



PUKEKOHE HIGH SCHOOL

**PARENT TEACHER ASSOCIATION CONSTITUTION
AND RULES**

PUKEKOHE HIGH SCHOOL PARENT TEACHER ASSOCIATION

Constitution and Rules

1 Definitions

- 1.1 "Board" means the Board of Trustees of Pukekohe High School.
- 1.2 "Executive Committee" means the Executive Committee appointed in accordance with this Constitution and Rules.
- 1.3 "Member" means a person admitted as a Member in accordance with this Constitution and Rules.
- 1.4 "Principal" means the Principal of Pukekohe High School.
- 1.5 "PTA" means the Pukekohe High School Parent Teachers Association Incorporated.
- 1.6 "School" means Pukekohe High School.

2 Constitution

- 2.1 The PTA was incorporated at Pukekohe in October 2023.
- 2.2 These rules were adopted by resolution of the PTA on October 2023.

3 Objectives

- 3.1 The primary objectives of the PTA are to advance education by:
 - (a) Fostering relationships between the students, parents, caregivers, Principal, teachers, employees and the Board of the School;
 - (b) Supporting the School through fundraising to improve facilities and provide opportunities; in accordance with the School strategic plan
 - (c) Supporting the School in providing for the students' educational, social, cultural and sporting activities; in accordance with the school strategic plan and the guidance of the Principal and the Board.
 - (d) Encouraging new families to engage in the School's culture; and
 - (e) Upholding the school as an active Te Tiriti o Waitangi partner.

- 3.2 Without detracting from the primary objectives of the PTA, the secondary objectives of the PTA are to:
- (a) Establish codes of behaviour approved by the Board and applicable to members; and
 - (b) Advance the attainment of the primary objectives.

4 **Powers**

- 4.1 In addition to its statutory powers, the PTA:
- (a) May use such of its funds to pay the costs and expenses of furthering or carrying out its objects;
 - (b) May purchase, lease, hire or otherwise acquire, or may exchange, sell, lease or otherwise dispose of property, rights or privileges to further carry out its objectives as may seem expedient;
 - (c) May invest in any investment in which a trustee might invest; and
 - (d) Shall consult with the Principal when planning activities.
- 4.2 Any transactions between the PTA and any Member or member of the Executive, or any associated persons shall be at arms' length and in accordance with prevailing commercial terms on which the PTA would deal with third parties not associated with the PTA, and any payments made in respect of such transactions shall be limited to:
- (a) A fair and reasonable reward for services performed;
 - (b) Reimbursement of expenses properly incurred;
 - (c) Usual professional, business or trade charges; and
 - (d) Interest at no more than current commercial rates.

5 **Membership**

- 5.1 Any parent, caregiver, whanau, or staff representative associated with the School is eligible to be a Member of the PTA.
- 5.2 Every Member shall promote the interests and the objects of the PTA and shall do nothing to bring the PTA into disrepute.
- 5.3 Parents, whanau and caregivers automatically cease to be members when they no longer have a child or whanau member enrolled at the School.

- 5.4 Staff automatically cease to be members when their employment with the School ends.

6 No Private Profit

- 6.1 All income, benefit or advantage must be used to advance the charitable purpose of the PTA.
- 6.2 No member of the PTA or anyone associated with a Member, is allowed to take part in, or influence any decision made by the organisation in respect to payments to, or on behalf of, the member or associated person of any income, benefit or advantage.
- 6.3 Any payments made must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

7 Election of Executive Committee

- 7.1 The following positions of the Executive Committee shall be elected annually from Members of the PTA:
- (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer;
 - (e) Two additional Members from the PTA.
- 7.2 The election of the Executive Committee shall be conducted as follows:
- (a) Written nominations for nominees to a position of the Executive Committee shall be received by the Secretary by 3:00pm on the day of the Annual General Meeting, and accompanied by the written consent of the nominee;
 - (b) If there are no nominations for a position of the Executive Committee, the President will call for nominations from Members present at the Annual General Meeting.
 - (c) Positions of the Executive Committee shall be filled on the basis of the highest number of votes for a nominee to a position by the Members present at the Annual General Meeting. In the event of any vote being tied the President shall have a casting vote.

- (d) In the event that there are no nominees for a position of the Executive Committee, the Committee may co-opt the services of a person or Member (with the consent of that person or Member) to fill the position.

7.3 In the event that a position of the Executive Committee becomes vacant between Annual General Meetings the Executive Committee may co-opt the services of a person or Member (with the consent of that person or Member) to fill the position.

7.4 Any member of the Executive Committee may be removed by resolution at a General Meeting which is passed by a three quarter majority of Members present and voting at the General Meeting.

8 Management by the Executive Committee

8.1 From the end of each Annual General Meeting until the end of the next Annual General Meeting, the PTA shall be administered, managed and controlled by the Executive Committee, which shall be accountable to the Members for the implementation of the policies of the PTA as approved by any General Meeting.

8.2 All Executive Committee meetings shall be chaired by the President, or in the President's absence the Vice-President, or in the absence of both of them by some other member of the Executive Committee elected for the purpose of the meeting. The chair of the meeting shall have a casting vote, which may or may not be used at the Chairperson's discretion.

8.3 The quorum of Executive Committee meetings shall be 3 members of the Executive Committee.

8.4 The Executive Committee may appoint sub-committees consisting of such persons (whether or not Members of the PTA) on such terms and for such purposes as it thinks fit.

