

Whangaparaoa Primary School Parents & Friends Association

CONSTITUTION

1. Name

1.1. The name of this Association is Whangaparaoa Primary School Parents & Friends Association.

2. Objectives

2.1. To advance education by:

- 2.1.1. Supporting the parents/caregivers, children, teachers, Board of Trustees and management of Whangaparaoa Primary School;
- 2.1.2. Facilitating interaction among those groups we are supporting;
- 2.1.3. Fostering positive relationships and good communication between those groups we are supporting;
- 2.1.4. Working in a spirit of openness for the benefit of the children's education;
- 2.1.5. Working with the Board of Trustees and the school management to enhance the goals set out in the Whangaparaoa Primary School Charter;
- 2.1.6. Assisting in raising funds to provide improved facilities, equipment and opportunities for the benefit of the children, and to meet the other objectives of the Association.

3. Structure and Operation

3.1. The structure of the Association is as follows:

- 3.1.1. Executives, who will be elected at the Annual General Meeting, namely a President, Vice-President, Secretary and Treasurer; if one of the roles is not filled, the committee decides how the tasks are distributed throughout the year;
 - 3.1.2. Committee, comprising the Executives, up to 15 Committee Members (also elected at the Annual General Meeting), the Principal, one or two representatives from the Board of Trustees, and one or two representatives from the Teachers;
 - 3.1.3. Members, who may be any parent or caregiver of a child at Whangaparaoa Primary School, a teacher or interested adult of Whangaparaoa Primary School.
- 3.2. The Committee and the Executives are empowered to make decisions and carry out the affairs of the Association.
- 3.3. The Committee may delegate any of its powers to one or more sub-committees, which will conduct meetings in the same manner as the Committee.
- 3.4. The Committee may co-opt Members to the Committee, up to the maximum number of Committee Members, and provided that there shall be fewer co-opted Members than elected Members.

4. Membership

- 4.1. Any Member can stand as an Executive or Committee Member of the Association.
- 4.2. A Member or Executive may be suspended or expelled, by the agreement of a three quarters (3/4) majority of the Committee, for serious misconduct, including unlawful or fraudulent action, or conduct likely to bring the Association or the School into disrepute. (NB: This clause is added to protect the Association and the Committee from behaviour of a destructive nature such as fraud, and should only be used in a serious situation, rather than in the event of a personal disagreement.)

5. Meetings

- 5.1. Meetings of the Association include Committee Meetings and General Meetings.

General Meetings comprise the Annual General Meeting and any Special General Meetings.

5.2. The quorum for a Committee Meeting will be five Members, while the quorum for a General Meeting will be seven.

5.3. At least seven days' notice will be given to Members of each General Meeting. That notice will specify the time, date and place of the meeting, and the nature of the business to be conducted.

5.4. Meetings will be chaired by the current President or, in his or her absence, the current Vice-President. In the absence of both the President and the Vice-President, the meeting will elect a person to chair the meeting from among the Members present.

5.5. Executives are required to attend at least 8 meetings per year.

5.6. All questions put to a meeting will if possible be decided by consensus. Where a consensus decision cannot be reached the decision will, unless otherwise specified in this Constitution, be made by a majority vote.

5.7. Only current Members present at the meeting will be eligible to vote. In the event of a tie the chairperson will have a casting vote.

5.8. Voting will be by a show of hands, unless an alternative method is agreed. If any Member requests a secret ballot on any vote then a secret ballot will be held.

5.9. The Secretary or, in his or her absence, a person chosen at the meeting, will ensure that accurate minutes are taken for each meeting.

6. Annual General Meetings

6.1. The Annual General Meeting will be held annually within 4 months of the end of the financial year (31st December).

6.2. The business of the meeting will include:

6.2.1. Minutes of the previous General Meeting;

6.2.2. Annual Report of the President;

6.2.3. Annual Financial Statement;

6.2.4. Election of Executives and Committee Members;

6.2.5. General Business.

6.3. Nominations for Executive and Committee positions may be made orally at the meeting, or may be given in writing to the Secretary prior to the meeting. As the nominee must consent to the nomination, a written acceptance of the nomination must be provided to the Secretary for any nominee not present at the meeting.

6.4. Anyone can nominate or second a nomination.

7. Special General Meetings

7.1. A Special General Meeting may be called at any time by the President or, in his or her absence, the Vice-President, or by a written request stating the purpose of the meeting made by at least five Members and delivered to the Secretary. Where the meeting has been called on the request of at least five Members it will be held within 28 days of that request.

7.2. A Special General Meeting will only consider business related to the reason for which it is called, as notified to the Members.

8. Committee Meetings

8.1. The Committee will meet regularly during the school year, at a time and place decided by the Committee and notified to all Members. The Committee will determine its own procedures at its meetings.

8.2. The President or, in his or her absence, the Vice-President, will call a special Committee meeting when at least three Committee Members make a written request to the Secretary stating the purpose of the meeting.

