



# CONSTITUTION OF CARMEL COLLEGE PARENT TEACHER FRIEND ASSOCIATION

## 1. Name

The name of the organisation is “Carmel College Parent Teacher Friend Association”, referred to in this document as the PTFA.

## 2. Objectives

- a) Encouraging and facilitating an active and positive association between the Proprietor, the Board, teachers, parents & caregivers, students, past students, friends, and wider community of Carmel College.
- b) Co-operating with the Proprietor, the Board, management and staff to support the spiritual, mental and physical welfare of students at the College and members of the school community.
- c) Fundraising for the financial support of the school, and to meet the reasonable costs of providing support and pastoral care consistent with the school’s Catholic Character and charism.

## 3. Registered Office

The registered office of the PTFA is Carmel College Milford.

## 4. Charity Registration

Carmel College PTFA is a registered charity registered with the NZ Charities Commission, registration number CC39542. An annual return for previous year must be submitted annually to NZ Charity Commission by end of June.

## 5. Membership

- a) All parents and caregivers, teachers, past pupils, current Year 12 & 13 pupils of Carmel College plus friends and community of Carmel College who are interested in the welfare of the College are eligible for membership of the Carmel PTFA.
- b) There is no fee or formal commitment required to being involved with the Carmel College PTFA
- c) Members shall promote the collective interests and objectives of the PTFA and speak respectfully about all aspects of the school community.

## **6. Alteration to Rules**

Any Rules of the Carmel PTFA may be amended or rescinded, and any new rule instituted upon a vote passed by a majority of the Carmel PTFA Committee at a review of rules held annually at the PTFA Annual General Meeting.

## **7. Carmel College PTFA Annual General Meeting (AGM)**

The Carmel College PTFA AGM shall be held during the First School Term of each year. The Date will be advised and promoted through the usual channels of school communication eg. newsletter, SchoolBridge, Facebook/Instagram prior to the meeting taking place. The agenda shall include the following:

- a) Minutes of the previous AGM
- b) Chairperson's Report
- c) Financial statement for the year
- d) Election/reaffirmation of Officers
- e) General business

The rules for meetings set out below will apply to the AGM.

## **8. PTFA Meetings**

- a) Meetings will generally be held once a month during term time.
- b) A quorum of five, including the elected Chairperson or Deputy Chairperson and a school management representative, is required for a meeting.
- c) At least seven days' written notification of each meeting (time, date and place of the meeting) will be given to members.
- d) Full information will be provided concerning any proposed amendments to the constitution
- e) The meeting will be chaired by the current chairperson or delegate.
- f) 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.
- g) Voting will be by a show of hands unless members indicate an alternative preference.
- h) If voting is tied, the chairperson will have a casting vote.

- i) The Secretary will ensure that a minute record is maintained and available.

## **9. Committee**

The Committee of the Association will include the following elected positions:

- a) Chairperson
- b) Deputy Chairperson (optional)
- c) Secretary
- d) Treasurer
- e) A representative of the school management
- f) Students (*non-elected positions*)

All officers shall be elected, or their appointment reaffirmed, at each Annual General Meeting. Candidates shall be nominated by one member and seconded by another. No member shall hold their elected position for a period exceeding two consecutive years without approval from the members in a general meeting.

## **10. Extraordinary Vacancies of Committee**

The committee may fill any vacancy that may occur due to resignation or other cause. Provided a quorum remains the Committee will be deemed to be fully and properly constituted despite any extraordinary vacancies which occur.

## **11. Finance**

- a) The funds of the PTFA shall consist of donations and any sums raised in the name of the PTFA. All monies shall be deposited in the name of the PTFA in an approved bank account.
- b) The bank account shall be operated by the chairperson, treasurer and school representative; additional signatories may be added at the discretion of the officers.
- c) The officers shall have authority to incur and approve such reasonable expenses as they consider necessary for the operation of the PTFA, including deposits and prepayments. In all other respects, any expenditure must be approved at a meeting.
- d) All payments to creditors and money received must be documented and appropriate records maintained by the Treasurer. Cash deposits are clearly referenced in the bank account for easy identification.
- e) For any reimbursement of funds to a PTFA member, a receipt must be provided for the goods or service purchased on behalf of the PTFA, and a digital photo of the receipt must be supplied so it can be filed in the PTFA shared drive if required for future reference or auditing purposes.
- f) Financial documents detailing all monthly banking transactions must be presented by Treasurer or School Representative to the Carmel PTFA at following monthly PTFA meeting.
- g) Preferably two persons should be present at all initial counting of money received, except in special events when a cash handling system will be agreed in advance by the committee.

- h) The funds of the association shall be applied to fulfil the PTFA objectives, and only used for purposes previously authorised by the committee. PTFA objectives are discussed each year in consultation with the principal or staff management representative.
- i) Any change to the PTFA accounts or investments must first be approved by the committee .

**12. Personal Benefit**

- a) Any income, benefit or advantage shall be applied to the charitable purposes of the PTFA.
- b) No member of the PTFA or any person associated with a member shall participate in or materially influence any decision made by the PTFA in respect of the payment to or on behalf of that person of any income, benefit or advantage.
- c) Any such income paid shall be reasonable and relative to that which would be paid in an arm’s length transaction (being the open market value).
- d) The provisions and effects of this clause shall not be removed from this document and shall be included or implied into any document replacing this document.

**13. Acquisition and disposal of Carmel PTFA Assets**

The Committee shall have the power to acquire in the associations name by purchase, gift or otherwise assets for use by the PTFA or school. These must be documented as assets and are considered property of Carmel College PTFA. Use, sale or disposal of such assets must be approved by the committee and documentation updated to reflect status of assets.

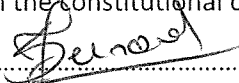
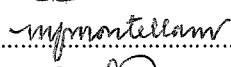

**14. Winding Up**

On dissolution by the registrar or winding up of the association any surplus monies or assets remaining shall be handed over to the Carmel School Board to be used as the Board thinks fit for the students.

**15. Interpretation of the Rules**

Any question relating to the interpretation of any rule of the Association shall be decided by the Committee whose decision shall be final.

This constitution shall be dated and shall be deemed to come into force on 12 May 2026 and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are proposed.

  
 ..... 2026 Chairperson  
  
 ..... 2026 Secretary  
  
 ..... 2026 Treasurer