

CONSTITUTION OF HANMER SPRINGS SCHOOL

HOME AND SCHOOL ASSOCIATION

1. Name:

The name of the Association is:

Hanmer Springs Home and School Association

2. Purpose:

To **enhance communication** and **encourage inclusiveness** between home and school

To **provide support** for teachers, support staff, principal, students and parents

To come up with and implement creative and inspiring ways to be the **best little school in the world**

3. Membership:

All parents, caregivers, teachers and staff are considered automatic members of this Association

Any interested adult outside this core group also may be a member of this Association

4. Executive Committee and Officers:

(a) The officers of the Association shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, Social Media and Marketing Co-ordinators, Camp Fundraising Co-ordinator, School Principal, Staff representative and a Board of Trustees representative

(b) The officers shall be elected at each Annual General Meeting of the Association

(c) Officers under normal circumstances shall remain in office until their successors are elected. Intermediate vacancies shall be filled through co-opting (vote by existing members present). The committee can co-opt the services of the members or non-members of the Association for special tasks

(d) The Executive Committee shall consist of members of the community putting themselves forward for election. People nominated by members have the right to decline their nomination

(e) All decisions for the Association will be made by a majority vote from members present

(f) Any resignations from the officers must be made in writing to the Secretary

5. Annual General Meeting:

The Annual General Meeting will be held during the month of February and the agenda shall include the following:

(a) Minutes of the Previous AGM

- (b) Annual Report of the Chairperson
- (c) Annual Financial Statements of the year
- (d) Election of Officers
- (e) Appointment of Auditor for the ensuing year
- (f) General Business

6. Meetings:

These will be held on the first Thursday each month of the school year in the school staff room at 7pm unless advised otherwise. Reminder of the meeting and reports of the Home and School's progress will be published in the school's weekly newsletter. An agenda will be provided prior to and followed for each meeting. The Treasurer will provide a written report for each meeting.

7. Finance:

The funds of the Association shall 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 an appropriate bank. The bank account shall be operated by any of the following: Chairperson/ Vice Chairperson/ Secretary/ Treasurer/ School Administration. Two signatures must be required for each debit from bank account. The accounts and all books of the Association shall be audited annually by an auditor or suitably qualified person whose report shall appear as part of the Annual Financial Statements. The financial year of the Association shall end on the last day of December in each calendar year. Any income, benefit, or advantage must be used to advance the charitable purposes of the organisation. Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payment that would be made between unrelated parties.

8. Alterations to the Constitution:

Alterations to the Constitution may be made at an Annual General Meeting or a Special General Meeting called for the purpose, provided 21 clear days notice of the intention to hold such a meeting is advertised in the school's newsletter or otherwise in writing and copies of the proposed changes are available for those interested.

9. Winding Up:

- (a) The Association may be wound up by resolution to this effect passed by two-thirds majority of the members present at the Special General Meeting called for the purpose
- (b) Any surplus assets after all liabilities have been paid shall be paid to the school's bank account on trust for educational purposes. No surplus assets may be applied for or to the personal benefit of any member