KARIONG PUBLIC SCHOOL P & C ASSOCIATION
BY-LAWS

1. These rules are made under the Constitution of Kariong 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. co-operate in the activities of the Federation of Parents & Citizens' Associations of New South Wales and its District and Regional 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 31 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. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.

5. No person shall serve more than three (3) consecutive years in the same office.

6. A General Meeting of the Association shall meet at least six times per year on dates to be fixed at the Annual General Meeting, with at least one meeting held per term, commencing at 7:30pm. These meetings shall finish no later than 9:30pm, unless extended by a majority vote of members present at that meeting.

7. Any person eligible for membership may become a member or renew membership by paying the required membership fee which shall be set at the preceding Annual General Meeting to the Treasurer or nominee of the Treasurer after any General Meeting. Membership shall remain current until the close of the Annual General Meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
   a. For the purpose of insurance, it is recommended that a list of occasions on which there are volunteers working on its behalf. It is preferable that there should be a list of names of volunteers, who need not be members, associated with each occasion.

8. At a General Meeting the quorum shall be in accord with Rule 10 of the Constitution.

9. If a meeting for which due notice has been given does not achieve a quorum the meeting shall determine the date of a further meeting, but shall not be more than 14 days, 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. A General Meeting of the association may declare any officer who has been absent for three successive meetings, unless on leave granted by the Council or Executive, to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the Constitution.

12. All meetings of the Association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings". Any unfinished business on notice at the previous meeting shall be dealt with during "Matters arising from the Minutes".
13. All meetings of the association shall be conducted in accordance with the following order of business:
   a. Opening & apologies
   b. Receipt of previous meeting minutes
   c. Matters arising from minutes
   d. Reports:
      i. President
      ii. Principal
      iii. Treasurer
      iv. Sub-Committees
   e. Correspondence
   f. Motions of which notice has been given
   g. General business
   h. Notices of motion

14. The association may elect representatives who will be responsible to the association in the same way that Federation representatives are responsible to Federation under Section 413 of Federation Policy. The association may decide at the time of election what form of reporting is required.

15. Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered. This rule does not limit Sub-Committees from expending those monies necessary for normal running costs.
   a. For the purposes of day to day expenditure, the Association Executive is authorised to expend up to a maximum of $200 for any single purchase, and up to a maximum of $500 in any given period between General Meetings pursuant to any further approvals and review required within the Constitution and Rules. All day to day expenditures falling within this Rule will be reported to the next General Meeting in “General Business”.

16. 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 7 in these Rules.

17. Functions and Duties of Office Bearers
   a. President
      i. The successful functioning of the P&C Association;
      ii. The attainment of the P&C Association’s objectives;
      iii. Ensuring that the P&C Association takes part in decision-making processes in the school;
      iv. Fostering fair participation of all members and ensuring that all new members are made to feel welcome;
      v. Supporting volunteers;
      vi. Consistent adherence to the Constitution;
      vii. Acting as the P&C Association’s spokesperson when public statements or actions are needed;
      viii. Setting up lines of communication with the Principal;
      ix. Being a signatory on the Association’s bank accounts;
      x. Chairing meetings;
      xi. Member of all sub-committees.
b. Vice Presidents
   i. Presiding as chair at meetings where the President is absent;
   ii. Being familiar with operation of the P&C;
   iii. Becoming acquainted with the duties of the President;
   iv. Having a working understanding of meeting rules and procedures;
   v. Undertaking tasks to reduce the burden on the president.

c. Treasurer
   i. Responsible for all funds held and handled by the Association;
   ii. Receive and deposit monies;
   iii. Maintain financial records;
   iv. Draw cheques;
   v. Present financial report at each General meeting;
   vi. Ensure cash book/s are kept, recording all transactions of the Association;
   vii. Review, together with Executive Committee, budget with actual expenditure and recommend changes where necessary;
   viii. Make recommendations about surplus funds;
   ix. Submit financial accounts of Association for independent audit each year;
   x. Present audited accounts at the Annual General Meeting for approval;
   xi. Hand over all financial records to incoming Treasurer at Annual General Meeting;
   xii. Forward copy of audited accounts to P&C Association Federation of NSW within one (1) month of AGM at which they were presented.

d. Secretary
   i. Responsible for carrying out the decision of the meeting – unless otherwise stipulated;
   ii. Prepare all meeting agendas, in consultation with the President;
   iii. Attend every Association meeting and take notes of the discussions in order to produce a set of minutes for distribution to members, within 14 days of said meeting, and for possible amendment and adoption at the following meeting (in the absence of the Secretary, the meeting may elect a person to take the minutes);
   iv. Receive and table incoming correspondence;
   v. Write and despatch outgoing correspondence as required;
   vi. Give notice of meetings;
   vii. Convene Special meetings when requested;
   viii. Provide information as requested by the P&C Federation;
   ix. Maintain official records of the P&C Association, such as:
      1. The Constitution, By-Laws, Rules of Sub-Committees
      2. Incorporation Certificate
      3. ABN details
      4. List of financial (voting) members
      5. Minutes
      6. Attendance book
      7. Correspondence