

ANNANDALE NORTH PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION RULES

1. These rules are made under the constitution of Annandale North 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 its District and Regional Councils, and
 - (c) do such other things as may promote the interests of public education.
3. The Financial Year of the Association shall close on 31 October of each year.

NOTE: This is to allow alignment with the Annual General Meeting (AGM) cycle and also as per clause 7 of the constitution, to allow audited accounts to go to the AGM.
4. The Annual General Meeting of the Association shall be held in December 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 Association for the ensuing year.
5. No person shall serve more than three consecutive years in the same office.
6. A General Meeting of the Association shall be held first Wednesday of each month during term time at 7.30 pm.
7. Any person eligible for membership according to the legislative terms relevant to the P&C Association, P&C Federation and the Education Act, may become a member or renew membership by paying the required membership fee of \$2.00. This membership is payable to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the Annual General Meeting in the following year.

NOTE: The Secretary or Secretary's nominee is responsible for maintaining an up-to-date register of membership.

NOTE: The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes each Association is strongly advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there

should be a list of names of volunteers, who need not be members, associated with each occasion.

8. For the purpose of clause 4 of the constitution, the register of members shall be updated immediately following the close of each general and annual meeting. That is, payment of the membership fee must be made by the close of one meeting so that the member is eligible to exercise membership rights (eg vote) at the next meeting.

NOTE: It is in the members' interest to obtain a receipt at the time of payment. Due to the fact that the membership register is not updated until after each general meeting, new members are not eligible to vote at the meeting at which their membership has been paid. If a new member pays their fee to the Treasurer in between meetings, they are still not deemed financial until the close of the next general meeting. In other words, new members can only vote at their 2nd meeting. This would mean if a person pays at meeting 1, they can vote at meeting 2; if a person pays in between meeting 1 and 2, they vote at meeting 3.

All financial members have the right to stand for office, move motions and vote.

9. At a general meeting the quorum shall be in accord with clause 10 of the constitution. Where that rule does not specify a number the number shall be the greater of five and one plus one-tenth of the number of members.

NOTE: As per clause 10 of the constitution, if membership is over 50, the quorum is 11, and if under 50 must not be less than 5.

10. If a meeting for which due notice has been given does not achieve a quorum, within fifteen minutes of the advertised starting time the Secretary shall, or in the absence of a Secretary, any one of the remaining members of the Executive shall, and failing that any five members of the 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 Association.
11. In the absence of the Secretary, any one of the remaining members of the Executive or any five members of the Association may call any meeting that is required, giving due notice of the business proposed for the meeting.

NOTE: Clause 9 of the constitution states any 10 members may require the Secretary to call a special meeting within a month.

12. All meetings of the Association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings".

NOTE: The By-Laws of P&C Federation specifically provide for reference where necessary to N E Renton's Guide for Meetings and Organisations. Associations will find it convenient to keep P&C Federation Handbook and Renton's Guide for Meetings and Organisations

available. The Standing Orders, forming part of the By-Laws of P&C Federation, provide for a particular order of business for some meetings.

13. The order of business shall follow that for P&C Federation Council, Standing Order 1 C. Unfinished business on notice at the previous meeting shall be dealt as "1 C (c) Matters arising from the Minutes".
14. As well as the provisions of P&C Federation Standing Order "Notices of Motion", a group of members of the association 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.
15. The Association may elect representatives who will be responsible to the Association in the same way that P&C Federation Representatives are responsible to P&C Federation under section 'II. REPRESENTATION PREMISE 4.II.A ' of P&C Federation Policy. The Association may decide at the time of election what form of reporting is required.

NOTE: P&C Federation provides that the seat of any officer absent for three consecutive meetings without cause shall be declared vacant. If an Association adopts such a rule it should be stated to create a "Casual Vacancy" to be dealt with under rule 6 of the constitution.
16. A General Meeting of the Association may declare any officer who has been absent for three successive meetings to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
17. The signatories of all P&C accounts shall be the elected President, Vice Presidents, Secretary and Treasurer. There are no variations to this formula regardless of where an account is held by a sub-committee.
18. Any motion to expend Association monies over an amount of \$500 must be placed on notice for the meeting at which it is to be considered.

NOTE: As per clause 16 of the constitution, no commitment shall be entered into for the expenditure of association funds, except by resolution of the association.

NOTE: This has the effect of requiring a resolution of a motion on notice for expenditure over \$500 and a resolution (without notice) for under \$500. As per clause 16 of the constitution, no commitment shall be entered into

for the expenditure of association funds, except by resolution of the association.

The executive, by majority agreement, is authorised to expend up to \$200 between meetings of the Association on urgent and unforeseen necessary expenditure on Association business, in accordance with any relevant resolutions. Expenditure shall not be incurred under this resolution if the proposed expenditure could be brought to the next meeting of the Association. Any expenditure must be reported at the next meeting of the Association.

19. The Association may confer the honour of Life Membership on a member who has made an outstanding 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 in terms of rule 6 in these rules.



Document History

Ratified 6 March 2013

Rule 18 amended P&C Ordinary meeting 6th August 2014 (para 2 added, \$200 limited inserted para 1)

Rule 18 amended P&C Ordinary meeting 2nd September 2015 (insert \$500 in place of \$200)

