

CONSTITUTION OF THE HALSWELL SCHOOL PARENT TEACHERS ASSOCIATION (PTA)

1. Name

The name of the Association is The Parent Teacher Association (PTA).

2. Purpose

- To provide a positive channel of communication for the school community.
- To foster goodwill through social events, which bring the school community and Halswell School together.
- To organise fundraising projects (and encourage school community involvement in these projects) that will make possible the purchase of equipment or resources not provided for by the school's operational budget.
- To support and encourage the parents/caregivers, Board of Trustees, Principal and staff to work together to achieve the best education and environment possible for the children of Halswell School.

3. Membership

Any parent, caregiver, local Iwi or Runanga member, teacher or interested adult from the school community is a member of the PTA. Voting rights are reserved for those members who have attended three meetings and have been approved as a member of the PTA Executive Committee. A member of the PTA Executive Committee failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA Executive Committee in that they forfeit their voting rights but they remain a member of the PTA.

4. Executive Committee

The Committee shall consist of any person nominated at the AGM as an officer or any member who has attended three meetings. A member may be nominated to the Executive Committee at any meeting of the PTA during the year.

The Principal or a member of staff delegated by the Principal shall also be a member of the Committee.

Voting rights are reserved for those on the Executive Committee. Each member of the Executive Committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson/Co-Chairs shall have both a deliberative and casting vote. The Chairperson's/Co-Chairs casting vote shall be used only in the event of a tie.

5. Officers

The officers of the PTA shall be a Chairperson or two Co-Chairs, Secretary and Treasurer. The officers shall be elected at each Annual General Meeting or at a Special Meeting of the PTA.

Officers shall be elected for a one year term and be eligible for re-election. If an Officer steps down during the year, another member of the PTA may be co-opted to the role for the remainder of the year.

Only Officers of the PTA are able to enter into agreements and contracts on behalf of the PTA provided that agreement has been reached at a meeting of the PTA to enter into these agreements.

6. Annual General Meeting

The Annual General Meeting will be held during the month of February and the agenda shall include the following:

- Minutes of the previous AGM
- Annual report of the Chairperson/s
- Annual Financial Statements for the Year
- Election of Officers
- Appointment of Independent Chartered Accountant
- General Business

7. Meetings

These will be held twice a term. Special meetings can be called as required.

All PTA meetings shall be open and any member may attend. At all meetings of the PTA five members, at least two of whom are office bearers, shall form a quorum for resolutions not related to the PTA Constitution.

8. Finances

The funds of the PTA shall consist of donations and any sums raised in the name of the PTA. All moneys shall be deposited in the name of the PTA at the nominated bank. Any two of Co-chairpersons, Secretary or Treasurer shall operate the bank account.

The Committee and Officers may, after consultation with School management, expend PTA funds for the benefit of the school, or donate funds to the Board of Trustees with recommendations for its expenditure. For amounts under \$1000, all requests must be in writing or via personal attendance at a PTA meeting. For requests over this amount, a Halswell School PTA Application for Funding Form must be completed by the School and

returned to the PTA along with quotes. Upon approval, no monies will be paid across to the school until a copy of the invoice from the supplier is received by the PTA.

A Chartered Accountant independent of the PTA shall annually review the accounts and all books of the PTA. The financial year shall end on the last day of December in each calendar year.

9. Alterations to the Constitution

Alterations may be made at an Annual General Meeting or a Special 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. A two-thirds majority of members of the Executive Committee and Officers present at the meeting must pass any alteration.

10. Winding Up

The PTA may be wound up by resolution to this effect passed by a quorum of members of the Committee and Officers present at the Special General Meeting called for this purpose. No surplus assets may be applied for by, or personally benefit, any member.

The constitution having been updated shall be deemed to have come into force on the first day of March 2016 and shall be binding on all members until changed by two-thirds of the members (a quorum) of the Committee and Officers present at the meeting at which the Constitutional changes are proposed.

We the undersigned agree to the updated amendments of this Constitution of the Halswell School PTA and hereby adopt the rules this first day of March 2016.

Name

Signature

Co-Chair

Co-Chair

Secretary

Treasurer

Review date: 2018