

St Joseph's Cathedral School Parent Teacher & Friends



**Association
(PTFA)**

Constitution

1. ASSOCIATION

- 1.1 This is the Constitution of St Joseph's Cathedral School, Dunedin, Parent, Teacher and Friends Association (PTFA).

2. PTFA MISSION & OBJECTIVES

- 2.1 To foster community spirit and assist in providing improved facilities and opportunities for the students and community of St Joseph's Cathedral School ('the school')
- 2.2 To provide a link between the students, parents, caregivers, the school and St Joseph's Cathedral Parish ("the Parish").
- 2.3 To bring parents, caregivers and teachers together in social or informative activities.
- 2.4 To help in raising funds to provide improved facilities and opportunities for members of the school community.
- 2.5 To encourage greater family involvement at school.
- 2.6 To support the school Board of Trustees in the school development, communications and other activities for which it has responsibility.
- 2.7 To welcome and ease the transition of new families into the school community.
- 2.8 To support families of the school community in a particular time of need where possible.
- 2.9 To carry out other activities consistent with the charitable objectives of the association.

3. GUIDELINES

- 3.1 All activities of the association will comply with the policies of the school and reflect the school's special Catholic character.

4. MEMBERSHIP

- 4.1 Any parent, caregiver, teacher and any interested adult of the school community or the Parish may become a member of the St Joseph's Cathedral School PTFA.

5. PTFA COMMITTEE REPRESENTATIVES

- 5.1 The PTFA committee will consist of a Chairperson, a Secretary and a Treasurer and not less than three other members (executive committee).
- 5.2 The above officers will be elected at each Annual General Meeting by the attendees at the A.G.M.
- 5.3 The AGM may elect as an officer a person who is not present at the AGM but who has consented in writing to being an officer if so elected.
- 5.4 All others on the committee will be referred to as 'ordinary members'

- 5.5 Elected members holding office will retire at each AGM, but will be eligible for re-election at the same and subsequent meetings. Newly elected members will take office immediately upon their election
- 5.6 If an office bearer or committee member does not attend three consecutive meetings without leave of absence that member may at the discretion of the executive committee be removed.
- 5.7 The executive committee will meet at least six times a year, ideally meeting each month during school terms. Sub-committees appointed by the committee may meet when required.
- 5.8 The executive committee may appoint an officer or ordinary member of the committee for any vacancy which occurs between annual general meetings.

6. GENERAL MEETINGS

"General Meeting" refers to both Annual General Meeting and Special General Meeting, unless otherwise specified.

- 6.1 The quorum for a general meeting will be half of the committee plus one.
- 6.2 At least 14 days written notification of each general meeting will be given to members.
- 6.3 Communication will be via the school's weekly newsletter, email and/or person.
- 6.4 The time, date and place of the meeting will be specified.
- 6.5 The general meeting will be chaired by the current Chairperson. In the absence of the Chairperson the meeting will elect or nominate a person to chair the meeting from amongst the members present.
- 6.6 Voting will be by a show of hands unless members indicate an alternate preference. A secret vote or ballot can be requested by any member.
- 6.7 If voting is tied, the Chairperson will have the casting vote.
- 6.8 The executive committee will at all times be bound by the decisions of the members at general meetings.
- 6.9 The Secretary will ensure that a minute folder is maintained and available for review in the school office and which, for each meeting, records:
 - (a) The names of those present.
 - (b) All decisions which are required by the constitution or by law to be made by the society.
 - (c) Any other matters discussed at the meeting.

7. ANNUAL GENERAL MEETINGS (A.G.M.)

- 7.1 The Annual General meeting will be held in the month of February in each year.
- 7.2 The following business will be carried out:
 - (a) Receive the minutes of the previous AGM and any general meeting since the last AGM.
 - (b) Receive the Chairpersons' report on activities of the association over the last year and the proposed priorities and directions in the current year.
 - (c) Review the annual financial statements of the Association in the following manner:

- (i) Receive and approve the balance sheet and statement of income and expenditure for the past year.
- (ii) Receive the report provided for in clause 9.10 herein.
- (ii) Receive and approve the estimate of income and expenditure for the current year.
- (d) Elect the 'officer' and 'ordinary' members of the committee.
- (e) Review policy concerning the spending of money outside of a committee meeting and, if approved, confirm the upper limit of any spending.
- (f) Conduct any other business which may properly be brought before the meeting.

8. SPECIAL GENERAL MEETINGS (S.G.M.)

- 8.1 A Special General Meeting may be called by the President or a written request made by at least 5 members and delivered to the Secretary.
- 8.2 In such a case the meeting must be called within thirty days of the delivery of the request to the Secretary.
- 8.3 A SGM will only consider business related to the reason for which it is called, as notified to the members.

9. FINANCE

- 9.1 The financial year of the PTFA shall be from 1 January to 31 December in each calendar year.
- 9.2 The funds of the PTFA shall consist of donations and any sums raised in the name of the Association.
- 9.3 All monies shall be deposited in the name of the St Joseph's Cathedral School PTFA in an appropriate bank.
- 9.4 The bank account signatories shall include the Chairperson, Secretary, Treasurer and the school Principal.
- 9.5 All cheques are required to be signed by two signatories. Cheques must be written out before signing by either signatory.
- 9.6 Approval for all expenditure is to be recorded in meeting minutes.
- 9.7 Policy concerning the spending of money outside of a committee meeting including the upper limit of that spending is to be reviewed and, if approved, agreed at the AGM.
- 9.8 The Committee may at its discretion, expend its funds for the benefit of the school, or it may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.
- 9.9 The Treasurer will ensure that true and fair accounts are kept of all money received and expended.
- 9.10 The Executive committee shall arrange for an appropriately qualified person to carry out a review engagement and offer a certificate of negative assurance, if appropriate, of the Association's annual financial statements.

10. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO OBJECTS

- 10.1 Any income, benefit or advantage will be applied to the objects of the association.
No member of the association or any person associated with a member shall participate in or materially influence any decision made by the association in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value).
- 10.2 The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution

11. ALTERATION OF RULES

- 11.1 Alterations to this constitution may be made at an Annual General Meeting or a Special General Meeting. At least 14 day's notice of intention to hold such a meeting is to be advertised within the school newsletter (and website where possible) including details of the proposed alterations. The rules of the society may only be amended by a 2/3 majority of eligible members personally present at the general meeting, provided that no addition to or alteration of the objects clause 2 will be approved without the prior consent of the Department of Inland Revenue.
- 11.2 No addition to or alteration of the objects clause 2, any personal benefits clause 10 or winding up clause 12 shall be approved without the Inland Revenue Department's approval. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

12. WINDING UP

- 12.1 The association may be wound up if at a general meeting of its members, it passes a resolution to wind up the association. The resolution must be confirmed by a 2/3 majority of members present at a subsequent general meeting called for that purpose and held not earlier than 30 days after the date on which the resolution to be confirmed was passed.
- 12.2 If upon the winding up or dissolution of the association there remains after the satisfaction of all its debts and liabilities any surplus assets whatsoever it shall not be paid to or distributed among the members of the association but shall be given to the school's Board of Trustees.

13.1 Effective Date

This constitution comes into force on the 26 February 2009 and shall remain in force until altered in accordance with the provisions of the constitution.

Signed and dated: 26 February 2009

Chairperson *J. Sinclair*

Treasurer *J. Eli.*

Secretary *R. O'Neill*