

# Hauraki Primary School Policy Document

## PTA

### **Rationale:**

The Hauraki School PTA performs an important fundraising and social role that provides increased opportunities for students and their families to be involved in the school.

### **Purpose:**

To note the role of the PTA and its relationship with the School.

### **Guidelines:**

- 1) The PTA exists as a fundraising and social incorporated society made up of volunteers operating autonomously from the Board of Trustees.
- 2) The PTA operates in line with its current constitution (attached as an appendix) and in accordance with Charities Commission requirements to maintain its charitable status for tax purposes.
- 3) A positive relationship and open lines of communication between the Board, school, staff and PTA is considered important.
- 4) Money raised by the PTA for school projects is held in its own bank account and donated to the Board of Trustees any time throughout the year as agreed by the PTA.

Signed:   
BRENDON CLARK

Date: 29 OCT 18

Chairperson Board of Trustees

Review Date: TERM 4 2021

# HAURAKI SCHOOL PARENT TEACHERS ASSOCIATION INCORPORATED CONSTITUTION

## 1. NAME

The name of the society is Hauraki School Parent Teachers Association Incorporated.

## 2. OBJECTS

To advance education by:

- 2.1 Encouraging greater family involvement at school.
- 2.2 Providing a link between the children, parents/caregivers and the school.
- 2.3 Bringing parents/caregivers and teachers together in social or informative activities.
- 2.4 Raising funds to provide improved facilities and opportunities for members of the school community.
- 2.5 Carrying out other activities consistent with the charitable objects of the society.

## 3. MEMBERSHIP

- 3.1 The first members of the society shall be those persons whose names appear in the schedule to this constitution.
- 3.2 Any parent, caregiver, or teacher of Hauraki School may become a member of this society.

## 4. GENERAL MEETINGS

"General Meeting" refers to both Annual General Meeting and Special General Meeting, unless otherwise specified.

- 4.1 The quorum for a General Meeting will be six (6) members present in person.
- 4.2 At least fourteen (14) days' written notification of each General Meeting will be given to members.
- 4.3 Notification of a General Meeting will specify the time, date and place of the meeting.
- 4.4 Full information will be provided concerning any proposed amendments to the constitution or any matter which is the business of a Special General Meeting. Such information will be supplied to any member requesting it.
- 4.5 The General Meeting will be chaired by the current President of the Executive Committee. In the absence of the President the meeting will elect a person to chair the meeting from among the members present.
- 4.6 All questions will if possible be decided by consensus. However, where a consensus decision cannot be reached on a matter, the decision will, unless otherwise specified in this constitution, be made by a majority vote.
- 4.7 Only current members will be eligible to vote.
- 4.8 Voting will be by a show of hands unless members indicate an alternative preference. If any member requests a secret ballot on any vote or election, a secret ballot will be held.
- 4.9 If voting is tied, the chairperson will have a casting vote.

## 5. ANNUAL GENERAL MEETINGS

- 5.1 The Annual General Meeting will be held annually during the month of February or March.
- 5.2 The Annual General Meeting will carry out the following business:
  - 5.2.1 Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.
  - 5.2.2 Receive the Executive Committee's report on the activities of the society over the last year and the proposed priorities and directions for the society in the current year.
  - 5.2.3 Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
  - 5.2.4 Elect the officers and other ordinary members of the Executive Committee (see section 7.1).

- 5.2.5 Subject to the Executive Committee's powers under clause 9.4 consider whether to appoint an auditor of the society's accounts.
- 5.2.6 Conduct any other business which may properly be brought before the meeting.

## **6. SPECIAL GENERAL MEETINGS**

- 6.1 Special General Meetings may be called by the Executive Committee or by a written request made by at least five (5) members and delivered to the Secretary. Where the meeting has been called on the written request of five (5) members it will be called within thirty (30) days of the delivery of that request to the Secretary.
- 6.2 A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members.

## **7. EXECUTIVE COMMITTEE**

- 7.1 The Executive Committee will consist of a President, Secretary, Treasurer and no less than three other members.
- 7.2 The Executive Committee will be elected at each Annual General Meeting.
- 7.3 The Executive Committee will have the power to fill any places vacant following the Annual General Meeting, or any vacancy that arises in the Executive Committee or among its named officers until the next Annual General Meeting.
- 7.4 Elected members of the Executive Committee will retire at each Annual General Meeting, but will be eligible for re-election at the same and subsequent meetings. Newly elected Executive Committee members will take office immediately upon their election.

## **8. EXECUTIVE COMMITTEE MEETINGS**

- 8.1 A quorum will be half plus one of its members.
- 8.2 If a member of the Executive Committee, including an office-bearer, does not attend three (3) consecutive meetings without leave of absence that member may, at the discretion and on decision of the Executive Committee, be removed from the Executive Committee.
- 8.3 All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands.
- 8.4 If the voting is tied, the chairperson will exercise a casting vote.
- 8.5 Each meeting will be chaired by the President of the society or, in her/his absence, by a person appointed by the Executive Committee.
- 8.6 The Executive Committee will meet at least six (6) times every year. Meetings may be held in person or by any other means of communicating as decided on by the Executive Committee from time to time. All members of the Executive Committee, including office-bearers, will be given at least five (5) days' notice of the meeting by the Secretary, verbally or in writing.
- 8.7 The Secretary will ensure that a minute book is maintained which is available to any member of the society and which, for each meeting of the Executive Committee, records:
  - 8.7.1 the names of those present;
  - 8.7.2 all decisions which are required by the constitution or by law to be made by the society; and
  - 8.7.3 any other matters discussed at the meeting.
- 8.8 The Executive Committee will at all times be bound by the decisions of the members at General Meetings.

## **9. FINANCE**

- 9.1 The financial year of the Society will be from 1 February to 31 January the following year.
- 9.2 At the first meeting of the Executive Committee following each Annual General Meeting, the Executive Committee will decide by resolution the following:
  - 9.2.1 how money will be received by the society;
  - 9.2.2 who will be entitled to produce receipts;
  - 9.2.3 what bank accounts will operate for the ensuing year, including the purposes of and access to accounts;
  - 9.2.4 who will be allowed to authorise the production of cheques and the names of cheque signatories; and
  - 9.2.5 policy concerning the investment of money by the society, including what type of investment will be permitted.
- 9.3 The Treasurer will ensure that true and fair accounts are kept of all money received and expended.
- 9.4 The Executive Committee may arrange for the accounts of the society for that financial year to be audited by a person appointed for that purpose.

## **10. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTS**

- 10.1 Any income, benefit or advantage will be applied to the objects of the society.
- 10.2 No member of the society or any person associated with a member shall participate in or materially influence any decision made by the society in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
- 10.3 The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

## **11. ALTERATION OF RULES**

- 11.1 The rules of the society may only be amended in any way by a 2/3 majority of eligible members personally present at any General Meeting, provided that no addition to or alteration of the objects clause (Section 2), the pecuniary profit clause (Section 10), or the winding-up clause (Section 12) will be approved without the prior consent of the Inland Revenue Department.
- 11.2 The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

## **12. WINDING UP**

- 12.1 The society may be wound up if, at a General Meeting of its members, it passes a resolution to wind 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 to be confirmed was passed.
- 12.2 If upon the winding up or dissolution of the society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the society but shall be given or transferred to the school, or to some other charitable organisation or body having charitable objects similar to the objects of the society, within New Zealand.

This constitution comes into force upon incorporation, and shall remain in force until altered in accordance with the provisions of this constitution.

Signed:

(Adopted November 2008)