

# CONSTITUTION OF SUNNYHILLS SCHOOL PARENT TEACHER ASSOCIATION

## 1. NAME

The name of the organisation is Sunnyhills School Parent Teacher Association ("PTA").

## 2. OBJECTIVES

To advance education by:

- 2.1 Encouraging parents/caregivers to be involved in the education of their children.
- 2.2 Providing an interface between parents/caregivers and teachers to build good relationships and provide an inherent balance in decision making for the ultimate benefit of the children at Sunnyhills Primary School.
- 2.3 Providing a means by which new parents can be introduced into the social community of the school and can join in a co-operative sense in parent-teacher activities.
- 2.4 Raising funds to provide improved facilities and educational opportunities for members of the school community, which give consideration to the strategic direction of the school as defined by Board of Trustees, and other priorities identified jointly by the PTA and staff.
- 2.5 Assisting in school property projects, school beautification and the promotion of a more safe and healthy environment for the school community.
- 2.6 Providing services to the school and school community in respect of sporting or musical events, special interest seminars, social activities and functions or other services consistent with the charitable objectives of the organisation.
- 2.7 Carrying out other activities consistent with the charitable objectives of the organisation.

## 3. MEMBERSHIP

- 3.1 Membership shall be open to all past and present parents and caregivers of pupils at Sunnyhills School, to teachers and other persons on the payroll of Sunnyhills School, , and any other persons who have demonstrated an on-going interest in the well-being of the school and its pupils.

## 4. SUBSCRIPTION

Membership shall be free of charge, but all members will be expected to support their elected Officers in whatever way they are best able, at times of social or fundraising events.

## **5. PTA COMMITTEE**

- 5.1 The PTA Committee shall consist of any member of staff, parent or caregiver of a pupil of Sunnyhills School, who puts their name forward in the PTA Committee List circulated at the Annual General Meeting and this list is passed at the Annual General Meeting. Alternatively anyone who, after attending three meetings, makes application to join the PTA Committee either verbally or in writing, or anyone who has been co-opted onto a sub-committee, will automatically be deemed to be a member without need for approval by a majority at any General Meeting.
- 5.2 The principal, deputy principal and a representative from the Board of Trustees shall be ex-officio members of the PTA Committee, and shall be accorded voting rights.
- 5.3 The PTA Committee shall meet once per month during each school term. Date, time and place is to be set for the next meeting at each meeting held.
- 5.4 An agenda is to be circulated to members at least three (3) days before any General Meeting. Minutes are to be circulated one week thereafter.
- 5.5 Non-committee members have no voting rights at committee meetings.
- 5.6 All PTA Committee members are to have a copy of this constitution. A copy of the PTA Constitution is to be available at the office or on the school website for any interested party or staff member.
- 5.7 Any PTA Committee member who is absent from 3 meetings without apology or who has not attended six consecutive meetings may be declared to have forfeited his/her membership of the PTA Committee.
- 5.8 A member may resign from the Committee at any time by delivering a written resignation to the Secretary or Chairperson.
- 5.9 Any person who a majority of members of a Committee believe is under the influence of drugs or alcohol shall be excluded from attendance of any meeting of that Committee.

## **6. SUB-COMMITTEES**

- 6.1 The PTA Chairperson, subject to approval of the PTA Committee may appoint sub-committees as deemed necessary.
- 6.2 Each member of the PTA Committee shall be appointed to one or more sub-committees of their choice.
- 6.3 Each sub-committee shall have a Convenor who shall report on the activities of the sub-committee to the monthly meeting of the PTA Committee.
- 6.4 Sub-committees may co-opt members during the year with the permission of the Chairperson of the PTA.

