

Rules of Southwell School Association Incorporated

1. Definitions

“The School”	means Southwell School, Hamilton.
“The Board”	means the Southwell School Trust Board.
“The Staff”	means the professional staff of the school i.e., teachers, the Chaplain, the House Mother, the Bursar, the school Nurse.
“Parent”	means any parent or parents of a child or children attending the school or any nominated guardian or guardians of such children.
“The Headmaster”	means the Headmaster of the school for the time being.
“Honorary members”	Are those members of the association that are appointed by a General Meeting for the ensuing year or such further period as it shall decide on the basis of supporting the objectives of the association.
“The Chairman”	means the chairman for the time being of the Southwell School Trust Board.
“The President”	means the president of the Association for the time being.
“The Executive”	means the office holders of the association as defined in clause 6.
“The Committee”	means all members who are present on the night of a meeting.
“The Association”	means the Southwell School Association Incorporated
“Members”	means those person described in clause 2.

Objects

The objects of the association are:

- a To promote good fellowship amongst parents, teachers and friends of the school.
- b To foster interest in and active support for the school.
- c To support the school in its various activities.
- d To present a forum for lectures and discussions on education and other matters likely to be of interest to the parents and relevant to the upbringing of the pupils and the organisation of the school.
- e To foster the understanding of and support for the role of Independent Schools within New Zealand.

The Association will generally support any fundraising for donation to the Southwell School Trust provided it is discussed by all parties involved prior to that fundraising taking place.

The Association will consider any fundraising which includes membership to the Southwell School Foundation Trust provided such fundraising scheme be first approved by the Southwell School Foundation Trust.

2. Membership

The following persons shall be members of the Association:

- a. All parents of children currently enrolled at the school. Membership for parents shall commence immediately upon enrolment at the School of a (first) child and cease, immediately upon the (last) child leaving the School.
- b. The Staff at the School.
- c. The executive of the association may also admit to membership any person as a member or honorary member upon such terms as may be thought fit.

3. Ex officio members

- a. The Chairperson for the time being of the Southwell School Trust Board.
- b. The Headmaster of the School for the time being (or representative).

4. Officers

The Association shall have the following officers:

- a. A President.

The president will chair any General or Committee meetings. S/he will also represent the association in any official capacity as required by the committee including.

b. A Vice President.

The vice president will be elected by the committee at the first committee meeting and will stand in for the President as required.

c. A Secretary.

The secretary shall record all business transacted and decisions made at meetings. S/he shall transact all correspondence of the association and maintain a register of all members.

d. A Treasurer.

The treasurer shall keep correct books of accounts showing income expenditure and the financial position of the association and shall explain and balance such accounts at such times as may be required by the committee. S/he shall also furnish a statement of accounts and balance sheet and annual report at each Annual General meeting.

5. Election of officers

- a. The officers for each year shall be elected at each Annual General Meeting of the Southwell School Association.
- b. In the event of a casual vacancy such office shall be filled by such financial member as the committee shall appoint.
- c. The Association Directorship for the Southwell School Foundation Trust Board shall be elected annually from the members of the Association Committee.

6. Executive

The Association Executive shall consist of:

- a. The President.
- b. The Vice President.
- c. The Secretary.
- d. The Treasurer.
- e. One staff member as appointed by the Headmaster.

7. Eligibility for election

Only those members who are parents of a child or children attending the school or any nominated guardian or guardians of such children shall be eligible for election as an officer.

8. Method of nomination to Executive

All person standing for office or election as a member of the Executive shall be nominated and seconded by two members.

9. Casual vacancy on Executive

Where there are insufficient nominations for membership of the Executive or where a member dies or resigns such a vacancy may be filled by the Executive.

10. Executive powers

The Executive shall (subject to any direction given by members at any General or Committee meeting) have full power to do anything on behalf of the Association which will in its opinion further the objects of the Association and which is not contrary to the wishes of the Board.

11. Quorum

The quorum for Committee or General meetings shall be three (3) members of the Executive and fifteen (15) other members of the Association personally present.

12. Committee chairman

The President shall chair the committee. In the absence of the President the meetings shall be chaired by the Vice President or such person as the committee shall choose.

13. Committee meetings

The Committee shall meet at such times and places as it may from time to time decide.

14. Subcommittees

The Committee may from to time appoint from among their members or from other members of the association such subcommittee(s) as they see fit. Such sub-committee(s) shall report the state of their proceedings to the Committee and shall conduct their business in accordance with its direction.

15. Voting at committee or general meetings

- a All decisions shall be made by simple majority vote of those present PROVIDED HOWEVER that each family of a pupil may only have one vote irrespective of the number of parents/guardians involved, or the number of pupils at the school.
- b. In the event of a tied vote the chair of the committee shall have a casting vote.

16. General or Committee meetings

- a. A meeting of members shall be convened by the Secretary on the instruction of the Executive.
- b. Notice of any meeting shall be notified to members not less than 14 days prior to the meeting.
- c. In the event a quorum is not present at a Meeting, a further meeting shall be called, providing 14 days notification and the attendees at that meeting will be deemed able to carry out the business of the Meeting.

17. Annual General meeting

- a. The Annual General Meeting shall be held within the first term of the academic year.
- b. Notice of the Annual General meeting shall be notified to members in the first school newsletter of the academic year.
- c. The Annual General Meeting shall:
 - i. Receive the President's Annual report.
 - ii. Receive the financial accounts for the last preceding financial year.
 - iii. Elect the officers of the Association.
 - iv. Transact any general business whether on notice or otherwise.

18. Voting at General or Committee Meetings

- a. Only members personally present at any meeting shall be entitled to exercise a vote in respect of any election or other matter to be determined whether by resolution or otherwise.
- b. Except in the case of an election of officers, which shall be determined by exhaustive ballot, questions arising at any meeting shall be determined on the voices or a show of hands or such other manner as the Chairman may determine.
- c. The president shall have a deliberative vote and in the case of an equality of votes, he or she shall have in addition, a casting vote.

19. Alteration of Rules

These rules may only be altered added to or amended at a General meeting by a resolution passed by at least a two thirds majority of members personally present at the meeting of which 14 days written notice has been given.

20. Expulsion

A member may only be suspended or expelled by two thirds majority of members voting at a special general meeting. Prior to any such voting, the member shall be given 14 days notice of such meeting, and being advised that possible suspension or expulsion was being considered (and the grounds thereof). Such member shall be entitled to have a support person/advocate present and to address the meeting accordingly prior to any vote on the matter. Any expulsion or suspension approved by the meeting shall be effective immediately.

21. Finance

The financial year of the association shall commence on the 1st day of January each year and terminate on the 31st day of December each year.

22. Control of funds

The Executive shall have responsibility for the control of funds held by the Association – but subject to direction from any meeting of the members.

23. Winding up

A majority of members present at a meeting convened for the purpose, may resolve that the Association be wound up as from a date named in such resolution. All property and funds of the Association shall, on such winding up, be passed to the Southwell School Trust Board for its general purposes. No member can financially benefit from such dissolution other than as employee wages, or consultant/professional fees.

24. Prevention of Private Pecuniary Profit

- a) Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation.
- b) No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- c) Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

25. Interpretation

Where any matter as to the interpretation of these rules fails to be decided such decision shall be made by the committee whose decision shall be final subject only to any directive or decision of members at a Meeting.