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ANNUAL REPORT MARCH 24TH 1953

Since the Narrabundah School Parents and Friends Association was formed on the 23rd September 1952, 102 Parents and Friends have become members.

The Narrabundah School was permitted to hold a stall at the Waratah Fete held by Telopea Park School in February £50 was raised from this effort. A donation of £50 was also made by the Canberra Nursery School Parents and Friends Association in February 1953.

A Toffee day held at the school in September 1952 brought in £7. 8s. 7d and one in February £7. 5s. 6d. The parents being instrumental in making them such a success by their efforts in making sweets and cakes.

A Cake Stall was arranged on the 10th October 1952 and despite bad weather £8. 16s. 0d. was realised.

A highly successful Flag Bridge Evening was held on November 21st 1952 which was attended by 62 persons and netted £6. 14s. 0d. The prizes in the form of 2 double theatre tickets were donated by the Capitol Theatre and 4 booky prizes of cigarettes were donated by Mr. Beattie. It is hoped to arrange more such evenings at the request of the people who attended. Mr. Tuckerman also donated a box of chocolates which was raffled.

Several parents offered to make toys for the Kindergarten children subject to the Department of the Interior supplying the timber.

Mr. Ward offered to make a stand for a fish tank which Miss Harivel had acquired from the High School.

Miss Harivel informed Parents present at the last meeting that the Tuck Shop was not ready because equipment was inadequate, parents were asked if they thought there was any urgency for cut lunches to be made available to the children. The majority said that there was not, but that an orange at play-lunch and a glass of milk at lunch-time would suffice for the time being and the matter of the Tuck Shop was accordingly left in abeyance.

The Narrabundah School was officially opened by Lady Holmes on the 10th March and was a great success although the weather was a disappointment, a wonderful response was made by Parents and Friends in providing the tea which was very much appreciated.

The Dental Clinic is soon to be opened where the children will have free dental inspection and attention.

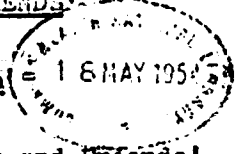
The Constitution has been drawn up and distributed to Parents and will be under discussion tonight and amended if necessary.

Parents and Friends who have become members of the Association have shown a keen interest in all our activities although small as yet. However, we are hoping to interest many more Parents and Friends in the forthcoming year and trust that it will be a successful one.

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NARRABUNDAH INFANTS' SCHOOL PARENTS AND FRIENDS'  
ASSOCIATION.

Annual Report for year ended 30th March  
1954.



The Narrabundah Infants' School Parents and Friends' Association came into being in September 1952. Thus the year just ended is the first full year in which the Association has operated.

The number of financial members of the Association has increased from 102 to 141. These figures should be considered in relation to the number of children attending the school. Probably some 300 parents, including both mothers and fathers, have children at the school. There is thus room for a substantial increase in the membership of the Association.

At the last Annual General Meeting of the Association the hope was expressed that at future general meetings a film show or some other such entertainment should be provided and that the evening should not be devoted solely to discussing payment of accounts etc. Consequently, in the early months of the year the Executive Committee endeavoured to deal as far as possible with the more or less routine and unimportant matters. A brief report on them, and any matters of consequence were submitted to a general meeting of the Association prior to, for example a screening of films. This procedure met with criticism. Some members of the Association felt a bit out of things, and voiced the opinion that all matters, no matter how humdrum, should be considered at a general meeting of the Association. Subsequently, beginning in July, there were five General Meetings of the Association. The average attendance, including the members of Executive Committee present, averaged 22 persons. Those persons who did come along have followed the activities of the Association with interest and have been kept well informed on what is going on in their children's school.

At the last Annual General Meeting a constitution for the Association was adopted. This failed to receive the approval of the N.S.W. Department of Education. The proposed constitution was reconsidered in the light of the Department's objections to it and some alterations made. The amended version was submitted early in January to the Department for approval. Advice was received recently that the proposed constitution is not acceptable to the Department. The Department has forwarded a copy of a constitution which it states "has been adopted generally by Parents and Citizens' Associations" and it suggests that it is constitution might be accepted "in its entirety".

