

## **1. RCPA**

The Rongotai College Parents' Association is a voluntary organization dedicated to raising and distributing funds in support of fostering a strong school community and strengthening the partnership between students, parents, caregivers and Rongotai College.

## **2. OBJECTIVES**

- To foster a strong partnership between students, parents, caregivers, whānau, and Rongotai College.
- To raise funds to support educational and extracurricular opportunities in sports, culture, arts, and academics for all students.
- To promote inclusivity, diversity, and student well-being within the school community."
- To support Rongotai College in achieving its strategic goals at the direction of the board.
- To carry out other activities consistent with contributing to community and student engagement at Rongotai College

## **3. MEMBERSHIP**

Membership is open to all parents, caregivers, teachers and interested adults connected with Rongotai College and there is an expectation of active involvement in the committee and its initiatives. Membership is defined by attendance at a minimum of 5 meetings

## **4. MEETINGS**

- The Association will hold a minimum of 9 meetings during the school year, with dates and times determined at the first meeting of the year and published on the school website and via email.
- Meetings are preferably in person and will be held in the school staffroom but can be moved to online via Google Meet if required
- Meeting notifications, including the standing agenda, will be sent via email at least 48 hours in advance of the meeting
- The quorum for a meeting will be minimum of 4 current members and must include either the chairperson, treasurer or secretary
- Decisions will be made by consensus whenever possible and aligned to the objectives of the RCPA constitution and/or the Grants guidelines where applicable
- If no consensus can be reached the chairperson will have the casting vote
- 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 annually by the members and published on the school website: Chairperson, Deputy Chairperson, Secretary, Treasurer and School Representative

## **6. GUIDELINES FOR FUNDRAISING**

Any specific activities or initiatives that we would not endorse (School Representative will approve all new fundraising at the RCPTA

## **7. GUIDELINES FOR GRANTS**

Applications for funding must be submitted via the online application form by the last Friday of each month (before the next meeting ) along with any supporting documentation.

Applications will be distributed ahead of the following RCPA meeting and applicants will be informed of the outcome of their application, and provided with feedback post the applicable meeting

A maximum of \$2,000.00 will be allocated to any single activity or item unless a special project with lasting benefit is approved

Funds must be used for the approved purpose and receipts provided

### **Criteria for Applications:**

The Parents' Association aims to allocate funds equitably to benefit the maximum number of students across all areas of school life.

Priority will be given to applications that demonstrate a clear benefit to students, align with the school's mission, values, and strategic goals.

Applications for funds can be submitted or on behalf by teaching or support staff

Applications must be for the benefit of current enrolled students

Applications should be aligned to the objectives of the RCPA

Applicants must demonstrate a genuine need for funding and provide evidence of exploring alternative funding sources or agree to support fundraising activities

Applications should demonstrate value for money and a clear budget breakdown

## **7. FINANCIAL MANAGEMENT**

The Treasurer will provide regular financial reports at each meeting. An annual financial report will be presented at the final meeting of the year.

Receipts to be provided to reclaim expenses from RCPA based upon the approved funds.

## **8. CONSTITUTION REVIEW AND AMENDMENTS**

This constitution will be reviewed from time to time and when a new Chairperson is appointed. It may be amended by a two-thirds majority vote of members present at a general meeting, provided that written notice of the proposed amendment has been given to members at least 21 days prior to the meeting.

## **9. DISSOLUTION**

In the event of the dissolution of the Rongotai College Parents' Association, any remaining assets handed to RC