

THE BRANCH OFFICERS'

GUIDE BOOK

**ASSOCIATION GUIDELINES FOR THE OPERATION OF AFFILIATED
BRANCHES**



**NEW ZEALAND
GRAPHICS AND TECHNOLOGY
TEACHERS' ASSOCIATION INCORPORATED
NGA POUAKO TOI O**

Printed November 2002

PRESIDENT

Claire Wood 2001-

PAST PRESIDENTS

George Hale	1978-1980
Brian Morgan	1980-1983
Robert Heath	1983-1985
Arthur Hughes	1985-1989
Max Muldrew	1989-1992
Trevor Hook	1992-1996
Mike Jackson	1996-2001

LIFE MEMBERS

Terry Guy (Patron)

ROLL OF HONOUR

Past member
Peter Bowler

Active in Technology Education
1967 - 2000

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AIMS OF THE ASSOCIATION

To provide, through its Branches, an organisation that will give its members the opportunity to discuss matters and share resources in all aspects of Graphics and Technology Education.

To promote and stimulate interest in the study of Graphics and Technology Education.

Collectively the Branches will contribute to a stronger voice for the improvement and development of Graphics and Technology Education.

ROLE OF BRANCHES

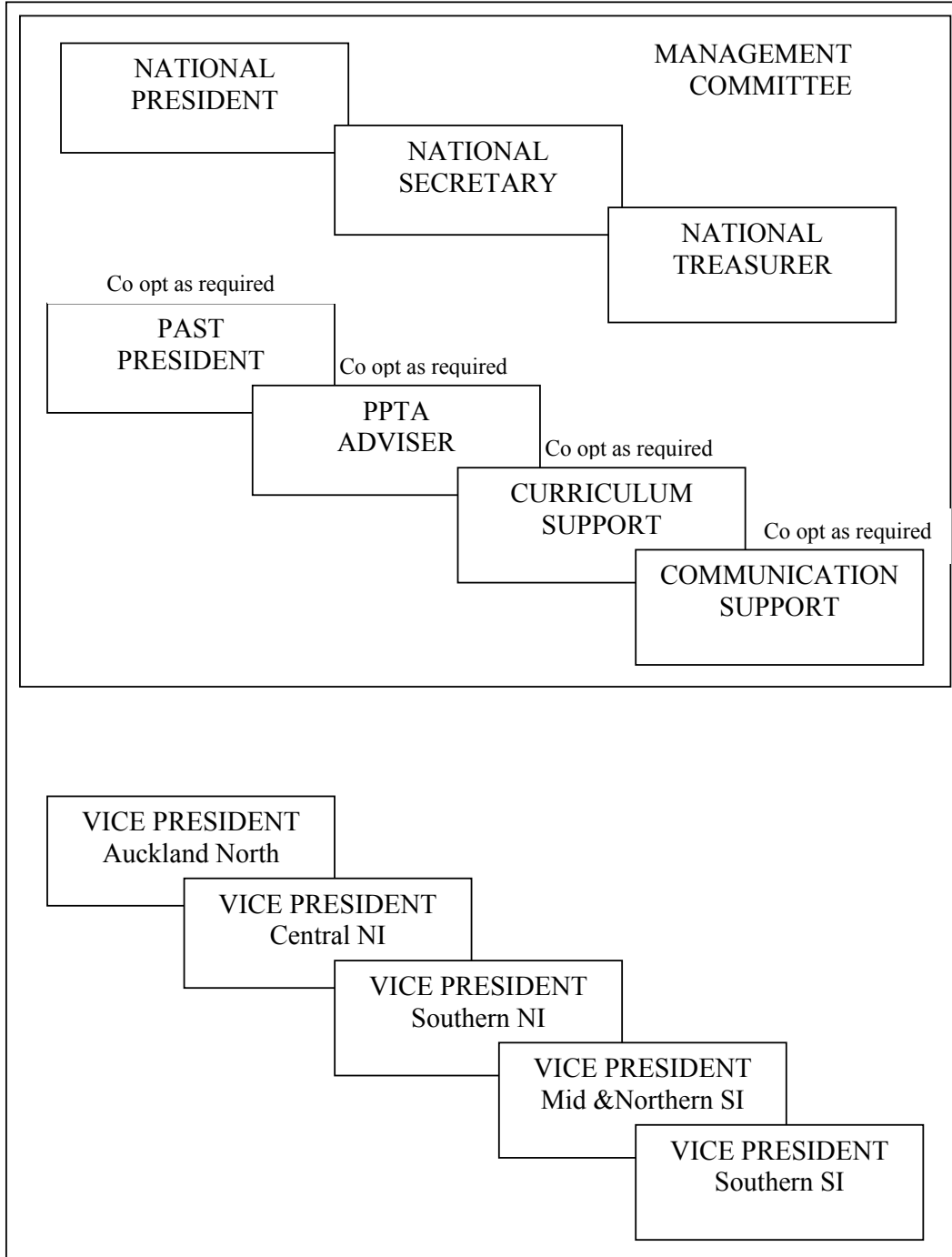
Branch Officers are the agents of the National Executive. They collect and forward subscriptions from those teachers who wish to be members of the National Association. They distribute information and provide the forum for members to contribute their ideas and resources to the National body. The Association functions on Branch activity and members involvement in it.

