

T.E.A.M Ward School Constitution

1. Name

The name of the organisation is T.E.A.M (Together Everyone Achieves More) – Ward School

2. Objectives

To advance education by:

2.1: Encouraging parents/caregivers to be involved in the education of their children

2.2: Providing a link between students, parents/caregivers and the school, and supporting the BOT as needed

2.3: Raising funds to provide improved facilities and educational opportunities for members of the school community

2.4: Carrying out other activities consistent with the charitable objects of TEAM

3. Membership

Every parent from Ward School automatically becomes a member of TEAM when their child is enrolled. There will be a description of the role TEAM plays for Ward School and the importance of the organisation in the enrollment packs from school.

4. General Meetings

“General Meeting” refers to both Annual General Meeting and Special General meeting, unless otherwise specified.

4.1: The quorum for a General Meeting will be six (6) members present in person

4.2: At least fourteen (14) days written notification of each General Meeting will be given to members and will usually be held on the Friday that the second assembly of each term falls on

4.3: Notification of a General Meeting will specify the time, date and place of the meeting and an invitation sent to the principal of the school to attend

4.4: Full information will be provided concerning any proposed amendments to the constitution or any matter which is the business of a special General Meeting. Such information will be supplied to any member requesting it

4.5: The General Meeting will be chaired by the current chairperson. In the absence of the chairperson the meeting will elect a person to chair the meeting from among the members

4.6: 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

4.7: Voting will be by a show of hands unless members indicate an alternative preference. If any member requests a secret ballot on any vote or election, a secret ballot will be held.

4.8: If voting is tied, the chairperson will have a casting vote

5. Annual General Meetings (AGM)

5.1: The AGM will be held usually in the first term of school around March

5.2: The AGM will carry out the following business:

5.2.1: Receive the minutes of the previous AGM and of any other general meeting held since the last AGM

5.2.2: Receive the executive committee's report on the activities of TEAM over the last year and the proposed priorities and directions for TEAM in the current year

5.2.3: 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.

5.2.4: Elect the officers and other ordinary members of the executive committee (see section 7.1)

5.2.5: Conduct any other business which may properly be brought before the meeting

6. Special General Meetings

6.1: A meeting will be held once a term, the 2nd assembly each term in the school library

6.2: Special General Meetings may be called by the Executive Committee or by a written (or email) request by any member directly to the secretary. Where the meeting has been called upon the written request by a member, it will be held within thirty (30) days of the delivery of that request to the Secretary

7. Executive Committee

7.1: The Executive Committee will consist of a Chairperson, Secretary, Treasurer, Lions Liaison

7.2: The Executive Committee will be elected at each AGM

7.3: Elected members will retire at each AGM, 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.

7.4: The executive Committee will meet as required. Meetings may be held in person or by any other means of communicating as decided on by the executive committee from time to time. All members of the Executive Committee will be given at least three (3) days notice of the meeting by the Secretary, verbally or in writing (email).

7.5: The secretary will ensure that minutes are maintained and available to any member of TEAM. These will be uploaded to the School App, and a hard copy printed off and in the office at school.

8. Finance

8.1: The financial year of TEAM will be from April to March the following year

8.2: The treasurer will ensure that true and fair accounts are kept of all money received and expended

9. Income, benefit or advantage to be applied to objects

9.1: Any income, benefit or advantage will be applied to the objects of TEAM

9.2: No member of TEAM or any person associated with a member shall participate in or materially influence any decision made by TEAM in respect of any payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever. 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).

9.3: The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

10. Alteration of rules

10.1: 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.

10.2: 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.

11. Winding up

11.1: TEAM 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

11.2: If upon the winding up or dissolution of TEAM 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 TEAM but shall be given or transferred to the school

12. Financial Support for the school

12.1 \$10 000 every year to the BOT towards teaching resources for the children, including helping fund a teacher

12.2 \$100 per year 8 child every year for year 8 camp

12.3 \$1000 every year for ski trip

12.4 There will always be a residual amount of \$16 000 in the bank TEAM account to ensure there is always enough money to support the school with the agreed amount each year. This value can change as voted at the AGM as needed.

12.5 There is also the chance for extra funding if an email request is sent to TEAM via the Chairperson (teamchair@ward.school.nz). This needs to be in writing/email so that it can be taken to the rest of the members to decide if the funding can be granted or not. Extra funding can be given for extra resources, if the members of TEAM agree it will benefit the children and asked for either via the BOT, principal, or school pupils. There are maximum amounts to be given for certain things each year these are as below

12.5.1 Max \$1000 in a year for sports teams/equipment related to sport, cultural activities, and arts

12.5.2 Max \$2500 in a year for school camps/trips (outside of ski trip)

12.5.3 Max \$500 'kitti' for families that are struggling to pay for school trips (eg. Ski trip) etc. This will be accessed in a confidential manner, with a request from the principal with no names, and then discussed and agreed by the executive committee (so as to keep it confidential and more accessible).

This constitution comes into force on 15th November 2021 and shall remain in force until altered in accordance with the provisions of this constitution at the next AGM.