



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



PARENTS & CITIZENS ASSOCIATION BY-LAWS

May 2024

1. These rules of the Murray Farm Public School Parents and Citizens Association (the P&C Association) are made under section 15 of the Prescribed Constitution for Incorporated P&C Associations (the Constitution).
2. Financial year
The financial year of the P&C Association shall be from 1 January to 31 December of each year.
3. Annual General Meeting
 - a. The Annual General Meeting of the P&C Association shall be held in line with clause 7 of the Constitution in February of each year, in conjunction with and preceding the ordinary general meeting for that month.
 - b. Each Annual General Meeting shall be conducted as follows:
 - i. Renewal of membership
 - ii. Presentation of annual report and audited statement of income and expenditure
 - iii. Appointment of new auditor
 - iv. Election of positions
 - v. Adoption or review of by-laws, rules, policies and procedures
 - vi. Setting the annual subscription fee
4. Tenure
Members shall serve no more than four consecutive years in the same executive committee 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.
5. Advertisement of vacant positions
All vacant executive committee 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.
6. General meeting
 - a. A general meeting of the P&C Association shall be held during school term at 7.30pm on the third week of each month, 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.
 - b. Each general meeting of the P&C Association shall be conducted as follows:
 - i. Opening
 - ii. Confirm minutes of previous general meeting
 - iii. Reports
 - iv. Correspondence
 - v. Business arising from previous meeting
 - vi. General Business



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7. Reporting

A Treasurer's report will be presented at each meeting. If the Treasurer is unable to attend, then the Treasurer's report will be presented by another executive committee member. The Treasurer's report shall contain, at a minimum, a balance sheet and a profit and loss statement prepared on an accruals basis prepared as at a date no longer than one month before the date of the relevant meeting. The report does not need to be compliant with Australian Accounting Standards, but should be consistent with general accounting principles.

8. Virtual meetings

A P&C Association meeting held at 2 or more venues via electronic means shall be conducted in accordance with clause 10(e) of the Constitution.

9. Membership of the P&C Association

- a. Any person eligible for membership under the Constitution and s.114 of the Education Act 1990 may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer or nominee of the Treasurer at or between any general or Annual General Meeting.
- b. Membership will remain current until the close of the following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership in accordance with clause 4 of the Constitution.
- c. Members of the 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.
- d. Members of Murray Farm Public School P&C Association, upon approval of the P&C 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 P&C Association and the School.
- e. 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, in accordance with the P&C Association's Code of Conduct. 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.

10. Rules on members, officers and employees

- a. All members are expected to adhere to the Constitution, the Parents and Citizens Associations Incorporation Act 1976, the Education Act 1990 and the policies and procedures adopted by the P&C Association.
- b. 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.
- c. Employees of Murray Farm Public School P&C Association are ineligible to hold executive committee positions or participate in the debate or voting in relation to any aspect related to their employment.

11. Quorum

At all meetings of the P&C Association, the quorum shall be in accordance with clause 10(b) of the Constitution. Where that clause does not specify a number, the number shall be five members.

12. Inquorate meetings

If a meeting for which due notice has been given does not achieve a quorum within 30 minutes of the advertised start time:

- a. The Secretary shall, or in the absence of the Secretary remaining members of the executive committee, will adjourn the meeting to the same day in the following week at the same time;
- b. and failing that, any five members of the P&C 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 P&C Association.



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13. Other meetings

- a. In the absence of the Secretary, the remaining members of the executive committee or any five members of the P&C Association may call any meeting that is required, giving reasonable notice of the business proposed for the meeting.
- b. "Reasonable Notice" shall mean at least seven (7) days.

14. As well as the provisions of "Notice of Motion", a group of members of the P&C 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.

15. Delegation

The P&C Association may appoint delegates who will be responsible to represent the P&C Association at events or on committees that are external to the P&C Association. Members who are selected to represent the P&C Association are required to produce and present a report at the first general meeting of the P&C Association after the event or after each meeting of the external committee.

16. Casual vacancies

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.

17. Motion to expend substantial amount

Any motion to expend more than \$5,000.00 of P&C Association monies must be placed on notice for the meeting at which it is to be considered.

18. Assets purchase

- a. All motions put forward for vote to the P&C Association when buying an asset must include a clause denoting whether the ownership of the asset will be the P&C Association, the school or another party.
- b. All assets retained by the P&C Association must be included in the P&C asset register and set up with an appropriate depreciation schedule.

2. Voting

All discussion at meetings of the P&C Association shall be governed by the usual rules of debate. If a vote is tied, then the status quo remains.

3. Sub-committees

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 P&C Association. The balance of funds of such a sub-committee after defraying expenses of its operations shall be remitted to the funds of the P&C Association. The P&C 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 P&C Association;
- b. The bank signatories, three in number (any two to sign), are the office bearers of the P&C Association;
- 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 P&C Association; and
- d. The accounts of the sub-committee are audited annually.



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4. Life Membership

- a. The P&C Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the P&C 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 10 in these By-Laws.
- b. 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.



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Version	Date	Description
0.0		Existing by-laws which has been amended from time to time
1.0	May 2024	Alignment with the most recent suggested by-laws template (provided by P&C Federation NSW on an email dated 26 March 2024)