Some mention has already been made of a proposal put forward at the last Annual General Meeting that entertainment be arranged for members of the Association. During the course of the year the following events have been held - a film evening, a dance evening, a mixed card evening and a Xmas social. The attendance at these functions was not all that had been expected but those who came along had a good time.

As you are all no doubt aware in November Miss Harivel and her staff staged a School concert which was a wonderful success - financially and otherwise. It was a splendid performance full credit for which must go to Miss Harivel and her staff. Members of the Association provided her with some minor assistance in placing chairs in position in the Albert Hall and removing them later etc. The net proceeds from the concert amounted to some £60 odd and it gave the next General Meeting of the Association a great deal of pleasure

In an effort to raise money for the School, the Association ran a dance at the Causeway Hall on 15th August. Because no doubt of the exceptionally bad weather which prevailed on that night the attendance at the dance was very much poorer than expected with the result that instead of clearing £25, as is not unusual at such dances, the Association cleared only 30/-

Applications have been submitted regularly each quarter for the hire of the Albert Hall on a Saturday night for the purpose of holding a dance in aid of the School. Unfortunately our applications have been unsuccessful so far.

Almost at the close of the year a Vice President of the Association, Mrs. Fowler, and the Secretary, Mrs. Moore, resigned from their offices. Both these persons had served the Association energetically since its formation and it was with regret that their resignations were accepted.

The Association acknowledges <sup>gratefully</sup> the generous assistance it has received during the year and thanks those who so willingly gave their time and effort for the benefit of the School. In particular the Association thanks Mr. Barty who made a stand for the fish tank and other equipment for the kindergarten.

A keen interest has been displayed by the small group of persons who have attended regularly the General Meetings of the Association. The welfare of the school is, however, a matter of concern to all parents whose children attend. The greater the interest of parents in the school and the greater their efforts in working for the school, the better the school must be for their children. In the coming year, therefore, it is hoped that a larger number of parents will take an active interest in the affairs of the school and the Association.

*Sanitized copy.*

*G. W. H. H. H.*

*Har. L. C.*

*H. S. S. S.*

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Warrabundah School Parents and Friends Association  
Annual Report Year Ended 22nd March, 1955.

The second full year of the Association has concluded and in order to give a clear summary of the Association's activities this Annual Report is presented under the following headings:-

1. Membership and Organisation.
2. Activities.
3. Finance.
4. School equipment and services.
5. Conclusion.



1. Membership and Organisation.

In an endeavour to increase membership, an explanatory note and membership card were sent home to each family and as a result membership of the Association increased from 124 to 132. Average attendance at meetings throughout the year was 22 and the greatest attendance was in June, when 33 members attended. This was the meeting at which films were shown.

The constitution has had considerable attention due to the persistence of the N.S.W. Department of Education. However, no changes were found necessary and the Department has been advised to this effect.

2. Activities.

The fete held on 1st May proved the most financially successful function undertaken, the net profit being slightly over £10.

A social held on 8th October, raised £2.10.0. The evening was enjoyed by those present but as usual only a few attended although the parents were well informed.

Education Week Aug. 14th - 22nd. The parents were invited to the school to see the children at work, and to meet the teachers. Some of the pupils participated in an all-schools display at the Albert Hall.

A toffee Day held on 2nd October, solely a school effort organised by Miss Harivel in co-operation with others, raised £9.8.0.

The teaching staff successfully organised the childrens Masque Party.

After two years of persistent application the Albert Hall was finally hired to the Association on 19th March, 1955. A dance was held and resulted in a balance of £41 being paid into the school funds.

3. Finance

The statement of receipts and expenditure to be presented by the Treasurer reflects the healthy state of the Association.

4. School Equipment and Services.

Due largely to the efforts of the Executive of the previous year a phone X 2347 has finally been installed at the school. School equipment costing £125 has been bought including library books costing £54. The strip projector which was ordered in the previous year has been supplied and a special screen bought. Refrigeration has been installed in the tuck shop. The provision of bottle milk by Dairy Farmers has eliminated the necessity of mothers spending time in distribution of bulk milk to the children and is much more satisfactory from a hygienic point of view.

