



P&C By- Laws

(To accompany the P&C Constitution)

As determined by Normanhurst West Public School P&C according to the requirements of the P&C Constitution.

1. These rules are made under the constitution of the Normanhurst West Public School Parents and Citizens Association.
2. The Association is formed for the benefit of the pupils of the school and to that end it will:
 - a. Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - b. Cooperate in the activities of the Federation of Parents and Citizens Association of New South Wales and its district and region Councils; and
 - c. Do such other things as may promote the interests of public education.
3. The Financial Year of the Association shall close on 31st December each year.
4. The Annual General Meeting of the Association shall be held in March of each year in conjunction with and preceding the Ordinary General Meeting for that month.
 - a. At the Annual General Meeting each of the officers (as defined in paragraph 5 of the Constitution) and the remaining members of the Executive Committee will be elected provided that no officer may serve in the same position for more than three (3) consecutive years.
 - b. Nominations for the 3 Sub-Committee Roles shall be elected, provided those members are financial members. If not, positions will remain unelected as Casual Vacancies and elected at the first General Meeting, following financial membership.
 - c. The Principal or the Principal's nominee acting as an Ex-Officio member of the Association will chair the meeting for the duration of the elections.
5. General meetings of the Association shall be held on Tuesday evening of weeks three (3) and eight (8) of each term at 7.45pm. In-person meetings are the preferred meeting format for all General and Subcommittee Meetings.

At times when "In-person" meetings cannot be held due to physical constraints (such as government implemented social distancing rules), the Association may hold meetings exclusively by technology or mixed with face-to-face using approved technology conferencing software, as well as, carry out voting by electronic voting software.

A virtual meeting, by definition, is when people in multiple physical locations use video, audio, or text to link up, to share information and data in real-time when it is not possible for all to meet physically together.

No mixed meetings shall be held. All in person, or all online only.

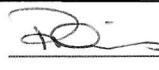
The decision to hold a virtual meeting can be made by the Executive Committee. Members must register attendance to meeting with the P&C Executive Secretary and inform which platform will be used: internet, phone, or face to face (if applicable)

- Voting members shall receive voting details prior the commencement of each meeting.
- The President shall appoint a member of the Executive Committee to monitor the virtual meeting quorum. In case members drop-out and the required quorum cannot be met, the virtual meeting will be suspended or postponed to another time.
- The secretary shall create formal minutes as per P&C Constitution for all virtual meetings.

6. Any person eligible for membership may become a member or renew membership by paying the required membership of \$1.00 to the Secretary at any general meeting. Membership shall commence at the end of the General Meeting at which the payment was made and remain current until the close of the first General Meeting of the next calendar year. Membership payments made in between Association Meetings, shall not be recognised as financial memberships until the end of the next Association Meeting.

Any person wishing to become a member of the Association, must complete the Membership Application & Code of Conduction as well as declaring any Conflict of Interest.

7. The Secretary shall be responsible for maintaining an up-to-date register of members.
8. At a General Meeting the quorum shall be in accordance with rule 10 of the Constitution with the qualification that the quorum shall be 8 for the case of the Association having fewer than 50 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, or in the absence of the Secretary the remaining members of the Executive Committee, and failing that any 7 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. Where the Secretary or the remaining members of the Executive or any 7 members of the Association call a further meeting in accordance with rule 9, due notice must be given of the business proposed for the meeting.
11. All meetings of the Association shall generally follow the procedures adopted in Renton's "Guide for Meetings and Organisation":
- a. The agenda shall include at least the following:
 - i. Acceptance of the minutes of the previous corresponding meeting;
 - ii. The Principal's report;
 - iii. The Treasurer's report;
 - iv. Correspondence
 - v. Sub-committee reports; and
 - vi. General business.
 - b. Additional items may be included upon the agenda at the discretion of the chairperson.
 - c. Any member may introduce items without notice under general business of a General Meeting.
 - d. Notwithstanding the above, any items introduced without notice may be deferred to the next meeting at the discretion of the chairperson. In that event, at least 7 days notice shall be given to the school community that the item will be discussed at the next meeting.
 - e. Except as provided for elsewhere in these Rules, voting on motions shall be by show of hands.
 - f. At the discretion of the chairperson voting may be by secret ballot.



- g. A General Meeting may declare any officer who is absent for 3 consecutive meetings without reasonable cause to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the Constitution.
- h. From time to time the Executive Committee will propose major expenditure plans. These will be drawn up after consultation with the Principal and after providing sub-committee Conveners at least 21 days notice to provide written contributions. At least 7 days notice will be given that expenditure plans will be presented for approval at the General Meeting. Where two or more items of expenditure are involved, voting will be on a preferential system, to determine the order of spending.

