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WELLINGTON EAST GIRLS' COLLEGE PARENTS' ASSOCIATION (INCORPORATED)

RULES

1. NAME: The Association shall be known as "Wellington East Girls' College Parents' Association Incorporated".
2. INCORPORATION: The Association shall be incorporated under "The Incorporated Societies Act, 1908".
3. REGISTERED OFFICE: The Registered Office of the Association shall be at the Principal's Office, Wellington East Girls' College, Austin Street, Wellington, or at such other place as the Executive Committee shall from time to time determine.
4. MEMBERSHIP:
 - (a) Every parent or guardian of pupils who are attending the College shall automatically be a member of the Association.
 - (b) Every parent or guardian of pupils who have attended the College and any other interested person may become a member with the approval of the Executive Committee.
 - (c) All members of the Executive Committee shall automatically be members of the Association.
 - (d) Any member may resign his membership by giving to the Secretary notice in writing to that effect and paying his subscription theretofore due.
5. ANNUAL SUBSCRIPTION: The Annual Subscription shall be five shillings per family or as decided by the Annual General Meeting of Members from time to time.
6. OBJECTS: The Objects of the Association shall be:
 - (a) To establish and foster a bond of union between the College Board of Governors, the College Principal and the Staff, and parents of pupils attending the College.
 - (b) To afford a channel by which parents may be able to approach the Governors of the College and other authorities on



questions affecting the welfare of the College.

(c) To provide a means whereby parents and others interested may be able to assist the College in such practical form as may seem fitting but in no case in such manner as will interfere with the internal management of the College.

(d) To do all such things as are incidental or conducive to the attainment of the above objects.

7. GENERAL POWERS: The Association is empowered:

(a) To undertake and execute any trusts which may appear to the Association conducive to its objects.

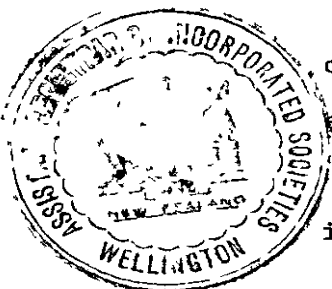
(b) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Association may think necessary and convenient for the purpose of any of the aforesaid objects.

(c) To acquire or obtain from any Government (Supreme, Municipal, Local or other) or any company or person any authority, right, privilege, concession, contract, or charter, which the Association may think it desirable to obtain or which may seem to the Association conducive to any of the objects of the Association, and to accept, make payment under, carry out, exercise, and comply with such arrangement, authority, right, privilege, concession, contract or charter.

(d) To affiliate with any Society, Body or Association, having similar objects, or to join or co-operate with or subscribe to the funds of any such Society, Body or Association for the purpose of better attaining or otherwise furthering the objects and interests of the Association or the members thereof.

(e) To accept or reject any legacy, or bequest, or gift, whether such legacy, bequest or gift is offered with, or entails conditions.

(f) To sell, lease, exchange, bail, grant licences in respect of or otherwise deal with or dispose of the Association's



property or interest in any property, rights, concessions or privileges, belonging to the Association either together or in portions to any firm, person or company or to any Government (Supreme, Municipal, Local or other) for such consideration or premium or upon such terms as the Association may think fit.

(g) To construct, maintain, alter, improve, enlarge, pull down, remove or replace, manage or carry on, and control any buildings, or works which may seem to the Association likely to advance the Association's interests directly or indirectly.

(h) To do all such other things as in the opinion of the Association may be incidental or conducive to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

8. BORROWING POWERS:

(a) The Executive Committee shall have power, if authorised by a resolution passed by not less than two-thirds of members present and entitled to vote at any Annual General Meeting or Special General Meeting of Members of the Association to borrow or raise money and secure the payment of the same, or to secure the payment of any money owing by the Association or the satisfaction of any obligation or liability incurred or undertaken by the Association in such manner as the members in General Meeting shall by such resolution as aforesaid determine, and in particular by the issue of debentures or by mortgage or charge or lien upon the whole or any part of the Association's property or assets (whether present or future). Save as is provided in this clause the Association shall not have power to borrow money.

(b) The Executive Committee may purchase, redeem or pay off such security or securities.