The bus route has been altered to include the school for school,

NARRABUNDAH INFANTS' SCHOOL PARENTS AND CITIZENS ASSOCIATION

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4 Karloo Street,  
NARRABUNDAH.

31<sup>st</sup> March, 1956.

The Librarian,  
National Library,  
CANBERRA. A.C.T.

COMMONWEALTH

5 - APR 1956

Dear Sir/Madam,

For your records I enclose a copy of the Annual report of our Association for the year ended 27th March, 1956.

Attached also is a certified copy of the constitution accepted at a General meeting in July, 1955. It should be noted that the Association previously titled The Narrabundah Infants' School Parents' and Friends' Association is now known as the Narrabundah Infants' School Parents' and Citizens' Association.

Yours faithfully,

*L. Williams*

(D. B. Williams (Mrs.))  
HON. SECRETARY.

Several parents offered to...

Mr. Vane offered to...

Miss Enrikel informed Parents present at our last meeting that the Tuck Shop was not ready because equipment was inadequate, parents were asked if they thought there was any urgency for our luncheon to be made available to the children. The majority said that there was not, but that an amount of play-lunch and a glass of milk at lunch-time would suffice for the time being and the matter of the Tuck Shop was accordingly left in abeyance.

The Narrabundah School was officially opened by Miss Enrikel on the 15th March and was a great success although the weather was a disappointment. A wonderful response was made by Parents and Friends in providing the tea which was very well appreciated.

The General Meeting is soon to be opened where the children will have some special suggestions and attention.

The Constitution was being discussed and things about it, which will be under discussion tonight and amended if necessary.

Parents and Friends who have become members of the Association have shown a great interest in all our activities although small as yet. However, we are hoping to interest many more Parents and Friends in the forthcoming year and trust that it will be a successful one.

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HARRABUNDAH INFANTS' SCHOOL PARENTS' & CITIZENS' ASSOCIATION.

ANNUAL REPORT - 27TH MARCH, 1956.

This is the fourth annual report of the Association.

Co-operation has been maintained with the teaching staff, an endeavour has been made to interest parents in the school and the Association, and wherever possible, the requirements of the school have been provided.

Membership during the past year was 132 and to date <sup>aff. mem 126</sup> parents have applied for membership during 1956-57. Attendance at meetings has declined, one meeting being abandoned through the lack of a quorum.

At our general meeting of the 26th April Miss Rowe relieving headmistress during Miss Hartwe's absence abroad was welcomed. Supper was provided and members given the opportunity to meet Miss Rowe.

A Cake Stall was held at Manuka on 28th October and raised the sum of £24-5-6.

On Friday, 11th November, a combined social evening and farewell to Miss Rowe was held. A disappointing number attended, but those who did, were rewarded with a very enjoyable evening.

Library books, records, percussion instruments and free material have been bought during the year. Some of the free material purchased by Miss Hartwe whilst in England is probably unprocurable in this country and will be invaluable as aids to teaching the children. Our appreciation for the time spent by Miss Hartwe in selecting this material during furlough was recorded at the meeting held on 28th February.

The Transport Department were approached by letter in regard to the irregularity of buses. Since then, a fairly regular service has been maintained.

A request was made for Bean Bags and mothers complied. A container for these bags has still to be bought.

It was considered by members at several meetings that some form of towelling system should be instituted in the school. In July a letter was forwarded to the Department of the Interior requesting that paper towels as provided in Government Departments be installed. No reply to this letter or a reminder forwarded in January has been received, although verbal contact with the Department has indicated that the matter is being dealt with.

Education week is providing a link whereby parents are able to see their children at work in the schools. During August many parents availed themselves of the opportunity of visiting the school. Their appreciation and interest in the display of work, instruction by teachers and activity of the children is recorded in the minutes of the following meeting.

