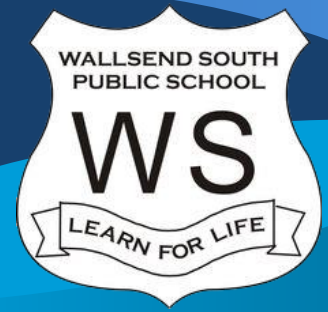


Wallsend South Public School P&C



Wallsend South Public School P&C Association By Laws

TO ACCOMPANY THE STANDARD CONSTITUTION

1. These rules are made under the constitution of Wallsend South 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. No person will serve more than four consecutive years in the same position unless unopposed.
4. The financial year of the association will close on 30 June each year.
5. The Annual General Meeting of the P&C Association will be held in November or December of each year. An ordinary general meeting of the P&C Association will be held immediately before the annual general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association, appointment of the auditor

for the following year and holding a ballot for the election of office bearers and executive positions.

6. A general meeting of the association will be held on the Tuesday of week 3 and week 8 in each school term at 7pm.
7. Any person eligible for membership may become a member or renew membership by paying the required subscription fee of \$1.00 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.
 - a) As a member of Wallsend South Public School P&C Association, members are required 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 level of participation of the member in the corresponding activity or vote.
 - e) All members are eligible to vote at ordinary general meetings. To be eligible to vote at the Annual General Meeting (AGM) members must have attended 3 ordinary meetings in the calendar year of the AGM.
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 made to employ staff.
9. Employees of Wallsend South 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 of their employment.
10. At a general meeting the quorum will be in accordance 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 5 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 5 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.
14. 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 (Secretary)
 - Reports (including Treasurer/Canteen/ Uniform Shop/Principal/Fundraising)
 - General Business (motions to put on notice or those already notified to members)
 - 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 3 successive 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 cost 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 at the meeting.
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. Agenda needs to be sent out 24 hours before an ordinary meeting to financial members.

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