

## Arthur Street School Parent Teacher Association

# Revised Version of the Constitution of the Arthur St Primary School Parent Teacher Association as at 11/7/2011

### **1. Name**

The name of the Association is the Arthur Street Primary School Parent Teacher Association (ArtSt PTA).

### **2. Aims**

ArtSt PTA is a not-for-profit organisation which aims to support Arthur St Primary School in meeting its mission “To enrich and advance children’s learning, capabilities and confidence within a supportive, stimulating and happy school environment” (School Charter 2010–2012). In so doing, ArtSt PTA will try to foster positive interactions and enhance the sense of community between parents, teachers and children of the school.

#### **To help meet these aims ArtSt PTA has four objectives:**

- a. support teaching and learning at Arthur St Primary School;
- b. help inform parents about matters which might impact on children’s learning, health and safety;
- c. organise events which contribute to the school “community” (e.g., Art and Dance Expos) and which extend its outreach to the local community (e.g., school fairs); and
- d. raise funds which are used solely to achieve these aims.

### **3. Membership**

- a. Membership of ArtSt PTA is granted to any parent, caregiver, teacher or an adult who has a sincere and genuine interest in the school.
- b. The ArtSt PTA will have an executive committee. The positions on this executive committee are the Principal of Arthur St Primary School, President, Vice-President or Immediate Past-President, the Secretary, Treasurer, Board of Trustees representative and a Teacher representative.
- c. Members of ArtSt PTA will normally be elected to these positions at an AGM.
- d. The maximum terms of the positions on ArtSt PTA, excluding the Principal, shall be three (3) years for the President and Vice-President and two (2) years for all other positions. An individual can seek re-election to the same or different position at the AGM. Individuals can step down from their positions at any time; but they should provide adequate warning of this decision well before (> 2 months) it takes effect. If an executive position is vacated, then another ArtSt PTA member may be appointed to this position by other members of the executive committee and hold this position until the next AGM.

### **4. Meetings**

- a. Regular Meeting Regular meetings of ArtSt PTA will occur 6–12 times per year.

Notices of meetings will be advertised in the school newsletter ~1–2 weeks prior to the meeting and they will indicate that parents, caregivers and teachers are invited to attend. A quorum will consist of the Principal or Deputy Principal, President or Vice-President, and Secretary or Treasurer.

b. Annual General Meeting (AGM) The AGM will be held during ‘term 2’ (April to June) and the agenda shall include:

- minutes of the previous AGM;
- annual report of the President;
- annual report of the Treasurer (to include annual financial statements of the year);
- election of positions on ArtSt PTA, as appropriate;
- general business.

The AGM will be advertised to the school community at least four weeks prior to its date and members can submit items for discussion to the President or Secretary of ArtSt PTA no less than 7 days in advance of the meeting. Nominations for positions on the executive committee can be made in-person or by proxy at the AGM and decisions will be reached by voting at the AGM. A quorum at the AGM consists of the Principal (or representative), three members of the ArtSt PTA executive committee plus two other members of ArtSt PTA (see 3a).

c. Special General Meeting A Special General Meeting can only be called by a vote (simple majority) of the ArtSt PTA executive committee, or a vote from five (5) members of ArtSt PTA. A Special General Meeting will be held to discuss important matters (e.g., the constitution or misconduct) that requires input from more parents and teachers than will usually attend regular meetings. The date, time and venue of a Special General Meeting will be advertised at least one month prior to the meeting. A quorum at a Special General Meeting consists of the Principal (or representative), three members of the ArtSt PTA executive committee plus two other members of ArtSt PTA.

## **5. Rules of Procedure**

For each meeting an agenda is established and made available to members at least one week prior to the meeting. At the meeting all items are discussed openly by those present and, in general, decisions are made by consensus. This is particularly the case during standard meetings. However, if consensus cannot be reached, or in the case of issues addressed at a Special General Meeting and at the AGM (e.g., nominations for positions on the executive committee), decisions are reached by voting and a simple majority will be applied. In the event of a split vote the President will have the casting vote.

## **6. Financial Processes**

a. The Financial Year shall begin at April 1 and end at March 31 of the following year.

b. The funds of ArtSt PTA shall consist of donations and any sums raised in the name of ArtSt PTA. All monies shall be deposited in the name of ArtSt PTA in a bank account approved by the executive committee of ArtSt PTA.

c. Only the Treasurer, President, Vice-President and/or Secretary can operate and be signatories to the bank account. Funds can only be expended in a manner consistent with the aims of ArtSt PTA (see 2a-d), and they can only be expended after agreement by simple majority at a standard meeting of ArtSt PTA. Two signatures will be required for cheques and there will be no pre-signing of cheques. In the case where a member spends money on behalf of ArtSt PTA, evidence of purchase (e.g., receipt) or intent to purchase (e.g., invoice, quote) must be presented to the Treasurer before the money is reimbursed.

d. Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation.

e. Records of income and expenditure will be maintained and, wherever possible, receipts shall be retained for a minimum period of seven years. The Treasurer shall provide a financial statement at each standard meeting and the AGM. This statement will make reference to all assets and liabilities, including outstanding debts.

f. The accounts and all books of ArtSt PTA shall be reviewed annually by either a chartered accountant or an individual with a bonafide qualification in accounting (e.g., BCommerce degree). This review shall appear as a report that is included as part of the annual financial statement.

## **7. Amendments to Constitution**

Amendments to the constitution must be initiated by the executive committee of ArtSt PTA and can only take effect after 1) the revised version of the constitution has been made available to the school community, including the Board of Trustees, at least four weeks before a Special General Meeting or AGM, and 2) approval of a simple majority of individuals who attended that Special General Meeting or AGM.

## **8. Dissolution**

The basis of dissolution of ArtSt PTA is when it can no longer meet its aims and objectives. The ArtSt PTA can only be dissolved by a special resolution to this effect passed by a two-thirds majority of members present at a Special General Meeting called for this purpose. Any surplus assets after all liabilities have been paid shall be paid to the school's Board of Trustees. No surplus assets may be applied for by, or be to the personal benefit of, a member of ArtSt PTA.

**Note:** amendments made to 6c and 6d on 11/7/2011

This document represents the second edition of the Constitution of Arthur St Primary School Parent Teacher Association that is based on a previous undated hard copy of a constitution obtained by Simon Green (PTA President) from Bruce Robertson (Principal of Arthur St Primary School) on March 24, 2010. It has been written by Simon Green with the assistance of Bruce Robertson, John Hamilton (PTA committee member), Rosalind Whiting (Lecturer in School of Business, University of Otago), and it has been reviewed by several members of the PTA and Chris Medicott (Chair of Board of Trustees of Arthur St Primary School).

This edition of the constitution has been approved by the Arthur St Primary School Parent Teacher Association on August 31, 2010 and by the Charities Commission (on.....date) and was deemed to take effect on August 31, 2010.