Since the association has become an affiliated member of the A.C.T. Council of P. & C. Association our delegates have attended regular meetings of the Council. A report has been given after each meeting and members kept in touch with the activity of the Council.

Activity of the Council has included:-

2. Institution of a review of films (published in the local press) as a guide to parents.
3. A drive to focus the attention of the Dept. of Interior to the need for more school buildings in the A.C.T. This was further indorsed by the delegation of one of the Council's members to speak in connection with urgency of this matter at the Senate Select Committee investigating the development of Canberra. The High School P. & C. Association's non-affiliation with the Council has been the only disappointing feature in the year's activity.

The constitution of our own Association was once again broached by the N.S.W. Department of Education (21.4.55) and the General Meeting of 28th July instructed the Committee to consider the constitution submitted by the Department or an alternative. The committee conferred and could find nothing in substance to which objection could be taken in the Department's constitution.

A motion that this constitution be adopted was put and carried at the next meeting.

Adoption of this constitution has done nothing to upset the normal functioning of the Association and has satisfied the persistent demands of the N.S.W. Department of Education.

In conclusion it must be stated that in the year expired the purpose for which the Association exists has been fulfilled. We wish the incoming Committee every success, we thank Miss Harvie for her assistance and ready co-operation and members and committee for their helpful support.

  
PRESIDENT

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Narrabundah Infants School Parents & Citizens'  
Association.

Annual Report in respect of the year ended  
26th March, 1957.



Office Bearers -

- President : Mr. H. Trowbridge
- Vice Presidents: Mrs. W. Simpson  
Mrs. E. Reynolds
- Secretary : Mrs. D. Williams  
(Mrs. T. Gowan from July 1956)
- Treasurer : Mr. H. Amos
- Committee : Messrs. L. Reynolds, R. Bullen,  
Mesdames M. Moore, R. Thompson,  
N. Truscott & P. Gillan.

The executive takes pleasure in presenting the fifth annual report of the Association revealing a year of successful achievement.

Membership:

While the membership increased from 132 in 1955/56 to 139 in 1956/57 this represents only 85 families and the average attendance for monthly meetings was only 18, quite a decrease on the previous year.

School Equipment and Services:

A total of £130 was spent on the school during the year and in the main, comprised Books £37,  
Equipment including paints, clock and miscellaneous items £64,  
X-mas expenditure 1955 and 1956 £20.

In October 1956, the school children's bus fares were increased from 1d to 3d and whilst some members felt the rise was disproportionate, the A.C.T. Council of P & C Associations, with which this Association is affiliated, advised that it was the first increase in 25 years and that a protest to the Transport Authorities could not be justified.

It was gratifying to note that injections of Salk Vaccine for immunisation against poliomyelitis were commenced during the year and our thanks are due to the Commonwealth Health Department for its efforts in this regard.

The attention of members has been invited to the existence of an accident insurance plan for children attending school but it was decided that the teaching staff could not undertake any clerical work in connection with it and it was left to parents to contact insurance companies themselves.

During the year the headmistress applied to the Department of the Interior for the construction of an activity room at the School, but in view of the Government's difficulties with the overall school building programme in Canberra, it is unlikely that we shall see any result in this direction in the near future. However, with the increasing population in the Narrabundah School area, it would seem appropriate to keep the project under notice to preserve the standard of education at the school.

Finance:

The Association's finances were rather low at the end of last year, and it was decided to make a drive for funds during 1956-57. As a result, a Mannequin Parade was held in May 1956, Monthly Class Cake Stalls at the school from June to November, a Jumble Sale in September and a Fete in November 1956. These functions with the exception of the jumble sale, were highly successful and netted approx. £336 for School funds. Further details appear in the Treasurer's statement. In regard to these functions, our thanks are due to the teaching staff for their co-operation and to several business houses who so generously helped with donations. Also special mention is made of the Narrabundah Pre-School Play Centre Committee which made some of its equipment available to us for these functions.

Personal:

July 1956 saw the resignation of our Secretary Mrs. Williams due to illness and we were very fortunate to secure a replacement in Mrs. Cowan. Both ladies worked hard for the Association and I would like to record the Committee's thanks for their very fine efforts.

