

## **CONSTITUTION OF THE FROM CENTRAL TO HUNTER EX-STUDENTS' ASSOCIATION**

### **1. NAME**

The name of the Association shall be From Central to Hunter Ex-Students' Association herein after called "the Association". This Association is derived from students and teachers from Newcastle Central School (1923 - 1931), Newcastle Domestic Science School (1931 - 1943), Newcastle Home Science High School (1944 - 1957) and Hunter Girls' High School (1958 - 1975).

### **2. AIMS AND OBJECTIVES**

The overarching purposes of the Association are:

1. To advance education and culture in the Newcastle area specifically and the Hunter area generally by encouraging and supporting young people through acknowledgement of their achievements and support for furthering their education and advancement.
2. To be for the public benefit.

The purposes of the Association shall be met through the Association's aims and objectives which are:

- a) To reflect the traditions of the former schools represented by the Association by encouraging and promoting attainment within the students of Newcastle High School and Hunter School of the Performing Arts.
- b) To facilitate reunions of former students and teachers of the schools represented by the Association.
- c) To acquire and maintain an archive of memorabilia associated with the schools represented by the Association.
- d) To strive for good governance.
- e) To encourage members at all times to act with respect, restraint and kindness to all members of the Association.

### **3. APPLICATION OF THE ASSETS AND INCOME OF THE ASSOCIATION**

The assets and income of the Association shall be applied:

- a) Solely in furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the Association except as *bona fide* compensation for services rendered or expenses incurred on behalf of the association.
- b)
  - i. To administer and award annual prizes for academic attainment by one female and one male student in each of years 7 to 12 at Newcastle High School subject to such selection by the School. Where the School advises that it cannot advance the name of a male and female student in each of years 7 to 12 for such an award, the Association will be guided by the recommendation of the School in awarding of the prize.
  - ii. to accept responsibility for the continuation of the award of the Dora Woollett-Ewers Prize for Vice Captains.
  - iii. to award a prize to be known as the Lottie Young Outstanding Junior Sportswoman of the Year.

c) To administer and award prizes to students of Hunter School of the Performing Arts. These shall be:

One prize to be known as the Boyd Campbell Roberts Memorial Prize to be awarded to a **Music** student in Year 12 **and**

One prize to be known as the From Central to Hunter Ex-Students' Association Prize for **Performance** to be awarded to a student chosen by the School **and**

One prize to be known as the From Central to Hunter Ex-Students' Association Prize for **Theatre Technical Services** to be awarded to a student chosen by the School.

d) To hold and facilitate the holding of dinners, luncheons, reunions and like events for former students and teachers.

e) For the acquisition and maintenance of memorabilia.

#### 4. MEMBERSHIP

a) Membership of the Association shall be open to all ex-students and ex-staff of Newcastle Central School, Newcastle Domestic Science School, Newcastle Home Science High School and Hunter Girls' High School.

b) An application by a person for membership or renewal of membership must be:

i. made by completing an application for membership using the official form and signing same.

ii. lodged as instructed

c) Membership is confirmed when the Annual Membership Fee is received by the Treasurer.

d) Ordinary Membership shall be for one calendar year from 1<sup>st</sup> January to 31<sup>st</sup> December of each calendar year. That membership may commence or be renewed at any time during the year but will cease by 31<sup>st</sup> December.

e) Membership Fees shall be reviewed annually by the committee.

f) Membership shall cease if the member:

i. dies,

ii. resigns in writing from the Association.

iii. fails to renew membership in the required manner, or

iv. has had membership rescinded by the Committee.

g) Life Membership may be granted on the payment of the determined fee, after which yearly renewal will not be necessary.

#### 5. REGISTER OF MEMBERS

A register of members shall be kept by the Association, showing the name, postal address, email address and telephone number of each member. The register of members shall be kept by the Committee Secretary.

#### 6. MEMBERS' LIABILITIES

A member of the Association shall have no liability to contribute to the payment of debts and liabilities of the Association, or the costs, charges and expenses of the winding up of the Association.

