

Constitution
of
GROW West Rolleston Primary School
Incorporated

Constitution of GROW West Rolleston Primary School Incorporated

Name:

The name of the Society is GROW West Rolleston Primary School Incorporated (the "Society")

The Society is constituted by resolution dated Monday 23 May 2016.

In all references the "school" is West Rolleston Primary School and our Waitaha Satellite provision (WRPS).

Registered Office:

The registered office of the Society is 327 Dunns Crossing Road, Rolleston.

Purposes of the Society:

The purpose of the Society is to enhance the advancement of education through -

- a) Providing funds to the school through fund raising to improve facilities and opportunities.
- b) Providing a social link between the students, parents / caregivers and the school.
- c) Supporting the school in providing for the students and their extended community educational, social, cultural and sporting activities.
- d) Encouraging new families to integrate into the schools.

Membership:

All parents, caregivers, whanau of currently enrolled students of WRPS, staff representatives, Board representatives of WRPS are members of the Society.

Members who wish to remain active members of this committee without a child at the school may do so by agreement with the committee.

All Members (and Committee Members) shall promote the purposes of the Society and shall do nothing to bring the Society into disrepute.

Members have the rights and responsibilities set out in these Rules.

Quorum:

At all meetings (Monthly, Annual General and Special General) a quorum will be four members present in person and must include at least two current office holders.

Decisions:

Decisions should be made by way of consensus by the committee. Where consensus can't be reached a majority vote should be used, with the Chairperson having a casting vote if needed.

Office Bearers:

The Officers shall consist of

- a) Chairperson
- b) Treasurer
- c) Secretary

Other positions may be created by the committee as required.

Note: Each office position may be shared between two persons at the discretion of the committee.

The Office Bearers will be elected at each Annual General Meeting.

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The Office Bearers will have the power to fill any places vacant following the Annual General Meeting, or at any monthly meeting through co-option. All officers will retire at the Annual General Meeting and be eligible for re-election. Resignations of office holders may be done at any time in writing to the Secretary or Chairperson.

Sub Committees:

Sub-committees of members may be created at any time to delegate work and responsibility to, under the guidance of the office bearers. These sub-committees will constitute working parties of members with responsibilities and accountability to the members at all times. These groups will report on activity at meetings and report to the office bearers as required.

Annual General Meeting:

The Annual General Meeting will be held during the second school term (Term 2) each year and the agenda shall include but not be limited to:

- ✓ Minutes of the previous Annual General Meeting.
- ✓ Annual Reports – Chairperson, Treasurer, Principal.
- ✓ Appointment of a suitably qualified person to review the Society's accounts for the ensuing year.
- ✓ Election of Office Bearers.

Meetings:

Meetings will generally be held monthly and are to be conducted in accordance with normal meeting procedures. Meetings dates for the year will be set at the first meeting of the Society each year (where practical) or as soon as possible after the AGM. Additional meetings may be scheduled as required.

Notice of all meetings (Monthly, Annual General and Special General) shall be given to the school community by the usual form of communication from the school at least seven days prior to the Meeting.

The Office Bearers may call at any time a Special General Meeting for events that need to be considered by the full parent and teacher membership. Only business specified in the notice calling the meeting may be dealt with at that meeting.

All members have speaking and voting rights at all meetings following standard meeting protocols.

Finance:

The funds of the Society shall consist of donations and any sums raised in their name. All monies shall be deposited in the name of the Society in their recognised bank. The bank account shall be operated and cheque signatories/payment authority must have 2 office bearers approval, one of which must be the Treasurer.

Approval to use funds must be given at a meeting of the committee, with full documentation and evidence of cost supported by relevant receipts or tax invoices.

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

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Any payments made to a member of the Society, 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.

Expenditure of Funds for the Benefit of the School

All funds raised by the Society will be made available to WRPS in agreement with the school principal. The distribution of funds will be based on a Partnership Agreement between WRPS and the Society.

The Partnership Agreement will be approved by members at the AGM and used as the guiding principles for all fund use by WRPS. At any time WRPS and the Society may agree to amend the Partnership agreement and seek amendment through a general meeting.

Review of Accounts

The accounts and all books of the Society shall be reviewed annually by a suitably qualified independent person whose report shall appear as part of the Annual Financial Statements at the Annual General Meeting.

The financial year for the Society shall end on 31 March in each calendar year.

Common Seal

The Society shall have a Common Seal which shall be kept in the custody of the Secretary.

Alterations to the Constitution:

Alterations may be made at an Annual General Meeting or at a Special General Meeting called for this purpose.

Copies of the proposed changes are to be available upon request at least five days prior to the meeting for those interested.

Limitation:

The Society is ancillary to the school and has no power over administration, maintenance, management or policy of the school.

Winding Up:

The Society may be wound up by resolution to this effect passed by majority of members present at a Special General Meeting called for this purpose.

Any surplus assets after all liabilities have been paid shall be paid to the West Rolleston Primary School Board of Trustees to utilize as it sees fit for the benefit of West Rolleston Primary School. No surplus assets may be used for the personal benefit of any member.

The constitution shall be dated and shall be deemed to come into force on Monday 23rd May 2016 and shall be binding on all members until dissolved by a majority of eligible members present at the meeting at which the constitutional changes are proposed.

Constitution Approved -


Chairman of the Society *Nathan Currie*

Date: *23/05/2016*

Document Control

Version History

Date	Version	Author	Description of Change
03/05/2016	0.1	Nathan Currie	Initial draft for review
05/05/2016	0.2	Simon McDermott	Amended draft
05/05/2016	0.3	Nathan Currie	Amended draft
11/05/2016	0.4	Simon McDermott	Amended draft
18/05/2016	0.5	Simon McDermott	Amended draft
18/05/2016	0.6	Nathan Currie	Amended draft
18/05/2016	0.7	Simon McDermott	FINAL amended (passed through a lawyer)
23/05/2016	1.0	Nathan Currie	FINAL released for formation meeting