Miss Harivel concluded her tour of duty in Canberra with the close of 1956 having been Headmistress of the School since its opening in 1952. At a function to mark the occasion, Miss Harivel was given a presentation and publicly thanked for her guidance and help to the pupils in her charge.

We welcome her successor, Miss Wallace and in addition to wishing her well, we offer the utmost co-operation in the running of the school and provision of aids to education.

Thoughts for the Future:

The incoming committee will be charged with the responsibility of disbursing the Association's funds, now standing at a record level. In the past, it has been the policy to spend funds as they are raised so that children of parents who work for the school will benefit from their parents' efforts. It is to be hoped that this policy will be continued tempered with wisdom and judgment and that the fund-raising activities will continue. The outgoing committee has initiated investigations into the provision of film-projection facilities and if they come to fruition, the expense will be considerable.

The composition of the P & C Association gives rise to some thought in view of the low attendances at the monthly meetings. Some parents consider that "free education" means free everything. Others are not interested in helping their children with the amenities that the Association can provide and others again are not able to attend meetings because of other interests or domestic circumstances. Another noticeable feature of meetings has been the absence of fathers yet their interest is shown when a function is arranged and male help is required.

Greater interest and more active interest might be stimulated if the Association became a "Mothers Club" which met during the daytime, when perhaps, more mothers might be available. The meeting could possibly terminate at 3.30 p.m. and mothers induced to attend to discuss the business of the day and perhaps also to see their children at work without the glamour and anticipated atmosphere of Education Week.

Conclusion:

The Association has in the past year fulfilled the purpose of its existence. It has done so largely because of the untiring assistance of the Headmistress and her staff.

The Committee gratefully acknowledge the support and help of parents who have given of time, personal endeavour and money, to make each function a success. I, personally wish to express my sincere thanks to parents and especially to those hard working executive and committee members who have loyally and regularly given of their best for the Association and the School.

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NARRABUNDAH INFANTS' SCHOOL MOTHERS' CLUB.

THIS IS THE 6<sup>th</sup> ANNUAL REPORT.

OFFICE BEARERS:→ President. Mrs. T. Gowan.  
Secretary. Mrs. Simpson.  
Treasurer. Mrs. Smith.

COMMITTEE. MESDAMES:- Edwards, Kelly, Millington.

The P. & C. Association was disbursed, and a Mothers' Club formed last May. The attendance of parents at the monthly meetings, when held at night time, was most disappointing, and it was therefore decided that the meetings to be held on the 4th Tuesday in each month at 2.p.m. may be more convenient for the mothers to be present.

At this meeting the Office Bearers were as follows:-

President;- Mrs. T. Gowan.  
Vice President;- Mrs. Sivertson.  
" " Mrs. Millington.  
Secretary;- Mrs. B. Newman.  
Treasurer;- Mrs. Smith.

COMMITTEE:- Mesdames, Hay, Aikman, M. Betts, Bluett, Jones, D. Betts.

Miss Wallace applied to Dept. of Interior for a "Cinevox" Movie Projector during the year, and the projector has now arrived at the school. Books for the school library have been purchased by Miss Wallace and we have been very fortunate in having Mesdames Betts, Hay, and Follett, giving of their time and energy in the covering with plastic material of same. Our thanks to the three ladies concerned.

The Dept. of Interior has sent quite an amount of Physical Educational equipment to the school. Gates have been added to the school, to prevent people walking through the school grounds, also to stop any possible theft of firewood.

The treasurer reports a balance of £316/8/10.

Mrs. Gowan resigned the presidency during November, and our thanks go to her for all her efforts of help. Mrs. Hay was elected new President.

We are sorry to lose the services of Mrs. Brown, Mrs. Leckie, and Miss Lindrum.

We had a most interesting evening when Mr & Mrs. Bennett came along on November 11th, to give gardening and floral arrangement talks. Our thanks go to Mr & Mrs. Bennett.