## 7. OFFICERS

- 7.1 The Office Bearers shall be Chairperson, Vice Chairperson, Secretary and Treasurer.
- 7.2 The officers shall be elected by the members at each Annual General Meeting of the Association, and shall commence office at the conclusion of the meeting and hold office to the end of the following Annual General Meeting.
- 7.2.1 Nominations for the position of Chairperson, Vice Chairperson, Secretary, and Treasurer shall be called at least four (4) weeks prior to the Annual General Meeting.
- 7.2.2 Every candidate shall be nominated and seconded in writing by any members of the PTA Committee.
- 7.2.3 Written nominations must be received by the Chairperson seven (7) days prior to the Annual General Meeting.
- 7.2.4 If more than one nomination per office is received for an office then an election is necessary and this shall be conducted by secret ballot at the Annual General Meeting.
- 7.2.5 If only one nomination per office is received then these positions shall be confirmed at the Annual General Meeting of the PTA.
- 7.3 Elected Officers will retire at each Annual General Meeting, but will be eligible for re-election at the same and subsequent meetings, subject to the provisions of Section 7.4 of this constitution.
- 7.4 Office Bearers may only hold that nominated position for a maximum of two (2) consecutive years.
- 7.5 If a casual vacancy of an office occurs, the PTA Committee may appoint a replacement person for the remainder of the year.

## 8. DUTIES

- 8.1 **The Chairperson** shall chair all PTA Committee Meetings, preside at all Annual General Meetings and Special General Meetings, and shall have a casting vote as well as a personal vote at all such meetings. The Chairperson shall produce an agenda for each meeting in consultation with the secretary, be an ex-officio member on all PTA subcommittees, liaise closely with the School Principal, the BOT Chairperson and develop a working relationship with them, be responsible to see that sub-committees are well balanced with new and established PTA members and that numbers on each sub-committee are adequate, and perform such other duties as ordinarily pertain to the office of chairperson.
- 8.2 **The Deputy-Chairperson** shall chair at meetings and assume the Chairperson's role, if the Chairperson is not available to perform their designated duties, assist the Chairperson and assume any tasks delegated by the Chairperson.
- 8.3 **The Secretary** shall keep records of committee members, record attendance at the meetings, send out notices of meetings of the Association and PTA Committee,

record and preserve the minutes of such meetings, present an agenda for all meetings, and other duties as usually pertain to the office of Secretary.

- 8.4 **The Treasurer** shall have the custody of all funds, account for the same, prepare financial reports to the PTA Committee monthly, prepare and have completed the annual financial statements for review by 31 March and perform such other duties as pertain to the office of Treasurer. Upon retirement from office the Treasurer shall turn over to the incoming Treasurer or Chairperson full and complete details of all funds, and all financial records of the Association.

## 9. GENERAL MEETINGS

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

- 9.1 The quorum for a General Meeting will be six (6) members present in person, including one staff representative.
- 9.2 At least fourteen (14) days written notification of each General Meeting will be given to members.
- 9.3 Notification of a General Meeting will specify the time, date and place of the meeting.
- 9.4 Full information concerning any proposed amendments to the constitution or any matter which is the business of a Special General Meeting shall be provided in the notice calling the meeting. Such information will also be supplied to any member requesting it.
- 9.5 The General Meeting will be chaired by the current Chairperson. In the absence of the Chairperson, the Deputy-Chairperson will chair the meeting. In the event that the Deputy-Chairperson is also absent, the meeting shall select its own Chairperson. The Chairperson, while in the chair, shall have a casting vote in addition to any personal vote held.
- 9.6 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.
- 9.7 Only current full members of the PTA Committee will be eligible to vote.
- 9.8 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.
- 9.9 If voting is tied, the chairperson will have a casting vote.
- 9.10 The Secretary will ensure that a minute book is maintained which is available to any member of the organisation and which, for each General Meeting, records:
- 9.10.1 the names of those present;
  - 9.10.2 all decisions which are required by the constitution or by law to be made by the organisation; and

9.10.3 any other matters discussed at the meeting.

9.11 The Officers will at all times be bound by the decisions of the members at General Meetings.

9.12 The recommended order of business for PTA Committee meetings is:

- Call to Order
- Apologies
- Confirmation of Minutes
- Matters Arising from Previous Meetings
- Treasurer's Report
- Board of Trustees' Report
- Teacher's Report
- Correspondence
- Sub-Committees' Reports
- General Business
- Date of Next Meeting

## 10. ANNUAL GENERAL MEETINGS

10.1 The Annual General Meeting will be held annually within four (4) months of the end of the financial year.

10.2 The Annual General Meeting will carry out the following business:

10.2.1 Receive the minutes of the previous Annual General Meeting and of any other General Meeting held since the last Annual General Meeting.

