

Waitati School PTA Policy Constitution

Charity Registration Number: CC41807

The Office Bearers

- President (Chair)
- Secretary
- Treasurer
- Staff Representative
- Board of Trustees Representative

Organisation

- Will meet at an annual general meeting (AGM), where the office bearers are elected.
- The AGM will be held in the second term of every year.
- There will be a minimum of one meeting per term.
- A quorum of five is required for all meetings.
- The Executive Committee shall consist of five members (office bearers).

Key Objectives

- Fundraising – to assist in raising funds to provide resources, facilities and opportunities.
- Socialising – to organise social activities and act in a hosting role to foster the school's sense of community.
- Communication – encouraging and supporting communication between families, teachers, school leadership, staff and the Board of Trustees.

Guidelines

- The AGM Agenda will include an annual report from the President, the financial report from the Treasurer, election of office bearers and general business. No addition to, or alteration or recession of the rules, shall be approved if it affects the non-profit objectives or the winding up clause.

Finance

- The funds of the Association shall consist of donations and any sums raised in the name of the association.
- All money shall be deposited in the name of the Association, at Westpac and the account will be operated by any two of the Executive Committee co-jointly.

Constitution

- Alterations to the constitution can be made at the AGM or at a special meeting, called for the purpose, with seven clear days notice of such a meeting advertised with the school, and with copies of the proposed changes available for all interested parties.
- The constitution shall be dated and shall be deemed to come into force on that day, and shall be binding on all members, until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are proposed.

Winding Up Clause

- If upon the winding up or dissolution of the organisation there remains, after the satisfaction of all its debts and liability, any property whatsoever, the same shall not be paid to or distributed among the members of the organisation, but shall be given or transferred to some other organisation or body having objectives similar to the objectives of the first organisation, or to some other charitable organisation or purpose, within New Zealand.