



Christchurch Boys' High School Parent Teachers Association CONSTITUTION

(Reviewed/Approved 6 March 2018)

1.0 NAME

The name of the association shall be “**Christchurch Boys' High School Parent Teacher Association (CBHS PTA)**”

2.0 PURPOSE

- 2.1. To promote co-operation amongst all people interested in the values and wellbeing of Christchurch Boys' High School.
- 2.2. To support the school in providing for the students' education, social, cultural and sporting activities.
- 2.3. Either alone, or in co-operation with any other body or bodies, raises funds and applies any funds available towards the purpose of the constitution.
- 2.4. To provide a social link between the students, parents/caregivers and the School.
- 2.5. To be available as a consulting body for the school on matters of strategic, operational or community interest and to present a parent perspective to the Headmaster.

3.0 OBJECTIVES

The officers and committee of the Association will act in a way so as to ensure that any income, benefit or advantage must be used to advance the purpose of the Association.

4.0 FISCAL MANAGEMENT

- 4.1. No member of the Association, or anyone associated with a member, is allowed to take part in or influence any decision made by the Association in respect of payments, to, or on behalf of, the member or associated person or income, benefit or advantage.
- 4.2. Any member who may benefit or have an advantage from an Association decision should remove themselves from any discussion or vote.
- 4.3. Any payments made to a member of the Association, or person associated with a member, must be for goods or services that advance the purpose and must be reasonable and relative to payments that would be made between unrelated parties.

5.0 MEMBERSHIP

- 5.1. All current parents, caregivers, whanau, staff representatives, board representatives or adults who are active participants in the school community are members of the Association.
- 5.2. Office Bearers must be current parents, caregivers or whanau at time of elections.

6.0 QUORUM:

At all meetings (Monthly, Annual General and Special General) a quorum will be five (5) members present in person and must include at least two (2) Office Bearers.

7.0 OFFICE BEARERS:

- Chairperson
- Vice Chairperson
- Secretary:
- Treasurer

If any of the above roles are co-shared, both members are Office Bearers.

Immediate Past Chairperson (optional) can be invited to remain as an Office Bearer for six months following their acceptance at the AGM.

8.0 TERM OF OFFICE:

- 8.1. The Office Bearers will be elected at each Annual General Meeting. Any vacancy that arises among the named officer bearers may be filled by election at any monthly meeting.
- 8.2. All Officers will retire at the Annual General Meeting and be eligible for re-election. Any officers wishing to resign at other times than the AGM are required to do so in writing to the PTA Secretary or Chairperson.
- 8.3. No Officer Bearer shall hold the same position for more than three (3) years. If the existing position they have held is not filled, then at the AGM they can be voted in by a majority vote to continue in the current position for a further year.

9.0 ROLE DESCRIPTIONS

- 9.1. At the end of each year, the Office Bearers are to review their role descriptions and update if necessary. The final versions of the role descriptions are to be issued amongst the Executive Committee for final review prior to issue.
- 9.2. A copy of each of the relevant role descriptions of the Office Bearers are to be issued at the time the nominations are called for.

10.0 EXECUTIVE COMMITTEE

- 10.1. The Executive Committee will consist of the:
 - Chairperson
 - Vice Chairperson

- Secretary
 - Treasurer
 - Headmaster (as ex-officio) can attend PTA Executive meetings, with non-voting rights
 - and no less than two other co-opted persons based on the skills/experience required, as identified by the Executive Committee and their positions ratified at the PTA meeting.
- 10.2. The Executive Committee will meet as often as the Chairperson or Secretary may think necessary. An Executive Committee meeting shall also be convened by the Secretary at any time upon request in writing by three members of the Executive Committee.
- 10.3. Three (3) Office Bearers of the Executive Committee need to be present at a meeting to constitute a quorum.
- 10.4. Minutes of the Executive Committee meetings are to be prepared and held by the Secretary.
- 10.5. Any decisions or recommendations made by the executive committee must be reported at the next general meeting.
- 10.6. The Executive Committee have the right to cover public excluded business.

11.0 ANNUAL GENERAL MEETING

The AGM will be held in Term 1 each year and the agenda shall include but not limited to:

- 11.1. Minutes of the previous AGM
- 11.2. Annual Reports - to be received and presented from:
- Chairperson
 - Treasurer
 - Uniform Sub-Committee Chair
 - Headmaster.
- 11.3. Appointment of a suitably qualified person to review the Association's accounts for the current year.
- 11.4. Copy of nomination forms and the formal election of office bearers.
- 11.5. Proposed amendments to the Constitution to be presented and voted on.
- 11.6. AGM is to be formally notified a minimum of two weeks prior to the meeting through the School Website.

12.0 SPECIAL GENERAL MEETING

- 12.1. A Special General Meeting can be called at any time during the year. It would be held before a General Meeting and only the item(s) raised that require a special meeting will be discussed and voted on.
- 12.2. Its purpose is where a particular issue or decision has to be made and cannot be held over until the Annual General Meeting. Some examples:
 - an urgent item under the Constitution
 - urgent nomination required due to an Office Bearer having to leave unexpectedly
 - request to undertake a project that required a special vote.
- 12.3. Notification for a Special General Meeting will be sent to the Chairperson and Secretary and formal notification issued to all members of the PTA at least one week prior to the meeting.
- 12.4. The Special General Meeting will be opened by the Chairperson, recorded with separate minutes by the Secretary. At completion of the issues and/or voting the Special General Meeting will be formally closed by the Chairperson.

