

# Woodleigh Home & School Association Constitution

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## Article I: Name

The organization shall be known as the Woodleigh Home & School Association (WHSA). Also known as the “H&S Committee”

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## Article II: Constitution

The WHSA was incorporated at Woodleigh and these rules were adopted by resolution in November 2024.

A review of this Constitution shall occur 24 months after the date it was adopted and every subsequent 24 months as a minimum.

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## Article III: Purpose

The purpose of the WHSA is to foster collaboration between the school, parents, and the wider community to support the educational, social, sporting, and emotional development of all students at Woodleigh Kura/School as detailed in the WHSA Charter. The WHSA is a volunteer organization and operates on a not-for-profit basis.

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## Article III: Governance and Structure

### Section 1: Executive Committee

The WHSA shall be governed by an Executive Committee, which will include:

- **Chairperson:** Responsible for presiding over meetings, representing the WHSA, provide overall leadership, and ensuring the WHSA Mission and Values and the overall Charter intent is met.
- **Secretary:** Maintains records, including minutes of meetings, correspondence, and official documentation.
- **Treasurer:** Manages the committee’s finances, including budgeting, financial reporting, and fundraising efforts.

## **Section 2: Membership**

- Membership is open to all parents/guardians of students currently enrolled at Woodleigh Kura/School.
- Members have the right to participate in meetings, volunteer for activities, and have full speaking and voting rights on key decisions.
- Teamwork is a key with support for each other's initiatives. The level of involvement for each member on the committee is up to the individual and be at a level the member is comfortable with. No onerous expectations will be made by the WHSA on any member.
- School representatives provide valued input and support and are invited to attend all WHSA meetings as non-voting attendees. They also ensure the WHSA is in line with all Woodleigh Kura/School policies and Board of Trustees (BOT) directives. However, the WHSA cannot also progress with an event without agreement from the School Representative if it materially impacts Woodleigh Kura/School resources and reputation. It is seen as a collaborative relationship to maximise the charitable nature of the WHSA.

## **Section 3: Subcommittees & other Roles**

Subcommittees may be established to oversee specific projects or areas of focus (e.g., events, fundraising, family engagement). Each subcommittee will be led by a member of the WHSA, that has volunteered to lead the specified area and appointed by the Executive Committee. These may require additional meetings from time to time.

- **Kindo Administrator** – Maintains the Kindo app for WHSA activities, sets up recurring events, key point of contact for Kindo related enquiries
- **Social Media Administrator** – Maintains the WHSA Facebook page, fields enquiries sent to the Facebook page from parents/caregivers, creates posts to advertise WHSA events
- **Friends of the Committee** – These are parents/caregivers who are not official WHSA members but who volunteer their valuable time to assist with specific tasks the committee is responsible for.

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## **Article V: Meetings**

### **Section 1: Frequency of Meetings**

The WHSA shall hold regular general meetings in the first week of each school term during the academic year as a minimum. The specific day and time shall be agreed by the serving Executive Committee members. Annually an AGM will be held in the first week of Term 2 of the academic year. Additional meetings may be called by the Chairperson as necessary.

### **Section 2: Quorum**

A quorum of 50% of the committee members, including at least two Executive Committee members, is required to conduct official business.

### **Section 3: Decision-Making**

Decisions shall be made by majority vote of the members present at a meeting. In the event of a tie, the Chairperson shall have the deciding vote. In exceptional cases any individual can also call for anonymous voting if they wish.

#### **Section 4: Meeting format and Administration:**

The Chairperson, or a nominee, shall conduct all meetings of the WHSA in a controlled manner, and will if necessary use formal meeting procedures. The Secretary shall keep full minutes of business transacted and discussions held at all meetings.

While the WHSA is at liberty from time to time to regulate the manner in which business is transacted at its meetings, the following procedures shall generally apply:

- a. Review of the previous meetings minutes and any outstanding actions
- b. The Treasurer shall present at each meeting a full and detailed account of the finances of the WHSA, including bank balances, deposits and accounts paid.
- c. The Principal or other School representative shall present a report, when appropriate, on matters pertinent to the WHSA including the Principals Wish List of potential funding opportunities for the WHSA to assist with.
- d. Any sub-committee formed shall present to an update of its activities and proposals including any matters previously delegated.
- e. Any new business.

In addition, for an Annual General Meeting (AGM) the following shall apply:

- i. Minutes of previous AGM
- ii. Annual report of the Chairperson
- iii. Independently audited Financial report by the Treasurer
- iv. Election of any vacant Executive Committee roles
- v. General Business

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### **Article VI: Financial Administration**

#### **Section 1: Budget and Fundraising**

The WHSA shall maintain a transparent budget to support its activities. Funds will be raised through various initiatives, including events, donations, and sponsorships.

