



Parents and Citizens



Narraweena Public School

By-Laws for the P&C Association

To accompany the Prescribed Constitution

1. These rules are made under the constitution of Narraweena Public School Parents and Citizens Association.
2. 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. The financial year of the association will close on 30 September each year.
4. The annual general meeting of the P&C Association will be held in November of each year. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting. 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 will serve more than four (4) consecutive years in the same position.
6. A general meeting of the P&C Association will be held on the third Tuesday of each month during term time at 7.15 pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer, after any monthly P&C general meeting. Membership will remain current until the close of the annual general meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
8. The assets and income of the association shall be applied solely to further these objects and functions. No part of the assets and income shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.
9. Under emergency conditions Executive Committee may authorise expenditure to a maximum of \$500, subject to ratification at the next monthly P&C general Meeting.
10. At a general P&C Association 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.
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 will call a further meeting. Failing that any five



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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. 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.
13. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly. And all members and Executive will uphold the Code of Conduct?
14. Standing orders for all meetings are outlined in Appendix 2.
15. Each meeting of the P&C Association will be conducted as follows:
 - a. Welcome, formal opening of meeting and new member welcome
 - b. Apologies/Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - c. Business arising from the previous meeting Minutes
 - d. Conflicts of Interests/Declarations.
 - e. Explore and Develop report
 - f. Correspondence In & Out
 - g. Reports [including Treasurer/sub-committees/Principal/representatives] General/Other Business [motions to put on notice or those already notified to members]
 - h. Meeting Close & notice of next meeting
16. All discussions at General and committee meetings shall be governed by the usual rules of debate, and the chairperson shall have a casting vote. No party – political or sectarian discussion shall be allowed at any meetings of the association.
17. Particular items of new business raised, without notice, by members of the association or members of the school community in general, may be placed on notice for the next meeting.
18. 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 monthly meeting of the P&C Association.
19. When called on by the Principal, The P&C will nominate a representative to join a school panel to select a teacher for the school. The parent representative is to be a parent or community member nominated by the school parent organisation. There should be no conflicts of interest between the elected panel member and the Principal. They must have a professional working relationship that is mutually beneficial and in the best interest of the school and its community.
20. A general meeting of the P&C Association may declare any Officer who has been absent for three successive general monthly 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.



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21. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
22. 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.
23. The following sub committees shall operate, and report their status, including financial position, at the monthly P & C meetings;
 - a. Uniform Shop sub committee
 - b. Canteen sub committee
 - c. Band sub committee
 - d. Fundraising Committee
24. The association may require sub committees to be set up for a specific purpose. Such sub committees will report to monthly meetings as required. These specific sub committees could include;
 - a. Fundraising
 - b. Dance
25. For the purposes of making payments from the Associations bank accounts, two members of the executive must authorise each transaction as follows;
 - a. For cheques, two officers must sign each cheque, and
 - b. For electronic banking, one officer must "set up" the payment, and a second officer must "approve" the payment.
26. The association may consider financial assistance to current school students that apply to the school in the first instance. Written documentation should include all details relevant to the application. The application will be reviewed by the principal and President of the P & C. Each application will be assessed according to a set of criteria. Consideration will be given to all application and a recommendation will be forwarded to the next general meeting of the P & C. Procedures and criteria are included in Appendix 1.

27. AMENDMENT OF RULES

These rules shall not be added to or amended except at a general meeting of members, and after due notice in writing shall have been given at the previous meeting of members.

We, the undersigned, hereby certify that these rules were adopted at a general meeting of the association held on Tuesday 18 October, 2018.

President: Mark Stamopoulos
Secretary: Kelly Munro
Date: 18 October 2018.



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Appendix 1 – Procedures and Criteria – Financial Support for School Students

Procedures.

1. The school receives the financial support request in writing. This should include any levy, accommodation, travel expenses expected to occur. The request should include any additional avenues being undertaken to raise the necessary funds, i.e. raffles and cake stalls?
2. The Principal and the P & C President review the request and assess it against a standard set of criteria (see below) on a case by case basis.
3. The Principal/President will bring to the following P & C meeting with a recommendation for approval based on the criteria (see below).
4. Consideration will be given to the current financial position of the P & C and will rely on current treasurers report
5. If approval by the P & C committee at a general meeting, a monetary value of up to \$450.00 may be contributed to the overall cost.
6. The requesting family be encouraged to work with the school/school community to hold other fundraising activities such as a gold coin day, cake stall or similar.