9. INVESTMENT OF FUNDS: The Association is empowered to invest any moneys of the Association not required for immediate use in any of the stocks, funds or other Government securities of New Zealand or on real



securities in New Zealand or on deposit in any bank carrying on business in New Zealand under statutory authority, or in the Post Office Savings Bank, or on deposit with any investment company of established financial reputation whose business it is to receive money on deposit and whose shares are at a premium, and either at interest or on current account, as may be deemed safe and desirable, with power from time to time to vary such investments for others of a like nature.

10. CONTROL OF FUNDS:

(a) Control of the funds and investments of the Association shall be in the hands of the Executive Committee for the time being.

(b) All monies received by the Association shall be banked by the Treasurer in such banking institution or branch thereof as the Executive Committee shall decide.

(c) Banking Accounts shall be operated upon on the authority and signature of such officers as are appointed by the Executive Committee.

11. MANAGEMENT: (a) The Management and control of the Association shall be exercised by an Executive Committee.

(b) The Executive Committee shall consist of President, Vice-President, Secretary, Treasurer, Immediate Past President, the College Principal, one teacher of the College appointed by the teaching staff of the College, one representative of the Board of Governors, two representatives of the Ladies' Auxiliary, two representatives of the Old Girls' Association and eight other members. The President, Vice-President, Secretary, Treasurer and the eight other members shall be elected by ballot at each Annual General Meeting. The Immediate Past President shall hold office for one year only.

(c) Only parents or guardians of pupils attending the College shall be eligible for election by ballot.



(d) Meetings of the Executive Committee shall be held from time to time as the Committee may decide. The President shall have the right to convene a special meeting at any time and the Secretary shall summon a special meeting at any time on the requisition of any four members of the Executive Committee. In the event of a special meeting being held at least three days' notice of the business to be transacted shall be given to each member.

(e) The Executive Committee may from time to time appoint sub-committees and subject to such limitations as may be imposed by the Executive Committee.

(f) Should any member of the Committee resign or be absent without leave for three consecutive meetings his or her position shall be declared vacant and another member may be appointed by the Committee to fill the vacancy.

(g) The Executive Committee shall have power to fill casual vacancies which may occur.

12. DUTIES OF OFFICERS:

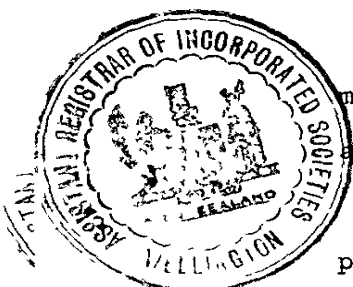
(a) It shall be the duty of the President to preside at all meetings of the Association and of the Executive Committee. He may vote on all matters and in the case of an equality of votes may have a casting vote.

(b) In the absence of the President, the Vice-President shall act in his stead and shall have the same executive power.

(c) In the absence of the President and of the Vice-President the meeting shall elect a Chairman who shall have the same executive power.

(d) It shall be the duty of the Secretary to attend meetings and to take minutes of the proceedings. He shall conduct all correspondence.

(e) The Treasurer shall keep a true record of all monies paid to him and shall pay such monies into the Association's banking



account. He shall produce at all meetings of the Executive Committee a statement of accounts written up to date and shall keep such books as are necessary for the proper conducting of the business of the Association. He shall produce to the annual General Meeting a Statement of Receipts and Payments made up to 31st January and duly audited.

13. GENERAL MEETINGS:

(a) The Annual General Meeting of Members shall be held not later than 31st of March in each year.

(b) The Executive Committee may call a special meeting of members of the Association whenever it so desires for the transacting of any business.

(c) The Association shall have power on written demand by twenty or more members to call a special meeting and the only business to be dealt with at such meeting shall be that expressed in the demand. Such meeting shall be held within one month of receipt of the demand.

14. NOTICES TO MEMBERS: All meetings of the Association shall be summoned by notice either written or printed and delivered by hand or post, or given by advertisement and in no case shall the notice be less than seven days in respect of any meeting, provided that Executive Committee or Sub-Committee meetings may be called at any time deemed advisable by the Chairman, by individual notice to the members of such Committee.

15. NOTICES OF MOTION:

(a) Notices of Motion for meetings of the Association shall be made in writing and delivered (not less than twenty-eight days before the Meeting at which such motion comes up for consideration) to the Secretary who shall cause copies of such notice to be disseminated amongst the members of the Association at least fourteen days before the date of the meeting.