Where extraordinary items of expenditure, being those that do not form part of the Executive Committee's major expenditure plan, then such items will be presented at a General Meeting for approval and/or amendment, provided that items of extraordinary expenditure introduced in this way may be referred to the Executive Committee at the discretion of the chairperson. In that event, at least 7-days notice will be given to the school community that the item will be resubmitted for approval in accordance with Rule 11(h).

- 12. The Executive Committee shall manage correspondence, expenditure and revenue in accordance with the resolutions of the Association, except that the Executive has the discretion to expend up to \$1,000 where necessary on any one item without reference to a General Meeting.
- 13. At the end of each quarter, the P&C Office Bearers on instruction from the Treasurer, will authorise the transfer any funds in the sub-committee operational accounts that exceed 15% of their annual operating costs. The Term 4, 2020 transfers will occur in week 10.


The P&C Association will maintain a Cash Reserve Account of a minimum of \$50,000 to ensure coverage of unforeseen/emergency support of any sub-committee or P&C activity

- 14. The Association may confer the honour of Life Membership on a member who has made outstanding contribution to the work of the Association. Life members may attend and speak at meetings but are not entitled to vote or hold office unless they are ordinary members in terms of Rule 6 of these Rules.
- 15. The Association may form multiple sub-committees from amongst its members to carry on specialist parts of its responsibilities. These sub-committees are responsible to the Association and operate according to the following:
 - a. Prior to the Annual General Meeting each sub-committee will nominate a Convener and Secretary and, optionally, a Bookkeeper, provided that none of these may serve in the same position for more than three (3) consecutive years and will notify the names of these appointee to the Association Secretary. Where the sub-committee operates a bank account, it must appoint a sub-committee Bookkeeper.
 - b. The Convener will be responsible for leading and directing the activities of the sub-committee and for calling and chairing sub-committee meetings. At the discretion of the sub-committee the Convener may also be appointed to the function of Bookkeeper of the sub-committee.
 - c. Where a sub-committee Bookkeeper is appointed, their responsibilities shall include receiving and depositing monies, drawing cheques and presenting accounts to the Association Treasurer for inclusion in the Association accounts presented at each General Meeting. All records are to be presented each year at the end of the financial year for auditing and will be handed over to the incoming sub-committee Bookkeeper upon relinquishing office.
 - d. Where a sub-committee makes payments for professional or personal services provided the sub-committee Bookkeeper shall be responsible for all records required by the Association Treasurer


to comply with taxation law. No member of a sub-committee may accept payment for services to that sub-committee.

- e. Should a vacancy arise on a sub-committee, or should the sub-committee decide at a meeting of the sub-committee that its membership should be increased, additional members may be nominated and elected at a General Meeting of the Association.
 - f. Each sub-committee is responsible for establishing, amending and operating the Associating policy in respect of the area of responsibility of the sub-committee. In the first instance the sub-committee will propose a policy for its operation to be approved at a General Meeting and the policy will contain at least:
 - i. A statement of the aims and objectives of the sub-committee;
 - ii. A statement of how these aims and objectives of the sub-committee are to be achieved;
 - iii. A statement of the financial objectives of the sub-committee, such as target profitability, if applicable;
 - iv. The date of this policy, to be reviewed and, if necessary, amended.
 - g. Each sub-committee will meet at least once during each term to carry on its business. Sub-committees are responsible for maintaining records of their activities, including the recording of sub-committee meeting minutes. All minutes must be submitted to the P&C Secretary for upload to the official minute records.
 - h. Members having matters to raise that fall within the ambit of a particular sub-committee may raise these matters with a sub-committee member or at a General Meeting. Such matters raised at a General Meeting will normally be referred to the sub-committee in the first instance.
 - i. The sub-committee shall approve and manage routine operating expenditure and receipts within the framework of its normal business. Recommendations for items of extraordinary expenditure will be notified to the Executive Committee which will review such items as part of its expenditure planning according to Rule 11 of these Rules.
16. The Executive Committee may meet from time to time for the purpose of formulating recommendations for the Association for adoption at a General Meeting. These recommendations may include, but are not limited to, major items of Association policy, spending proposals and financial plans.
17. These Rules may be changed or amended at any properly constituted Meeting of the Association in accordance with Rule 15 of the Constitution.

These Rules were approved at a properly constituted Meeting on December 1, 2020.

Signed: 
Name: Christelle Hechter (President)

Date: 1 December, 2020

Signed: 
Name: Kelly Norris (Secretary)

Date: 1 December, 2020

This revision is dated December 1, 2020.