8.5 When a conflict of interest exists for an office, that officer must declare the nature of the conflict or the potential conflict. The officer must not take part in deliberations or proceedings including decision-making in relation to the conflict of interest. The officer must not be counted in the quorum required for decision making on the matter for which he or she has the conflict of interest.

9 **The Secretary**

- 9.1 The Secretary shall record the minutes of all General Meetings and Executive Committee meetings, and all such minutes when confirmed by the next such meeting shall be prima facie evidence that the meeting was called and are an accurate record of what occurred at that meeting.

10 **Finance**

- 10.1 The Treasurer shall:

- (a) Keep such books of account as may be necessary to provide a true record of the PTA's financial position;
- (b) Report on the PTA's financial position at each Executive Committee meeting; and
- (c) Present an annual statement of accounts to the Annual General Meeting.
- (d) Complete an online Annual Return with a copy of the latest financial accounts and any changes to office holders in accordance with NZ Charities Commission requirements.

- 10.2 The PTA's financial year shall commence on 1 January and end on 31 December each year.

- 10.3 All funds received on the account of the PTA shall be banked into a bank account approved by the Executive Committee in accordance with the finance policy approved by the Executive Committee and the Board.

- 10.4 The PTA's annual financial statements shall be audited or reviewed as required under the Charities Act 2005 or if an audit or review is not required, its annual financial statements will be reviewed and approved by School's Board and will be reported annually to Charities Services.

10.5 **Fundraising**

- 10.5.1 A prioritised list of suggestions for capital expenditure shall be sought from the Board/Principal. This is to ensure that all PTA projects fit into the Board strategic, annual and 5-year property plans
- 10.5.2 The PTA decide on the annual fundraising target based on the prioritized list by discussion and subsequent confirmation by voting.

10.5.3 The Executive Committee may at its discretion, but in accordance with the objectives of the PTA and the prioritised list:

- (a) Expend funds for the benefit of the School: or
- (b) Make donations to the Board for the benefit of the School

11 **General Meetings**

11.3 The Annual General Meeting shall be held in March (and no later than 31 March) each year at a time and place fixed by the Executive Committee.

11.4 Other General Meetings may be called by:

11.4.1 The Executive Committee; or

11.4.2 A request in writing to the Secretary by 10 or more Members stating the purpose of the General Meeting.

11.5 Other General Meetings must be held within 28 days of being called for.

11.6 Notice of any General Meeting must be provided at least 7 days before the General Meeting is held.

11.7 Unless the Executive Committee requires otherwise, the School will use reasonable endeavours to provide notice to Members of the time, place and purpose of the General Meeting to Members. The failure by any Member to receive notice of a General Meeting will not invalidate the meeting or its proceedings.

11.8 All General Meetings shall be chaired by the President, or in the President's absence the Vice-President, or in the absence of both of them by some other member of the Executive Committee elected for the purpose of the meeting. The chair of the meeting shall have a casting vote, which may or may not be used at the Chairperson's discretion.

11.9 A quorum of a General Meeting shall be at least 2 executive committee members and at least 3 other persons.

11.10 Votes at General Meetings shall be exercised as follows:

11.10.1 By show of hands; or

11.10.2 By ballot if called for.

11.11 The business of the Annual General Meeting shall include:

11.11.1 Approval of the minutes of the previous Annual General Meeting;

11.11.2 Annual report by the Executive Committee;

11.11.3 Statement of accounts and (if applicable) auditors report;

11.11.4 Election of the Executive Committee;

11.11.5 Appointment of an auditor for the financial year, if applicable

11.11.6 Motions of which notice has been given; and

11.11.7 General business.

12 **Alteration of the Constitution and Rules**

12.3 The Constitution and Rules may be amended or replaced by resolution of any General Meeting passed by a majority of those Members present and voting.

12.4 Any proposed motion to amend or replace the Constitution and Rules shall be signed by at least 10 Members and given to the Secretary in writing with an explanation of the reasons for the proposal at least 28 days before the General Meeting at which the motion is to be considered.

13 **Execution of documents**

13.3 The Common Seal of the PTA shall be retained by the Secretary.

13.4 Documents shall be executed for the PTA pursuant to a resolution of the Executive Committee:

13.4.1 By affixing the Common Seal witnessed by the President or Vice-President and another member of the Executive Committee; or

13.4.2 Where the document is not required by law to be executed under seal, by the President or Vice-President and another member of the Executive Committee.

14 **Winding up**

14.3 The PTA may be wound up if at a General Meeting of its members, it passes a resolution to wind up and the resolution is confirmed at a subsequent general meeting called together for that purpose and held

at least 30 days after the date on which the resolution to be confirmed was passed.

- 14.4 In the event of the PTA being wound up, the surplus assets (after payment of all debts, costs and liabilities) shall be disposed of as determined by a majority of Members present and voting at a General Meeting, for the benefit of the School.

15 **Matters not provided for**

- 15.3 In the event of any question arising which is not provided for in the Constitution and Rules, the question shall be decided by the Executive Committee whose decision shall be binding on the Members.

This constitution comes into force on the date below and remains in force until altered in accordance with the provisions of this constitution.

Date:

Signed by all present at a General Meeting of the PTA:

Name	Title	Signature	Date
Chris Peters	President		15/11/23.
Nicole Fricke	Vice President		15/11/23.
RACHEL BEAURAIN	Treasurer		15/11/25
Nina Gordon-Peters	Secretary		15/11/23.

