

THE RULES OF DEVONPORT SCHOOL
PARENT TEACHER ASSOCIATION

1. Name

1.1 The name of the organisation shall be Devonport School Parent Teacher Association also known as the Devonport School PTA.

2. Objectives

2.1 The objectives of the Devonport School PTA ('PTA') shall be:

- a) to provide social support to parents.
- b) to raise funds for agreed school projects which improve facilities and educational opportunities for students at the school.
- c) to act as an opinion group when asked by the school's Board of Trustees.
- d) to support the staff and the Board of Trustees in the operation of the school.
- e) to provide a link between students, parents/caregivers and the school; and
- f) to promote open communication between parents/caregivers, teachers and the Board of Trustees.

3. Committee Membership

3.1 Any parent, caregiver or teacher of Devonport School may become a member of the PTA.

3.2 There shall be an open number of committee members.

3.3 The committee shall adopt an open door policy on attendance, with all in attendance having speaking rights.

3.4 Members become a part of the PTA committee upon being welcomed by the existing members at any meeting of the PTA.

3.5 Any member may cease to be a member of the PTA committee:

- a) upon resigning in writing to the committee;
- b) after missing three (3) consecutive monthly meetings without an apology being tendered; or
- c) by being suspended or expelled by the agreement of a 75% majority of the committee.

3.6 Any staff member automatically ceases to be a member of the PTA upon their resignation.

3.7 Parents/caregivers automatically cease to be members of the PTA when they no longer have a child enrolled at the school.

4. Election of Executive Officers

4.1 The PTA Executive shall have the following officers:

Chairperson
Secretary
Treasury
Principal of Devonport School
A Devonport School staff representative

4.2 Officers of the PTA Executive shall be elected by the existing members at each Annual General Meeting (other than the Principal and the staff representative).

4.3 The Executive will have the power to fill any places vacant on the Executive, outside of an Annual General Meeting.

4.4 Elected members of the Executive will retire at each Annual General Meeting, but will be eligible for re-election to the Executive at the same and subsequent meetings.

4.5 Newly elected Executive Committee members will take office immediately upon their election.

5. General Meetings

5.1 General Meetings of the PTA shall be held no less than monthly during the school year (excluding the month of January), at the Chairperson's invitation.

5.2 Notice of a General Meeting of the PTA shall be given to members no less than 14 ordinary days prior to the date upon which the meeting is to be held. Notice shall be sent to members via email. Notification of a meeting shall specify the time, date and place of the meeting.

5.3 At the General Meetings of the PTA each member present shall have one vote. In the case of a tied vote the Chairperson shall have the casting vote.

5.4 The quorum at any General Meeting shall be five members.

5.5 All decisions will, if possible be decided by consensus. However, where a consensus decision cannot be reached on any matter, the decision will be made by majority vote.

5.6 All voting shall be 'on the voices', or by show of hands if called for by one person present. Voting may take place by secret ballot if requested by at least two people present.

5.7 There shall be no telephone voting by members. Nor shall there be any voting by way of the appointment of a proxy to undertake voting on another member's behalf.

5.8 Where there is extreme urgency for the PTA to make a decision on any matter, the Chairperson and one other member of the Executive Committee may together agree to supply sufficient information to all current PTA members via email and request that those members vote on such a matter via email. Such a decision making process shall only be used rarely, in the case of extenuating circumstances, where this is insufficient time or ability to call a Special General Meeting. Any decision made by email vote shall then be ratified by the PTA at the next general meeting.

5.9 All meetings will be chaired by the current Chairperson. In the absence of the Chairperson the members at the meeting will elect a person to chair the meeting.

5.10 The Secretary will ensure that copies of the approved minutes are kept which shall be available to any member of the PTA to review, and which, for each General Meeting of the PTA records;

- the names of those present
- all decisions made by the PTA; and
- any other matters discussed at the meeting

5.11 These rules for any General Meeting shall also apply to any Annual General Meeting or Special General Meeting of the PTA (except where any difference is specifically provided for under these rules).

6. Annual General Meetings

6.1 The Annual General Meeting will be held during the month of June.

6.2 The agenda shall include the following;

- minutes of the previous AGM;
- annual report of the Chairperson and/or Executive Committee outlining the activities of the PTA over the previous 12 months and the proposed priorities and directions for the PTA for the current year ahead.
- Annual Financial Statements for the year ending 31 December in the previous year.
- Election of Officers
- Approval of Account Signatures
- Annual review of the Rules of the PTA
- Appointment of an auditor to review the annual accounts
- General Business

7. Special General Meetings

7.1 Special General Meetings of the PTA may be called as required, if a specific issue requires urgent discussion and a decision needs to be made quickly.

