

## **Constitution for Prebbleton School Parent Teacher Association**

- 1.** The name of the Association is Prebbleton School Parent Teacher Association (PTA)
- 2. Objectives:**
  - a) To be a friendly network for parents/caregivers to meet and interact
  - b) To provide extra financial assistance for the school through fundraising activities
  - c) To support learning programmes at Prebbleton School
- 3. Membership:**

Any parent, caregiver or teacher, from Prebbleton School, may become a member of the PTA.
- 4. Executive Committee:**

The Executive Committee shall consist of: the three officers of the PTA being President, Secretary and Treasurer; a staff representative; and any other parent or caregiver PTA members who wish to join the executive committee, including a board of trustees' representative. The Executive Committee should be formed at the first meeting following the AGM. A quorum of the Executive Committee, for a meeting to be held, shall consist of 6 members including one officer and a staff representative.
- 5. Officers:**

The officers of the PTA shall be a President, Secretary and Treasurer. Where possible the officers shall be elected at each AGM of the PTA. Any unfilled positions should be filled at the first meeting of the new committee. Any positions becoming vacant during the course of the year can be filled at a committee meeting.
- 6. Meetings:**

A minimum of four PTA meetings shall be held each year.  
The AGM shall be held in March and the agenda will include:

  - Minutes of the previous AGM
  - Annual Report of the President
  - Annual Report of the Treasurer (Annual Financial Statements)
  - Election of Officers
  - General Business
- 7. Finance:**

The funds of the PTA shall consist of donations and any sums raised in the name of the PTA. All monies shall be deposited in the name of the PTA in its account at Westpac Bank. The bank account shall be operated by two signatories from the current elected President, Secretary and Treasurer. The Prebbleton School PTA is a registered charity on the NZ Charities Commission register (Date of first registration: 29/8/2012, Registration Number: CC48149).

The Executive Committee may at its discretion, expend its funds for the benefit of the school, or it may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.

The accounts and all books of the PTA shall be audited annually by an Auditor whose report shall appear as part of the Annual Financial Statements.

The financial year of the PTA shall end on the last day of December in each calendar year.

**8. Alterations to the Constitution:**

Alterations may be made at an AGM or a Special General Meeting called for the purpose provided 21 clear days' notice of intention to hold such a meeting is advertised within the school and copies of the proposed changes are available for those interested.

**9. Winding Up:**

The PTA may be wound up by resolution to this effect passed by a  $\frac{2}{3}$  majority of executive committee members present at the Special General Meeting called for this purpose.

Any surplus assets after liabilities have been paid shall be paid to the Prebbleton School Board of Trustees.

**10. Ratification:**

The constitution shall be dated and shall be deemed to come into force on the \_\_\_\_\_ (date) and shall be binding on all members until dissolved by  $\frac{2}{3}$  of the eligible members present at the meeting at which the constitutional changes are proposed.

Adopted at the March 2021 AGM