## **7. CONDUCT OF MEMBERS**

Any member whose conduct is found to be contrary to the Association's Constitution may have their membership suspended temporarily or permanently by the Committee. The member may appeal against the decision either in writing or by personal representation. The Committee may then either rescind or uphold the member's suspension and forward its decision to the member in writing.

## **8. RESOLUTION OF DISPUTES**

A dispute between a member and another member (in their capacity as members) of the Association, or a dispute between a member or members and the Association, is to be referred to the Committee for resolution.

## **9. MEMBERSHIP OF THE COMMITTEE**

- a) i. The Committee meetings are open to all financial members. Notice of these meetings can be found on the Association's website.
- ii. To become a member of the Committee, after attending at least two (2) Committee Meetings, a Financial Member may be invited to become a Member of the Committee with full voting rights. Such Membership will be achieved upon majority vote of the other Members of the Committee.
- b) The Office Bearers shall be: President, Vice President, Secretary, Treasurer, Assistant Secretary, and Assistant Treasurer.
- c) Each Office Bearer shall hold office from the date of election until the next Annual General Meeting.
- d) At the cessation of the term of the election to office or appointment to a position, as the case may be, each out-going Office Bearer or member who held an appointed position, shall within 14 days, hand over to the successor, all material relevant to that position, or if no successor has been appointed at that stage, to the President.

## **10. ELECTION OF OFFICE BEARERS**

- a) The Office Bearers shall be elected at the Annual General Meeting.
- b) Nominations of candidates for election as Office Bearers shall be made in writing as proof of the consent of the candidate if she is unable to attend the Annual General Meeting.
- c) If one nomination only is received for a vacant position, the person nominated shall be taken to be elected.
- d) If more than one nomination is received for a vacant position, a ballot is to be held. At the conclusion of the election all ballot papers shall be kept for 12 months and then destroyed.
- e) Duties of the Office Bearers are to be clearly stated and circulated before each Annual General Meeting.

## 11. POWERS OF THE COMMITTEE

The Association shall have its affairs controlled and managed by a Committee, which shall carry out all such duties, make policies and exercise such powers as are necessary to maintain the Aims and Objectives of the Association. The exceptions will be those powers as are required by this Constitution to be exercised at a Special General Meeting of members.

## 12. ROLE OF OFFICE BEARERS

### **PRESIDENT.**

The President shall preside at all meetings of the Association. If the President is absent, or unable to preside, the Vice-President, or another member of the Committee may be appointed to preside. The person presiding shall have a second or casting vote at all meetings where there is an equal division of votes.

### **SECRETARY.**

The Secretary shall ensure that all records of the business of the Association shall be kept, including Minutes of all meetings. Minutes of any meeting shall be signed by the presiding officer of that meeting. These records shall be kept in the custody of the Secretary and shall be available for inspection by any member, following the conditions in **point 21**.

### **TREASURER.**

It is the duty of the Treasurer of the Association to ensure that:

- a) All money due to the Association is collected and received and that all payments authorised by the Association are made.
- b) Correct financial records of the Association are kept, including full details of all receipt and expenditure connected with the activities of the Association,
- c) A report on finances is submitted at each Committee Meeting and an audited balance sheet and income and expenditure statement are presented at the Annual General Meeting.

## 13. COMMITTEE MEETINGS

- a) The Committee shall meet as often as is required to conduct the business of the Association and not less than four times each membership year.
- b) Notice of Committee Meetings shall be given at the previous Meeting, or by such other means as the Committee may decide. The time and place of meetings shall be agreed upon by the Committee.
- c) Any five members of the Committee constitute a Quorum for the transaction of the business of a Committee Meeting, provided all Committee Members have been notified. Of that five, at least two will be Office Bearers.
- d) The Committee shall have power to fill casual vacancies, or to appoint sub-committees.
- e) A casual vacancy occurs if a Committee Member:

- i. dies,
  - ii. resigns from office,
  - iii. is absent from three consecutive Committee Meetings without leave of absence or
  - iv. is suspended as a member of the Association.
- f) Each person present shall have one vote and where there is an equal division of votes, the person presiding shall have a second or casting vote.

