

RCPA Constitution & Guidelines

1. NAME

The name of the organisation is **Rongotai College Parents' Association**

2. OBJECTIVES

- 2.1. To provide a link between the young person, parents/caregivers and the school
- 2.2. To help in raising funds to provide improved facilities and opportunities for members of the school community in their extra-curricular activities across sports, culture, arts and academic pursuits
- 2.3. To encourage greater family involvement at school
- 2.4. To carry out other activities consistent with the charitable objects of the organisation

3. MEMBERSHIP

Any parent, caregiver, teacher or interested adult connected with the school may become a member of this organisation.

4. MEETINGS

- 4.1. The Association will meet approximately 10 times during the school year, with the dates to be agreed and meetings scheduled at the first meeting of the year.
- 4.2. All Meetings start at 7:30pm and are held in the school staffroom
- 4.3. Meeting dates will be published on the school website.
- 4.4. The quorum for a Meeting will be six (6) members present in person.
- 4.5. At least fourteen (14) days written notification of each Meeting will be given to members.
- 4.6. Notification of a Meeting will specify the time, date and place of the meeting.
- 4.7. The Meeting will be chaired by the elected Chairperson of the Association. In the absence of the Chairperson the meeting will elect a person to chair the meeting from among the members present.
- 4.8. All questions/funding decisions 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.
- 4.9. Only current full members will be eligible to vote.
- 4.10. 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.
- 4.11. If voting is tied, the chairperson will have a casting vote.
- 4.12. The final meeting of the year will include election of the office holders for the next school year.

5. PARENTS' ASSOCIATION OFFICIALS

The following officials will be elected each year by the members, and published on the school website:

- Chairperson
- Deputy Chair



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- Secretary
- Treasurer
- School Representative

6. GUIDELINES FOR GRANTS

The Parents' Association receives income in the form of donations from parents each year as part of the voluntary school fees. Funds are donated by the parents for the benefit of the students of Rongotai College. This benefit is reflected in terms of enhancing both the students' academic education and other experiences they have while at school.

The donations are accrued to create a fund which can contribute towards activities and capital expenditure, the costs of which are not covered by other sources.

Both staff and students can apply for funds. Applications are considered at the monthly meetings of the Parents' Association.

In general the funds are:

- used to benefit the maximum number of students possible.
- only awarded for activities which promote a positive image of the school.

The Parents' Association will consider all applications in a positive way and aim to help as many applicants as possible.

A record of all applications, including if they are successful or not is maintained in the minutes of each meeting, with an overall record of all applications, including regular annual allocations and feedback received can be obtained from RCPA members (Stored on Google Drive)

CRITERIA FOR APPLICATIONS

Applications must meet the following conditions:

- Applications for funds can be submitted for teaching staff, support staff and students.
- Applications will only be considered if activities are associated with Rongotai College.
- Applications must be for the benefit of current students.
- Alternative sources of funding should always be investigated first and the Parents' Association may ask for evidence of this.

Allocation of Funds:

- The Parents' Association will aim to allocate funds fairly between different departments or interests within the school.
- The more students that will benefit from an application the more favourably the request will be considered.



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- Where fundraising efforts have been made by the students, applications will also be looked on favourably.
- In general, funds will not be allocated to small school groups to cover travel expenses
How much money is available for applicants?
- A maximum amount of \$3,000.00 is available for any one activity or item. The maximum amount likely to be contributed to any individual student is \$500.00.
- Special projects which are expected to have lasting benefit will be considered outside the above limits.
- Funds must be used for the donated purposes only or a refund to the Parents' Association made.

NOTE

- Where possible an acknowledgement of the Rongotai College Parents' Association donation is to be made.
- After the event proof of spending/receipts are to be returned to the Rongotai College Parents' Association.
- Any supporting information or documents may be attached or included with your application.