(b) If such notices are given at a later period the subject referred to shall not come up for discussion at any meeting except with the consent of the majority then present.

16. QUORUM:

(a) Fifteen members shall constitute a quorum for any general or special meeting of the Association.

(b) Six members shall constitute a quorum for any meeting of the Executive Committee.

(c) If within half an hour after the time fixed for any meeting a quorum is not present no business shall be transacted.

17. VOTING:

(a) Voting on all questions other than the election of officers shall be first on the voices. A show of hands may be demanded by any member.

(b) The election of officers shall be by ballot.

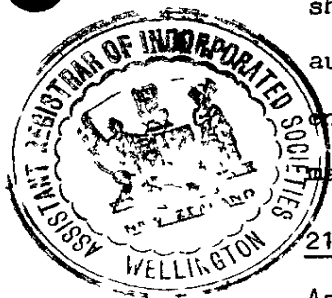
(c) Members shall have one vote each and the Chairman shall have a deliberative and a casting vote.

18. FINANCIAL YEAR: The financial year of the Association shall close on the 31st day of January in each year.

19. AUDITOR: The Annual General Meeting of Members shall elect an Honorary Auditor who shall be a member of the N.Z. Society of Accountants and who shall audit the books and accounts of the Association and report to the Annual General Meeting of Members.

20. COMMON SEAL: The Association shall have a Common Seal which shall be in the custody of the Secretary and shall be affixed by the authority of a resolution of the Executive Committee to such documents only as are signed by the President and the Secretary or in such other manner as the Executive Committee shall decide.

21. WINDING UP OF THE ASSOCIATION: If, on the winding up of the Association, there remains after the satisfaction of its debts and



liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but shall be given or transferred to the Board of Governors of the Wellington East Girls' College at or before the time of such winding up.

22. ALTERATION OF RULES:

(a) These rules or any of them may be altered, added to, or rescinded by a resolution carried by a three-fifths majority of members present and eligible to vote at a General Meeting of Members.

(b) Notice of any proposed alteration, addition or rescission shall be given to the Secretary not less than twenty-eight days before the date of the General Meeting which is to consider such proposed alterations, additions or rescissions.

(c) A copy of such notice shall be forwarded by the Secretary to every member not less than fourteen days before the date of the said General Meeting.

23. BY-LAWS: The Executive Committee may frame such by-laws, regulations and standing orders, not inconsistent with these Rules, as may from time to time be deemed necessary.

APPLICATION FOR INCORPORATION

We, the several persons whose names are subscribed hereto, being members of the above-mentioned society, hereby make application for the incorporation of the society under the foregoing rules, in accordance with the Incorporated Societies Act 1908.

DATED this 21st day of September, 1957.

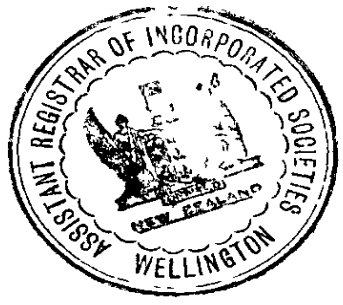
Signature, Occupation and Address
of Applicant

1. *[Handwritten signature]*

Signature, Occupation and Address
of Witness

[Handwritten signature]

Incorporated at Wellington, this 25th day of September, 1957.
Assistant Registrar of Incorporated Societies



Signature, Occupation and Address
of Applicant

Signature, Occupation and Address
of Witness

2.

3.

Abnost
Hauswife
98 Tarmadya St. E. 5.

4.

M. S. Brown
St. Thomas Street
London E.C. 4

5.

A. H. Newson
Builder
8 Dransfeld St. SW 1

6.

J. H. ...
... 13 ...

7.

J. H. Cross
Public Servant
98 Tarmadya St. E. 5.

8.

B. W. Spower
Professional Engineer
16 Bentmeir Ave
Strathmore Park, E 5

9.

10.

11.

12.



Signature, Occupation and Address
of Applicant

Signature, Occupation and Address
of Witness

13.

14.

15.

M. Andrew.
Housewife.
15. Hoadai Rd. Hoadaitai

