



St Margaret's College Old Girls' Association (incorporated)

Rules

Rules

1. The name of the Association shall be St Margaret's College Old Girls' Association, incorporated.
2. The colours shall be aligned to those of St Margaret's College

Objects.

3. The objects of the Association shall be:
 - a. To ensure that all members of the St Margaret's College community locally and globally are valued and feel a real connection to the past, present and future of the College.
 - b. To ensure that relationships are created and nurtured.
 - c. To ensure that philanthropy and a desire to contribute to the sustainability of the College is embedded as a norm in our culture.
 - d. To provide assistance in the nature of a scholarship to enable study at St Margaret's. Subscriptions to the scholarship fund are held by the Old Girls' Association.
 - e. To carry out charitable work as set out in Rule 18.

Membership

4.
 - a. Any past student of the School shall be eligible to become a member of the Association upon payment of the Life membership fee.
 - b. The Association will acknowledge receipt of membership and details will be held on the database.
 - c. There shall be two classes of membership.
 1. Life membership
 2. Honorary membership for staff who attain 10 years or more employment at the College.
 - d. the St Margaret's College Trust Board will appoint a member from the Board to the Association in accordance with their rules. The Trust Board representative will provide a written report prior to the committee meetings on the Board's activities. The representative does not have voting authority on the committee.

Cessation of membership.

5. Any member wishing to resign from the Association shall be at liberty to do so, on giving notice to the Association.

Subscriptions

6.
 - a. The Subscriptions for Life Membership shall be fixed at the Annual General Meeting of the Association.
 - b. The amounts so fixed shall be approved by a two-third majority of financial members present and voting at the Annual General Meeting.

Officers

7.
 - a. The Officers of the Association shall consist of a Patron, who shall be the Principal of the School; a President (preferably one who has serviced on the Committee), two (2) active Vice-Presidents.
 - b. The term of President shall be limited to a period of two years unless under exceptional circumstances.

Committee.

8. The Committee of the Association shall consist of the Officers of the Association and up to eight (8) members, five (5) to form a quorum. The Committee shall in consultation with the Executive Principal of

the school have the power to jointly appoint a Secretary. The Committee shall have control of the funds of the Association and shall have the power to do all such things as are necessary to carry out the objects of the Association. The Committee shall have the power to fill any vacancy occurring amongst their number during the year. The President shall have the power at all times to call meetings of the Committee. The Committee shall have the power to regulate and order all proceedings at its meeting in such a manner as it may think fit.

Secretary

9. The Secretary shall conduct the correspondence and shall have custody of all documents belonging to the Association. The Secretary shall keep full and current minutes of all Committee and General Meetings and shall produce them at all meetings, as is appropriate. The Secretary shall keep a database of all members together with their addresses and shall notify them of the Annual General Meeting.

Auditor

10. Prior to being presented at the annual general meeting the Performance Report may, at the discretion of the Committee, be audited or reviewed within the meaning of the New Zealand auditing and assurance standards. The Performance Report must be audited or reviewed at least every three years. The audit or review must be completed by a member of the Institute of Chartered Accountants of New Zealand or by a firm comprising members of that Institute who shall be appointed by the Committee.

Treasurer

11. The treasurer shall submit to the annual general meeting a statement of the assets and liabilities of the Association as at 31 December (or such other date determined by the Committee to be the balance date of the Association) last preceding, together with an account of the revenue and expenditure for the 12 months (or such other period as the case may be) preceding such date.

Bank Accounts

12. The Association shall hold all funds in the Association's name. These accounts shall be operated on behalf of the Association by the St Margret's College Finance team.

Custody and Use of the Seal

13. The Association shall have a Common Seal, which shall be kept in the custody of the Secretary and shall only be affixed to documents at a meeting of the Committee, or in pursuance of a resolution of the Committee. The affixing of the same shall always be attested by at least three member of the Committee.

