

# By-Laws for Burren Junction Public School Parent's and Citizens Association Incorporated

To accompany the Prescribed Constitution

## 1. Introduction

These rules are made under the constitution of Burren Junction Public School Parents and Citizens Association. These rules establish the policies and procedures for carrying out the business of the Association. These By-Laws can only be changed at a meeting of the Association with one months' notice, and must have a majority vote in favour of the change. The Constitution shall have overall binding authority, and any By-Law, which shall be contrary to any clause of the Constitution, shall not override the rules of the Constitution.

## 2. Objective

The P&C Association is formed for the benefit of the students of the school, which will;

- (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
- (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales; and
- (c) Promote the interests of public education.

## 3. Financial Year

The financial year of the association will close on **31 December** each year.

## 4. Annual General Meeting

(a) The Annual General Meeting of the P&C Association will be held **by March** of each year. The AGM will be advertised to the school community at least 14 days prior to being held. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting.

(b) The agenda of the annual general meeting shall include

- (i) Election of the Executive Committee;
- (ii) Setting the Membership Fee of the P&C Association for the ensuing year;
- (iii) Nominating the person to conduct the audit of the financial records of the P&C Association;
- (iv) Presentation of the annual audited financial statements by the Treasurer (or nominated representative of the Treasurer) for approval and adoption;
- (v) Agreeing on Cheque signatories and Internet Banking creators and authorisers for the ensuing year. (No one other than Office bearers can sign off cheques or make bank authorities on behalf of the P&C Association. Two members of the same family can not act as signatories.)

(c) The outgoing executive should conduct a hand-over of all Association business, files, paperwork, financial accounts, records, books and other property within 14 consecutive days from the date of the Annual General Meeting. The incoming Executive should refer to their role descriptions found on the P&C Federation website.

## 5. **Executive Committee**

(a) The Executive positions are as described in the Constitution: President, two Vice Presidents, Secretary and Treasurer and up to six financial members elected at the AGM.

(b) Only financial P&C members are eligible to stand for positions of the P&C Association. This includes P&C sub-committee positions.

(c) No person will serve more than **4 years** in the same officers position.

(d) At the end of a 4 year term a person may take up a different role for a substantive term of service not exceeding another 4 years.

(e) No member can hold more than one Executive position at the same time.

(f) If an Executive position becomes vacant between Annual General Meetings, the position is to be filled through an election at any General Meeting by placement on the agenda for the meeting.

(g) No Executive position can be held by a paid employee of the P&C.

(h) An Executive Committee Meeting is to be held at a time determined by the Executive Committee. The Executive must be mindful not to make decisions that should be debated at a General Meeting.

(i) Minutes of Executive Meetings are to be kept and tabled at the next General Meeting.

## 6. **P&C Membership**

Membership is open to all parents of pupils attending the school and to all citizens within the school community.

(a) Any person eligible for membership may become a member or renew membership by paying the required membership fee of **\$5 per person** to the Treasurer, after any general meeting. Membership will remain current until the close of the annual general meeting in the following year.

(b) Any existing financial member who renews their membership for the following year at the Annual General Meeting shall continue with voting rights for the next membership year.

(c) Any person who allows their membership to lapse on the due date shall be required to wait until the close of the general meeting at which payment is made to again be eligible to vote.

(d) Any new member who has paid their membership before the close of the Annual General Meeting is eligible to vote at the next General Meeting, which follows the Annual General Meeting.

(e) Any new member who makes an application for membership at a General Meeting shall not be eligible to vote until the following General Meeting.

(f) Any person who makes a membership payment at any time between two meetings shall not be eligible to vote until the close of the next general meeting following payment.

(g) The Principal is a member of the P&C Association by right of their position as Principal

of the school and does not have to pay a membership fee. The Principal has the right to move motions and vote like any other member, except when acting as Returning Officer at the Annual General Meeting

(h) Members of the school staff are eligible to be members of the P&C and need to pay the required membership fee.

(i) All financial members have the right to stand for office in line with clause 5 (g). They can move and/or second a motion and vote.

(j) The Secretary shall be responsible for maintaining an up-to-date register of membership.