#### **Section 2: Financial Reporting**

The WHSA shall ensure that true and fair accounts are kept. The Treasurer shall present a financial report at each meeting, outlining income, expenditures, and current balance. An independently audited annual financial report will also be prepared and presented at the Annual General Meeting.

#### **Section 3: Financial Oversight**

All financial transactions must be authorized by both the Treasurer and the Chairperson. Expenditures exceeding a \$250 must be approved by a majority vote of the committee.

#### **Section 4: Cash Reconciliation**

Fundraising money is to be counted on school premises by at least two authorised persons. Authorised persons include committee members and may include members of the school staff

### **Section 5: Funds Allocations**

All monies paid by the WHSA to Woodleigh Kura/School are in the form of donations upon receipt of an approved Woodleigh Kura/School invoice. WHSA will not pay invoices from third parties directly on behalf of Woodleigh Kura/School.

There must be full approval by the WHSA before any funds are allocated to Woodleigh Kura/School resources, equipment or as subsidies/donations. As well as the WHSA, the Principal, Deputy Principal, Staff, and Parents/Caregivers can have input into how the WHSA allocates it's resources provided the aforementioned approval is attained.

### **Section 6: Reimbursements**

Any approved expenses incurred by an individual on the WHSA on behalf of the WHSA shall be refunded upon presentation of a valid receipt. Lost receipts must be verified.

### **Section 7: Cash Float**

The WHSA may have cause to maintain a cash float for facilitating events organised by the WHSA. In this instance a cash box will be held in the Woodleigh Kura/School safe along with the key. The value of the cash float shall not ordinarily exceed \$100 unless a particular event requires a higher one or if cash funds raised increase the value temporarily.

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## **Article VII: Not-for-Profit Clause**

The WHSA shall operate as a not-for-profit organization. Any funds raised by the committee shall be used solely to further its objectives in supporting Woodleigh Kura/School. All income, benefit, or advantage must be used to advance the charitable purposes of WHSA. No part of the organization's income shall benefit any member, officer, or private individual, except in the form of reimbursement for approved expenses.

No member of the WHSA, or anyone associated with a member, is allowed to take part in or influence any decision made by the WHSA in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

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## **Article VIII: Term Limits**

### **Section 1: Term of Office**

Executive Committee members shall serve for as long as they have children attending Woodleigh Kura/School or until they feel they wish to step down, whichever occurs soonest.

### **Section 2: Elections**

Elections for the Executive Committee shall take place at the Annual General Meeting. Nominations will be taken from the floor, and voting shall be conducted by a show of hands or written ballot with a WHSA member motioning and another member seconding the vote results.

### **Section 3: Executive Committee member resignation**

If any member of the Executive Committee wishes to tend their resignation from the role, a written statement must be made to the other Executive Committee members. Elections for the filling the role shall be at the next Terms General Meeting or Annual General meeting, whichever occurs soonest. Until the vacant Executive Committee role is filled, the remaining Executive Committee members will share the vacant roles tasks to the best of their ability.

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## **Article IX: Social Media**

### **Section 1: Purpose of Social Media**

The WHSA recognizes the importance of social media as a tool for communicating with the school community and promoting the committee's events, initiatives, and objectives. Social media platforms may be used to:

- Share information about upcoming events, meetings, and activities.
- Provide updates on fundraising efforts, volunteer opportunities, and community outreach.
- Foster a positive and inclusive online environment that supports the school's mission and values.

### **Section 2: Authorized Users**

Only designated members of the WHSA, specifically appointed by the Executive Committee, are authorized to manage and post on the committee's official social media accounts. These members must adhere to the social media guidelines set out in this clause.

### **Section 3: Appropriate Content**

All social media communications must:

- Reflect the mission, values, and objectives of the WHSA.
- Be positive, respectful, and inclusive, avoiding any language or content that could be considered offensive, discriminatory, or divisive.
- Maintain the confidentiality of students, parents, and staff by not sharing personal information or images without explicit consent.
- Promote transparency and foster a sense of community while focusing on committee-related matters.

### **Section 4: Prohibited Use**

Social media must **not** be used to:

- Air personal grievances, complaints, or disputes relating to the school, staff, students, or committee members.
- Engage in discussions or share content that is political, inflammatory, or unrelated to the committee's mission and activities.
- Post misleading or inaccurate information that could harm the reputation of the WHSA, the school, or its members.

