

Orange Grove Public School Parents and Citizens' Association

Constitution, Rules and By-Laws

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Part A : Constitution

1. Name

This body shall be known as the Orange Grove Public School Parents and Citizens' Association (Orange Grove PS P&C Association).

2. Objects and Functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990 which include

(i) The objects:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

(ii) The functions:

- (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
- (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act, 1990). 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.

3. School Staff

The Orange Grove PS P&C Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.

4. Membership

Membership will be open to all parents of pupils attending the school and to all citizens within the school community. The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee.

5. Office Bearers

- (a) The Executive Committee, which shall be constituted of the officers of the Orange Grove PS P&C Association and up to six other members shall carry out the decisions of the association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) The officers shall consist of President, two Vice-Presidents, Treasurer, one Assistant Treasurer, Secretary and one Assistant Secretary, and shall be elected at the annual general meeting.
- (c) The President shall preside at all meetings except that, in the absence of the President, a Vice-President shall preside and, in the absence of the President and Vice Presidents, the Committee shall elect a Chairperson.
- (d) The Secretary or Assistant Secretary shall attend all meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- (e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting, present all records for auditing each year and shall hand over all records to the incoming Treasurer on

relinquishing office. The requirements for handling money, keeping records, etc, in the School Manual on Financial Management shall be followed. In the unavoidable absence of the Treasurer, the Assistant Treasurer will receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. Casual Vacancies

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting. A casual vacancy shall have arisen where a member of the executive committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfil the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all officer and other positions will become vacant and then be filled by nomination and, where necessary, by ballot of members. All nominees shall be members of the Orange Grove PS P&C Association.

The audited balance sheet and annual report will be presented. An auditor for the ensuing year who is not an officer of the association shall be appointed.

8. General Meetings

A general meeting shall be held on the third Wednesday of every calendar month that falls within a school term.

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority.

Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Quorum

Where the Orange Grove PS P&C Association has a current membership of 50 or more, the quorum at all meetings of the association shall be 11 members. Where the association has a current membership of less than 50, the quorum shall be (one plus one-tenth of total membership) but shall not be less than five.

11. Subscriptions

The annual subscription shall be set by section 6 of the rules but shall not be less than 50 cents.

12. Subcommittees

The Orange Grove PS P&C Association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

13. Dissolution

- (a) The Orange Grove PS P&C Association may be dissolved in terms of a resolution carried at a General Meeting or a Special Meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- (b) The Orange Grove PS P&C Association shall be dissolved if the number of members falls below quorum (five) or if Orange Grove Public School is closed.
- (c) Where the Orange Grove PS P&C Association is dissolved, minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation or the Department of Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under Clause 15.
- (d) Where the Orange Grove PS P&C Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

14. Rule-Making Power

The Orange Grove PS P&C Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution or the Education Act, 1990. The 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. The rules shall provide for the procedure to be followed:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

15. Accounts

The funds of the Orange Grove PS P&C Association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act, 1925, provided interest is allowed on the balance. The account shall be operated by a minimum of two executive officers of the association delegated in that behalf by the association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association. The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Training.

Part B : Rules and By-Laws

1. Ownership

These rules are made under the constitution of the Orange Grove Public School Parents and Citizens' Association.

2. Function

The Orange Grove PS P&C 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 and 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.

3. Financial Year

The financial year of the association shall close on the 31st December each year.

4. Annual General Meeting

The annual general meeting of the Orange Grove PS P&C Association shall be held in November 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 and election of office bearers.

Rule:

No person shall serve more than three (3) consecutive terms in the same executive office.

5. General Meeting

A general meeting of the association shall be held on the third Wednesday of each month at 7pm during term time.

6. Membership

Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2 to the Treasurer or Assistant Treasurer after any general meeting. Membership shall remain current until the close of the annual general meeting in the following year. The Secretary/Assistant Secretary shall be responsible for maintaining an up-to-date register of membership.

Rule

A member's voting rights become current only at the association meeting subsequent to that in which they registered for membership, unless they are re-registering for membership at an annual general meeting and annual membership was previously held.

7. Quorum

At a general meeting the quorum shall be in accord with Rule 10 of the constitution.

Rule

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 shall call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the association.

In the absence of the Secretary the remaining members of the Executive or any five members of the association may call the required meeting, giving due notice of the business proposed for the meeting.

8. Meeting Conduct

All meetings of the association shall be conducted in accordance with the appropriate By-Laws of Federation "Standing Orders for the Conduct of All Meetings".

Rule 1

The order of business shall be as follows:

- Opening
- Minutes
- Business Arising
- Correspondence
- Reports
- General Business
- Closing

Unfinished business on notice at the previous meeting shall be dealt with as Business Arising at the very next Association meeting.

Rule 2

Notices of motion shall be received and placed on the agenda no later than the Friday immediately preceding a general meeting. Motions of which notice has been given shall be dealt with in the order in which they were received by an executive officer. A group of members of the association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.

9. Elected representatives

Orange Grove PS P&C Association may appoint person/s to represent them. There is a provision for such representatives to report on their activities at meetings of the association.

Orange Grove PS P&C Association provides that the seat of any Executive Officer absent for three consecutive meetings without due cause shall be declared vacant.

Rule 1

The Orange Grove PS P&C Association may elect representatives who will be responsible to the association in the same way that Federation representatives are responsible to Federation under Section 413 of Federation Policy. The association may decide at the time of election what form of reporting is required.

Rule 2

At a general meeting of the Orange Grove PS P&C Association any officer who has been absent for three successive meetings, as set out in Federation By-Law 4 (r) (iii), may be declared to have vacated their position and to have created a casual vacancy to be dealt with by means of Section 6 of the constitution.

10. Expenditure

Orange Grove PS P&C Association must ensure that important and irregular financial decisions are brought to the attention of members and all expenditure, beyond normal running costs, receives majority support from members at a general or special meeting.

Rule

Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered. This ruling does not include subcommittee expenditure of those monies categorized as normal running costs. All funds belong to the association, and expenditure must be authorised by the association. A subcommittee must not expend funds for any purpose outside those allowed by the association.

11. Life Membership

The Orange Grove PS P&C 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 4 in these rules.