

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.

"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.

"Motion" means a proposal (financial or otherwise) proposed and seconded by Members, to be voted for approval by simple majority of the Members present at a meeting. Motions are generally sent to the Secretary prior to a meeting for inclusion in the Agenda. "Ad-Hoc Motions" are those not on the published Agenda but instead proposed and seconded during a meeting.

"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 Committee position unless there is no other nominee and the additional term is approved by the Association.

4. Sub-committees

The Association may operate or oversee a Canteen and/or Uniform Shop as business units within the School or outsourced. If so, each will be 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 Committee.

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 Committee. 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. Members will behave in accordance with the Code of Conduct.

The required annual subscription fee will be:

- \$1.50 for an individual paid online (if online payment available)
- \$2.50 for a couple paid jointly online (if online payment available)
- \$2 per person paid to the Secretary at any Meeting

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 during term 4 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 when present at meetings
- request (without contest) a Deferral of a vote on any Ad-Hoc Motion to the following Meeting.

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 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 Executive Committee may delegate authority to operate sub-committee bank accounts to Convenors and Sub-committee Treasurers. The 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 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 annual budget will include proposing an appropriate increase to the Voluntary Contribution rate each year, being mindful of maintaining value given long term CPI and prevailing economic circumstances.

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 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, to be published at least three 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

The **Secretary** will prepare an agenda for each General Meeting, in consultation with the Executive Committee, to be published at least three days prior to the meeting. General Meetings are open to all Members, school staff and guests. Members will conduct themselves appropriately at all meetings in accordance with the Code of Conduct.

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

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 Ad-Hoc Motion to the following Meeting.

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

11. 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 and Constitution clause 15) for discussion and approval by members at a subsequent meeting.

11. Code of Conduct

Any P&C operates to enhance the school and community environment. As such, Members will at all times remain respectful of everyone, including other Members, school staff, and all parents and students within the school community, whether present at a Meeting or not.

Members will maintain a courteous demeanour, avoiding personal attack (explicit or implied) and any disruptive behaviour. Members will respect each other's time during meetings by being concise and bearing in mind that differences of opinion are expected and tolerated without criticism.