



FRIENDS OF WAIHOPAI SCHOOL P.T.A INCORPORATED RULES

1. Name

The name of the Society is Friends of Waihopai School P.T.A Incorporated (“the society”).

2. Objects

The objects for which the Society is established are:

- (a) To take over the effects and liabilities of the existing unincorporated Society known as the Friends of Waihopai School (the Waihopai School Parent Teacher Association).
- (b) To bring about greater co-operation between the parents, teachers in Waihopai School and the community at large and encourage social interaction between these groups.
- (c) To co-operate with the teachers and Board of Trustees of Waihopai School for the benefit of all children of the school.
- (d) To co-operate with the staff of Waihopai School and so ensure a better understanding of the mutual problems of parents and teachers in the education of all children.
- (e) To fundraise for specific purposes which the Society in consultation with the Board of Trustees of Waihopai School jointly decide would be beneficial for children of the school. All funds raised shall be used for the designated purpose and shall be utilised within the financial year in which they were raised where possible.
- (f) Generally to do all such things as are incidental or conducive to the attainment of the forgoing objects.

3. Registered office

The registered office of the Society shall be situated at Waihopai School, Herbert Street, Invercargill or at such other place or places as the Society shall from time to time determine.

4. Membership

- (a) Subject to paragraph (b) hereof the Society shall consist of all parents and caregivers of children attending Waihopai school together with teachers at the school and others interested in the welfare and education of the children of Waihopai School. A person who is neither a teacher nor a parent of a child attending Waihopai School

shall only be accepted as a member upon application to the Executive Committee which shall have the right to approve or refuse membership without assigning any reason.

(b) Parents or caregivers of a child attending Waihopai School may elect, at the time of enrolment of that child, not to become a member of the Society.

5. Subscriptions

There shall be no subscription or entrance fee payable to members.

6. Resignation of members

Any member may resign from his or her membership by giving to the Secretary notice on writing to that effect and every such notice shall unless otherwise expressed and agreed to by the Society take effect immediately on receipt. Members shall be deemed to have resigned one year after the date on which such member ceases to be either a teacher at Waihopai School or to have a child enrolled at the school, unless within that time such member has indicated in writing to the Secretary the member's wish to remain a member in which case membership shall continue a period of three years beyond the date on which that member ceases otherwise to be a member and maybe renewed in like manner by written notice to the Secretary within that time for a further three year period and so on.

7. Committee

The affairs and business of the Society shall be controlled and managed by an Executive Committee consisting of Chairperson, Secretary, and Treasurer who shall be elected by the members at the Annual General Meeting in each year and by the General Committee which shall comprise those members who attend meetings and the Principal of Waihopai School or the Principal's delegate.

8. Duties of the Executive Committee.

8.1 The Chairperson or if the Chairperson is not present another Executive Committee member shall chair all meetings.

8.2 The Secretary shall present an agenda for discussion at all meetings with general business added when time permits.

8.3 The Treasurer shall present a statement showing the state of the Society's finances as at the date of the meeting.

9. Quorum at Meetings

The quorum required at any General Meeting shall be not less than six members personally present.

10. Finance

10.1 The Treasurer shall operate a bank account in the name of Friends of Waihopai School P.T.A Incorporated.

10.2 All monies raised by the Society shall be deposited into the Society's bank account and any two of the three signatories appointed by the Committee from time to time shall sign all cheques drawn on that account.

10.3 Accounts for payment must be approved by the Executive Committee before payment is made and the Executive Committee is responsible to ensure that all payments made are pursuant to or necessarily ancillary to the actions authorised by the Committee generally.

10.4 The Treasurer shall ensure that the books of the account of the Society are kept up to date and shall produce a financial statement and balance sheet setting out the financial affairs of the Society in each year and calls the same to be audited and presented to the Annual General Meeting of the Society. The financial year of the Society shall be 1st January to 31st December in each year.

11. Meetings

11.1 Committee meetings shall be held at least monthly during the school year, and all members may attend and vote. Special General Meetings shall be held as may be required by the Executive Committee or as requisitioned by at least twenty members specifying the nature of the business intended to be discussed at such Special General Meeting. In the event of members requisitioning a Special General Meeting, the Executive Committee shall cause it to be conducted within fourteen days notice of the requisition for that Special General Meeting being received by the Secretary.

11.2 The Annual General Meeting shall be held in the month of February in each year. At that meeting the Executive Committee shall be elected, the Treasurer's audited statement of accounts and balance sheet presented and the annual report of the outgoing Committee presented.

11.3 Not less than fourteen clear days before each General Meeting including the Annual General Meeting notice shall be given to all members and shall be deemed sufficiently given if included in a newsletter published by the waihopai School Principal and made available for distribution by children attending the school and displayed in public view at the school's office.

11.4 At all such meetings the Committee shall determine its own procedure.

12. Common Seal

The common seal of the Society shall be that appointed by the Executive Committee. The Secretary shall be responsible for the safe custody and control of the seal which when required to be fixed to any deed, document, writing or other instrument shall be affixed pursuant to a resolution of the Committee and in the presence of two Executive Committee members who shall sign the document of instrument to which the seal is affixed.

13. Private Use of Funds

No part of the Society's income or other funds is to be used or be available for the personal use of any member or an associated person of any member.

14. Liquidation of Society

The Society may go into liquidation in accordance with Section 24 of the Incorporated Societies Act 1908. If upon the liquidation of the Society there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society but shall be given to the Waihopai School Board of Trustees or its successor.

15. Alteration of Rules

15.1 These rules may be altered, added to, rescinded or otherwise varied or amended by a resolution passed by two thirds majority of those present at a General Meeting of which fourteen days notice has been given.

15.2 Every such notice shall set fourth the purport of the proposed alteration. Addition, recission, variation or amendment any may be given by posting the same in a conspicuous place at the office of Waihopai School.

15.3 Duplicate copies of every such alteration, addition, recission or amendment shall forthwith be delivered to the Registrar in accordance with the Act. No addition to or alteration or recission of the rules shall be approved if it affects the personal benefit clause or the winding up clause without the approval of the Comissioner of Inland Revenue.