

## **CONSTITUTION AND RULES**

### **Name**

1. The name of the Association shall be "Stella Maris Parents Teachers Friends Association (Incorporated)" (hereinafter called "the Association").

### **Objects**

2. The objects of the Association are:-
  - (a) To promote an active association with close contact and the widest co-operation between the home, Stella Maris Primary School (hereinafter referred to as "the school") and friends for the good of the school its teachers and pupils.
  - (b) To support the school to foster a Catholic Character.
  - (c) To keep parents and friends informed of the activities and needs of the school its teachers and pupils.
  - (d) To keep parents and friends informed of the principles, aims, methods, developments and changes in education and to promote exchanges of ideas, increase of interest and a greater research in these matters.
  - (e) To co-operate with teachers, parents and friends and to assist in ensuring the best possible provision for maintaining and improving the spiritual, mental, and physical welfare of pupils.
  - (f) To raise funds for providing when and where necessary the provision of modern amenities, equipment and facilities for the school its teachers and pupils.
  - (g) To provide service support at school events and activities.
  - (h) To offer pastoral support and care to the pupils and their families and staff of the school and to support Faith Journeys within the school community
  - (i) To do all such other acts, matters and things which in the Association's opinion may be desirable in the interests of or conducive to the attainment of the objects for which the Association is established or any of them or for purposes superior, dependent, ancillary or related to such objects or any of them.

### **Membership**

3. The members of the Association shall consist of all persons as are now members of the existing unincorporated Stella Maris Parents Teachers Friends Association and any new members shall hereafter be admitted as members at any General Meeting of the Association (not being inconsistent with these rules) as shall for the time being be in force.

Stella Maris Catholic Primary School PTFA

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Version 2.0 dated 12 April 2017

### **Termination of Membership**

4. Any member may resign from the Association at any time on written notice to the Association at its registered office. The Association or the Committee may terminate or suspend the membership of any member whose conduct or continued membership is in the opinion of the Association or the Committee detrimental to the Association.

### **Alteration of Rules**

5. Subject to the provisions of clause 6(d) the rules may be added to, altered, amended or revised by Resolution passed by a three fourths majority of those members present at a General Meeting of the Association provided the proposed addition alteration amendment or revision has been set forth in the notice convening such meeting.

### **Meetings**

6.
  - (a) The Annual General Meeting of the Association shall be held not later than the **last day of April** in each year and ordinary general meetings shall be held at such time and place as the Committee may appoint.
  - (b) A special general meeting may be called at any time by order of the Committee or on a requisition signed by at least eight (8) members which requisition shall state the objects of the proposed special meeting.
  - (c) Five (5) days notice of all meetings of the Association shall be given to all members stating the object and business of such meeting. Such notice may be sent by mail, email or text message as agreed from time to time by the Committee.
  - (d) Eight (8) members present in person shall form a quorum at all meetings of the Association except in any case where there is any proposal to alter the rules under clause 5 hereof when fifteen (15) members present either in person or by absentee vote or shall be the quorum.
  - (e) All questions shall be decided on a simple majority (except where otherwise provided) on voices by a show of hands or by ballot as the Chair may consider appropriate provided always that the Chair or any three (3) members may demand a ballot either before or on the declaration of the result of the voices or show of hands. The Chair of the meeting shall have a second or casting vote.

### **Management**

7. The affairs of the Association shall be administered by:
  - (a) A Committee of not less than four (4) members elected by the members and consisting of a Chair, a Secretary, a Treasurer and at least one other

Stella Maris Catholic Primary School PTFA

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Version 2.0 dated 12 April 2017



member from the coordinators of either Pastoral, Fundraising, or Support/ Special Services.

- (b) At each Annual General Meeting all members of the Committee shall resign but shall be eligible for re-election. Members of the Committee shall remain in office until the close of the Annual General Meeting at which a new Committee is elected.