7.2 A Special General Meeting may be called by any two of the Chairperson, Secretary or Treasurer, or by written request made by at least three (3) members of the Executive Committee delivered to the Secretary, whereupon a Special General Meeting shall be called within thirty (30) days of delivery of that request to the Secretary.

7.3 A Special General Meeting will only consider business related to the reason for which the meeting was called, as notified to the members.

8. Finance

8.1 The financial year of the PTA shall be from the 1st day of January to the 31st day of December in any year.

8.2 The funds of the PTA shall consist of donations and any funds raised in the name of the PTA.

8.3 All monies shall be deposited in the name of the PTA at the ASB Bank.

8.4 The PTA bank account(s) shall be operated by any two of the following; Chairperson, Treasurer and Secretary.

8.5 All transactions involving the PTA bank account or any investments held by the PTA shall require either the signatures (in the case of a cheque) or the electronic authorisation of any two of the Chairperson, Treasurer and Secretary.

8.6 All financial statements of the PTA shall be audited annually and presented at the Annual General Meeting (or a General Meeting, if required).

8.7 The Treasurer will ensure that true and fair accounts are kept of all money received and expended by the PTA.

9. Fundraising

9.1 In order to carry out the PTA objectives, funds may be raised by the PTA as and when required. Any income benefit or advantage will be applied to the objectives of the PTA.

9.2 Before any fundraising activity takes place the Principal must first approve if, where and when the activity is to take place on school grounds.

9.3 The PTA will ensure that the Principal has sufficient notice of any requirements for fundraising activities.

9.4 The PTA shall seek the support of the Staff and Board of Trustees for the PTA's events. Where personal details have not been supplied directly to the PTA by parents/caregivers, the school will assist the PTA in supplying contact phone numbers of the parents/ caregivers to the PTA (with parent's prior permission).

9.5 All written communication in the form of newsletters or fundraising notices which the PTA wishes to be sent to parents/caregivers shall first be agreed by the Principal before they are sent out.

9.6 The agreed list of PTA fundraising projects and the purposes to which funds will be applied, will be decided either by mutual agreement between the Board of Trustees and the PTA (for any proposed project exceeding \$5,000 in value) or by mutual agreement between the Principal and the PTA (for any proposed project under \$5,000 in value). The agreed list of projects will only be varied by mutual agreement of both the Board and the PTA (or the Principal and the PTA as the case may be).

9.7 The PTA may form subcommittees for a particular fundraising project. Any subcommittee shall ensure that the PTA remains fully informed of its activities, with all money raised by that subcommittee being channeled through the PTA bank account.

9.8 When the school receives funds from the PTA as a result of the PTA's fundraising activities the PTA shall request that the Board of Trustees be responsible for accounting for those funds and ensuring that they are used for the purpose for which they were raised (unless the purpose is subsequently varied by mutual agreement between the PTA and the Board of Trustees).

10.No Undue Influence and Reasonable Payments by PTA

10. 1 No member of the PTA (or any person associated with a member of the PTA) shall participate in or materially influence any decision made by the PTA in respect of any payment to or on behalf of that member (or associated person) of any income benefit or advantage whatsoever. Any such income paid to a member (or associated person) shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open face value). The provision and effect of this clause shall not be removed from these rules and shall be implied in any document replacing these rules.

11. Alterations to the Rules

11. 1 Any alteration to these Rules shall be notified to Charities Services but the alteration shall take effect from the time at which it is approved at the Annual General Meeting or Special General Meeting as applicable.

12. Winding up

12.1 The PTA may be wound up by resolution to this effect passed by 75% majority of all the members present at the Special General Meeting called for this purpose.

12.2 If a decision is made to wind up or dissolve the PTA and any property remains after the settlement of the PTA's debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005. .

These rules were adopted at the Annual General Meeting of the Association held on 5th July 2016.

Jane Wright
Chair

Signed by all those present:

Jane Wright

JANE WRIGHT - CHAIR OF PTA

S. England-Hall

S. ENGLAND-HALL - COMMITTEE MEMBER

Karlene Beattie

KARLENE BEATTIE - COMMITTEE MEMBER

Donna Gaskin

DONNA GASKIN - TREASURER OF PTA

Sianne Dixon-Hall

SIANNE DIXON-HALL - COMMITTEE MEMBER

Victoria Price

VICTORIA PRICE - SECRETARY OF PTA

Kim Pausina

KIM PAUSINA - COMMITTEE MEMBER

Melinda Bennett

MELINDA BENNETT - PRINCIPAL

Aimee Bourke

AIMEE BOURKE - COMMITTEE MEMBER

Lesley Gardner

LESLEY GARDNER - TEACHER REPRESENTATIVE ON PTA