



Constitution of the Sacred Heart Girls' College, New Plymouth Parents' Teachers' Friends' Association (PTFA)

1. Name

The name of the Association is Sacred Heart Girls' College, New Plymouth, Parents' Teachers' Friends' Association.

2. Purpose

2.1 To bring about co-operation between whānau in the home, teachers in the school and the community at large.

2.2 To assist in providing a means whereby whānau and the community can be kept informed about the aims and activities of the school and in education in general by bringing whānau and teachers together in social activities, presentations or guest speakers.

2.3 To work in partnership with the teachers and Board of Trustees for the benefit of the students.

2.4 To help in raising funds to provide improved facilities and opportunities for members of the school community.

3. Membership

3.1 Members of the Association are parents, whānau and caregivers who have students attending Sacred Heart Girls' College.

3.2 The Association shall have a committee, which deals with the management and accomplishment of the Association's purposes (the Committee).

3.2 The membership of the Committee shall be open to all whānau, teachers and others interested in the welfare and education of students, as appropriate.

3.3 Only members of the Association are eligible to be members of the Committee.

3.4 Members of the Association are eligible to speak and vote at all meetings (Ordinary, Annual General and Special General).

3.5 Persons cease to be members of the Association when:

3.5.1 They resign from the Committee.

3.5.2 They are removed by majority vote of the Association at a meeting.

3.5.3 Members automatically cease to be members of the Association when they no longer have students attending Sacred Heart Girls' College. Members who wish to remain active members of the PTFA committee without a student at the school may do so by agreement of the Committee.

3.5.4 If a person ceases to be a committee member, that person must give to the Committee all Association documents and property within one month.

- 3.5.4 The Committee may fill vacancies occurring in the Committee between Annual General Meetings if members think it necessary.

4. Officers

- 4.1 The officers of the Association shall be a Chairperson, Vice Chairperson, Secretary and Treasurer.
- 4.2 The officers shall be elected at each Annual General Meeting (AGM) of the Association by a majority vote, or by a secret written ballot if required.
- 4.3 Nominations may be made and accepted orally from among members present. Nominations of members not present must be accompanied by a written acceptance for the office by the nominee.
- 4.4 Secretary/Treasurer positions may be combined, however the Chairperson must remain a sole position.
- 4.5 The officers shall be in their roles for no longer than four years and will not be re-elected into another position within 12 months of stepping down.

5. Meetings

- 5.1 The AGM of the Association shall be held during the first term of the school year.
- 5.2 At all committee meetings a quorum shall constitute two officers plus three other committee members.
- 5.3 Committee meetings shall be held monthly on a date agreed annually by the Committee.

6. Finance

- 6.1 In order to carry out its function of furthering teacher/whānau/student relationships, finance may be raised as and when required.
- 6.2 The Committee may at its discretion expend its fund for the benefit of the school, or at it may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.
- 6.3 All monies received by, and paid by, the Association shall pass through the Association bank accounts.
- 6.4 All accounts and financial records of the Association will be reviewed by a suitably qualified and independent person whose report shall appear as part of the financial statements and a copy shall be given to the Board of Trustees for their information.
- 6.5 All financial transactions requiring approval are to be signed or approved by two office bearers and two signatures/approvals are required.
- 6.6 The financial year of the Association shall end on the last day in December in each year.

7. Alterations to the Constitution

- 7.1 This constitution will be reviewed annually at the AGM, or at a Special General meeting called for the purpose, with intention given of such a meeting to the school community two weeks prior and copies of the proposed changes available to those interested.

8. Limitation

