

## **Lane Cove Public School Parents and Citizens' Association**

### **RULES**

1. These rules are made under the Constitution of Lane Cove Public School Parents and Citizens' Association (the "**Association**").

#### **PURPOSE**

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 District and Regional Councils; and
  - c. Do such other things as may promote the interests of public education.

#### **FINANCIAL MANAGEMENT**

3. The financial year of the Association shall close on 30 September of each year, or such other date as voted by the majority of members at a meeting at which is at least one month notice is given.
  - a. The budget for the year shall be presented at the first meeting following the AGM.
  - b. Any motion to expend Association monies more than 20% in excess of those budgeted on any one item, or in excess of \$1000 for any unbudgeted item, must approved by a simple majority at meeting of the General Committee of the Association.

#### **ANNUAL GENERAL MEETING AND OFFICE BEARERS**

4. The Annual General Meeting (AGM) of the Association shall be held in Term 4 of each year, no later than week 7 of Term. The AGM will be held in conjunction with and preceding an ordinary general meeting for that month. At the AGM, new office bearers will be elected in accordance with the Constitution, and subject to the following conditions:
  - a. No person shall serve more than three consecutive years in the same office as part of the P&C Executive Committee.
  - b. After the AGM the past President shall remain an ex- officio member of the Executive until the end of the current school year.
  - c. The president of the School Council and the Conveners of all sub committees may ex officio attend the meetings of the Executive Committee, but may not vote.

- d. No person who receives remuneration or other material benefit from the P&C Association may be a member of a subcommittee that directly controls their remuneration, or executive of the P&C Association.
5. The minutes of the AGM will be circulated and accepted at the next General Meeting of the P&C Association.
6. The Officers of the Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the Association has been to employ staff.

#### **GENERAL COMMITTEE**

7. In addition to the Executive Committee, the P&C will be comprised of a General Committee, which will be comprised of both additional roles and general members as determined by the Executive Committee. These additional roles may be filled at the AGM, or during the course of the year, and may have specific areas of responsibility (such as Grounds, Documentation).
8. There will be a minimum of one meeting of the General Committee of the Association per term during a school year. These meetings will be held on dates and times to be fixed by the Executive Committee, and publicised throughout the school community. Meetings each term will be held no later than week 5 of term. Extra meetings can be called as required, with a minimum 2 week notice period.
9. At a General Committee meeting the quorum shall be in accordance with Rule 10 of the Constitution.
10. If a General Committee meeting for which due notice has been given does not achieve a quorum the Secretary shall, or in the absence of a Secretary, remaining members of the Executive shall, and failing that any five members of the Association may call a further meeting to carry on the business of the Association.
11. In the absence of the Secretary 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.

#### **MEMBERSHIP**

12. Any person eligible for membership may become a member of the Association, or renew membership of the Association by paying a membership fee of 50c per person per annum.
13. Membership shall become effective either:
  - a. after the closure of the General Meeting at which the member paid the membership fee; or

- b. if the membership fee is paid outside of a General Meeting, then the Membership shall be effective upon closure of the first General Meeting following payment of the membership fee
- 14. A person is not eligible to vote on any motion before the P&C until their membership has become effective.
- 15. Once paid, membership of the P&C Association remains effective until the close of the AGM in the following year.
- 16. A list of members will be maintained by the Secretary and updated after each meeting as necessary. The Secretary will also forward a copy of the updated list of members to the School Administration after each change.

### **SUB COMMITTEES**

- 17. All permanent sub committees are to be governed by their own set of rules or guidelines. These rules must specify procedures for control, application and reporting of funds.
- 18. It is recognised that all funds handled by all committees belong to the P&C Association generally. However the sub committees have the delegated authority to use the funds at their disposal for the purposes specified in their approved rules, subject to Rule 3 b) above.
- 19. The Convener, or a representative, of each subcommittee shall attend P&C General Committee meetings and be able to give reports. Regular reporting by sub committees shall include two half yearly written reports or statements, including a report to the AGM, as well as any other such reports to the General Committee meetings as are required.
- 20. If a subcommittee does not have a treasurer the Convener and the subcommittee must report monthly to the Treasurer of the P&C Association, amounts received, and paid and the balance of funds.
- 21. 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.