



## WOY WOY PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION

### BY-LAWS

1. These rules are made under the Constitution of Woy Woy Public School Parents and Citizens Association.
2. The Association is formed for the benefit of the pupils of the school and to that end it 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 & Citizens' Associations of New South Wales and District Councils, and
  - C. promote the interests of public education.
3. The Financial Year of the Association shall close on 31 December each year.
4. The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the Ordinary General Meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.
5. No person shall serve more than three (3) consecutive years in the same office unless no other person is nominated.
6. A General Meeting of the Association shall be held on the second (2nd) Wednesday of each month during school term, commencing at 7:00pm. These meetings shall finish no later than 8:30pm, unless extended by a majority vote of members present at that meeting.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership. The quorum shall be in accord with Rule 10 of the Constitution.
  - A. As a member of Woy Woy Public School P&C Association to participate in P&C run functions and to uphold the Values of the School.
  - B. All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
  - C. Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
  - D. If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.
8. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the P&C Association has been to employ staff.
9. Employees of Woy Woy Public School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
10. 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 14 days of term time to carry on the business of the P&C Association.

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11. A General Meeting of the P&C Association may declare any Officer who has been absent for three (3) consecutive meetings without an apology being received and accepted by the meeting, or unless leave granted by the Executive, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.
12. All meetings of the Association shall be conducted in accordance with the rules and policies of the Association. Members will conduct themselves accordingly.
13. The P&C Association elected executive committee members are required to produce a written report at all general meeting of the P&C Association.
14. Each meeting of the P&C Association will be conducted as follows;
  - A. Welcome and formal opening of meeting including Acknowledgment of Country
  - B. Apologies
  - C. Minutes of the previous meeting (Receipt/Amendments/Adoption)
  - D. Business arising from the previous meeting Minutes
  - E. Correspondence
  - F. Reports (including Treasurer/sub-committee/Principal's/representative)
  - G. General Business
  - H. New Members
  - I. Meeting Close
15. The association may elect representatives for committees or events who will be responsible to the Association. The Association may decide at the time of election what form of reporting is required.
16. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be considered when dispersing monies.
17. The Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the Association as per agreed criteria in the Life Member Policy. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members in terms of rule 7 in these Rules.
18. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour has been convicted of committing an offence that may be punishable by law.
19. Functions and Duties of Office Bearers
  - A. President
    - i. The successful functioning of the P&C Association;
    - ii. The attainment of the P&C Association's objectives;
    - iii. Ensuring that the P&C Association takes part in decision-making processes in the school;
    - iv. Fostering fair participation of all members and ensuring that all new members are made to feel welcome;
    - v. Supporting volunteers;
    - vi. Consistent adherence to the Constitution;
    - vii. Acting as the P&C Association's spokesperson when public statements or actions are needed;
    - viii. Setting up lines of communication with the Principal;
    - ix. Being a signatory on the Association's bank accounts;
    - x. Chairing meetings;
    - xi. Member of all sub-committees.

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- B. Vice Presidents
- i. Presiding as chair at meetings where the President is absent;
  - ii. Being familiar with operation of the P&C;
  - iii. Becoming acquainted with the duties of the President;
  - iv. Being a signatory on the Association's bank accounts;
  - v. Having a working understanding of meeting rules and procedures;
  - vi. Undertaking tasks to reduce the burden on the president.
- C. Treasurer
- i. Responsible for all funds held and handled by the Association;
  - ii. Being a signatory on the Association's bank accounts;
  - iii. Being the administrator on the Association's bank accounts;
  - iv. Receive and deposit monies;
  - v. Maintain financial records;
  - vi. Draw cheques;
  - vii. Present financial report at each General meeting;
  - viii. Ensure cash book/s are kept, recording all transactions of the Association;
  - ix. Review, together with Executive Committee, budget with actual expenditure and recommend changes where necessary;
  - x. Make recommendations about surplus funds;
  - xi. Submit financial accounts of Association for independent audit each year;
  - xii. Present audited accounts at the Annual General Meeting for approval;
  - xiii. Hand over all financial records to incoming Treasurer at Annual General Meeting;
- D. Secretary
- i. Responsible for carrying out the decision of the meeting – unless otherwise stipulated;
  - ii. Prepare all meeting agendas, in consultation with the President;
  - iii. Attend every Association meeting and take notes of the discussions in order to produce a set of minutes for distribution to members, and for possible amendment and adoption at the following meeting (in the absence of the Secretary, the meeting may elect a person to take the minutes);
  - iv. Receive and table incoming correspondence;
  - v. Write and despatch outgoing correspondence as required;
  - vi. Give notice of meetings;
  - vii. Convene Special meetings when requested;
  - viii. Being a signatory on the Association's bank accounts;
  - ix. Provide information as requested by the P&C Federation;
  - x. Forward copy of audited accounts to P&C Association Federation of NSW and the ACNC within one (1) month of AGM at which they were presented.
  - xi. Maintain official records of the P&C Association, such as:
    1. The Constitution, By-Laws, Rules of Sub-Committees
    2. Incorporation Certificate
    3. ABN details
    4. ACNC details
    5. List of financial (voting) members
    6. Minutes
    7. Attendance book
    8. Correspondence