#### **14. SUB COMMITTEES**

A sub committee can be formed at a Committee Meeting as and if required by general consensus. Members of such a sub committee shall be appointed to that position.

#### **15. BY-LAWS**

The Committee may from time to time make, repeal, or amend such By-Laws as it shall think expedient for the internal management of the Association. All By-Laws made by the Committee shall be binding upon members unless and until repealed by the Committee.

#### **16. ANNUAL GENERAL MEETINGS**

The Annual General Meeting shall be held at a time, date and place as advised by the Committee.

- a) Voting at Annual General Meetings shall be by show of hands, or by ballot if so required and is carried by a simple majority.
- b) At the conclusion of the meeting any ballot papers shall be kept by the Secretary for twelve months and then destroyed.
- c) The business of the Annual General Meeting shall be to:
  - i. Confirm the Minutes of the previous Annual General Meeting.
  - ii. Receive reports from the Committee concerning the activities of the Association during the preceding year.
  - iii. Receive and consider the annual financial statements.
  - iv. Elect the Office Bearers and appoint other Committee Members as needed.
  - v. Determine the annual membership fee.

#### **17. SPECIAL RESOLUTIONS**

- a) A notice of motion of a Special Resolution shall be in the hands of the Secretary at least twenty one days prior to the Special General Meeting at which it is to be submitted.
- b) A Special Resolution may be passed at a Special General Meeting if a copy of that Special Resolution has been distributed to members by electronic means at least fourteen days prior to the meeting at which it is to be considered.
- c) A Special Resolution must be passed at a Special General Meeting to affect the following:
  - i. A change in the name of the Association, or
  - ii. A change to the Constitution of the Association, or

iii. To voluntarily or involuntarily wind up the Association, after which, subject to the prior satisfaction of all debts and liabilities of the Association, the remaining funds and assets shall be transferred to Newcastle High School and Hunter School of the Performing Arts equally. The Memorabilia Cupboard shall remain the property of Newcastle High School and the contents to be given to Newcastle Museum to join previous artefacts.

iv. In the event that these schools have had a change of name, the funds shall be transferred to those schools equally.

## **18. SPECIAL GENERAL MEETINGS**

A Special General Meeting shall be called by the Secretary:

- a) If so directed by the Committee, or
- b) If a written request has been received from at least 25% of the current financial members of the Association. Such a request shall specify the purpose of the meeting.
- c) No other business shall be considered except that for which the meeting has been called. Notice of the Special General Meeting must be given to all members by mail or electronically at least fourteen days before the meeting.

## **19. ASSOCIATION NEWS ITEMS**

Publication of any information relating to the Association must adhere to the following protocols:

- a) Any and all publications must be approved by both the President and Vice President after which..
- b) They may be distributed into the public arena via any medium by the Secretary. This includes (but not exclusively) print and electronic media.

## **20. INSURANCE**

The Association shall affect and maintain Public Liability Insurance for special events, together with any other insurance regarded as necessary by the Committee.

## **21. FUNDS**

- a) The funds of the Association shall be derived from the annual fees of members, donations, and such other sources as approved by the Committee.
- b) The funds of the Association shall only be used for the promotion of the Aims and Objectives of the Association as set out in Clause 2 and shall not be paid or transferred to any member or person, except in reimbursement of any expenses authorised by the Committee and incurred on behalf of the Association.
- c) All money received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.

- d) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- e) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any two members of the Committee or employees of the Association, being members or employees authorised to do so by the Committee.
- f) An audited balance sheet of the assets and liabilities of the Association's income and expenditure for the previous financial year shall be presented at the Annual General Meeting.
- g) The financial year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

## 21. INSPECTION OF RECORDS

The following documents must be open to inspection, by a member of the Association, with seven days notice in writing to the secretary:

- a) Records, books and other financial documents of the Association.
- b) This Constitution and/or
- c) Minutes of all Committee Meetings, Annual General Meetings and Special General Meetings of the Association

This service is free of charge.

## 22. CHANGE OF SCHOOL VENUE

If for any reason either Newcastle High School or Hunter School of Performing Arts move their campus or change the name of the school the assets (**point 3**) of the Association shall apply.