



CONSTITUTION OF THE PARENT TEACHER ASSOCIATION **"FRIENDS OF THE SCHOOL"**

1. Name

The name of the Association is Browns Bay "Friends of the School" Parent Association. Charities Register Number CC33495.

2. Governance

Friends Of The School (FOTS) acknowledges the role of Browns Bay School Board of Trustees as the governing body and agree to follow their policies and procedures.

3. Objectives

- To further school and community relationships, by providing a link between students, parents/caregivers and the school.
- To provide opportunities for parents/caregivers to participate in school related activities.
- To assist the Browns Bay School Board of Trustees with fundraising efforts to provide improved facilities and educational opportunities for members of the school community.

4. Member eligibility

All parents/caregivers and school staff members are eligible members of this Association. At the discretion of the Executive Committee an honorary membership can be granted.

5. Rights of members

All members listed above shall have speaking and voting rights at all Annual General Meetings, Special Meetings and General Meetings.

At any meeting of the Association or Executive Committee, the President, or his/her appointed representative, shall have a casting vote when required.

6. Annual General Meeting

The Annual General Meeting of the Browns Bay "Friends of the School" Parent Association will be after the 15 February but before the end of Term 1 each year. The date, time and location will be advertised through school communications.

The agenda for the annual general meeting shall include the following:

- Minutes of the previous AGM
- Annual Report of the President

- Annual Financial Statements for the year, including summary of the resources and assets purchased in the previous year
- Election of Office Holders
- General Business

7. General Meetings

- General Meetings includes the Annual General Meeting and monthly meetings.
- Meetings will be held at least twice per term.
- The dates, times and locations are to be determined by the Executive Committee and will be advertised through school communications.
- FOTS meetings are open to all parents/caregivers and staff of Browns Bay School.
- The meetings will be chaired by the President or in his/her absence another member of the Executive Committee or the School's Staff Representative or their Nominee.

8. Quorum

A Quorum for any General Meeting shall be six members including a representative of the Executive Committee and the School's Staff Representative or their Nominee.

9. Decisions

Decisions are generally made by consensus. If there is no clear consensus, a matter will be put to vote. Each FOTS member attending the meeting will have one vote. In the event of a tie, the President has a casting vote. In exceptional circumstances the matter may be referred to the Board of Trustees for resolution.

10. Special General Meeting

The President or in his/her absence or inability due to conflict of interest, any other member of the Executive Committee, may at any time for any special purpose, call a Special General Meeting. The President or failing him/her any of the Executive Committee, shall do so forthwith upon the requisition in writing of any six members, stating the purpose for which the meeting is required.

11. Executive Committee

The Executive Committee will consist of the following office holders:

- President
- Vice-President
- Secretary
- Treasurer

These positions will be elected at the Annual General Meeting of the Association.

Other Committee members may be added as deemed necessary by the Executive Office holders.

Upon election of the above positions, Office Holders should be given a copy of the current Constitution to read and sign their acceptance.

The Executive Committee will consult the FOTS Operational Document to support the objectives of FOTS. This Operational Document will be reviewed every two years and any recommended changes will be presented to the AGM for ratification by the membership present.

12. Conflict of Interest

A conflict of interest exists for a Committee Member if the member's interests or duty in a particular matter conflicts, or might conflict, with his or her duty to the charitable entity.

When a conflict of interest exists for a Committee Member, that Committee Member must declare the nature of the conflict or the potential conflict. The Committee Member must not take part in deliberations or proceedings, including decision-making in relation to the conflict of interest. The Committee Member must not be counted in the quorum required for decision-making on the matter for which he or she has the conflict of interest.

13. Private Profit

All income, benefit, or advantage must be used to advance the charitable purposes of the Association.

No member of the Association, or anyone associated with a member, is allowed to take part in or influence any decision made by the Association in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

14. Control and Use of Funds

The funds of the Association will consist of donations and any sums raised in the name of the Association.

All monies shall be deposited in the name of the Association in the bank accounts held for this purpose. The bank account including all cheques, electronic payments and withdrawal slips shall be signed/activated by the Treasurer and either one of President, Vice President, Secretary or School Senior Management.

At the end of each year, the Committee shall liaise with the Board of Trustees to gain general agreement on the setting of fundraising priorities of the Browns Bay School Parent Teacher Association, Friends of the School for the following school year.

The Association, at its discretion, may spend its funds for the benefit of the school or it may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.

The Committee shall ensure that true accounts are kept and that the accounts are audited or reviewed by an independent appropriately qualified person, if required by the Board Of Trustees.

15. Review and Alterations to the Constitution

If any of the following events occur, it is the responsibility of the Executive Committee to review the Constitution.

- A Legislation Change that could impact on the Constitution.
- Changes to the Executive Committee structure.
- The Association is not working within the framework of the Constitution.

Alterations to the Constitution may be made at an Annual General Meeting or a Special General Meeting called for the specific purpose, provided 20 working days' notice of intention to hold such a meeting is advertised through school communications and copies are available to those interested. Alterations to be made must be supported by two thirds of those present at the meeting at which the constitutional changes are proposed.

16. Dissolution of the Browns Bay Parent Teacher Association “Friends of the School”

The Association may be wound up by resolution to this effect as passed by a majority of two thirds of the eligible members present and at a notified meeting. The notification of any such meeting must include any intention to wind up the Association.

Should the Association be wound up, any surplus assets will be donated to the Board of Trustees for school use.

17. Registered Office

The Registered Office of the Browns Bay School Parent Teacher Association – Friends of the School shall be at Browns Bay School, Masterton Road, Browns Bay, Auckland.

18. Acceptance of Constitution

This Constitution was accepted and adopted by Committee Members at an Annual General Meeting held at Browns Bay School on _____.

Signed:

President

Vice President

Secretary

Treasurer

Dated:
