

Speers Point Parents and Citizens' Association

By-laws to accompany the Prescribed Constitution



1. The rules are made under the constitution of Speers Point Public School Parents and Citizens Association.
2. The association is formed for the benefit of the students at the school, which will:
 - (a) Participate as much as possible in the activities of the school and liaise with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of the New South Wales; and
 - (c) Promote the interests of public education.
3. No person will serve more than three consecutive years in the same position, unless no one contests that position; then they can be nominated and re-elected for an extended year.
4. The financial year of the association shall close on the 31st of December each year.
5. The Annual General Meeting of the Association shall be held in February of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Reports, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year.
6. A general meeting of the association shall be held on the 2nd Monday of each month. If this day falls on a public holiday or within the NSW school holidays, it will be automatically rescheduled to the following ordinary Monday. Any meeting can be rescheduled at the discretion of the committee members, prior to the dissemination of the agenda.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to a member of the executive, at any general meeting or any P&C event. 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 the Speers Point Public School P&C Association, we encourage participation in P&C run events and to uphold the values of our 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 participation in the activity or vote.
8. The Executive 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 passed to employ staff.
 9. Employees of Speers Point 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 their employment.
 10. Where the Speers Point Public School P&C Association has a current membership of less than 50, the quorum will be set at 5 members (refer to the rules and policies of the SPPS P&C Association). Where the current membership is 50 or more, the quorum at all meetings of the Speers Point Public School P&C Association shall be 11 members.
 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.
 12. All meetings will be conducted in accordance with the rules and policies of the Speers Point Public School P&C Association. Members will conduct themselves accordingly.

13. Each meeting of the Speers Point Public School P&C Association will be conducted as follows;
- a) Welcome and formal opening of meeting
 - b) Apologies
 - c) Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - d) Business arising from the previous meeting Minutes
 - e) Correspondence
 - f) Reports (including Treasurer/sub-committee/School Representative Report)
 - g) Motions for Voting
 - h) General Business
 - i) Meeting Close (stating date and time for next meeting)
14. A general meeting of the P&C Association may declare;
- a) Any Executive who has been absent for two consecutive meetings without an apology being received and accepted by the meeting, or
 - b) Any Executive who fails to comply with the responsibilities of their elected role, as outlined in the Speers Point Public School P&C Association Role Descriptions document, or
 - c) any executive that delivers a resignation in writing to the Secretary to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the Speers Point Public School P&C Association constitution.
15. The process for expenditure of Speers Point Public School P&C Association monies will be as follows: -
- a) Any motion to expend Speers Point Public School P&C Association monies must be placed on the agenda for the meeting at which it is to be considered.
 - b) This rule excludes sub-committees (e.g., Canteen, Fundraising & Green Team) from expending monies necessary for normal running costs.
 - c) All expenditure, beyond normal running costs, must receive majority support from members at a general or special meeting.
 - d) No financial decisions will be considered by members without having a treasurer's report presented to and endorsed by the meeting.

- e) Signatories on the association's bank accounts will be at least three members of the Executive with two being the President and Treasurer. All financial transactions beyond the normal running costs of the sub-committees are to be authorised by a minimum two (2) of these signatories.
16. The Executive will be responsible for organising the yearly insurance policy of the association through the P&C Federation of NSW or similar insurer. The Treasurer is responsible for organising payment of the annual premium for the insurance policy.

Adopted February 2020

Amended February 2021

