

# ENPS Parent Teachers

ASSOCIATION RULES

**2008**

# ENPS Parent Teachers Association Rules

## 1. NAME

The name of the organisation shall be the ENPS Parent Teachers Association.

## 2. OBJECTIVES

The objectives of the organisation are limited to New Zealand and are:

- 2.1 To fundraise, in consultation with the Principal and or delegate for materials, equipment or other specific projects For Epsom Normal Primary School.
- 2.2 To provide a range of social activities for parents, staff and pupils.
- 2.3 To provide an informal support and information forum for parents.

## 3. REGISTERED OFFICE

The Registered Office of the Association shall be at ENPS, 41 The Drive, Epsom, Auckland.

## 4. MEMBERSHIP

Membership comprises all parents, caregivers and guardians of pupils attending ENPS, teaching and ancillary staff of the school and any member of the ENPS community who wishes to participate in the association's activities.

## 5. TYPES OF MEMBERSHIP

There shall be three types of membership as follows:

- 5.1 Parents, caregivers and guardians have automatic membership of the Association upon enrolling a child at ENPS.
- 5.2 Staff of the school have automatic membership of the Association upon their appointment.
- 5.3 Members of the external ENPS community who wish to join the Association must apply in writing to the Secretary and their application may be approved by the elected officers of the Association. (i.e. an external member might comprise of a parent who's child has not yet been enrolled at ENPS, but will next year)

## 6. RESIGNATION

Any member may resign at any time from the Association by writing to the Secretary.

**Otherwise:**

## ENPS Parent Teachers Association Rules

- 6.1** Parents, caregivers and guardians automatically cease to be members when they no longer have a child enrolled at the school.
- 6.2** Staff automatically cease to be members upon their resignation.
- 6.3** Members of the external ENPS community may resign verbally or in writing to the Secretary. They are deemed to have resigned if they have failed to attend a meeting during a twelve month period.

### **7. OFFICERS AND COMMITTEE OF THE ASSOCIATION**

- 7.1** The Association shall have the following Officers:
  - a. Chairperson
  - b. Secretary
  - c. Treasurer
- 7.2** In addition to these three officers, the Association shall have a committee of not less than three members.
- 7.3** The officers and committee members shall be elected at the Annual General Meeting. Nominations for all positions shall be made at the Annual General Meeting by a proposer and a seconder who shall both be members of the Association.
- 7.4** Where the number of nominations for any position equals the number of vacancies to be filled, the Chairperson shall declare those members as nominated to be elected.
- 7.5** Where there are more nominations received than vacancies, an election shall be held.
- 7.6** The term of office for the three positions in 13.1 above will be one year. If at the Annual General Meeting there are no opposing nominations to the vacant positions then the current incumbent may be re-elected to the position for another one year period.
- 7.7** The committee may fill by appointment any casual vacancy arising for any reason.

### **8. GENERAL MEETINGS**

- 8.1** A General Meeting is considered either the Annual General Meeting or a Special General Meeting.
- 8.2** Notice of an AGM or SGM shall be given to members fourteen days prior to the date on which the meeting is to be held.

## ENPS Parent Teachers Association Rules

- 8.3** Notices will be placed in the Public Notice section of the local paper (Central Leader) once as well as in the school newsletter.
- 8.4** Notices of the AGM and SGM shall state the time, date and place of the meeting and nature of the business to be dealt with.
- 8.5** The quorum of any General Meeting shall be five members
- 8.6** At all general meetings every member present shall have one vote. In the case of a tied vote, the Chairperson shall be a casting vote.
- 8.7** All voting shall be by show of hands unless two thirds of those members present require a secret ballot to be held.
- 8.8** All notices of motion's for consideration at a General Meeting will be tabled at the meeting.
- 8.9** All motions shall be moved and seconded by members of the Association.

### **9. ANNUAL GENERAL MEETINGS**

There shall be an Annual General Meeting (AGM) of the Association held no later than 31st March. The business of the Annual Meeting shall be:

- 9.1** To confirm the minutes of the previous AGM.
- 9.2** To confirm any unconfirmed minutes of any Special General Meeting.
- 9.3** To receive the annual report from the Chairperson.
- 9.4** To receive the financial statements of the Association.
- 9.5** To elect officers and committee of the Association.
- 9.6** Appointment of Honorary Auditor
- 9.7** To consider other business brought before the meeting.