All Branch Officers should aspire to be involved at National level. Successful Branch administrations are encouraged to put themselves forward as a team that can work together at National level, introducing new initiatives and continuing the growth of the Association.

Branches should communicate on a regular basis with their members. They should offer relevant Professional Development to all members in their region.

STRUCTURE OF THE NZGTTA

NZGTTA EXECUTIVE



RESPONSIBILITY OF BRANCH CHAIRPERSON

General:

- To organise and run (with help at times) Branch activities.
- To provide information and support Branch Secretary.
- To encourage leadership in others to ensure continuity in the Branch management.
- Ensure that incoming officers are well briefed on the "Guidelines" for Branch operation.

PROGRAMME PLANNING:

The Branch must decide their programme. This should be based on the groups needs. Ask around the group for suggestions or input. Members are more likely to attend if they feel they helped organise the programme. This should be done at an AGM or prior by postal and/or e-mail survey. Branches should submit an outline of their's programme to the National Executive for publication on the NZGTТА website.

CONDUCT OF MEETINGS:

How To Have Successful Meetings

Successful meetings need a good Secretary to organise them, a good Chairperson to control them and good audiences to attend them.

How To Get Your Branch Together

- Tell them why they should come, with attractive, carefully prepared notices. Sell the story whether it's written or verbal. Advertise the meeting as news they can't afford to miss. Use an e-mail mail list of your members plus fax and postal services. (See Appendix).

Remember the five W's of news -*Who, What, Why, Where, When.*

- Interest them. Make your notice snappy. If it's written use a distinctive coloured letterhead, card or ink, plus illustrations.
- Use follow-up or reminder notices, personal notes, group tactics, telephone calls.
- Use one meeting to advertise the rest. Try newsletter reports. Send out summaries. Get the good word spread about the last successful meeting and at the same time mention the next.

WHAT IT TAKES TO MAKE A GOOD CHAIRPERSON

1 They must know what the meeting is about, and what their responsibilities are.

Some of these are:

- To start on time (encourages members to be on time).
- To make introductions and introductory remarks - yet not focus attention too much on themselves and away from the principal speakers.
- To keep on time (to their own private schedule), but not to rush speakers or business.
- To keep the meeting moving and in the right direction (or to give it a break occasionally).
- To start discussions (perhaps with prepared questions), but to stop them before they wander off the point.
- To prevent embarrassment and quell disturbances.

2 Know the order of reference. If it is a small group, an agenda should be circulated as an outline for discussion. Ask for replies; get them before the meeting. The minutes of the last meeting should be circulated at the same time.

3 Determine the feeling of the meeting, sum up, get agreement and conclusions, all without dominating.

4 Assign work, check reports, get all members to contribute something.

5 Prevent anyone from monopolising the meeting, avoid arguments, avoid interruptions, end with clear decisions.

SPECIAL RULES OF PROCEDURE

The Chairperson must know these thoroughly, as a departure from them may render the proceedings of the meeting invalid. The Secretary, must be familiar with the rules which come within their province. Obviously both must know the constitution, by-laws and standing orders, if any, of the organisation.

