

## Suggested By-Laws for P&C Associations

### To accompany the Prescribed or Standard Constitution

1. The rules are made under the constitution of Lake Cathie Public School Parents and Citizens Association.
2. The 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 the New South Wales; and
  - (c) Promote the interests of public education.
3. No person will serve more than three consecutive years in the same position.
4. The financial year of the association shall close on 31<sup>st</sup> December each year.
5. 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 the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
6. A general meeting of the association shall be held twice a term on a Tuesday at 6.30pm, date and time to be set at the previous meeting.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Secretary and Treasurer shall be responsible for maintaining an up-to-date register of membership.
  - (a) As a member of Lake Cathie 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 Lake Cathie 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 28 days of term time to carry on the business of the P&C Association.
  11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
  12. 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/sub-committee/Principal's/representative)  
General Business  
Meeting Close
  13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. 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.
  14. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, 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.
  15. 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. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.

16. 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 by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.
17. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

