

Chatswood Public School Parents and Citizens Association By-laws

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

1. Definitions

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

"Association" means the Chatswood Public School Parents and Citizens Association.

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

"Constitution" means the constitution of *Chatswood Public School Parents and Citizens Association*, prescribed under section 117 of the Education Reform Act 1990.

"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" and "Membership" mean a member of or membership of the Association.

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

"Proposal" means a formal proposal for expenditure by the Association, including an explanation of costs and benefits, to be discussed at a meeting.

"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.

2. Aims

The Aims of the Association are mandated in the Constitution.

3. Executive Committee

The Executive Committee (as defined in the Constitution) 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**.

No person will serve more than three consecutive years in the same Executive position unless there is no other nominee and the additional term is 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, which are elected positions filled (at the AGM or as a casual vacancy as needed) as per the Constitution. 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 there is no other nominee and the additional term is approved by the Association. Any funds raised by the business units are funds of the Association.

The Association may, by approving a Motion, 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 available 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

Membership is described in the Constitution. The required annual subscription fee is a “gold coin”. Membership will remain current until the close of the first General Meeting in the following calendar year. Membership can be paid in advance for the following year at any Meeting (including the AGM) in November or December and will include membership for the remainder of the current year.

Note that by the rules of the Constitution, Membership (and associated voting rights) take effect after the meeting at which the membership fee is deemed paid.

The following entitlements within the Association are conferred by (and only by) Membership:

- nominate or stand as a candidate for an elected role within the Association
- request agenda items for consideration at a General Meeting, including Proposals for expenditure and other Motions
- vote at meetings, noting that voting by proxy is not allowed by the Association
- request (without contest) a Deferral of a vote on any Motion to approve expenditure in a General Meeting to the following Meeting, as long as the Motion has not previously been Deferred.

6. Expenditure of funds

All funds raised by, and on behalf of, the Association will be used to benefit the pupils of the School.

The **President**, in consultation with the **Treasurer**, will have discretionary power to approve expenditures of up to \$3,000 for either:

- contingency items, provided such items are in accordance with the aims of the Association
- over run of expenditure for items that have prior approval by the Association.

Such discretionary expenses must be itemised at the next Meeting.

A sub-committee may expend those monies necessary for normal running costs in relation to its function and as authorised by the Association.

Any other expenditure of Association funds must be approved via a Motion at a General Meeting or Annual General Meeting, in accordance with the Association’s standard operating guidelines.

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 AGM (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 AGM. 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 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.

The Association's annual subscription ("membership fee") is one dollar unless adjusted by an approved Motion at an AGM.

8. Annual General Meeting (AGM)

The AGM of the Association will be held once each year, by default on the fourth Tuesday of November commencing at 7:30pm unless rescheduled by a Motion approved at a prior General Meeting.

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 five (5) days prior to the meeting. The AGM is open to all members, school staff and guests.

Other persons who are non-Members may attend the Association's AGM as silent observers. It is not appropriate for children to attend the AGM.

9. General Meetings

A General Meeting of the Association will be held by default on the fourth Tuesday of each month, commencing at 7:30pm, except any of:

- in the same week as the AGM
- in the first week of a school term
- when cancelled or rescheduled via a Motion approved at a General Meeting or AGM

(Note that the Constitution requires at least one General Meeting per school term.)

The **Secretary** will prepare an agenda for each General Meeting, 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. Members will conduct themselves appropriately at all meetings.

Other persons who are non-Members may attend the Association's General Meetings as silent observers. It is not appropriate for children to attend General Meetings.

10. Motions

Motions may be proposed in accordance with the Association's standard operating guidelines.

Any Member of the Association may submit a **Motion** to be included on the agenda of an upcoming meeting (AGM or General Meeting). Any Member may propose one (1) ad-hoc Motion within any General Meeting.

Any Member may request (without contest) a Deferral of a vote on any Motion to approve expenditure in a General Meeting to the following Meeting, as long as the Motion has not previously been Deferred.

All Members are entitled to vote on Motions and Ballots in person at Meetings. Voting by proxy is not allowed by the Association.

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 (see By-law #10 above) for discussion and approval by members at a subsequent meeting.