CONSTITUTION

A copy of the Constitution (see Appendix) and any amendments should be kept by all Branches. There are obligations on Branches affiliated to the National organisation most are clearly outlined and form the basis of this guide book.

AGENDA

A possible agenda may include the following items:

- Apologies - record persons present.
- Approval of minutes of previous meeting.
- Matters arising therefrom.
- Inward and Outward correspondence.
- Accounts for payment.
- Committee reports (if any).
- Other reports.
- Private motions - time for members to have their say.
- General
- Date and arrangements for next meeting.

Since a meeting occupies both time and space, the Secretary must arrange the latter. A suitable venue is important, an unsuitable room or hall can ruin a meeting. In addition, the Secretary may have to arrange for the election of a Chairperson and perhaps ensure that a quorum is present. Besides knowing the precise number needed they must know the voting rights. The secretary or a nominated person must also take the minutes.

MINUTES

Minutes are not a report of the meeting but an accurate record of the business. Generally they follow the agenda (See Appendix) and begin with the Branch name, date, time, place, persons attending, name of Chairperson, apologies and then follow the matters mentioned in the agenda (in order). Unless specifically requested, it is not necessary to record the names of movers or seconders, nor details of the voting. All resolutions should be recorded.

QUORUM

Once started with a quorum a meeting can continue without one, unless the Chairperson's attention is specifically drawn to the absence of a quorum. Any resolution passed at a meeting when there is no quorum present may be deemed invalid and should be confirmed at a later meeting at which there is a quorum.(a quorum will consist of two office holders plus any number decided at the branch A.G.M. eg.six.)

MOTIONS AND AMENDMENTS IN GENERAL

The business of a meeting is undertaken by way of the passing and recording of resolutions. A motion, when passed, becomes a resolution. The records must show who proposed and who seconded the motion.

In larger meetings the Chairperson will find it best:

- To have all business (except questions) introduced with a motion.
- To avoid complicated motions. Divide them into short pieces, or draft them as recommendations with a final motion to be adopted.
- To allow no discussions on answers to questions.

These rules do not apply to smaller meetings, which can usually be run on a more informal basis.

VOTING

At the conclusion of a debate the Chairperson puts the motion to the vote. There are certain rules which must be followed.

The three usual forms of voting are:

- On the voices
- By show of hands, if voices are not clearly different.
- By poll (or secret ballot).

The Chairperson first calls for a decision on the voices. After reading the text of the motion as finally amended they will then say "All those in favour of the motion will say *Aye*," pause, "those to the contrary *No*," ask if there are any abstentions, pause, then announce the decision.

If there is any doubt as to the result the Chairperson should ask for a show of hands.

In a meeting of more serious consequences or where business is not clear cut, a more complex meeting guide may need to be referred to.

HOSPITALITY

Remember to make all members feel welcome at the start of a meeting.

Pay special attention to new members, introducing them and perhaps mentioning where they have come from and which school they are at now. Welcome back members who have not been for some time. Teachers travelling should be offered refreshment on arrival (Coffee, Tea, Biscuits) and at least once a year a meeting should conclude with, or even be, a Branch social function.

Keep track of all those attending by passing round an attendance list for all to sign.

SUMMARY:

The Chairperson's duties at a meeting are:

- 1 To know the rules and apply them.
- 2 To start on time.
- 3 To check that a quorum is present.
- 4 To keep the meeting moving.
- 5 To control the meeting.
- 6 Conduct it using the rules of debate.
- 7 To ascertain the sense of the meeting.
- 8 To give opportunity of voting.
- 9 To preserve order.
- 10 To close the meeting.
- 11 To vouch for the accuracy of the minutes.

SUB BRANCHES AND NEW REGIONAL ASSOCIATIONS

If membership participation is restricted by the geographic location of schools, or branch membership is too large to be practical or efficient, sub branches or new regional branches can be formed.

The constitution requires an application (letter) to the National Executive defining the boundaries and listing the names of the schools involved for affiliation.

This could involve as few as two or three schools and may involve the current practice of branch representatives attending meetings in other areas for support and feedback.

