

## **Constitution of St Michael's Catholic School Parent Teacher Association**

### **1. Name**

The name of the association is St Michael's Catholic School Parent Teacher Association (the **Association**).

### **2. Objectives**

2.1 The objectives of the Association are to:

- 2.1.1 Promote close contact and the widest co-operation between St Michael's Catholic School (the **School**), parents, parish and friends for the good of, and advancing the education of, the students of the School;
- 2.1.2 Fundraise to provide extra equipment and other benefits to the School which are in line with the School's strategic plan and not provided for by the Board of Trustees;
- 2.1.3 Promote wider community involvement in school life by offering social activities for parents, staff and friends of the School;
- 2.1.4 To support the role of pastoral care for families within the School as the need arises and other activities consistent with the charitable purpose of the Association.

### **3. Membership**

Any parent, caregiver, teacher or interested adult may become a member of this Association.

### **4. Structure**

4.1 The Association will have the following officers that form an executive (the **Executive**):

- 4.1.1 Chairperson;
- 4.1.2 Treasurer; and
- 4.1.3 Secretary.

4.2 Elections will be held at the beginning of each school year and the positions are for a one year period. The Executive will have the power to fill any vacancy that arises in the Executive until the following year's election of officers.

4.3 A number of sub committees may be formed to execute specific tasks. These subcommittees will report directly to the Association.

### **5. Office Holder Duties**

**5.1** The Chairperson will chair all monthly and special meetings and is responsible for overseeing the activities of the Association. In the event the Chairperson is unavailable to chair meetings, the Chairperson will organise another member of the Association to stand in.

**5.2** The Secretary will take and distribute the minutes to all members.

**5.3** The Treasurer will manage the finances of the Association and present account details at all monthly meetings. The Treasurer will ensure that true and fair accounts are kept of all money received and expended.

## **6. General Duties**

6.1 The Association will undertake the following general duties:

- 6.1.1 Organise an annual general meeting at the beginning of the year to, amongst other things, elect officers to form the Executive;
- 6.1.2 Liaise with the Principal over what the School fundraising wish list for the year is and agree that target wish list for fundraising goals;
- 6.1.3 In consultation with the Principal, decide upon events to raise funds for the School, organise and run these events;
- 6.1.4 In liaison with the Principal, organise community and/or non-fundraising events for the School;
- 6.1.5 Liaise with the school community about the Association's activities.

## **7. Annual Meeting**

7.1 The annual meeting of the Association will be held annually in the first term each school year to:

- 7.1.1 Elect officers who will form the Executive;
- 7.1.2 Receive the financial statements for the previous year;
- 7.1.3 Receive the Chairperson's report for the previous year; and
- 7.1.4 Conduct any other business.

7.2 Notice of the annual meeting will be given to all staff, parents and caregivers of children attending the School five days' prior to the meeting being held.

## **8. Meetings**

8.1 The Association will meet throughout the year usually on a monthly basis. Special general meetings may be called as required. Notice of meetings will be given to all staff, parents and caregivers of children attending the School five days' prior to the meeting being held.

8.2 A quorum for all Association meetings will be five members of the Association and will include at least one member of the Executive.

8.3 Where possible, all decision making will be by consensus. In the event that no consensus can be reached, decisions will be made by majority vote or a show of hands. Each member has one vote. If voting is tied, the Chairperson will have a casting vote.

8.4 All decisions made by the Association's sub committees must be ratified by the Association at its monthly meeting.

## **9. Finance**

9.1 The financial year of the Association will be from 1 January to 31 December.

9.2 The Association's finances will adhere to the following:

- 9.2.1 A bank account(s) will operate with three signatories authorised to operate account documents by the Executive (**Authorised Signatories**);
- 9.2.2 All monies raised in the name of the Association will be deposited in its account and will be operated on and cheques drawn when signed by two of

the three Authorised Signatories (one being the Treasurer) and approved by the Association; and

- 9.2.3 The Association may invest money in its name upon approval at a monthly meeting of the Association.

## **10 Income, Benefit or Advantage Applied to Purpose**

- 10.1 Any income, benefit or advantage must be used to advance the charitable purpose of the Association.
- 10.2 No member of the Association, or any person associated with a member, will participate in, or influence any decision made by the Association in respect of any payment to, or on behalf of, that member or associated person of any income, benefit or advantage whatsoever.
- 10.3 Any payments made must be for goods or services that advance the charitable purpose of the Association and must be reasonable and relative to payments that would be made between unrelated parties.
- 10.4 The provision and effect of this clause will not be removed from this constitution and will be implied into any document replacing this constitution.

## **11 Alteration of Rules**

- 11.1 Provided 21 days' notice is given to members of the Association and the School community, the rules of this Association may be altered, rescinded or amended by two thirds of eligible members personally present at any meeting or special meeting of the Association called for that purpose.
- 11.2 No addition to, or alteration, or removal of the rules shall be approved if it detracts from or alters the nature of the Association or affects the charitable purpose, personal benefit prohibition or the winding up rules.
- 11.3 This rule must not be removed from this constitution and must be included in any alteration of, addition to, or revision of this constitution.

## **12 Winding Up**

- 12.1 The Association may be wound up at any special meeting called for that purpose. The Association may be wound up by a resolution to this effect passed by two thirds of eligible members personally present at any meeting or special meeting of the Association called for that purpose.
- 12.2 If, upon the winding up of the Association, 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 Association but shall be distributed to the Board of Trustees of the School or another charitable organisation with similar charitable purposes in New Zealand or purposes as defined in section 5(1) of the Charities Act 2005.