### **10. SPECIAL GENERAL MEETINGS**

- 10.1** A Special General Meeting (SGM) of the Association may be called at any time by any two of the chairperson, secretary and treasurer.
- 10.2** A Special General Meeting shall be called by the Secretary within twenty eight days of a request in writing (email request is acceptable) and agreed to by at least five (5)

## ENPS Parent Teachers Association Rules

members. The request must state the purpose for which the meeting is required and the names of those requesting the meeting.

- 10.3** Only business which was specified in the notice calling the meeting may be introduced at any Special General Meeting.

### 11. REGULAR MEETINGS

- 11.1** The Association shall meet at least twice a term except for the month of January.
- 11.2** The regular meeting time shall be determined by the incoming committee at their first meeting following the Annual General Meeting.
- 11.3** The committee shall have discretion to waive meetings when these would coincide with school holidays.
- 11.4** The dates of the meetings shall be notified in the school newsletter.
- 11.5** A quorum shall comprise five members being either officers or committee members of the Association.
- 11.6** Any person eligible for membership as described in these rules is able to vote.
- 11.7** Voting shall be by show of hands unless two thirds of those members present require a secret ballot to be held.

### 12. FINANCE

- 12.1** The financial year shall be from the first day of January to the thirty first day of December.
- 12.2** The funds of the Association shall be kept in a bank account at a bank to be chosen by the committee and approved at a general meeting.
- 12.3** Funds may be invested at interest either with the bank at which they are ordinarily kept or in any other bank registered in accordance with the Reserve Bank Amendment Act 1986.
- 12.4** All transactions involving the bank account or any investments held by the Association or any other dealings with funds shall require the written authorisation of any two of the people for the time being holding office as chairperson, secretary or treasurer, or any other person approved by the Annual General Meeting.

## ENPS Parent Teachers Association Rules

**12.5** The financial statements of the Association shall be audited annually and presented to the Annual General Meeting.

**12.6** The Association shall be responsible for appointing an auditor if one is not appointed at the AGM, and any remuneration to be made if not an Honorary appointee.

### 13. FUNDRAISING

**13.1** When fundraising activities take place, the Principal's or their delegate's approval must be given where the activity is to take place on school grounds.

**13.2** The Association will hand over approved amounts of funding for previously agreed upon projects. Where the Board of Trustees receives funds from any fundraising activity the Board is responsible for accounting for those funds and must see that they are used for the purpose for which they were raised.

**13.3** Funds raised may be applied to:

- a. Specific purposes in accordance with the Association's objectives.
- b. The running expenses of the Association.

**13.4** Under no circumstances can grants of funds of the Association be made to any individual member for their personal benefit.

### 14. RELATIONSHIP WITH THE BOARD OF TRUSTEES

**14.1** The Board will be supplied with a copy of the minutes of the Association's monthly meeting.

**14.2** Any matters raised in the informal discussion forum by parents will be communicated to the Board or Principal as appropriate.

### 15. AFFILIATION

The Association may affiliate with regional and national kindred organisations.

### 16. ALTERATION TO THE RULES

**16.1** Any changes to the rules of the Association shall be made at the Annual General Meeting or a Special General Meeting.

**16.2** Notice of motion must be given.

## ENPS Parent Teachers Association Rules

**16.3** Rule changes may be approved by a simple majority of people with voting rights attending the meeting.

**16.4** The objects of the Association shall not be altered unless the alteration:

- a. Retains the overall purpose of assisting and supporting the school.
- b. Retains the charitable status of the Association for income tax purposes.

### **17. PERSONAL PECUNIARY BENEFIT**

No member of the Association or any person associated with the Association shall be entitled to receive any benefit, advantage or income from the Association other than reasonable remuneration for services performed or reimbursement for out of pocket expenses.

### **18. WINDING UP**

**18.1** The Association can be wound up only by a clear majority of those attending an Annual General Meeting or Special General Meeting.

**18.2** In the event of the Association being wound up for any reason, any funds or assets belonging to it at that time shall be transferred to the school's Board of Trustees to used in accordance with the objects of this Association.

These rules were adopted at a regular meeting of the Association held on:

**Monday 23 June, 2008**

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**Chairperson**

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**Secretary**

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**Treasurer**