

## Waitati School PTA Policy Constitution - 28th August 2023

### 2026 REVIEW - Proposed adjustments for discussion at a special meeting on Friday 15th May at 2.45 pm. (Marked here in orange.)

#### Office Bearers - 5 office bearers as per charity registration.

- President (Chair)
  - Secretary
  - Treasurer
  - Staff Representative
  - Board of Trustees Representative
- Remove the following
- ~~Fundraiser Coordinator~~
  - ~~Social Coordinator~~
  - ~~Student Representative~~

#### Organisation

- Will meet at an annual general meeting (AGM), where the office bearers are elected.
- The AGM will be held in the first term of every year. - Note this should be held after the financial year end in Term 2.
- There will be a minimum of one meeting per term.
- A quorum of 7 (seven) is required for all meetings. Change to 5 now that the school roll has decreased.
- The Executive Committee shall consist of 5 (five) members (mentioned above).

#### 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. Having a presence at curriculum information evenings, sports days, and welcome afternoon tea for new entrants and new families to the school. Do we agree to continue to have a presence at all these events?

#### Guidelines

- AGM Agenda will include an Annual Report from the President, ~~audited financial statements~~, Election of Office Bearers and General Business. - Financial report does not need to be audited for the charity registration. Propose change to: AGM Agenda will include the Annual Report from the President, and the Financial Report from the Treasurer.
- 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 7 (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 15th May 2026, 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.

#### Name change

Friends of the Community of Waitati School - known as Focows (focus) - Do we want to change the name?