

Suggested By-Laws for P&C Associations

To accompany the Prescribed or Standard Constitution

GENERAL

1. These rules are made under the constitution of **Castle Hill High School** Parents and Citizens Association.

OBJECTS AND FUNCTIONS

2. The P&C Association is formed for the benefit of the students 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 and Citizens Associations of New South Wales; and
 - (c) promote the interests of public education.

FINANCIAL YEAR

3. The financial year of the association will close on **31 December** each year.

ANNUAL GENERAL MEETING

4. The annual general meeting of the P&C Association will be held in **May** 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 Office Bearer shall serve more than three consecutive terms in the same position unless no further nominations are put forward.

GENERAL MEETINGS

6. A general meeting of the P&C Association will be held **on the third Wednesday of each month during term time at 7.30pm. No General meeting will be held in the months of July or December.**
7. All General Meetings will be published in the school newsletter, with at least seven (7) days' notice.

SUBSCRIPTION AND MEMBERSHIP

8. 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 general meeting. Membership payments are due annually and are valid until the close of the first meeting of the following calendar year. You are recognised as a financial member of Castle Hill High School P&C Association after the meeting closes at which you pay your membership.

9. Becoming a financial member entitles that member to full voting rights at the meeting following the one at which the membership fee was paid and for the duration of the financial year.
10. The Secretary shall be responsible for maintaining an up-to-date register of membership.

QUORUM

11. At a general meeting the quorum will be in accord with Rule 10 of the constitution. It is to be set at five (5) executive members, consisting of two (2) Office Bearers until membership exceeds 50. Beyond 50 the Quorum shall be eleven (11) financial members.
12. 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 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.

CONDUCT

13. All meetings will be conducted in accordance with the Mission Statement and Code of Conduct of Castle Hill High School P&C Association. Members will conduct themselves accordingly.
14. All communication to and from Castle Hill High School P&C Association will be in accordance with our Social Media Policy and in conjunction with the Social Media Guidelines.

ORDER OF BUSINESS

15. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies
 - Acceptance of Minutes of the previous meeting
 - Business arising from the previous meeting
 - Correspondence
 - Reports
 - General Business
 - Any Other Business
 - Meeting Close

FINANCIAL STATEMENTS

16. The Treasurer will provide financial statements at each gazetted meeting.

SUB-COMMITTEES

17. 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 report to the next general meeting of the P&C Association.

ABSENCE OF OFFICERS

- 18. A motion may be made at a general meeting to 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.

FINANCIAL DECISIONS

- 19. The Executive committee must discuss and prepare the annual budget for the following financial year.
- 20. Voting for acceptance of the annual budget will take place at the November general meeting.
- 21. Any motion to expend non-budgeted P&C Association monies must be placed on notice for the meeting at which it is to be considered and all expenditure, beyond normal running costs, must receive majority support from members at a general or special meeting.

LIFE MEMBERSHIP

- 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.

INSURANCE

- 23. The Association shall ensure that it has obtained workers' compensation insurance to cover all employees, cash and contents in addition to public liability insurance. The premium payable on any such policy or policies shall be charged to the Canteen and Uniform Shop funds or relevant committee.

EXECUTIVE MEETINGS

- 24. The Executive committee should meet at least once per term and when required.

BY-LAWS

- 25. The By-Laws and policies of the P&C should be reviewed annually at the July Executive meeting.

These Rules were adopted on the 9th September, 2020 by resolution at a general meeting of the Castle Hill High School Parents & Citizens Association.

Signed on behalf of Association by:



President

Secretary