8.3. Committee meetings will be open to all Members to attend and speak, but only Committee Members may vote on matters before the Committee.

8.4. The Committee retains the right to exclude ordinary Members under the following circumstances:

8.4.1. If Committee Members wish to exclude ordinary Members from the discussion of certain matters, it must pass a formal motion to exclude those Members, and reference should be made to the Local Government Official Information and Meetings Act 1987.

8.4.2. In cases where business will relate to matters where the disclosure of names would be prejudicial, ordinary Members may be excluded. If ordinary Members are excluded, the Committee will state, in general terms, the reason for doing so.

8.4.3. A formal resolution to move back into open session is also necessary. Then a motion to confirm any actions taken "in Committee" should be put. Any business that has been finished and can be made public should be reported to the open session.

9. Finance

9.1. The financial year of the Association shall be from the first day of January to the 31st of December.

9.2. The Treasurer will open and maintain bank accounts in the name of the Association. The Committee will decide who will be authorised to produce cheques or otherwise withdraw funds or make payments from the bank accounts.

9.3. All monies raised in the name of the Association shall be received by the Treasurer and deposited in the Association's bank accounts.

9.4. The Treasurer will ensure that true and fair accounts are kept of all monies received and expended. Proper accounting practices must be followed and annual financial statements produced, including a record of assets and liabilities, and a full balance sheet. The Treasurer will ensure that the accounts are reviewed by a suitably qualified person, whose report will appear as part of the Annual Financial Statement.

9.5. A copy of the Annual Financial Statement will be given to the Board of Trustees.

9.6. The Committee may invest money in the name of the Association provided such investment is made with a registered Savings or Trading Bank.

9.7. The Association will approach the Board of Trustees to obtain approval to borrow money for a specific purpose with the approval of two-thirds (2/3) majority of the Committee Members.

9.8. For events and fundraisers, see historical data as guidelines for expenses. For expenses over \$500 get 2-3 quotes to get the best deal. Fill Expense Claim Forms for reimbursement.

9.9. Purchases of assets of a value greater than \$500 must be approved by vote at a Committee Meeting.

9.10. The limit of a donation for families in case of severe illness is \$150, discussed on a case by case basis. Use mainly petrol and food vouchers.

10. Income, Benefit or Advantage to be Applied to Objectives

10.1. In order to carry out the Association's objectives, fundraising activities may be conducted as and when required, in consultation with and with the approval of the Board of Trustees.

10.2. Any income, benefit or advantage will be applied to the objectives of the Association.

10.3. The Committee may make donations of funds to the Board of Trustees with or without recommendations for its expenditure in consultation with the School's Annual Plan.

10.4. The donation of funds will be voted at a Committee Meeting. This meeting must include at least two of the Executive (President, Vice President, Treasurer, Secretary), the Principal, at least one Board of Trustees representative and at least one Teacher representative.

10.5. Nothing expressed or implied in this Constitution shall permit the activities of this Association to be carried on for the personal pecuniary profit of any Member or individual.

10.6. No Member or person associated with a Member of the Association shall derive any income, benefit or advantage from the Association where they can materially influence the payment of the income, benefit or advantage, except where that income, benefit or advantage is derived from:

- 10.6.1. Professional services to the Association rendered in the course of business, charged at no greater rate than current market rates; or
- 10.6.2. Interest on money lent at no greater rate than current market rates.
- 10.7. All Members who may be interested or concerned directly or indirectly shall disclose the nature and extent of their interest to the Committee, and shall take no part whatsoever in any vote on the matter before the Committee.

11. Alterations to Constitution

- 11.1. This Constitution may only be changed by a two-thirds (2/3) majority of eligible Members personally present at a General Meeting.
- 11.2. Notice of any proposed changes must be provided at least seven days before the Meeting.
- 11.3. No change to the objectives, the personal benefits clause or the winding up clause may be made without adherence to the requirements of the Inland Revenue Department.

12. Limitation

- 12.1. This Association is ancillary to the school, and has no power over administration, maintenance, management or policy of the school. Although this Association is autonomous from the Board, it must have the Board of Trustees' approval in order to use the school name and grounds.

13. Winding Up

- 13.1. The Association may be wound up by resolution to this effect passed by a two thirds (2/3) majority of Members present at a Special General Meeting called for this purpose.
- 13.2. Any surplus assets after all liabilities have been paid will be given to the school's Board of Trustees. No surplus assets may be applied for or to the personal benefit of any Member.

This Constitution comes into force on 2nd May 2018 and will remain in force until changed in accordance with the provisions of this Constitution.

Signed:

Sian Stimson _____

Jenny Lisefski _____

Chloe Burchell _____

Sigi Hesse _____

Donna Nicolson _____

Helena Humphries _____

Karmen Wilson _____

Kate Flannery _____

Katie Clark _____

Kelly Bramwell _____

Lisa Blaas _____

Melissa Kearney _____

Olaf Lim _____

Sam Munnings _____

Stefanie Knoefel _____

Warren Frogley _____

Wunny Harman _____