

Springston School Parent Teachers Association Constitution

1. Name

The Name of the Organisation is Springston School Parent Teachers Association (Association).

2. Objectives

- 2.1 Encouraging greater family involvement at Springston School.
- 2.2 Providing a link between child(ren), parent/caregiver(s) and the Springston School.
- 2.3 Bringing parent/caregiver(s) and teacher(s) together in social and/or informative activities.
- 2.4 Raising funds to provide improved facilities and opportunities for members of the Springston School community.
- 2.5 Carrying out other activities consistent with the charitable objectives of the Association.

3. Membership

The Association shall consist of one or more teacher representatives and any parent/caregiver(s) of child(ren) while at Springston School.

4. General Meetings

“General Meeting” refers to both Annual General Meeting and Special general Meeting, unless otherwise specified.

- 4.1 The quorum for a General meeting will be five (5) members present in person.
- 4.2 At least fourteen (14) days notification to be given to members, this will include time, date and place of meeting.
- 4.3 The meeting will be chaired by the current Chairperson or vice Chairperson. In their absence the meeting will elect a person to chair the meeting from the members present.
- 4.4 Voting will be by a show of hands or voice unless members request a secret ballot.
- 4.5 If voting is tied the Chairperson will have a casting vote.

5. Annual General Meetings

- 5.1 The Annual General Meeting will be held annually at a time within three (3) months of the financial end of year.
- 5.2 The AGM will carry out the following business:
 - 5.2.1 Receive the minutes of the previous AGM and of any other General Meeting since the last AGM.
 - 5.2.2 Annual report of the Officers of the Committee on the activities of the Association over the last year and the proposed priorities and directions for the Association in the current year.
 - 5.2.3 Receive the balance sheet and statement of income and expenditure for the past year duly audited by a committee approved person(s). This person(s) details need to be duly minuted.
 - 5.2.4 Receive a Budget if appropriate.
 - 5.2.5 Election of officers and committee.
 - 5.2.6 Any proposed alterations to the constitution.
 - 5.2.7 Annual return to the Charities Commission with changes to Officers.

5.2.8 Conduct any other business which may properly be brought before the meeting.

6. Officers of Committee

- 6.1 This will consist of a Chairperson, Treasurer, Secretary, and vice Chairperson if needed.
- 6.2 The officers will be elected at each Annual General Meeting.
- 6.3 Elected officers will retire at each Annual General Meeting, but will be eligible for re-election at the same meetings.
- 6.4 All Association records will be relinquished at this time.
- 6.5 Newly elected officers will take office immediately upon their election.
- 6.6 No office bearer shall hold the same office for more than three (3) years.

7. Finance

- 7.1 The funds of the Association shall consist of donations and any sums raised in the name of Springston School PTA.
- 7.2 The financial year will be from 01 January to 31 December.
- 7.3 At the general meeting immediately following the Annual General Meeting the officers of the Committee will decide:
 - 7.3.1 Who will be allowed to authorise the production of cheques and receipts.
 - 7.3.2 Who will be the four (4) authorising cheque signatories, with one being a Springston School staff member.
 - 7.3.3 Cheques must be signed by two (2) of the four (4) signatories.
 - 7.3.4 All investments and bank account changes need to be fully endorsed by the committee.
- 7.4 Funds may be moved freely between current and savings accounts.
- 7.5 The Treasurer will ensure true and fair accounts are kept of all money received and expended.
- 7.6 The Officers of the Committee will arrange for the accounts of the Association to be audited by a person appointed for that purpose as appropriate.
- 7.7 Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation.
- 7.8 No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- 7.9 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.

8. Alterations to Constitution

Alterations may be made at an Annual General Meeting or a Special Meeting called for the purpose, if 28 days clear notice of intentions to hold such a meeting is forwarded to each member of the Association with proposed written notice of suggested amendment.

9. Winding Up

- 9.1 The Association may be wound up by a Resolution passed to that effect by the majority ruling of Association members present at a Special General Meeting called for that purpose.
- 9.2 In the event of the Association being wound up and any surplus assets as trust monies after all liabilities have been paid shall be disbursed according to the Board of Trustees for the benefit of the Springston School.

10. General Guidelines

- 10.1 A copy of the current Constitution will be available via the PTA webpage of Springston School website.
- 10.2 All records produced in the name of the Association will remain the property of the Association.
- 10.3 Where appropriate all records to be stored digitally by Springston School.

The constitution was altered as per the AGM on 20 April 2015, and shall remain in force until altered in accordance with the provisions of this constitution.

Chairperson

Date

Secretary

Date