

Hukanui School

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CONSTITUTION OF THE HUKANUI SCHOOL PTA

1. Name

The name of the Association is the **Hukanui School Parent Teacher Association.**

2. Objectives

- a. To provide a link between the pupils, their families and the School.
- b. To help in raising funds to buy equipment, materials and to improve facilities, as required, for the School.
- c. To organise social activities and act in a hosting role for the School community.

3. Membership

- a. All staff and parents/caregivers of pupils at Hukanui School are members of the Parent Teacher Association and are expected to abide by the PTA code of conduct when assisting in PTA organised events.
- b. The Committee is open to any PTA members, who voluntarily attend PTA Committee meetings.
- c. Serving PTA committee members sign and agree to abide by the PTA Code of Conduct when joining the committee.
- d. The officers of the Committee shall be a Chairperson (or persons), Secretary and Treasurer, elected at each Annual Meeting of the Association. Officers are to sign position agreements confirming their acceptance of the responsibilities to be fulfilled.
- e. Should the officer resign during the year, there will be an election for a replacement at the next monthly meeting.

4. Annual Meeting

The Annual Meeting must be held within 6 months of the end of the financial year (usually during the months of February- March) and the agenda shall include the following:

- Minutes of the previous AG
- Annual Reports of the Chairperson, Treasurer and Principal.

- Forming of new Committee
- Election of Officers
- Appointment of Auditor for the ensuing year
- General Business

5. Meetings

These will generally be held monthly, during the school terms.

6. Finance

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 a bank account approved by the Committee. The bank account shall be operated by any 2 of the following: Chairperson / Secretary / Treasurer.

Any income, benefit, or advantage must be used to advance the charitable purposes of the Association.

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 of any income, benefit, or advantage.

Any payments made to a member of the Association, or person associated with a member, 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.

The Committee may, at its discretion, expend its funds for the benefit of the school, or it might make donations of funds to the Board of Trustees with or without recommendation for its expenditure.

The accounts and all books of the Association shall be audited annually by an Auditor whose report shall appear as part of the Annual Financial Statements.

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

7. Alterations to the Constitution

Alterations may be made at an Annual Meeting or a Special Meeting called for the purpose provided that 14 clear days notice of intention to hold such a meeting is advertised within the school and copies of the proposed changes are available for those interested.