The committee wished to thank all the mothers who have given their help during the year.

We wish the incoming committee every success for the ensuing year, and hope the mothers will give their continued support.

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NARRABUNDH INFANT'S SCHOOL P & C ASSOCIATION

ANNUAL GENERAL MEETING . 13/3/'62. B3737

The meeting opened at 2.5.p.m. with the Presideht, Mrs. Byrne, presiding.

Members present were Mesdames Byrne, Shaw, McLeod, Miss Howie  
21 other members.

Apology was received from Mrs. Leighton.

Minutes of the p̄vious Annual General Meeting were read by the secreta:  
Mrs. Shaw. Moved Mrs. Hutton, Seconded Mrs. Edwards, that they be  
received.

TREASURER'S REPORT. The books , audited by Mr. Mildenhall, were  
available for inspection and showed a credit balance of £24/1/9  
Moved Mrs. Coots, Seconded Mrs. Hay, that the report be received.

TEACHER'S REPORT. Miss Howie said she greatly appreciated the work  
off the Mother's Club. She also confirmed the school uniform and  
gave the meeting some idea of costs involved.

TUCKSHOP'S REPORT. The tuckshop showed a balance of £ / /  
Moved Mrs. Coots, Seconded Mrs. Hudson that the report be received.

P RESIDENT'S REPORT. The year has been interesting- at times very busy  
some parts of the year happy- others not quite so.

On behalf of the executive I have been asked to thank Mrs. Hudson  
for the use of her home and Mrs. Peisley for the help she has given  
our Secretary. At the end of the year I expressed my own thanks to  
the Executive and Committees, but I would now like to say again how  
much I appreciated their support , without which this job wouldbe  
hopeless.

During the year we made two presentations to members of the staff who  
married and at the end of the year a presentation was made to Miss W<sup>A</sup>  
Wallace. We continued the custom of sending flowers to active members  
when in hospital , and this action was also made to four members of  
the staff.

At this I must add congratulations to Mrs. Murn , She has done a  
tremendous job, and done it well.

Early in the year the need was obvious for revision of the  
Constitution . At a special meeting held at the school on Wednesday,  
26th. April, this was drawn up and followed pending formal adoption  
at this Annual Meeting.

During the year we concentrated all our efforts for raising funds  
on the Fete. It was not quite as successful as at first thought  
and, I feel, that in future, careful cosideration must be given to  
proposals of this nature.

The Staff conducted a Doll's Show and the sum of £22/-/- was  
donated to our funds.

During Book Week many parents purchased books for the School, which

*Infants' School*  
RULES OF THE NARRABUNDAH PARENTS AND CITIZENS' ASSOCIATION

*Infants' School*  
This body shall be known as the Narrabundah Parents and Citizens' Association.

OBJECTS.

The objects of this Association shall be:- (a) To promote the interests of the School concerned by bringing parents, pupils and teaching staff into close co-operation; (b) to assist in providing desirable aids to teaching which the Department of Education is unable to supply (library books, pictures, sewing machines, manual training materials etc.); (c) to provide scholars with recreative appliances; (d) to assist in securing and maintaining the regular attendance of pupils at school; (e) to advise the Department of Education, at its request, in matters related to the material requirements of the school, such as minor repairs, alterations, and additions to the school buildings; the selection of new sites; and plans and specifications of proposed new school buildings in the locality; (f) to assist as far as practicable (in the case of country schools) in obtaining suitable accommodation for teachers within a reasonable distance from the school; (g) to act on behalf of the Department of Education in any other matters in which the co-operation of the Association may be sought by the Department.

The activities of this Association are limited by the objects prescribed above which objects are confined to purposes immediately connected with the school with which it is associated and make no provision for contributions to other purposes or to objects outside the school.

TEACHING STAFF.

The Association shall not exercise any authority over the teaching staff nor shall it interfere in any way with the control or management of the school concerned.

The members of the school staff may become members of the Association, and the heads of departments of the school shall be ex-officio members of the Association. The Teacher-in-charge of the school shall be a member, ex-officio, of the Association and all its committees.