Criteria

1. The student has excelled in their given field.
2. The students achievements are in or at a Department of Education recognised, sanctioned and organised event.
3. The student represents the state of New South Wales at the national level,

OR

The student represents at the highest level achievable for the chosen field.



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Appendix 2 – Standing Orders for all meetings

1. The order of business shall be in accordance with the agenda in the notice published by the Secretary, as interpreted by the Chair.
2. The operation of standing order 1 may be suspended for a specific time for a specific purpose upon the carrying of a motion without notice by a two-thirds majority.
3. For each section of the agenda, time shall be as allocated by the Chair.
4. Motions:
 - a. All substantive motions shall be moved and seconded by a member entitled to vote.
 - b. A member moving or seconding a motion or any amendments thereto shall have the right to speak only when so moving or seconding, and shall be held to have spoken to the question by reason of such moving or seconding whether they contribute to the debate or not.
 - c. A motion or amendment having been submitted to the meeting may not be withdrawn without the consent of the meeting.
 - d. If two motions are submitted, one proposing that a certain course of action be followed, the other that it not be followed, the issue shall come before the meeting in the affirmative form.
 - e. Before any motion or amendment is put to the meeting, the Chair may require that it be submitted in writing.
5. Amendments:
 - a. One amendment only shall be considered at a time.
 - b. The mover of an amendment has no right of reply.
 - c. More than one amendment may be moved by the same person provided that each such amendment refers to a different part of the motion.
 - d. Amendments shall be taken in the order in which they affect the terms of the motion.
 - e. An amendment must be relevant to the substantive motion - it may not be a simple negation of the motion.
 - f. The mover of the original motion may exercise a right of reply.
 - g. Following the putting of all amendments, the original motion as amended shall be put.
6. Notices of motion shall be provided in accordance with By-Law 15. The Secretary shall publish the agenda of business to the school community at least two days prior to each general meeting. Any member may place a motion on notice by providing the words to be included on the agenda to the Secretary at least seven days prior to the general meeting. Motions not included on the agenda may be raised as 'Other Business' at the meeting, at the discretion of the Chair.
7. Recommittal:



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- a. Any motion may be recommitted at the same meeting at which it was carried provided the motion for recommitment is carried by a two-thirds majority.
 - b. Such recommitment shall take the form of putting the question to the vote again, and no further debate of any kind shall be allowed.
8. Any matter already decided at a previous meeting may be resubmitted if a two-thirds majority of members present and entitled to vote are in favour.
9. Rescission:
- a. Notice in writing, signed by a quorum of members, must be given to the Secretary of an intention to raise a rescission motion, which the Secretary shall place on the notice paper for the next meeting.
 - b. When notice of rescission is received, action to implement the original motion shall be deferred until the rescission motion has been resolved.
 - c. This clause shall not apply to resolutions which were the subject of a notice of motion.
10. Procedural motions:
- a. Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved.
 - b. Procedural motions may be moved and put to the meeting during the course of a debate on a substantive motion.
 - c. The Chair shall have discretion to refuse a procedural motion.
11. Responsibilities:
- a. A member shall stand to speak, address the Chair, and confine debate to the question under discussion, avoiding personalities and unbecoming language.
 - b. A member when speaking shall not be interrupted except by the Chair or by a member raising a point of order.
 - c. The Chair's ruling shall be final unless challenged by a motion of dissent.
12. Chairperson's rights and duties:
- a. The Chairperson shall have the right of debate but must first call upon a deputy to take the Chair and not resume until the question has been resolved.
 - b. The Chair shall preserve order so that the business may be conducted in due form and with propriety.
 - c. In the case of disorder the Chair shall have the power to take necessary action including adjourning the meeting to a nominated time and place.
13. Voting:
- a. All questions except where otherwise specified in the by-laws shall be decided by simple majority.
 - b. Voting on any question shall be decided by a show of hands.
 - c. The chair may consider holding a secret ballot where necessary.