Chatswood Public School
Parents and Citizens’ Association
By-laws

1. Definitions

Terms defined in the Constitution have the same meaning in these By-laws. In addition, the following definitions apply (listed alphabetically).


“Convenor” means the elected leader of an authorised sub-committee.

“Executive Committee" or “Executive” means members of the Association holding the following elected positions: President, two Vice-Presidents, Treasurer, and Secretary, and up to six (6) financial members elected to join the Committee.

"Federation" and “P&C Federation" means the Federation of Parents and Citizens' Associations of New South Wales.

“Member” means a member of the Association, who has paid the annual membership fee and who is either a parent or guardian of a child attending the School, or a resident of the community served by the School.

“Prespecified School Allocation” means a minimum annual allocation of funds made by the Association to the School for prespecified items.

“School" means Chatswood Public School.

“Voluntary contribution” means an annual donation made by the parents and guardians of pupils at the School, collected by the School on behalf of the Association.

The following rules are made under the constitution of Chatswood Public School Parents and Citizens' Association.
2. **Aims**

The Association is formed for the benefit of the pupils of the School, and will:
(a) participate as much as possible in the activities of the School and communicate with all members of the School community
(b) assist in providing facilities and equipment for the School in promoting the recreation and welfare of the students
(c) co-operate in the activities of the Federation of Parents and Citizens’ Associations of New South Wales, and District and Regional Councils
(d) promote the interests of public education.

3. **Executive Committee**

The Executive Committee will oversee implementation of the decisions of the Association, and be accountable for the allocation and expenditure of Association funds.

Meetings of the Executive Committee will be held as required, upon notice issued by the President or Secretary. Members of the Executive Committee will not receive any remuneration or other material benefit due to their position in the Association. Any member of the Executive Committee may be removed from office by resolution at a General Meeting of the Association, provided that five (5) days’ notice has been given of the motion to remove that person. No person will serve more than three consecutive years in the same Executive position unless approved by the Association.

4. **Sub-committees**

The Association will operate a Canteen and Uniform Shop as business units within the School, each supported by a sub-committee. Each of these sub-committees will be assigned a Convenor and Sub-committee Treasurer, elected at the Annual General Meeting. The Convenors and Sub-committee Treasurers will have delegated authority to guide and oversee the operations of the assigned business units, including expenditure of funds required for normal running costs, and to prepare annual business unit budgets in consultation with the Executive. No person will serve more than three consecutive years in the same Convenor or Sub-committee Treasurer position unless approved by the Association. Any funds raised by the business units are funds of the Association.

The Association will also maintain a Strategic Planning Sub-committee to plan and make recommendations to the Association on major capital works and infrastructure projects. The Association may establish other sub-committees or designated positions from time to time to carry out specific functions on its behalf.

Meetings of sub committees will be held as required, upon notice issued by the relevant sub-committee Convenor or leader. Minutes of these meetings will be forwarded to the Association Secretary for circulation to the Executive. Sub-committees will report regularly at general meetings of the Association and follow any directions received from the Association. The Association may dissolve a sub-committee at any time.
5. Members

Any person who is either a parent or guardian of a child attending the School, a staff member at the school, or a member of the community served by the School, and who has paid the required annual membership fee will be a member of the Association. A person may pay the membership fee to the Secretary or Treasurer at a general meeting or the Annual General Meeting, and his/her name will be added to the membership register. Membership (and associated voting rights) will take effect at the meeting after the meeting at which the membership fee is paid, and will remain current until the close of the next Annual General Meeting. The Secretary will be responsible for maintaining an up-to-date register of membership.

Members are entitled to request agenda items for consideration at a general meeting, to attend and participate in discussions at the AGM and general meetings, and to raise and vote on motions at meetings, in accordance with the Association’s standard operating guidelines, as published from time to time.

Other persons who are non-members may attend the Association’s AGM or general meetings as silent observers.

6. Expenditure of funds

All funds raised by, and on behalf of, the Association will be used to benefit the pupils of the School. Any motion to expend Association funds must be placed on notice for the meeting at which it is to be considered (see the Association’s standard operating guidelines for details). Proposals for expenditure on items exceeding $5,000 should usually include a minimum of two independent quotes, and should be submitted to the Executive in the first instance for initial consideration.

The President, in consultation with the Treasurer, will have discretionary power to expend up to $1,000 for contingency items, provided such items are in accordance with the aims of the Association. A sub-committee may expend those monies necessary for normal running costs in relation to its function and as authorised by the Association. Where expenditure on an item has prior approval, the President and Treasurer will have jointly delegated authority to approve payment with an over run of expenditure of up to 10% for items not exceeding $2,000.

