (4) Generally to promote the welfare of the school.
- (5) To support any charitable or benevolent cause that the Association may approve.

III MEMBERSHIP

- (1) Membership shall be open to all past students of Westwood and to Honorary Members.
- (2) Application for membership shall be made to the Secretary and the first year's subscription shall be paid when such application is accepted, save and except as is provided by Section 15 of this Constitution.
- (3) The Executive Committee may invite to be an Honorary Member any person who in their opinion has rendered outstanding service to the Association or is interested in the objectives of the Association, an Honorary Member shall not pay any dues but shall be entitled to all the privileges and benefits of membership, except that he or she shall not be qualified to be an officer or member of the Executive Committee or to vote as a member or to claim any share of the Association upon its dissolution.

Proposal of a person for honorary membership shall be made by way of a resolution at an Annual General Meeting and notice thereof shall be included in the agenda for such Annual General Meeting. Should more than two members disapprove, the proposal shall not be entertained. Voting shall be by ballot.

- (4) Any member may give notice to the Secretary of her intention to resign. The member shall continue to be liable for monies due by her to the Association to that date.

IV OFFICERS

Officers of the Association shall be as follows:—

1. President
2. Vice President
3. Secretary
4. Assistant Secretary (Recording)
5. Treasurer
6. Assistant Treasurer
7. Public Relations Officer

V
TERM OF OFFICE

There shall be a general election every year. The President may hold the same office for three (3) consecutive years, *which may be extended for another two (2) years*, after which she must stand down in respect of that office for a period of at least one year.

VI
DUTIES OF OFFICERS

PRESIDENT:

The President shall preside at all meetings of the Association and of the Executive Committee **and** shall exercise all the duties normally attached to the office of President.

VICE-PRESIDENT:

The Vice-President shall in the absence of the President perform the duties of the President in the

order of seniority.

SECRETARY:

The Secretary shall be responsible for recording the Minutes of all meetings of the Association and of the Executive Committee and shall perform such duties as normally appertain to that office.

ASSISTANT SECRETARY: (Recording)

The Assistant Secretary shall assist the Secretary in the performance of her duties and in the absence of the Secretary shall perform the duties attached to that office.

TREASURER:

The Treasurer shall:

- (1) be responsible for the funds of the Association and shall cause same to be lodged in such Bank as the Executive Committee shall direct.
- (2) keep the financial records of the Association and present same when requested so to do

by the Association or the Executive Committee.

- (3) prepare an annual audited Financial Statement for presentation at the Annual General Meeting of the Association.

ASSISTANT TREASURER:

The Assistant Treasurer shall assist the Treasurer in the performance of her duties and in the absence of the Treasurer shall perform the duties attached to that office.

VII EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Officers of the Association, the immediate Past President and nine other members, five of whom shall be elected by ballot at the Annual General Meeting and four appointed by the President at the beginning of her term of office. Five members of the Executive Committee shall form a quorum. If a Committee member fails to attend three consecutive meetings of the Executive Committee without reasonable excuse she shall cease to be a member of

the Executive Committee. If the Executive Committee loses a member for any reason, it may co-opt another member of the Association to fill the vacancy.

VIII POWERS OF EXECUTIVE COMMITTEE

The Executive Committee shall have the control of the finances of the Association and all such administrative powers as may be necessary for properly carrying out the objects of the Association in accordance with this Constitution. The disciplinary control of members shall be in the discretion of the Executive Committee.

IX PROPERTY OF ASSOCIATION

The property of the Association shall be vested in the Executive Committee for the time being who shall be responsible for the safe keeping thereof.

X FUNDS

The funds of the Association shall be vested in the Executive Committee and lodged in any approved Bank in the names of the President, Secretary and Treasurer for the time being, payment being made on the signature of any two of these officers.

XI COMMITTEE MEETINGS

Monthly Meetings of the Executive Committee shall be convened by the Secretary. ***Other meetings may be convened as often as business warrants.*** The Secretary shall give at least seven clear days notice to each member of the Executive Committee in order to summon a Committee Meeting. The President may direct the Secretary to call a meeting of the Executive Committee at any time she deems it necessary and three days notice to members shall be given.

XII ANNUAL GENERAL MEETING

An Annual General Meeting shall be held on the

first Saturday in February each year (unless otherwise decided by the Executive Committee) for the following purposes:—

- (1) To receive and confirm the Minutes of the previous Annual General Meeting.
- (2) To receive from the President a report of the year under review.
- (3) To receive from the Treasurer an audited Financial Statement of Accounts for the year under review.
- (4) To elect the Officers and Committee of Management.
- (5) To elect Auditors for the ensuing year.
- (6) To decide on any resolution which may be duly submitted to the meeting.
- (7) To transact any other business.

To summon an Annual General Meeting fourteen clear days notice in writing shall be given by the Secretary to each member. The quorum shall be not less than twelve members.

XIII

QUARTELLY GENERAL MEETINGS

Quarterly General Meetings shall be called by the Secretary at the direction of the President and seven days notice thereof shall be given by the Secretary

in writing.

XIV SPECIAL GENERAL MEETING

A Special General Meeting of the Association may be called at any time by the Secretary on the direction of the President or the Executive Committee and ten days notice in writing shall be given to each member of the date fixed for such meeting, together with the object for which such meeting is called. No matter shall be dealt with at a Special General Meeting other than those set out in the notice convening the meeting.