

# **BROADFIELD FRIENDS OF SCHOOL CONSTITUTION**

## **1. OBJECTIVES**

Help promote school vision and values

To advance education by:

1.1 Providing a link between students, parents/caregivers and the school.

1.2 Raising funds to provide improved facilities and educational opportunities for members of the school community.

## **2. MEMBERSHIP**

Any parent/caregiver, teacher may become a member of this organisation.

## **3. MEETINGS**

3.1 The quorum for a General Meeting will be six members present in person and minimum of one meeting will be held per term.

3.2 At least seven (7) days written notification of time, date and place of each meeting will be given to the school community.

3.3 All questions will, if possible be decided by consensus. However, where a consensus decision cannot be reached on a matter, the decision will, unless otherwise specified in this constitution, be made by a majority vote.

3.3.1 Voting will be by a show of hands. If voting is tied, the chairperson will have a casting vote.

## **4 ANNUAL GENERAL MEETINGS**

4.1 The Annual General Meeting will be held annually within 3 months of the end of the financial year.

4.2 The Annual General Meeting will carry out the following business:

4.2.1 Receive the Executive Committee's report on the activities of the organisation over the last year and the proposed priorities and directions for the organisation in the current year.

4.2.2 Receive the balance sheet and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.

4.2.3 Elect the officers of the Executive Committee.

4.2.4 Appoint a suitably qualified person to review the organisation's accounts for the coming year.

4.2.5 Conduct any other business which may properly be brought before the meeting.

## 5. EXECUTIVE COMMITTEE

5.1 The Executive Committee will consist of a Chairperson, Secretary, Treasurer and up to two other members.

5.2 The Executive Committee will be elected at each Annual General Meeting.

5.3 Elected members of the Executive Committee will retire at each Annual General Meeting, but will be eligible for re-election at the same and subsequent meetings. Newly elected Executive Committee members will take office immediately upon their election.

## 6. FINANCE

6.1 The financial year of the organisation will be from 1 January to the 31 December.

6.2 At the first meeting following each Annual General Meeting, the Committee will review the protocols for managing finances/funding.

## 7. ALTERATION OF RULES

7.1 The rules of the Society may only be amended in any way by a 2/3 majority of eligible members personally present at any General Meeting.

7.2 The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

## 8. WINDING UP

8.1 The organisation may be wound up if at a General Meeting of its members, it passes a resolution to wind up, and the resolution is confirmed at a subsequent General Meeting called together for that purpose and held not earlier than 30 days after the date on which the resolution to be confirmed was passed.

8.2 If upon the winding up or dissolution of the organisation 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 organisation but shall be given or transferred to the school, or to some other charitable organisation or body having charitable objectives similar to the objectives of the first organisation, within New Zealand.

This constitution comes into force on 1st November 2015, and shall remain in force until altered in accordance with the provisions of this constitution.

Signed: FOS Committee