



CONSTITUTION

1. Name

The name of the Association is St Heliers School Parent Teacher Association (PTA)

2. Our Objectives

- a. To provide a link between students, the home and parents/caregivers and the school
- b. To arrange activities and special events to supplement the academic programme and enhance the school's sense of community.
- c. To be a vehicle for fundraising to support teaching and learning.
- d. To provide help and assistance to the St Heliers School Staff and Administration.
- e. To provide a communication and information network for the schools parents, guardians and caregivers.

3. Membership

Any parent, caregiver or teacher may become a member of this association.

4. PTA Committee and Officers

The Officers of the Parent Teacher Association shall be a Chairman, Vice-Chairman (optional), Secretary and Treasurer. The Officers shall be elected at each Annual Meeting (AM) of the Association.

The PTA committee meeting quorum must be no less than 5 committee members and must include at least 1 Officer of the PTA.

5. Annual Meeting

The Annual Meeting (AM) will be held during the month of May. A quorum of 8 regular members must be present for the voting to be legitimate.

The agenda shall include the following:

- Minutes of the previous AM
- Annual Report of the Chairman
- Annual Financial Statements of the Year
- Election of Officers



- Appointment of an Auditor for the ensuing year
- General Business

6. PTA Meeting

- No less than 8 meetings per calendar year must be held
- Meetings are held on the 1st Wednesday of every month in the Staffroom starting at 7:30pm
- An agenda is published two days prior to PTA Meeting
- Minutes will be sent out by email to PTA members, if no email, hard copy sent to the eldest child at the school
- Copy of minutes/attachments to, Principal, Deputy Principal, BOT members, Classroom Liaison co-ordinators, School Office Secretary

7. Finances

The funds of the Association shall consist of donations and any sums raised in the name of the Association. All monies shall be deposited in the name of the Association in an account which is linked to the Board of Trustee Accounts. The bank account shall be operated by at least 2 of the following; Chairman, Secretary, Treasurer or Committee Member as elected. All cheques must be signed countersigned by 2 authorised signatories. Each year all changes to signatories must be renewed at the conclusion of the AM.

All Officers of the Association can give joint approval, to spend up to \$200 of Association funds without a committee vote. All expenditure over \$200 must be approved and seconded at the monthly committee meetings.

The Committee may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.

The Committee shall hold on behalf of the Student School Council funds raised. The School Council under the guidance of the Principal and/or Deputy Principal may release funds for purchases that are for the benefit of the School.

An Accountant, as appointed by the Board of Trustees, whose report shall appear as part of the Annual Financial Statements, shall carry out a 'Review of Engagement' and offer a certificate of 'Negative Assurance' if appropriate.

The financial year of the Association shall end on the last day of March in each calendar year.

8. Alterations to the Constitution



Alterations may be made at an Annual Meeting or a Special Meeting called for the purpose provided 5 clear days notice or intention to hold such a meeting is advertised within the school and copies of the proposed changes are available for those interested parties.

No addition to or alteration of the objectives, any personal benefits clause or winding up clause shall be approved without Board of Trustees approval.

9. **Winding Up**

The Association may be wound up by resolution to this effect passed by a two-thirds majority of members present at the Special Meeting called for this purpose. Any surplus assets after all liabilities have been paid will be given to the school's Board of Trustees. No surplus assets may be applied for or to the personal benefit of any member.

The Constitution shall be dated and shall be deemed to come into force on the 3 May 2006 and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are passed.

10. We the undersigned agree to the formation of the:

St Heliers Parent Teacher Association (PTA) and hereby adopt these rules

this _____ day of _____ year _____.

Signed (full name)

(Signature)