(k) The annual membership fee for the year is decided by majority vote at the AGM and is to be recorded in the by-laws

7. **General Meeting**

A general meeting of the P&C Association will be held **on the 2<sup>nd</sup> (second) Tuesday of each term** at a time to be determined by the Executive Committee. The Agenda to that meeting must be published 7 days in advance.

8. **Meeting Quorum**

(a) At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be **5 members**.

(b) If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association.

9. **Meeting Guidelines**

(a) All meetings will be conducted in accordance with the rules and policies of the P&C Association.

(b) Each meeting of the P&C Association will be conducted as follows;

Welcome and formal opening of meeting

Apologies

Minutes of the previous meeting (Receipt/Amendments/Adoption)

Business arising from the previous meeting Minutes

Correspondence

Reports [including Treasurer/Principal/School Council/Sub-committee]

Motions on Notice (those already notified to members)

New Business

New Members

Meeting Close

(c) In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.

(d) A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, unless approval was received, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.

(e) A group of Members equal to the quorum for the Meeting may require that particular items of new business without notice be placed on notice for the next Meeting. If the next General Meeting is too distant, a Special General Meeting shall be called.

#### 10. **P&C Representatives**

(a) The P&C Association may elect members as representatives who will be responsible to represent the P&C Association on committees or at events.

(b) Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.

(c) The President is automatically a member of all P&C sub-committees. The President should be informed of all sub-committee meetings and decisions via the convenor or their representative.

(d) The Principal is automatically a member of all P&C sub-committees. Their inability to attend is not adequate grounds to postpone or cancel any association/sub-committee meeting. The Principal may delegate another member of staff to attend

(e) Gifts and donations to individual association members must always be refused. Donations to the association may be accepted to help the association achieve its objectives.

(f) All gifts, donations and/or awards of recognition presented to the Association or an individual member of the Association must be

(i) Reported at association meetings

(ii) Recorded in the minutes

(iii) Reported in the school newsletter (if the gift is to the value greater than \$500)

#### 11. **Special Meeting**

(a) A Special Meeting can provide a P&C Association with an opportunity to discuss one or more specific matters which cannot be dealt with at the next scheduled general meeting because of urgency or some other declared reason.

(b) Special meetings can only deal with business of which notice has been given.

#### 12. **P&C Association monies**

(a) Any motion to expend P&C Association monies must be placed on notice on the published agenda for the meeting at which it is to be considered.

(b) In supporting the students of the school the P&C will provide funds that have an educational benefit to the whole school community.

(c) P&C Association funds will only be invested in Institutions that guarantee non loss of capital.

(d) P&C monies should not be used to purchase gifts or fund social functions for P&C members or staff. Specific collections may be run for such events and individuals approached for contribution.

(e) P&C may donate P&C funds to a charitable organisation where it is for the benefit of the students at the school to do so, provided the donation of money does not prohibit the P&C from meeting their own financial obligations.

(f) The Association may delegate authority to an authorised sub-committee set up by the Association, to expend funding approved by the association of in a published budget for the normal running costs or to make decisions regarding ongoing normal activities associated with the function of that subcommittee, ie tuckshop or fundraising. This ongoing delegated authority shall be for the approved budget duration only determined by the Association, and can be amended, altered or cancelled at any General or Special Meeting of the Association. A sub-committee must not expend funds for any purpose outside those in the approved budget allowed by the Association.

(g) No subcommittee can make a decision outside of delegated authority outlined in 11 (b) (whether financial or otherwise). Should an urgent matter arise which must be dealt with before the next General Meeting, the sub-committee must refer the matter to the Officers for guidance and if unavoidable a special meeting will be called.

### **13. P&C Voting**

(a) All financial members have the right to vote.

(b) Each member counts for 1 vote.

(c) A member must be present at a meeting to vote. No proxy or absentee votes are allowed.

(d) The President possesses normal voting rights. However, a President, when in the chair, often abstains from voting in order to preserve the impartiality of the position. The person chairing a meeting does not have a casting vote in the event of a tied vote.

(e) In the event of a tied vote, the motion should be lost.

### **14. Life Membership or Outstanding Service**

The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.