**Elections to office shall be conducted under the following rules:-**

- 8.
  - (a) Nominations for office signed by the proposer, seconder and the nominee shall be in the hands of the Chair by the time of commencement of that part of the business on the Order Paper.
  - (b) If fewer than the required number are nominated, these shall be declared elected, the Chair may call for nominations from the floor of the meeting to fill the remaining vacancies, and in the event of an election being necessary, such election shall be conducted from these candidates only.
  - (c) Scrutineers shall be appointed by the Chair and they shall report the result to the Chair on completion of their duties.
  - (d) That part of a ballot paper shall be deemed to be invalid if the voter has cast more votes than there are candidates to be elected.
  - (e) Votes shall be cast by striking out from the ballot paper the names of the candidates the voter does not wish to vote for.
  - (f) The Committee shall have power to fill casual vacancies occurring at any time.
  - (g) No member shall hold an office in the association for a period exceeding two consecutive years without the approval of the members in general meeting.
  - (h) At the first meeting of the Association following the Annual General Meeting the Association shall elect from its members a Chair, Secretary and Treasurer.
  - (i) The Chair shall automatically be an ex-officio member of all sub-committees.
  - (j) Members of the staff of the school shall be entitled to be ex-officio members of the Association and all sub-committees and may so act on an ad hoc basis from time to time notwithstanding this status.
  - (k) Subject to the foregoing the Association may make its own rules for the conduct of its business.

### **Fundraising Profits**

9. Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation
10. No member of the organisation, or any associated with a member, is allowed to take part in, or influence any decision made by the organistaion in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
11. Any payments made to a member of the organisation, 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.

### **Common Seal**

12. The Committee shall provide and shall be responsible for the safe custody of a Common Seal which shall only be used by the Authority of the Committee. The affixing of the Seal to any instrument shall be witnessed by two members of the Committee.

### **Bank Account**

13.
  - (a) All monies received by or on behalf of the Association shall forthwith be paid to the credit of the Association in an account with such Trading Bank as the Committee may from time to time determine to be known as the "Stella Maris Primary School Parents Teachers Friends Association (Incorporated) Account".
  - (b) All cheques and withdrawal slips shall be signed on behalf of the Association by the Chair for the time being of the Association and counter-signed by the Secretary or the Treasurer.
  - (c) The funds of the Association shall be expended only for the purposes previously authorised by the Association.
  - (d) From time to time, the Committee may expend Emergency funds requested by the Stella Maris Primary School at the sole discretion of the Committee up to the annual amount agreed by the Association. Full disclosure and statement of payments made from the account shall be submitted to the Association at the first general meeting immediately following.
  - (e) Notwithstanding the foregoing the Committee may establish and maintain an imprest account or accounts for such amount and for such purposes as the Association may from time to time determine. Any such imprest account shall be operated upon by such persons in such manner and for such purposes as the Association shall from time to time determine. A statement of all payments made from any such account shall be submitted to the Association at the General Meeting following.

### **Investment of Funds**

14. The Committee (refer 7a) may from time to time invest and reinvest in such Trading Bank deposits and upon such terms as it thinks fit the whole or any part of the Association's funds which shall not be required for immediate use.

### **Borrowing Powers**

15. The Association in general meeting shall in addition to all other powers vested in it have the power to borrow or raise money from time to time by the issue of notes, debentures, bonds, mortgages or any other form either with or without security and in any such case upon such terms and conditions as the Association shall think fit.

### **Surplus Assets**

16. In the event of the Association being wound up, if any property remains after the winding up or dissolution of the organisation and settlement of all the organisation's debts and liabilities, the surplus assets shall be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

### **Auditor**

17. At each annual general meeting of the Association an Auditor shall be appointed for the ensuing year.

### **Registered Office**

18. The registered office of the Association shall be situated at Stella Maris Primary School at 50 Silverdale Street, Silverdale or such other place as shall from time to time be decided upon by the Committee.

**Dated** at Auckland this 24th day of May 2017

Chairman

Secretary

Treasurer

(being elected members of the Association)

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