10.2.2 Receive the Chairperson'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.

10.2.3 Receive the balance sheet and statement of income and expenditure for the past year, together with the report provided by the individual who has completed a review of those accounts.

10.2.4 Elect the PTA Office Bearers (see section 7.1).

10.2.5 Appoint a suitably qualified person to review the organisation's accounts for the ensuing year.

10.2.6 Conduct any other business which may properly be brought before the meeting.

## 11. SPECIAL GENERAL MEETINGS

11.1 Special General Meetings may be called by the PTA Office Bearers or by a written request made by at least ten (10) members and delivered to the Secretary. Where the meeting has been called on the written request of ten (10) members it will be called within twenty eight (28) days of the delivery of that request to the Secretary.

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

## 12. FINANCE

- 12.1 All funds raised in the name of the PTA shall be accounted for and deposited by the Treasurer in the named Bank Account of the Association.
- 12.2 All funds raised by the PTA shall be applied at the discretion of the PTA Committee in furthering the objectives of the PTA as listing in Section 2 of this Constitution.
- 12.3 All cheques, withdrawals and expenditure shall be authorised by the PTA Committee. All cheques and bank withdrawals must be signed by two signatories, being any two of the Chairperson, Treasurer or Secretary, upon presentation of approved vouchers with original copies of supporting invoices, signed by any two PTA Committee members.
- 12.4 All expenditure must be approved and minuted at monthly PTA Committee Meetings.
- 12.5 The PTA office bearers may invest money in the name of the Association providing the Committee members authorise such a transaction at a monthly meeting.
- 12.6 The financial year of the organisation will end on 31 December each year.
- 12.7 Any new bank accounts to be opened are to be approved at a monthly PTA Committee Meeting.
- 12.8 At the first meeting of the PTA Committee following each Annual General Meeting, the PTA Committee will decide by resolution the following:
- 12.8.1 how money will be received by the organisation;
  - 12.8.2 who will be entitled to produce receipts;
  - 12.8.3 what bank accounts will operate for the ensuing year, including the purposes of and access to accounts;
  - 12.8.4 who will be allowed to authorise the production of cheques and the names of cheque signatories.
- 12.9 The Treasurer will ensure that true and fair accounts are kept of all money received and expended.
- 12.10 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.

## 13. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTIVES

- 13.1 Any income, benefit or advantage will be applied to the objectives of the organisation.
- 13.2 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).

13.3 The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

#### 14. ALTERATION OF RULES

14.1 This constitution may only be altered, amended, added to or rescinded in any way at the Annual General Meeting or a Special General Meeting called for this purpose, provided 14 days notice of intention to hold such a meeting is advertised to the School community and copies of the proposed changes are circulated to PTA Committee members, and available to any other interested party on request.

14.2 No addition to or alteration of the charitable objectives (section 2), the Personal Benefit Clause (section 13) or the Winding Up Clause (section 15) shall be approved without the prior approval of the Charities Commission.

14.3 The provisions and effect of this clause shall not be removed from this constitution and shall be included and implied into any document replacing this constitution.

#### 15. WINDING UP

15.1 The organisation may be wound up if at a General Meeting of its members, it passes a resolution to wind up, at which two thirds of the members present support such a resolution, 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.

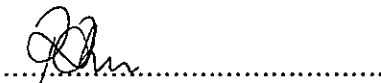
15.2 If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to Sunnyhills School Board of Trustees, or in the event of the school closing, to some other organisation or body having charitable objectives similar to the objectives of the first organisation, or to some other charitable organisation or purpose, within New Zealand.

16. This constitution comes into force on 21 October 2009, and shall thereafter be binding on all members and remain in force until altered in accordance with the provisions of this constitution.

Signed: 

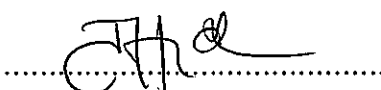
Date: 21/10/09

Vivienne Broderick, Chairperson

Signed: 

Date: 21/10/09

Rachel Ramlose, Acting Secretary

Signed: 

Date: 21/10/09

Jackie Hjorth, Treasurer