Operation of the Association’s bank account will require the authority of two Executive Officers who have been designated as authorised persons and enabled by the bank. Any signatory to the Association’s bank accounts will have authority to view and operate Association bank accounts. The Association will maintain a minimum of three signatories on each bank account at all times. The Executive Officers may delegate authority to operate sub-committee bank accounts to Convenors and Sub-committee Treasurers. The Executive Officers remain accountable for the Association’s bank accounts.
7. Financial year and budget

The financial year of the Association will close on 30 September each year.

At least two of the Executive Officers of the Association must hold a budget planning meeting with senior School representatives in Term 3 each year to discuss major proposed expenditures of Association funds in the following year, including the Prespecified School Allocation.

The Executive Committee will be responsible for preparing an annual budget for the Association, to be presented for approval at the October general meeting (unless unforeseen circumstances arise). The budget will include estimated income and expenditure for the Association as a whole, and separately for the two business units (Canteen and Uniform Shop).

The sub-committees of the Association’s two business units must submit a draft budget to the Executive Committee three (3) weeks prior to the October general meeting. These budgets will form the basis for determining each business unit’s normal running costs and projected profits, and will identify any planned major expenditures for the coming year. A sub-committee’s annual budget may be modified and approved at a subsequent general meeting.

In association with preparing the draft annual budget, the Executive Committee is responsible for reviewing and recommending to members:

(a) the proposed annual Association membership fee
(b) the proposed Voluntary Contribution rate per pupil
(c) the proposed annual Prespecified School Allocation
(d) planned major expenditures on capital works and other school improvements.

The membership fee will be one dollar, unless otherwise specified. The Voluntary Contribution rate should be increased each year, as a minimum, by a proportion equivalent to the Consumer Price Index (CPI). The Prespecified School Allocation amount will be determined annually by the Association, giving due consideration to other major planned expenditures.

8. Annual General Meeting (AGM)

The AGM of the Association will be held in November of each year, in place of the ordinary general meeting for that month. The Secretary will prepare the agenda, in consultation with the Executive Committee and in accordance with the Association’s standard operating guidelines, to be published at least fourteen (14) days prior to the meeting. The AGM is open to all members, school staff and guests; only members who have registered at a meeting prior to the AGM will have voting rights at the AGM. Voting by proxy is not allowed by the Association. It is not appropriate for children to attend the AGM.
9. **General Meetings**

A general meeting of the Association will be held on the fourth Tuesday of each month during term (excluding November), commencing at 7:30 pm. The Secretary will prepare an agenda, in consultation with the Executive Committee and in accordance with the Association’s standard operating guidelines, to be published at least five (5) days prior to the meeting. General meetings are open to all members, school staff and guests; only members who have registered at a prior meeting will have voting rights at a subsequent general meeting. Members will conduct themselves appropriately at all meetings. It is not appropriate for children to attend general meetings.

10. **Motions on Notice**

Any member of the Association may submit a motion on notice to be included on the agenda of an upcoming meeting (AGM or general meeting), in accordance with the Association’s standard operating guidelines. The purpose of submitting a motion on notice is to give advance notice (in writing) that a member intends to present a particular motion for discussion and consideration by the Association. Usually, a proposed motion on notice will be discussed at one general meeting, and placed on the agenda of a subsequent general meeting for voting. If the motion changes substantially, it will need to be presented again as a new motion on notice. Some motions that are standing items on a meeting agenda (for example, requests by the Treasurer to approve funding expenditures) do not need to be placed on notice. A member who has submitted a motion on notice may withdraw or amend it at any time before it is moved at a meeting. A motion on notice may also be submitted at a general meeting under “General business” for further discussion at the following general meeting.

11. **Quorum**

The quorum at an AGM or a general meeting will be five (5) members if the number of financial members of the Association is less than 50, and eleven (11) if 50 or more financial members. 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 call a further meeting. In the absence of the Secretary, the remaining members of the Executive or any five (5) members of the Association may call a meeting that is required, giving due notice of the business proposed for the meeting to the school community.

12. **Amendment of By-laws**

These By-laws will be reviewed by the Executive Committee at a minimum every two years to ensure currency. Proposed amendments will be submitted as a motion on notice (see By-law #10 above) for discussion and approval by members at a subsequent meeting.