- Conduct any form of personal business, promotion, or solicitation that is not directly related to the WHSA's official activities.

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**Article X: Amendment of Constitution**

**Section 1: Amendment Process**

This Constitution may be amended by a two-thirds majority vote of the WHSA members present at a meeting, provided that the proposed amendment has been submitted in writing and distributed to members at least 2 weeks prior to the vote.

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**Article XI: Conflict Resolution**

In the event of disputes or disagreements, the WHSA shall first attempt to resolve conflicts internally. If resolution is not possible, the matter may be referred to school administration or the school board for mediation.

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**Article XII: Winding Up**

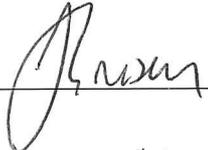
The WHSA may be dissolved by a two-thirds majority vote of its members if a resolution is passed to wind up the WHSA, or by a decision of the school administration if the WHSA is seen as detrimental to Woodleigh Kura/School. Upon dissolution, any remaining funds after all liabilities are paid, will be directed to a project or cause that benefits Woodleigh Kura/School students, as approved by the school administration and in accordance with these constitutional rules.

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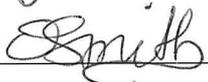
This Constitution outlines the governance, structure, and operational rules of the Woodleigh Home & School Committee to ensure effective management and support for the school community and in line with the WHSA Charter.

Signed by:

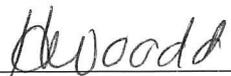
**Chairperson:**

Print name James Gansell Signature 

**Treasurer:**

Print name OCEANE SMITH Signature 

**Secretary:**

Print name HANNAH WOODD Signature 

Date 5/2/2025

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## **Appendix 1. The Role of the WHSA Chairperson**

- Be familiar with Constitution (attached)
- Ensure the intent of the WHSA Charter is met in all manner that the committee conducts its business
- Chair meetings, ensure there is a quorum, steer committee effectively and efficiently. Keep meetings progressing
- Check WHSA emails and respond to all enquiries.
- Check agendas and minutes
- Be the spokesperson for the WHSA as required
- Create a high-level plan of initiatives and events for planning into the future
- Guide members and encourage members to take responsibility for events
- Follow up members to ensure tasks are underway/ carried out by deadlines
- Support any members leading initiatives/events where needed and help with any potential roadblocks
- Ensure the WHSA is proactive in advertising it's role and recruiting new members to maintain the committee going forward
- Meet Treasurer to go over figures/ balances once per year
- Watch "expenditure" to ensure funds are available for all approved initiatives/events
- Provide a Chairpersons report for the AGM
- Provide the fortnightly WHSA update in Woodleigh Kura/School newsletter as to progress with fundraising, advertising events, community info and other WHSA news
- Assist any members in purchasing items for fundraising events as required
- Be "signatory" for internet banking and approve all payments submitted by the Treasurer
- Be aware that "logo" belongs to school and approval must be sought before it is used
- Lead by example
- Have fun!

## **Appendix 2. The Role of the WHSA Treasurer**

- Be familiar with Constitution (attached)
- Report to the WHSA on all matters pertaining to the management, operation and financial administration of the WHSA Funds. A Treasurers report shall be presented at each general meeting
- To keep proper book of accounts for the WHSA Funds, and to complete an annual financial statement of profit and loss for the AGM. The financial year deemed to be 1st January to 31st December.
- Arrange for independent verification of the WHSA annual accounts.
- To operate the bank accounts of the WHSA with authority to approve online banking with one of two other authorised signatories selected from the Chairperson and Staff Representative.
- Ensure all outstanding payments due are paid in a timely manner
- Ensure signatories that are no longer required are removed from the bank authority list.
- Provide cash floats as required for WHSA events
- To refund WHSA members for purchases on behalf of the committee. For reimbursement a receipt must be presented (lost receipts must be verified).
- Lead by example
- Have fun!

### **Appendix 3. The Role of the WHSA Secretary**

- Be familiar with Constitution (attached)
- Prepare minutes and agendas for meetings. Forward agenda to Chairperson first in case there are any changes. Distribute by e-mail to WHSA committee members, including Principal/staff representative
- In the absence of the Chairperson, check WHSA emails and respond to all enquiries
- Have hard copies of agenda and previous minutes ready for each meeting
- Keep both a hard copy and digital copy of WHSA minutes and correspondence
- Keep records of organisational notes for fundraising events
- Support WHSA members where able
- In the absence of the Chairperson, provide the fortnightly WHSA update in Woodleigh Kura/School newsletter as to progress with fundraising, advertising events, community info and other WHSA news
- Lead by example
- Have fun!