Where a person wants to become a member of NZGTTA and their Local Association is not active, they may belong to the e-branch of NZGTTA. E-branch is a local branch that covers any area of New Zealand where a local regional branch is inactive. The main aims of the e-branch is to support isolated members and to foster the re-establishment of a local regional branch.

MEMBERSHIP AND RECRUITMENT

- To encourage membership through branch correspondence and word of mouth is an ongoing activity for branch officers.
- Potential new members should be located and invited (the personal approach is best). Determine their potential and use it eg Guest Speaker; demonstration of special skills etc.
- New members and visitors should be introduced at the start of the meeting.
- New initiatives to attract members should be discussed at branch meetings.
- Teachers at primary, intermediate and secondary schools involved in Technology Education, teachers involved in similar Associations, and Colleges of Education students should all be considered.

RETIREMENTS AND BEREAVEMENTS

These should be notified to the national office to enable the member's contribution to the Association and teaching to be recognised.

Nominations for **Life Membership** or inclusion on the **Roll of Honour** come from the branches to the National executive. These are given for long and outstanding service to the Association and Graphics and or Technology education. A nomination must be accompanied by a profile of the person being nominated with dates (year) of Technology involvement.

WEB SITE **<http://www.nzgtta.co.nz>**

At each meeting, the Branch should be encouraged to visit the NZGTТА web site. Branch page information **must** show names and contact information of the local branch officers.

You can send your contact information on printed hard copy or preferably by E-Mail or on disk in any late model popular software package, to your Regional Vice President or the Communications Officer.

Resource material will be moderated prior to going on to the web pages as any material carries with it the Association's endorsement eg Unit Standard format; appropriate design briefs; balanced course assessments etc.

VISITS FROM EXECUTIVE

To keep up with National developments and to have the opportunity for first hand input the President and/or Vice- Presidents may visit Branch Meetings throughout the year. This can be done to support the membership in a newly or previously dormant branch, or to discuss issues that the branch would like the Executive to act upon. The Executive will welcome your invitations.

NEWSLETTERS

A newsletter, compiled by National Executive will be sent to Branches to update members on current activities and national initiatives being undertaken. They may also include information related to the web site encouraging members to contribute and browse. They may also be seeking branch response to a branch or national concern related to our subject areas.

Information contained in the Newsletter should be passed on to all National members.

NATIONAL AGM: BRANCH ROLE

It is usual, but not necessary, for the branch officers to represent their region at the national conference. Branch funds are used to help meet travel costs, however, accommodation and meals at conference for two delegates is paid for by the national association.

To encourage your branch to be involved at a national level requires the members to submit remits to the national conference. These are usually new initiatives and/or concerns that members would like action on or have adopted at national level. Remits from other branches will be circulated and branch discussion on these will equip branch officers with an informed opinion for the AGM.

REMITTS

Remits have a standard format which allow them to be easily processed, circulated and presented at meetings.

A remit should be presented on the form provided and be worded in the form of a motion. This would have been moved and seconded at a branch meeting (names should be included) Below the remit discussion notes should be added to expand and clarify the detail.(Refer to the administration Timeline for the remit time table)

A remit, once lost, cannot be presented again at the next AGM (see 8(g) of the constitution). This includes remits with the same intent.

ANNUAL REPORT ON BRANCH ACTIVITIES

The annual report from your Branch plays an important role in the Association's Annual General meeting. The assembly of Branch reports, President's and Treasurer's, and any other committee reports reflect on how well the Association functions and serves its members.

As well as a record of your own branch activities the inclusion of this information on your page of the NZGTTA Website is a resource for other branches and organisations.

The Branch report could include:

- An outline of the year's programme.
- A resumé of the year's activities, meetings, guest etc.
- Information on membership numbers, growth etc.
- Branch AGM Report including new Branch Officers.
- Branch Chairperson's Report.
- Feedback from any conference or seminars attended.

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(Branch Name)
**GRAPHICS AND TECHNOLOGY
TEACHERS' ASSOCIATION INCORPORATED
NGA POUAKO TOI O**

(BRANCH ADDRESS)

(SCHOOL ADDRESS)

Subject Association fees
ANNUAL SUBSCRIPTION INVOICE
for (year ending)

Subscription fee for (year) is (\$) per teacher.
The subscription fee consists of (\$) for National membership and (\$) for the local branch levy.

