

# **Te Kowhai School CONSTITUTION**

The name of the organisation is Te Kowhai School Parent Teacher Association.

## **1. OBJECTS**

**To bring school and wider community together in a positive way to celebrate and support our children and whaanau.**

To advance education by:

- Raising funds to provide improved facilities and educational opportunities for members of the school community.
- Carrying out other activities consistent with the charitable objects of the organisation.

## **2. MEMBERSHIP**

All parents/caregivers, teachers or interested adult become a member of this organisation if you have children or work at the school.

Executive Committee are those who hold a position or full members that attend more than 6 meetings per year and actively participate in the running of the PTA .

## **3. GENERAL MEETINGS**

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

1. The quorum for a General Meeting will be six (6) members present in person.
2. At least fourteen (14) days written notification of each General Meeting will be given to members.
3. Notification of a General Meeting will specify the time, date and place of the meeting.
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.
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.
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.
7. Only current full members will be eligible to vote.
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.

#### **4. ANNUAL GENERAL MEETINGS**

1. The Annual General Meeting will be held annually within 3 months of the end of the financial year.
2. The Annual General Meeting will carry out the following business:
  - Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.
  - Receive the Executive Committee's report on the activities of the organisation over the last year and the proposed priorities and directions for the organisation in the current year.
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.
4. Elect the officers and other ordinary members of the Executive Committee (see section 7.1).
5. Appoint a suitably qualified person to review the organisation's accounts.
6. Conduct any other business which may properly be brought before the meeting.

#### **5. SPECIAL GENERAL MEETINGS**

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.

A Special General Meeting will only consider business related to the reason for which it is called, as notified to the members.

#### **6. EXECUTIVE COMMITTEE**

The Executive Committee will consist of a President, Secretary, Treasurer and no less than two other members.

- a) The Executive Committee will be elected at each Annual General Meeting.
- b) 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.

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.

#### **7. EXECUTIVE COMMITTEE MEETINGS**

1. A quorum will be half plus one of its members.
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.

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.

4. If the voting is tied, the chairperson will exercise a casting vote.

5. Each meeting will be chaired by the President of the organisation or, in her/his absence, by a person appointed by the Executive Committee.

6. The Executive Committee will meet as required. 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 (3) days notice of the meeting by the Secretary, verbally or in writing.

7. The Secretary will ensure that a minute book is maintained which is available to any member of the organisation and which, for each meeting of the Executive Committee, records:

- a) the names of those present;
- b) all decisions which are required by the constitution or by law to be made by the organisation; and any other matters discussed at the meeting.

8 The Executive Committee will at all times be bound by the decisions of the members at General Meetings.

9. Special General Meetings may be called by the Executive Committee or by a written

## **8. FINANCE**

The financial year of the organisation will be from to 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:

1. how money will be received by the organisation;
2. who will be entitled to produce receipts;
3. what bank accounts will operate for the ensuing year, including the purposes of and access to accounts; who will be allowed to authorise the dual signatories.

The Treasurer will ensure that true and fair accounts are kept of all money received and expended.

The Treasurer will arrange for the accounts of the organisation for that financial year to be reviewed by a suitably qualified person appointed for that purpose.

The treasurer will be responsible for maintaining IRD responsibilities and those able to access our online IRD information.

**9. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTS**

1. Any income, benefit or advantage will be applied to the objects of the organisation.
2. No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation 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).
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.

**10. ALTERATION OF RULES**

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.

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.

**11. WINDING UP**

The organisation 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 30 days after the date on which the resolution to be confirmed was passed.

If upon the winding up or dissolution of the organisation 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 organisation but shall be given or transferred to some other organisation or body having charitable objects similar to the objects of the first organisation, or to some other charitable organisation or purpose, within New Zealand.

This constitution comes into force on **13th February 2019** and shall remain in force until altered in accordance with the provisions of this constitution.

Signed

Chairperson: [Signature]

Secretary: [Signature]

Treasurer: [Signature]

Executive Committee: Rachel Cole Signature: [Signature]

Executive Committee: Tasha McKain Signature: [Signature]

Executive Committee: Stacey Green Signature: [Signature]

Executive Committee: Kyrie Scott Signature: [Signature]

Executive Committee: Natalie Ward-Allegri Signature: [Signature]

Executive Committee: Emily Miners Signature: [Signature]

Executive Committee: Jessica Cuvel Signature: [Signature]

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