

By-Laws for P&C Associations

To accompany the Prescribed or Standard Constitution

1. These rules are made under the constitution of **Narrabeen Lakes Public School** Parents and Citizens Association.
2. The P&C 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 and Citizens Associations of New South Wales; 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 P&C Association will be held in **February** of each year. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting. The agenda of the annual general meeting shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.
5. No person will serve more than **five consecutive years** in the same position.
6. A general meeting of the P&C Association will be held **on the third Tuesday of each month during term time at 7:30 pm.**
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, after any general meeting. Membership will 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.
8. At a general meeting the quorum will 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 within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. 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.
10. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.
11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies

Minutes of the previous meeting (Receipt/Amendments/Adoption)
Business arising from the previous meeting Minutes
Correspondence
Reports [including Treasurer/sub-committee/Principal's/representative]
General Business [motions to put on notice or those already notified to members]
Meeting Close

13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
14. A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
15. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
16. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant 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.

Notes;

- a) Your P&C Association should add to these by-laws to ensure that the needs of your P&C Association are met.
- b) It is recommended that the by-laws and policies of a P&C Association are reviewed annually.