MEMBER DETAILS

	First name	Surname	E.mail
1			
2			
3			
4			
5			
6			
7			
8			

School.....

School postal address.....

.....

Phone..... Fax.....

Cheque enclosed for \$ for (number) of teachers.

Please make cheque payable to (Branch account name) and mail to:

(C/o Branch representative

Contact Address)

With thanks
(Name)
Branch Secretary.

(An abridged copy of the Canterbury newsletter and advice of meetings)

GATTA ELECTRONIC NEWSLETTER October 2001

Welcome to our second newsletter distributed electronically. If you know of members who are not receiving this but would like to, please email me their contact address so they can be included. If you do not want to receive further copies please let me know so that I can update my mailing list.

Terry Wood

In this Newsletter:

- 1, Committee Members
- 2, Electronics Workshop Year 7 - 10 (registration required)
- 3, End of Year Social Get-Together
- 4, Presidents Reports
- 5, NZ GTTA AGM
- 6, Report back from Unit Standards Meeting
- 7, NCEA Graphics and Technology Final Workshop by Grant Miles
- 8, Website Addresses for Unit Standards and NCEA Achievement Standards
- 9, Last Word

1, Committee Members

(deleted for privacy)

2, Electronics Workshop

This workshop is targeted at years 7 to 10 and is a practical 'hands on' learning experience. Our presenter is Les Black from ElectroFlash who has designed this special workshop to meet the needs of Technology Teachers. It has a progression of design refinements in a fun and relevant project. Numbers are limited so registration is required. You will be asked to premake one component to bring to the workshop. Details supplied on registration.

Date: Thursday October 25th

Time: 4pm to 7:30pm

Venue: St Margaret's College Technology Suite

Cost: Current financial members = \$50 (includes components)

Others = \$70

Dinner: Bring \$5 for take aways if you want food. (Coffee & Tea supplied)

Registration: email Terry on-
terry.w@stmargarets.school.nz

3, End of Year Social Gathering

This eagerly awaited social highlight of the GTTA calender is in the planning stages. Details to you all shortly!

etc etc



(Branch Name
**GRAPHICS AND TECHNOLOGY
TEACHERS' ASSOCIATION INCORPORATED
NGA POUAKO TOI O**

BRANCH ADDRESS

**BOARD OF TRUSTEES
SCHOOL ADDRESS**

**Minutes of the Annual General Meeting
Held at (name of school)**

Apologies

apologies accepted

moved seconded

Attendance see list attached.

Report of the previous years AGM

Moved an an accurate record seconded

Financial report. copies of the report handed out showing breakdown of where the money has been spent.

Moved to accept report seconded

CHAIRMAN'S REPORT FOR 2001. See attached report. Chairperson moved that the report be accepted. Seconded by:

GENERAL BUSINESS:

- Time line for Administration change-overs and to which schools confirmed.
- Letter of thanks to retiring member.
- Venue for formal meetings to remain the same for (dates).
- Subscriptions to remain the same for (dates). Moved by: Seconded by:
- Suggestions for Inservice Topics and Visits for (year) Programme were:.....
- Discussion on the implementation of Technology in Schools.....
- Plan for combined meeting with neighbouring Branch.
- Information on NZQA Achievement Standards from College of Education Adviser.

Meeting closed at 7.45pm and adjourned for supper and refreshments.

NZGTTA TIMELINE

Regional

National

Term 1

Annual General Meeting, Officers appointed for 2 years. Arrange / confirm meeting dates; forward details to national office to be placed on the Internet site. Set subscriptions.

Management meeting

MEETING THEME ?

Management meeting

Term 2

MEETING THEME ?

Send out accounts for subscriptions

National Executive meeting:
President; Vice Presidents and office holders. Call for conference remits.

MEETING THEME + Remits / Ideas for the national AGM to National office.

Term 3

MEETING THEME + Prepare branch / region report for inclusion in the Annual Report to be presented at the National AGM.

Subscriptions to National Office

Remits to branches for discussion

Financial year ends 31 August.

Management meeting. Accounts to the Auditor
Assemble Annual report.

