

# **By-Laws for Wauchope Public School P&C Association**

## **To accompany the Prescribed Constitution of Wauchope Public School P&C Association**

1. The rules are made under the constitution of Wauchope Public School P&C 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 P&C 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.  
Members and volunteers shall be bound by the Association's Constitution, Rules and By- Laws and Code of Conduct. Deliberate or persistent failure of an Executive Committee ("Executive") member or Sub-committee Convenor to follow these rules may result in revocation of his/her position.
4. For the operation of the Association, members are also guided by the Federation's Fact Sheets contained in the Handbook for P&C Associations and the Association's Policies. If there are issues that are not covered, the Association shall refer to the Federation.
5. The financial year of the association shall close on 31<sup>st</sup> December each year.
6. The Annual General Meeting of the Association shall be held in March of each year, on the second Thursday of that month, 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, and confirming the signatories of the Association's accounts.
7. A general meeting shall be held on the 2nd Thursday of each month during term at 6.30pm.
8. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$0.50 to the Treasurer or nominee of 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.
  - (a) As a member of Wauchope Public School P&C Association, they will be able to participate in P&C run functions and should 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 conflict of interest the meeting shall decide on participation in the activity or vote.
9. The Officer Bearers 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.  
Employees of Wauchope 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. At a general meeting the quorum shall be in accord with Rule 10 of the Constitution. Where that rule does not specify a number the number will be five (5).
11. 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 shall, 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.
12. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly. It is preferable to have 'General Business' items communicated to the Secretary at least seven days prior to the following meeting. However, where business arises without due notice being possible, such matters can be raised at a general meeting.
13. As well as the provisions of Federation Standing Order 6 "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.
14. Each meeting of the P&C Association will be conducted as follows;

*Guidelines to be reviewed after AGM or as legislation/needs change.*

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*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's ); General Business; Meeting Close*

15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. At the conclusion of an AGM, the Minutes book and member register should be surrendered to the incoming secretary. Within 14 days of the AGM the outgoing Executive and Sub- committee members shall handover all Association business, files, paperwork, financial accounts, records, books and other property.
21. If there are significant issues that cannot wait until the next general meeting or are of a sensitive nature, the Executive can make decisions between meetings but these decisions and any Executive Meeting Minutes must be presented at the next general meeting. Ordinary members have the right to question Executive decisions or even overturn them at a general meeting.
22. A current version of the constitution and these rules are to be adopted by signature following the Annual General Meeting of each year by the Office Bearers.

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