MEMBERSHIP.

All parents and citizens residing within the Narrabundah Public School district shall be eligible for membership.

SUBSCRIPTION.

The subscriptions to the Association shall be two shillings per annum, payable in advance.

ARREARS.

Any member being in arrears six months shall not participate in the affairs of the Association.

MANAGEMENT.

The management shall be vested in an executive committee, which shall be constituted of the officers of the Association and six other members.

OFFICERS.

The Officers shall consist of a President, two Vice-Presidents, Treasurer and Secretary.

PRESIDENT.

The President shall preside at all meetings; in his absence one of the Vice-Presidents to act in his stead; in the absence of President and Vice-President

SECRETARY.

The Secretary shall receive all subscriptions and hand same over to the Treasurer, taking his receipt for same; attend all meetings, take the minutes of the meetings, and answer all correspondence.

ABSENT OFFICERS.

The seat of any officer absent from three consecutive meetings without reasonable cause may be declared vacant.

VACANCY.

Any vacancy on the executive shall be filled by the financial members of the Association at any general meeting.

ELECTION OF OFFICERS.

The members of the Association shall, at the annual meeting, to be held in the month of March, elect the five executive officers mentioned in Rule 8. At such meeting the Teacher of the school, or where more than one school is concerned the Teacher of the principal school, or his deputy, shall be the returning officer, and shall conduct the election and declare the result. Any candidate for the executive committee shall be nominated and seconded, and if there are a greater number of candidates than are required, the election shall be decided by ballot. Scrutineers shall be appointed by the Association preliminary to the ballot.

RE-ELECTION.

At each annual general meeting of the Association, officers and members of the executive committee shall retire from office, but shall be eligible for re-election - only financial members being allowed to vote.

The names and addresses of the five executive officers shall be forwarded in duplicate to the Under Secretary, Department of Education within fourteen days of election.

GENERAL MEETING.

A general meeting of this Association shall be held on the fourth Tuesday of every month.

ANNUAL GENERAL MEETINGS.

The annual general meeting of the Association shall be held in March of each year, when the annual reports and balance sheet shall be presented.

SPECIAL MEETINGS.

A special meeting shall be called at any time on a requisition signed by ten financial members or on the authority of the executive committee, members to be given seven days' notice thereof and the object of the meeting to be stated.

QUORUM.

Ten members shall constitute a quorum at all meetings.

BUSINESS OF MEETINGS.

At all general meetings the order of business shall be confirmation of minutes of previous meeting; correspondence; new members; business arising out of correspondence; accounts; reports; business deferred from previous meeting; notices of motions; questions; motions of which due notice has been given;

FUNDS.

The funds of the Association shall be banked in the name of the Association with any bank provided interest is allowed on the balance. The account shall be operated on by any two of the officers of the Association delegated in that behalf by the Association. For the purpose of this section the officers of the Association should be the President, Treasurer and Secretary.

ACCOUNTS.

All accounts shall be submitted to a general meeting, and if passed, shall be signed by the Chairman.

AUDITORS.

Two auditors shall be appointed from the members of the Association at the General Meeting immediately preceding the Annual General Meeting. They shall examine all accounts, vouchers, receipts, audit the books and furnish a report thereon, which shall be submitted to the Annual General Meeting prior to the election of officers.

A. A copy of the audited financial statement shall be forwarded to the principal teacher of the school concerned within fourteen days of the annual general meeting.

DISCUSSIONS.

All discussions at general and committee meetings shall be governed by the usual rules of debate, and the Chairman shall have a casting vote. No political or religious discussions shall be allowed at any meetings of the Association.

AMENDMENT OF RULES.

These rules shall not be added to or amended except at a general meeting of members and after due notice in writing shall have been given at the previous meeting of members.

Any amendments under this Clause will be subject to prior Departmental approval.

We the undersigned, hereby certify that these rules were adopted at a general meeting of the Association held on 26-7-55

*Ant Knowlidge* President.

Date 26-7-55

*R. W. Bullen* Secretary.