MEETING THEME + Pre Conference Meeting

Term 3 / 4 holidays ANNUAL GENERAL MEETING / CONFERENCE

Term 4

MEETING THEME ? Conference / AGM feed back to members, Annual report presented to the members. PLANNING FOR the NEXT YEAR.

Management meeting
AGM resolutions
Implementation strategy

<p style="text-align: center;">RULES OF THE NEW ZEALAND GRAPHICS AND TECHNOLOGY TEACHERS ASSOCIATION INCORPORATED</p>

- 1 NAME:** The name of the Association shall be "**New Zealand Graphics and Technology Teachers Association Incorporated**" herein called "**the Association**".

- 2 OBJECTS:** For the purpose of this document the term "**Graphics and or Technology Education**" shall include all **Graphics and Technology subjects**.
 - (a) To provide an organisation and enable members to discuss matters pertaining to Graphics and or Technology Education in all its aspects, and to promote and stimulate interest in the study of Graphics and or Technology subjects.
 - (b) To pursue such activities in the furtherance of Graphics and or Technology Education as the Association shall from time to time decide.
 - (c) To provide a stronger voice for Graphics and Technology Education within the NZ Post Primary Teachers Association.

- 3 HOW CONSTITUTED:** The Association shall consist of groups of members, herein after called "**Local Associations**", established in such localities as may be deemed desirable.

- 4 MEMBERSHIP:**
 - (a) Membership shall be open to any past or present, part or full time teachers of any Graphics and or Technology subject, or to any persons or organisations particularly interested in Graphics and or Technology Education, upon payment of the annual subscription.
 - (b) Student membership shall be open to College of Education students who intend to be teachers of Graphics and or Technology subjects, upon payment of a student member's subscription. The amount to be set each year at the AGM.
 - (c) The Executive shall have power to honour those who have given long and distinguished service to the cause of teachers and of Graphics and or Technology education by appointing them as Life Members.
 - (d) A member shall be deemed to have ceased to be a financial member when their subscription has remained unpaid for one fiscal year.

- (e) The Association reserves the right to exclude individual members whose actions are deemed unethical.
- (f) All retiring teachers have the right to become honorary members.

5 REGISTER OF MEMBERS: A register of Financial Members shall be kept by the Secretary of each Local Association and be submitted to the National Treasurer each year with the member subscriptions.

6 LOCAL ASSOCIATIONS:

- (a) A Local Association shall consist of a sufficient number interested Graphics and or Technology Teachers who meet to further the aims of Graphics and Technology Education.
- (b) Any new Local Association shall be recognised upon application for affiliation to the National Association.
- (c) At the Annual Local Association General Meeting a Chairperson and a Secretary shall be elected to serve a maximum term of two years. The names of these officers shall be notified to the National Secretary within fourteen (14) days of election and this notification is to be accompanied by the Annual Local Association Meeting minutes.
- (d) Local Associations may elect such other officers as may be required and may make a local levy to cover local expenses.
- (e) A Branch or individual member may not use the name of the National Association concerning matters relating to Graphics and or Technology Teachers as a whole. This must be represented through the National Executive. Branch correspondence should be made under its' own letterhead and not implicate the National Body.

7 MANAGEMENT:

- (a) Each Local Association shall have the right to send two (2) representatives to the Annual General Meeting of the Association.
- (b) The management of the Association shall be vested in a National Executive, hereinafter termed "**the Executive**" which shall be elected at an Annual General Meeting for a term of two (2) years.

- (c) The Executive shall consist of the following officers:
 - President
 - Secretary
 - Treasurer
 - As many Vice-Presidents as the Annual General Meeting shall deem fit and proper
 - Other Committee members that the President may wish to co-opt.
- (d) It is highly desirable that the President and the Secretary and Treasurer come from the same Local Association.
- (e) The President and Secretary shall have power to co-opt two (2) or more members of the National Graphics and Technology Teachers Association to form an Emergency Committee, but the co-opted members shall not be entitled to speak or vote at the Annual General Meeting unless they are also members of the Executive.
- (f) The incoming President and Secretary of the Executive shall take office from the Annual General Meeting at which they are elected. The incoming representatives of Local Associations shall also take office from that date.
- (g) All officers and members of the Executive shall retire at the end of each two-year period but may be eligible for re-election.
- (h) Any member of the Executive who shall absent themselves from any Executive meeting without apology or reasonable explanation may be deemed to have resigned their position.
- (i) In the interest of continuity the retiring President may be made a Vice-President for the ensuing two (2) years.

