

# Edgeworth Public School Parents and Citizens' Association

## By-Laws / Rules

To accompany the Prescribed Constitution

1. These rules are made under the constitution of Edgeworth Public School Parents and Citizens' Association.
2. 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) co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales, and District Councils; and
  - (c) promote the interests of public education.
3. The financial year of the association will close on 31 December each year.
4. The annual general meeting of the association will be held in March 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.
5. 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.
6. A general meeting of the association will be held on the Monday of week 4 and week 8 during the school term.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer, or nominee of the Treasurer, after any general meeting. Membership will remain current until the close of the first meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
8. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be one plus one-tenth of the number of members.
9. 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, and failing that any five members of the association may, call a further meeting (with a lapse of not more than 28 days of term time) to carry on the business of the association.

10. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call any meeting that is required, giving due notice of the business proposed for the meeting.
11. All meetings of the association will be conducted in accordance with the appropriate By-Laws of P&C Federation "Standing Orders for the Conduct of All Meetings".
12. The order of business will follow that, for P&C Federation Council, Standing Order, Unfinished business on notice at the previous meeting shall be dealt with as "Matters arising from the minutes".

*Note re above: The Standing Orders, forming part of the By-Laws of P&C Federation, provide for a particular order of business for some meetings. Associations may wish to adopt a standard rule about the order of business. A special provision may be necessary in a busy association to ensure that any unfinished business of one meeting is taken up early in the next.*

13. As well as the provisions of P&C Federation Standing Order "Notices of Motion", 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.
14. The association may appoint persons to represent them. There should then be provision for such representatives to report on these activities at meetings of the association.
15. A general meeting of the association may declare any Officer who has been absent for three successive meetings, as set out in P&C Federation By-Law 6 (c), to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
16. Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered. This rule should not hamper sub-committees from expending those monies necessary for normal running costs. All expenditure, beyond normal running costs, must receive majority support from members at a general or special meeting.
17. Signatories on the association's bank accounts will be the President, Secretary and Treasurer. All financial transactions will be authorised by a minimum of two (2) of these signatories.
18. 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 association insurance policy (if taken out through the P&C Federation) will fall due on 1 August of every year at 4pm. The Treasurer is responsible for organising payment of the annual premium for the insurance policy.
19. The 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 6 in these rules.

20. As passed at the general meeting held 15 October 2012, the association will pay one donation of \$100 for an individual selected in a recognised school event to represent the region at state level and a further \$150 will be paid to an individual selected to represent the state at a national level. The maximum amount is not to exceed \$250 per individual per year at the discretion of the association. This donation is available for only one event per individual per year.

*Adopted October 2013  
Amended October 2016*