

PAREMATA SCHOOL PTA CONSTITUTION

Revised: 4/9/12

1. NAME

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

2. OBJECT

To advance education by:

- 2.1 Encouraging parents and caregivers of children at Paremata School to be involved in the education of their children.
- 2.2 Providing a link and sense of community between students of Paremata School, parents and caregivers, and Paremata School.
- 2.3 Providing improved facilities and support for programmes at Paremata School.
- 2.4 Providing educational opportunities for staff and students of Paremata School.
- 2.5 Carrying out other activities consistent with the charitable object of the organisation.
- 2.6 Fundraising for any of the above purposes.

3. MEMBERSHIP

- 3.1 Any parent or caregiver of a child at Paremata School, and any staff member at Paremata School, may become a member of the PTA.
- 3.2 Membership is attained following the submission of a written request to the Chair of the PTA and attendance at the next meeting of the PTA. Voting rights do not accrue until membership is attained, i.e. at the second attendance.
- 3.3 The PTA shall keep a list of members, which shall be reviewed each year.
- 3.4 Members who have not attended or given apologies for at least two meetings per year shall be removed from the membership list by the Chair, but shall be immediately eligible to resubmit a membership request under clause 3.2.
- 3.5 Membership lapses automatically when the child of a parent or caregiver leaves Paremata School, or when a staff member resigns or is made redundant from their position at Paremata School.

4. GENERAL MEETINGS

‘General meeting’ refers to all meetings including annual general meetings and special general meetings.

- 4.1 The quorum for a general meeting is five members present in person.
- 4.2 At least 14 days written notification of each general meeting, including time, date and place of the meeting, will be given to parents and caregivers, and staff at Paremata School.
- 4.3 General meetings will be chaired by the current Chair of the PTA. In the absence of the Chair, a person will be elected from among those present at the general meeting to chair the general meeting.
- 4.4 Minutes of the previous general meeting will be received.
- 4.5 All matters will be decided by consensus if possible. However, where a consensus cannot be reached, a decision will be made by majority vote by show of hands, unless an alternative voting method is agreed upon.
- 4.6 If the voting is tied, the Chair will have a casting vote.

5. ANNUAL GENERAL MEETINGS

- 5.1 The annual general meeting will be held annually within three months of the end of the financial year.
- 5.2 The annual general meeting will:
 - 5.2.1 Receive a report from the Chair on the activities of the organisation over the last year and the proposed priorities and directions for the organisation in the current year.
 - 5.2.2 Receive the balance sheet and statement of income and expenditure from the past year and the estimate of income and expenditure for the current year. The financial year will be from January to December.
 - 5.2.3 Elect the Chair. All members are eligible for election to the Chair including previous Chairs seeking re-election.
 - 5.2.4 Elect the Treasurer, who shall ensure that true and fair accounts are kept of all money received and expended. All members are eligible for election as Treasurer including previous Treasurers seeking re-election.
 - 5.2.5 Decide:
 - 5.2.5.1 What bank accounts will operate for the year, including purposes of and access to accounts.
 - 5.2.5.2 How money will be received.
 - 5.2.5.3 Who is authorised to produce and sign cheques.
 - 5.2.5.4 Who is authorised to produce receipts for reimbursements.
 - 5.2.6 Carry out any other business which may properly be brought before the meeting.

6. SPECIAL GENERAL MEETINGS

- 6.1 Special general meetings may be called by a written request to the Chair made by at least two members. Where a request is submitted, a meeting will be called with 30 days.
- 6.2 Parents and caregivers, and staff will be notified of the reason for the special general meeting.
- 6.3 Special general meetings will only consider business related to the reason for which it is called, as notified.

7. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECT

- 7.1 Any income, benefit or advantage will be applied to the object of the PTA.
- 7.2 No member of the PTA, or any person associated with a member, shall participate in or materially influence any decision made by the PTA 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).
- 7.3 The provisions and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

8. ALTERATION OF RULES

- 8.1 Alterations to the constitution may be proposed by any member, by submission to the Chair in writing.
- 8.2 The Chair shall ensure a minimum of 21 days' notice of proposed amendments is provided to parents and caregivers, and staff.
- 8.3 The constitution may only be amended by a two-thirds majority of members present at any general meeting.
- 8.4 The provisions and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

9. WINDING UP

- 9.1 The PTA may be wound up if, at a general meeting, a resolution is passed to wind up, and the resolution is confirmed at a subsequent general meeting called for that purpose and held not earlier than 30 days after.
- 9.2 If upon the winding up or dissolution of the PTA there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the PTA but shall be given or transferred to Paremata School.