



Murray Farm Public School P&C Association
Tracey Avenue,
Carlingford, NSW, 2118
ABN: 987 547 285 97



PARENTS & CITIZENS' ASSOCIATION BY-LAWS

1. These rules are made under the Constitution of Murray Farm Public School Parents and Citizens Association.
2. The association is formed for the benefit of the students of the school, which 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
 - 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 February of each year, in conjunction with and preceding the ordinary General Meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
5. Members shall serve no more than four consecutive years in the same executive position, with the following exception:
 - a. If no member can be found to stand as a candidate for the role after the fourth term then the office bearer can choose to continue in the role; but
 - b. If a candidate presents themselves at a later date, the office bearer must stand down immediately.
6. A General Meeting of the Association shall be held in the third week of each month during term time on a regular day agreed upon at the Annual General Meeting or by consensus at a General Meeting, or as varied by agreement with appropriate notice given.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$0.50 to the Treasurer or nominee of the Treasurer at 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. Members of Murray Farm Public School P&C Association are entitled to participate in P&C general meetings, vote on motions, and run for any position, including an office bearer role, unless specifically excluded by another clause in the Constitution or By-Laws.
 - b. Members of Murray Farm Public School P&C Association, upon approval of the Association, may participate in the organisation of P&C run functions and/or represent the Association at P&C run or other functions although, at all times, they are expected to uphold the values of both the Association and the School.
 - c. All members must declare any actual, potential or perceived conflict of interest with P&C functionality during the course of serving as a member or office bearer. This declaration shall be made when discussion begins on the affected item of business. The meeting attendees will then decide on the member's participation in the activity and/or vote.
8. All vacant executive positions, including the positions where a person has stayed on after four years, must be advertised in the newsletter on a weekly basis during term 1 and monthly thereafter until a suitable candidate is found.
9. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the P&C Association has been to employ staff.
10. Employees of Murray Farm Public School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.



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11. At all General Meetings the quorum shall be in accord with Rule 10 of the Constitution. Where that rule does not specify a number, the number shall be five members.
12. If a meeting for which due notice has been given does not achieve a quorum the Secretary shall, or in the absence of the Secretary remaining members of the Executive shall, 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.
13. 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 reasonable notice of the business proposed for the meeting.
14. "Reasonable Notice" shall mean at least seven (7) days.
15. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
16. As well as the provisions of "Notice 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.
17. The Murray Farm Public School P&C Association may appoint delegates who will be responsible to represent the Association at events or on committees that are external to the Association. Members who are selected to represent the Association are required to produce and present a report at the first general meeting of the Association after the event or after each meeting of the external committee.
18. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.
19.
 - a. Any motion to expend more than \$5,000.00 of Association monies must be placed on notice for the meeting at which it is to be considered.
 - b. In the event of an emergency or special opportunity, authority is given for at least four office bearers of the P&C to spend more than the declared amount of \$5,000.00 provided that funds are available and provided that the P&C or its relevant sub-committee has given its approval in principle for expenditure on such a matter.
20.
 - a. All motions put forward for vote to the committee when buying an asset must include a clause denoting whether the ownership of the asset will be the P&C, the school or another party.
 - b. All assets retained by the P&C Association must be included in the P&C's asset register and set up with an appropriate depreciation schedule.
21. All discussion at general and committee meetings shall be governed by the usual rules of debate. If a vote is tied, then the status quo remains.
22. All motions put forward for vote to the association when buying an asset must include a clause denoting whether the ownership of the asset will be the Association, the school (a gift), or another party. All assets retained by the Association must be added to the Association's asset register and set up with an appropriate depreciation schedule.
23. The Murray Farm Public School P&C Association may set up sub-committees to carry out specific functions on its behalf and such sub-committees shall report their operations to meetings of the Association. The balance of funds of such a sub-committee after defraying expenses of its operations shall be remitted to the funds of the Association. The Association shall have only one primary bank account into which all monies from all sources should be deposited unless a bank account has been set up for a specific sub-committee, which may be done provided:
 - a. The sub-committee has been set-up, and its duties and purposes specified by formal resolution of the Association;
 - b. The bank signatories, three in number (any two to sign), are the office bearers of the P&C Association;



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- c. All monies received by the sub-committee are deposited promptly in the bank account and all payments are made by cheque or EFT by two authorised signatories—such payments to be subject to any limits as to amount of purpose as may be prescribed by the Association; and
 - d. The accounts of the sub-committee are audited annually.
24. 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 they are not entitled to vote or hold office unless they are also ordinary members in terms of rule 7 in these By-Laws.
25. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.