

Cobham Intermediate Parent Teacher Association Inc.

Constitution

Name: The name of the Association shall be Cobham Intermediate Parent Teacher Association Inc.

Objectives:

1. To provide a social link between the students, parents/caregivers and the school.
2. To support the school through fund raising to improve facilities and opportunities.
3. To support the school in providing for the students educational, social, cultural and sporting activities.
4. To encourage new families to integrate into the schools culture.

Membership:

All parents, caregivers, whanau, staff representatives, Board representatives or involved adults are members of the association. Members in attendance are eligible to speak and vote at all meetings (Monthly, Annual General and Special General) and have the power to make decisions on behalf of all members. Members automatically cease to be members of the Association when they no longer have children who are students at Cobham Intermediate. Members who wish to remain active members of the PTA committee without a child at the school may do so by agreement with the PTA Committee.

Quorum: At all meetings (Monthly, Annual General and Special General) a quorum will be six members present in person and must include at least two Officers of the Cobham Intermediate Parent Teacher Association.

Decisions:

At all meetings (Monthly, Annual General and Special General) all decisions, with the exclusion of election of officers and expenditure of finances, will if possible be decided by consensus. However, where a consensus decision cannot be reached on a matter the decision will be made by a majority vote. The mode of voting at all meetings shall 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. Every member present at a committee meeting is eligible to vote. If voting is tied the Chairperson shall have the right to an additional casting vote.

Office Bearers:

The Officers shall consist of

1. Chairperson (President)
2. Deputy Chairperson (Optional)
3. Treasurer
4. Secretary

Note: Each office position may be shared between two persons at the discretion of the committee.

The Office Bearers will be elected at each Annual General Meeting. The Office Bearers will have the power to fill any places vacant following the Annual General Meeting through co-option. Likewise any vacancy that arises among the named officers may be filled by election at any Monthly Meeting or through co-option by the remaining Office Bearers.

All officers will retire at the Annual General Meeting and be eligible for re-election. Office bearers who wish to resign at times other than at the AGM, are required to do so in writing to the PTA Secretary or Chairperson.

Annual General Meeting: The Annual General Meeting will be held during the last school term (Term 4) each year and the agenda shall include but not be limited to:

- a) Minutes of the previous Annual General Meeting.
- b) Annual Reports-Chairperson, Treasurer, Principal.
- c) Appointment of a suitably qualified person to review the Association's accounts for the ensuing year.
- d) Election of Office Bearers.

Special General Meetings: The Office Bearers may call at any time a Special General Meeting for events that need to be considered by the full parent and teacher membership. Only business specified in the notice calling the meeting may be dealt with at that meeting.

Monthly Meetings: Meetings will generally be held monthly and are to be conducted in accordance with normal meeting procedures. Any decision to expend funds of the association must be presented as a motion to the committee. This needs to be seconded and passed by a majority of those present. Meetings dates for the year will be set at the first meeting of the Association each year. Additional meetings may be scheduled as required.

Notice of all meetings (Monthly, Annual General and Special General) shall be given to the school community by the usual form of communication from the school seven days prior to the Meeting.

Second Hand Uniform Shop: A Coordinator for the Second Hand Uniform Shop will be appointed by the PTA to oversee the shop. A sub-committee may be formed to assist with this.

Finance: The funds of the Association shall consist of donations and any sums raised in the name of the Association. All monies shall be deposited in the name of the Association in a recognised legal bank. The bank account shall be operated and cheques signed by any two of the following:

- a) The PTA Treasurer
- b) A delegated PTA member
- c) A delegated PTA/staff link
- d) The School Bursar
- e) A delegated member of the Cobham Intermediate School staff

The cheque book is held by the School Bursar at the school. The Treasurer is responsible for liaising with the School Bursar on any expenditure.

All officers of the Association can give joint approval to spend up to \$500 of Association funds without a committee vote. If this decision is not at a meeting, it must be documented in the minutes of the next Monthly Meeting. Any decision to expend funds totalling more than \$500 must be presented as a motion at a Monthly Meeting (unless approved under urgency as outlined below). This needs to be seconded and passed by a majority vote and documented in the minutes.

Approval of Expenditure Under Urgency: The PTA chairperson is given authority to conduct a vote by email to approve an item of expenditure for a sum greater than \$500 under urgency between meetings. This provision may only be applied under exceptional circumstances and where the expenditure is required before the next PTA meeting. An email must be sent to all PTA Committee members detailing the issue and calling for a vote by return email. A minimum of three days must be given to allow Committee members to respond. The motion may only be passed by a majority vote with a minimum quorum of 8 responses including a minimum of two PTA office bearers. The decision must be documented in the minutes of the next PTA meeting.

Expenditure of Funds for the Benefit of the School: The Committee may at its discretion, expend its funds for the benefit of the school with the Board Of Trustees in accordance with Board Of Trustee policy for its expenditure. As the Parent Teacher Association is not GST registered, money should be given to the school in the form of a donation. At the beginning of each year, the school leadership team will provide the PTA with a wish list. This will be the culmination of ideas from students, staff and parents. The allocation of PTA funds donated to the school and/or Board of Trustees can only be to items on the CURRENT year's wish list. The wish list may be added to throughout the year at the discretion of the school leadership team.

Review of Accounts: The Accounts and all books of the Association shall be reviewed annually by a suitably qualified person whose report shall appear as part of the Annual Financial Statements at the Annual

General Meeting. The financial year for the Association shall end on 30 June in each calendar year.

Common Seal: The PTA shall have a Common Seal which shall be kept in the custody of the Secretary. The Seal shall not be affixed to any deed or other instrument except pursuant to a resolution of the PTA and in the presence of any two office bearers who shall also sign the document. The Seal shall consist of a circle enclosing the words "The Common Seal of Cobham Intermediate Parent Teacher Association Inc" around the margin.

Income, Benefit or Advantage to be Applied to Objectives of the PTA: Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation. No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

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

Alterations to the Constitution:

Alterations may be made at an Annual General Meeting or at a Special General Meeting called for this purpose. ... '

Copies of the proposed changes are to be available upon request at least five days prior to the meeting for those interested.

Winding Up:

The Association may be wound up by resolution to this effect passed by majority of members present at a Special General Meeting called for this purpose. Any surplus assets after all liabilities have been paid shall be paid to the Cobham Intermediate Board of Trustees to utilize as it sees fit for the benefit of Cobham Intermediate School. No surplus assets may be used for the personal benefit of any member.

The constitution shall be dated and shall be deemed to come into force on the 15th Day of October 2014 and shall be binding on all members until dissolved by a majority of eligible members present at the meeting at which the constitutional changes are proposed.

We the undersigned agree to alter the Cobham Intermediate Parent Teacher Association Inc. constitution dated 3 April 2013, and hereby adopt these rules as of the 15th Day of November 2016

Signed:

Name

Signature

Signed:

Name

Signature

Signed:

Name

Signature