13.0 GENERAL MEETINGS

- 13.1. General Meetings shall be held monthly during the school year at such time and place as agreed at a general meeting.
- 13.2. Proposed Calendar of Events to be prepared by the PTA Secretary, outlining key dates throughout the school year.
- 13.3. Proposed calendar to be updated, by the Secretary as more dates/events are confirmed throughout the year and issued to all PTA members.
- 13.4. Minutes and agenda are to be emailed out to all members of the PTA no later than one week before the next meeting.

14.0 DONATION

- 14.1. The annual PTA donation is set at \$10 per family.
- 14.2. Any change to the amount is to be voted on and passed at a general meeting by November of each year. Any change will apply from the beginning of the following school year.

15.0 DECISIONS

At any:

- Annual General Meeting (AGM),
- Special General Meeting
- General Meeting, or
- Executive Committee Meeting

all questions / items shall be decided by a majority of the members present.

16.0 SUB COMMITTEES

- 16.1. The PTA shall have power to create sub-committees to conduct any special activities of the Association.
- 16.2. Each sub-committee shall at all times be under the control and direction of the Executive Committee.
- 16.3. The Chairperson shall have the right as ex-officio to attend or be represented at any meetings of a sub-committee. The Chairperson is not required to hold the position of Chair on any sub-committee.
- 16.4. A copy of the minutes from all meetings is to be supplied to the Secretary.

17.0 UNIFORM SHOP

- 17.1. The function of the Uniform Shop sub-committee is to ensure the fiscal management and governance of the Uniform Shop. This will enable the Uniform Shop to operate as a viable business on behalf of the PTA and School.
- 17.2. The Uniform Shop sub-committee is to have no less than five (5) members:
 - Chair
 - Treasurer (Office Bearer)
 - Secretary
 - Committee member
 - PTA Chairperson (ex-officio)
- 17.3. The election of the relevant officer positions for the Uniform Shop sub-committee will be determined by the members of the sub-committee.
- 17.4. The Uniform Shop sub-committee is to abide by all Constitution rules as well as the Schedule of Delegated Authorities, Contract for Services and Memorandum of Understanding between the School and Uniform Shop.
- 17.5. A representative from the Uniform Shop sub-committee is to attend all PTA meetings and provide a monthly report.
- 17.6. Any changes or additions to the Uniform Shop Schedule of Delegated Authorities will be presented to the PTA at any general meeting for approval.

18.0 Uniform Shop Financial Management

- 18.1. The current account and accounts for funds not immediately required shall be kept at a local bank and shall be operated by no less than two (2) subcommittee signatories and one (1) contract for service holder.
- 18.2. Any financial expenditure above \$250 is to be approved by the Uniform Shop sub-committee.

18.3. Any profits shown in the annual financial statements are to be transferred to the PTA bank account.

19.0 PTA FUNDS

19.1. A current account and accounts for funds not immediately required shall be kept at a local bank and this account shall be operated by the Treasurer, Chairperson, Vice Chairperson and Secretary, any two of whom may be approved signatories. Any other investments must be authorised by a general meeting.

19.2. Any PTA expenditure over \$500 will require a vote. Multiple quotes will be required. If multiple quotes are not attainable then the committee is to vote on accepting the quotes received”

19.3. Any requests for items to be purchased from teaching staff must be approved by the Headmaster before being presented to the PTA.

19.4. Agreed percentage split of the Uniform Shop profits between the School and PTA will be voted on at the AGM.

20.0 ALTERATIONS TO THE CONSTITUTION

20.1. No alteration or addition to the constitution shall be made unless a majority vote has been obtained at an AGM or General Meeting after discussion on the proposed change.

20.2. Any proposed amendments to the Constitution must be issued at least four (4) weeks prior to an Annual General meeting to all PTA members for review and comment, prior to the voting of the Constitutional changes at the AGM.

20.3. Any proposed change to the Constitution that is required before or after an AGM, will be sent to the Secretary at least six (6) weeks prior to a General Meeting for review and issue to all members of the PTA a minimum of four (4) weeks before the General Meeting.

20.4. A Special General Meeting will be called for any Constitutional changes if required under urgency and cannot be covered off under the next AGM.

21.0 DISPOSAL OF PROPERTY

21.1. In the event of the Parent Teacher Association (CBHS PTA) being wound up, following a Special General Meeting, its assets shall be utilised towards the benefit of the Christchurch Boys High School.

21.2. In the event of 21.1 above occurring, all assets and agreements with the Uniform Shop Contract for Service Holders will require changes to all formal agreements and transferred to the governance of the Christchurch Boys High School.

22.0 CONSTITUTION CONFIRMED

22.1. This Constitution comes into force on 6 (day) ... 3 (month)..... (year) 2018 and supersedes all previous Constitutions or Rules.

22.2. It shall remain in force until altered in accordance with the provisions of this constitution.

22.3. Signed by the following:

Chairperson:	<u><i>Jo van Wiggeren</i></u>	Name: <u>Jo van Wiggeren</u>
Vice Chairperson:	<u><i>Jillian Woods</i></u>	Name: <u>Jillian Woods</u>
Secretary:	<u><i>Cherie</i></u>	Name: <u>Jacque Ching</u>
Treasurer:	<u><i>Deborah Kinzett</i></u>	Name: <u>Deborah Kinzett</u>
		Name:

