



CHRISTCHURCH GIRLS' HIGH SCHOOL PARENT TEACHER ASSOCIATION CONSTITUTION AND RULES

Version Control

V1.0	Constitution and Rules as produced by Anthony Harper Lawyers 2008
V1.1	AGM Approved Amendment 3/03/14: Section 9.4 remove 'audit' and replace with 'independent financial review'

CHRISTCHURCH GIRLS' HIGH SCHOOL PARENT TEACHER ASSOCIATION Inc

Constitution and Rules

1. Definitions

- 1.1. "Board" means the Board of Trustees of Christchurch Girls' 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 Christchurch Girls' High School.
- 1.5. "PTA" means the Christchurch Girls' High School Parent Teachers Association Incorporated.
- 1.6. "School" means Christchurch Girls' High School.

2. Constitution

- 2.1. The PTA was incorporated at Christchurch on 20 March 1974.
- 2.2. These rules were adopted by resolution of the PTA on 19 March 2007.

3. Objectives

- 3.1. The primary objectives of the PTA are:
 - a) To provide an effective communication link between the students, parents, caregivers, Principal, teachers, employees and the Board of the School;
 - b) To support the School through fundraising to improve facilities and provide opportunities;
 - c) To support the School in providing for the students' educational, social, cultural and sporting activities;
 - d) To encourage new families to integrate into the School's culture; and
 - e) To organise and manage regular services to the School including the sale of second-hand uniforms within the School.
- 3.2. Without detracting from the primary objectives of the PTA, the secondary objectives of the PTA are to:
 - a) Establish codes of behaviour 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, and for the purpose may employ such people as it seems expedient;
 - 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 have the power to borrow or raise money by debenture, bonds, mortgage or other means, with or without security, but such borrowing powers shall not be exercised other than by resolution of a General Meeting.

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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. Applicants for membership of the PTA shall complete an application in the form approved by the Executive Committee, and supply such information as may be required by the Executive Committee.
- 5.3. The Executive Committee shall have a discretion as to whether or not to admit an applicant as a Member, and shall advise the applicant of the decision.
- 5.4. The Secretary shall keep a membership register of Members recording their names, addresses and dates when the applicant became a Member. Every Member shall advise the Secretary of a change of address. Any Member may resign from the PTA by written notice to the Secretary.
- 5.5. Any member shall cease to be a Member on the passing of a resolution by a majority of Members present and voting at a General Meeting
- 5.6. Every Member shall promote the interests and the objects of the PTA and shall do nothing to bring the PTA into disrepute.

6. Election of Executive Committee

- 6.1. 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) Lunchroom Co-ordinator and/or Second-Hand Uniform Co-ordinator;
 - f) Two or three additional Members from the PTA.
- 6.2. 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;

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- 6.3. The election of the Executive Committee shall be conducted as follows:
- b) 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;
 - c) 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.
 - d) 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.
 - e) 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.
- 6.4. 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.
- 6.5. 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.

7. Management by the Executive Committee

- 7.1. 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.
- 7.2. 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.
- 7.3. The quorum of the Executive Committee meeting shall be 4 members of the Executive Committee.
- 7.4. 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. The Secretary

- 8.1. 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.

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9. Finance

- 9.1. The Treasurer shall:
- Keep such books of account as may be necessary to provide a true record of the PTA's financial position;
 - Report on the PTA's financial position at each Executive Committee meeting; and
 - Present an annual statement of accounts to the Annual General Meeting.
- 9.2. The PTA's financial year shall commence on 1 January and end on 31 December each year.
- 9.3. 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.
- 9.4. The PTA's accounts shall be reviewed independently by a member of the New Zealand Institute of Chartered Accountants (and not a Member of the PTA) whose 'financial review' report shall appear as part of the annual financial statements of the PTA (and a copy of which shall be given to the Board as a courtesy).
- 9.5. The Executive Committee may at its discretion, but in accordance with the objectives of the PTA:
- Expend funds for the benefit of the School; or
 - Make donations to the Board with recommendations for its expenditure for the benefits of the School.

10. General Meetings

- 10.1. 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.
- 10.2. Other General Meetings may be called by:
- The Executive Committee; or
 - A request in writing to the Secretary by 10 or more Members stating the purpose of the General Meeting.
- 10.3. Other General Meetings must be held within 28 days of being called for.
- 10.4. Notice of any General Meeting must be provided at least 7 days before the General Meeting is held.
- 10.5. 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.
- 10.6. 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.

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10.7. A quorum of a General Meeting shall be a least 14 Members.

10.8. Votes at a General Meeting shall be exercised as follows:

- a) By show of hands; or
- b) By ballot if called for.

10.9. The business of the Annual General Meeting shall include:

- a) Approval of the minutes of the previous Annual General Meeting;
- b) Annual report by the Executive Committee;
- c) Statement of accounts and auditors report;
- d) Election of the Executive Committee;
- e) Appointment of an auditor for the financial year;
- f) Motions of which notice has been given; and
- g) General business

11. Alteration of the Constitution and Rules

11.1. 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.

11.2. 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.

12. Execution of documents

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

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

- a) By affixing the Common Seal witnessed by the President or Vice-President and another member of the Executive Committee; or
- b) 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.
- c)

13. Winding Up

13.1. The PTA may be wound up under the provisions of the Incorporated Societies Act 1908.

13.2. 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.

14. Matters not provided for

14.1. In the event of any question arising which is not provided for in the Constitution and Rules, the question shall, subject to the Incorporated Societies Act 1908, be decided by the Executive Committee whose decision shall be binding on the Members.

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