8 MEETINGS:

- (a) The Annual General Meeting of the Association shall be held not later than the last day in October of each year. Only representatives of Local Associations and other members of the Executive shall be entitled to speak and vote at the Annual General Meeting. Notice of the Annual General Meeting or any other general meeting shall be posted to members of the Association at least twenty-one (21) days before the date of the meeting.
- (b) The Quorum for an Annual General meeting shall be twelve members.
- (c) Members of the Executive attending the Annual General Meeting, or any special meetings, shall be entitled to reasonable expenses.

- (d) Voting shall be by voices, show of hands or secret ballot if requested. The Chairperson shall be entitled to a casting vote in addition to a deliberative vote.
- (e) Members who are not the elected representatives of Local Associations may be present at any meeting of Executive as observers only.
- (f) To allow for distribution and branch review, Remits to the Annual General Meeting from Local Associations must be submitted to the National Secretary in writing, together with full explanatory notes, sixty (60) days prior to the Annual General Meeting, and shall be included in the notice of the Annual General Meeting.
- (g) A remit once lost cannot be represented at the next Annual General Meeting nor can a past remit be repealed unless a vote of at least eighty (80%) percent of the Executive approve the reconsideration of the remit.

9 AUDITOR:

- (a) An Auditor shall be appointed at the Annual General Meeting, or during the year in the event of a vacancy, and hold office until the next Annual General Meeting.
- (b) No member of the Executive shall hold the office of Auditor.
- (c) A retiring Auditor shall be eligible for re-appointment.

10 SUBSCRIPTION:

- (a) The annual subscription shall be fixed at the Annual General Meeting.
- (b) Subscriptions collected from membership by the Local Associations shall be due and payable within two (2) months from the date of the Branch Annual General Meeting and National levies paid not later than 31 July.

11 COMMON SEAL:

The Association shall have a Common Seal which shall be kept at all times in the custody or control of the Secretary and which shall be attested on any documents or writing to which it is required to be affixed by the President and either the Secretary or a member of the Executive, provided that the persons affixing the Seal shall also be the witnesses to that affixing.

12 FINANCE:

- (a) The financial year of the Association shall be from the 1st of September in each year to the 31st August in the following year.
- (b) The funds of the Association shall be paid into a current account of a bank, or into any authorised trustee investment.
- (c) All money received shall be banked and all payments made by cheque, with the exception of petty cash payments for which there may be Petty Cash Imprests held by such officers deemed necessary by the Executive.
- (d) Signatories of the Bank Account shall be the President, the Treasurer and any other two (2) Executive Members.
- (e) The Treasurer shall submit a proper audited statement of the financial position of the Association to each Annual General Meeting.
- (f) The Executive shall have power to pay such salaries, honoraria and expenses necessary for the running of the Association and related activities.
- (g) The Association may borrow money but only in terms of a resolution of a general meeting.
- (h) In the event of an emergency the Association shall, in addition to the annual subscription, have power to make a levy of a sum not exceeding ten dollars (\$10.00) per member in any one year.

13 ALTERATIONS TO CONSTITUTION: The Executive shall have power to make regulations on matters provided for in this Constitution, and to vary any such regulations, and also to make alterations or additions to or the rescission of rules in the Constitution **PROVIDED** one clear month's notice of its intention to make such alterations has been given to Local Associations **AND PROVIDED** the Local Associations give their approval of the intended alterations, additions or rescission of the rules in the Constitution. No alteration, addition or rescission affecting the rules shall be made except at a general meeting of which notice has been given.

14 WINDING UP: The Association shall cease to exist:

- (a) If the Association, at a General Meeting of its members, passes a Resolution requiring the Society so to be wound up, and the Resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than thirty (30) days after the date on which the Resolution so to be confirmed was passed.

- 15 DISPOSAL OF FUNDS:** In the event of the Association's being wound up the disposal of moneys and other assets shall be decided by the existing Executive, but must be used to further the subjects of Graphics and Technology in Education.