General Meetings

14.
 - a. The Annual General Meeting of the Association shall be held ten (10) days either before or after the annual Reunion Weekend at a date to be determined by the Committee.
 - b. A Special General Meeting may be called
 1. At the request of the President
 2. At the request of the majority of the Committee present at a Committee Meeting.
 3. At the request of not less than six (6) financial members of the Association.
 - c. Such Special General Meeting shall be held within 21 days of such request being received.
15. At least fifteen (15) working days notice, specifying place, date and hour of the meeting for the Annual General Meeting must be provided. At least five (5) working days notice must be provided for Special General Meetings. At all Annual and General Meetings, twelve (12) shall form a quorum.
16.
 - a. At the Annual General Meeting the Committee shall have the power to submit for election as Honorary Vice-Presidents of the Association any persons who the Committee deem worthy of being an Honorary Vice President.
 - b. At the Annual General Meeting the Committee shall have the power to submit the names for election of any persons who the Committee deem worthy of Honorary Membership.

Voting at General Meetings

17. At the Chair's discretion (this may be the President) the method of voting at all general meetings shall be either by voice or show of hands, except that the Chair may order a ballot to be taken on any motion submitted to the meeting. The Chair of the meeting shall have casting vote in addition to the vote to which she/he is entitled as a member.

Election of Committee

18.
 - a. Nomination for the Committee shall be forwarded in writing to the Secretary. Each nomination must be proposed and seconded by a financial member. Nominations shall close with the Secretary at least seven (7) clear days before the date of the Annual General Meeting.
 - b. election of the Committee shall be by ballot at the Annual General Meeting.
 - c. Voting on any matter other than for the Committee shall be by voice, show of hands or ballot if such is called for by the majority of members present at the Annual General Meeting.

Alteration of Rules

19. Any of these Rules can be added to or repealed by a resolution of two thirds of members present at the Annual General Meeting, or at a Special General Meeting called for that purpose. Notice of such proposed addition, alteration or repeal shall be given in accordance with Rules 15 and 16.

Charitable Work

20. The Association may donate through services, foods or money to those charities that align with the school's principles .

Annual Reunion

21. The Committee shall arrange appropriate Reunion activities.

Finance

22. The Association may from time to time in its discretion raise or borrow or secure the payment of any sum or sums of money for the purpose of the Association upon such terms and conditions in all respects as it thinks fit.
23. The Committee shall have the power to invest the funds of the Association subject to the Committee exercising the care, diligence and skill required of a prudent trustee and observing the matters of which a trustee is to have regard in exercising the power to invest trust funds as set forth in the Trustee Amendment Act 1988.

General Distribution Clause

24. No funds of the Association shall be applied, paid, or distributed to any member except in reimbursement of approved expenditure being expenditure incurred on behalf of the organisation and approved by a majority of the committee.

Winding Up

25. Two thirds of the members present at a Special General Meeting convened for the purpose may resolve that the Association be wound up as from the date to be named in such resolution may also direct the methods of disposition of the funds and property of the Association after winding up thereof in such manner as shall provide for the payment of all costs, debts and liabilities and a copy of such resolution shall be sent to the Registrar of Incorporated Societies.

Winding Up Distribution Clause

26. No funds of the Association shall be applied, paid or distributed to any member except in reimbursement of approved expenditure incurred by the member.
Approved expenditure being expenditure incurred on behalf of the organisation and approved by a majority of the committee.
Upon winding up of the Association, all surplus funds after payment of all costs, debts, and liabilities are to be applied to all or any of the organisations specified in Rule 18.

Entrenchment

27. As long as the Association desired charitable status no amendment be made to Clauses 20, 25 and 26 without IRD approval.

Interpretation

28. The decision of the Committee on the interpretation of these Rules, or on any matter or thing contained in these Rules, or on which pertains to the Association, its property or interests, shall be conclusive and binding on all members until revoked at a General Meeting.

BY-LAWS (LOCAL BRANCHES)**Membership**

1. Branches of the Association consisting of Financial Members may be formed in any district. They must advise the Committee of proposed activities. All membership subscriptions shall be paid directly to the Association. The Committee may allocate funds to Branches of the Association at its discretion.