

ALSTONVILLE HIGH SCHOOL PARENTS & CITIZENS ASSOCIATION BY-LAWS (Revised 2013)

1. These rules are made under the Constitution of Alstonville High School Parents and Citizens' Association. They should be used in conjunction with the Constitution.
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 its District and Regional Councils
 - (c) promote the interests of public education.
3. Any person eligible for membership according to the legislative terms relevant to the P&C Association, P&C Federation and the Education Act, may become a member or renew membership by paying the required membership fee to the Treasurer or nominee at any general meeting. New members are not eligible to vote at the meeting at which their membership has been paid. Membership shall 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.

NOTE: The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes the Association should maintain a register of volunteers who need not be members, on each occasion when they work on its behalf.

4. The Financial Year of the Association shall close on 31 December each year.
5. The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the Ordinary General Meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.
6. No person shall serve more than three consecutive years in the same office.
7. A General Meeting of the Association shall be held on the fourth Wednesday of each month during term time, commencing at 7 pm.
8. At a general meeting the quorum shall be seven members.
9. If a meeting, for which due notice has been given, does not achieve a quorum within fifteen minutes of the advertised starting time an informal meeting may be held but no decisions can be made. The Secretary shall, or in the absence of a Secretary, the remaining members of the Executive or any five members of the Association may call a further meeting within one month in term time to carry on the business of the Association
10. The meeting may appoint a Chair if the President and Vice-presidents decline to chair the meeting
11. The Chair shall not exercise a casting vote in the event of a tied vote.

NOTE: No provision exists in the constitution for the Chair to exercise a casting vote. In the event of a tied vote the motion should be lost.

12. Absentee or proxy votes shall not be accepted

NOTE: No provision exists in the constitution for proxy votes.

13. The order of business for meetings of the Association shall be as outlined in Federation Handbook All meetings of the Association shall be conducted in accordance with the appropriate P&C Federation "Standing Orders for the Conduct of Meetings" as outlined in Federation Handbook. See attachment A.

14. Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered.

NOTE: Under the guidelines for Incorporation all funds belong to the Association and expenditure must be authorised by the Association. Associations must ensure that important and irregular financial decisions are brought to the attention of members and all expenditure, beyond normal running costs, is approved by members at a general or special meeting.

NOTE: The provisions of this rule should not hamper sub-committees from expending those monies necessary for normal running costs. A sub-committee's powers to expend monies should be defined by the Association when the sub-committee is set up (eg canteen rules) and must not expend funds for any purpose outside those allowed by the Association.

15. A group of members of the Association equal to the quorum may require that particular items of new business without notice be placed on notice for the next meeting.

16. The Executive Committee shall only make decisions which are of an urgent or sensitive nature. Any decisions made by the Executive Committee, unless they are confidential in nature, must be ratified at the next general meeting.

NOTE: The Executive Committee must be mindful not to make decisions which should be debated at a general meeting. Ordinary members have the right to question Executive decisions and/or overturn them by majority vote at a general meeting,

17. All P&C events shall have an expenditure limit set by members at a general meeting

18. The recurrent annual donation to the school shall not exceed the profit made by the P&C for the previous year.

19. The Association does not provide financial assistance to individual students or teams which represent the school but may offer support for any fundraising activities organised by those individuals or teams.

NOTE: This policy was decided by members at a general meeting

20. The cheque signatories to all P&C accounts shall be two or more elected Officers of the Association being the President, two Vice-presidents, Treasurer and Secretary.

NOTE: Clauses 5(b) and 16 of the constitution apply.

21. The Association may appoint persons to represent it with the provision that such Representatives report on these activities at meetings of the Association. The Association may decide at the time of appointment what form of reporting is required.

22. A General Meeting of the Association may declare any Officer who has been absent for three successive meetings without leave to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
23. 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 3.
24. The Association supports and complies with the Fresh Tastes @ School NSW Healthy Schools Canteen Strategy.
25. The Association shall ensure that all members, on becoming financial, have access to copies of the Constitution and the accompanying By-laws. All sub-committee members shall have access to a copy of the relevant sub-committee rules on appointment to that sub-committee.

These rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month's notice has been given. Such notice shall include details of the proposed changes.

ADOPTED AT THE P&C GENERAL MEETING OF 27 FEBRUARY 2013