



SCHOFIELDS PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION CONSTITUTION

As adopted by the Schofields Public School P&C Association General Meeting on the 11th day of October 2021.

PRESIDENT: Fiona Watson

SECRETARY: Annemarie Herrmann

PRINCIPAL: Colin Ross



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Section 117 of the Education Act 1990 requires that the prescribed constitution for the Parents and Citizens' Associations incorporated under the Federation of Parents and Citizens' Associations of New South Wales Incorporation Act 1976, be published by the Minister in the Education Gazette 1 of 2020.

This prescribed constitution is as follows:

1. Name

This body shall be known as the Schofields Public School Parents and Citizens' Association, a body corporate under the Parents and Citizens' Association Incorporation Act 1976.

2. Definitions

In these rules a definition applies except so far as the contrary intention appears (see section 155 of the Legislation Act).

Association means the Schofields Public School Parents and Citizens Associations Incorporated

Financial year means the year beginning 1 July to 30 June

School means Schofields Public School

School Board means Schofields Public School Board

Member means a member, however described, of the Association

Ordinary committee member means a member of the committee who is not an office-bearer of the association as mentioned in clause 6

3. Objectives

The Schofields Public School Parents and Citizens Association shall operate as a non-profit organisation

- In general, to support Schofields Public School and provide a forum for the furtherance of the educational and social needs of the students and the community at large.
- To draw to the attention of the appropriate authorities, including the Schofields Public School Board, administrative and other matters which relate to such things as education, and the well-being of the school community
- To receive and raise money by any appropriate practical means to enable the aims of the Schofields Public School Parents and Citizens Association to be affected
- To stimulate interest in the concepts, aims and challenges of education generally and those of Schofields Public School
- To initiate projects and co-operate with other organisations in projects involving Schofields Public School, and concerned with promoting community interest
- To provide the means by which community members may be elected to the Schofields Public School Board in accordance with the Act and Regulations relating thereto and to present views from the Parents and Citizens Association to the Board
- To take such other action as is consistent with the provisions herein

4. School Staff

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff are welcome to become members of the



association. The principal of the school, or the principal's nominee, shall be a member, ex-officio, the association and all its committees.

5. Membership

5.1 Membership Qualifications

- a. Subject to this clause, the membership of the Association may consist of:
 - i) All parents/guardians of students enrolled at Schofields Public School; and
 - ii) Other citizens who elect to be members of the Association
- b. Any parent or guardian of a student at Schofields Public School who has any objections to membership of the Association is not a member
- c. Citizens who are not parents or guardians of students at Schofields Public School and wish to be members of the Association, become such members on acceptance by the parent body, and continue to be members during the currency of such acceptance

5.2 Register of Members

- a. The Association must keep a register of the names of members
- b. The register is to be kept at the school and is to be available for inspection by any member at such times as the Association specifies after consultation with School Staff
- c. In the interest of confidentiality, the addresses of members for the purposes of the register are deemed to be care of Schofields Public School

5.3 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the Association –

- a. Cannot be transferred or transmitted to another person; and
- b. Terminates on cessation of the person's membership

5.4 Cessation of membership

A person ceases to be a member of the Association –

- a. On ceasing to meet the membership eligibility requirements; or
- b. On sending written notice of resignation to the Secretary

5.5 Resignation of membership

A member may resign from the Association in accordance with clause 5.4(b)

5.6 Fees

An annual fee of \$1.00 is to be paid to become a member of the Association. Memberships can be paid at any point throughout the year; however, the member will not be financial until the following meeting.

6. Executive Committee

6.1 Powers of committee

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting –

- a. Controls and manages the affairs of the association; and



- b. May exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
- c. Has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.

6.2 Election of Executive Committee

- a. The office-bearers of the Association are –
 - the president; and
 - not more than 2 vice-presidents; and
 - the treasurer; and
 - secretary
- b. Nominations of candidates for election as office-bearers of the Association or as ordinary committee members –
 - i. May be made in writing; or
 - ii. May be made orally to the returning officer, who shall be the School Principal or any other person not standing for election appointed by the annual general meeting, prior to the closing of nominations at the annual general meeting.
 - iii. The election shall be conducted in such a manner as the returning officer shall determine with the consent of a majority of members present at the annual general meeting.
 - iv. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
 - v. If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
 - vi. If the number of nominations received is equal to the number of vacancies to be filled, a ballot must be held
 - vii. The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct
 - viii. A person is not eligible to simultaneously hold more than one position within the Executive committee's roles.
 - ix. A person is not eligible to hold the same position within the Executive Committee for more than 3 consecutive years

6.3 Positions of Executive Committee

6.3.1 Role of President

The President is elected at the P&C Association's Annual General Meeting.

Duties

The President is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives



- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the principal
- Being signatory on the Association's bank accounts
- Chairing meetings, in the absence of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

Voting

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position.

The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion remains as status quo. This allows the motion to be put forward at another time.

Sub-committees

The President is automatically a member of all P&C sub-committees.

The President should be informed of all subcommittee meetings and decisions, this would occur through written report.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. Federation recommends that a vice-president be delegated to chair part of a meeting. The training process could also include delegating the responsibility of sub-committee leadership to vice-presidents.

The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community.

The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

6.3.2 Position of Secretary

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. (In the absence of the Secretary the meeting should elect a person to take the Minutes, this person should be identified in the Minutes.) Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as



resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

Notice of Meeting

P&C Constitution by-laws state that P&C Associations meet on a regular day each month 'during term time' at the school. Secretaries may use the P&C newsletter, school newsletter/website, school sign, or other means to promote meetings. Motions on Notice, issues and events to be discussed should be advertised along with names of guest speakers.

Agenda

An agenda is a list of items of business to be considered at a meeting. An Agenda should include the name of the organisation, the type of meeting (e.g., Annual General Meeting, General or special meeting); where the meeting will be held; the date the meeting will be held and time the meeting will commence. An Agenda should contain the following;

1. Welcome and formal opening of meeting
2. Apologies
3. Minutes of the previous meeting (Receipt/Amendments/Adoption)
4. Business arising from the previous meeting Minutes
5. Correspondence
6. Reports:
 - President's report
 - Treasurer's report
 - Sub-committee reports
 - Principal's report
7. General Business
8. Close

An agenda for Annual General Meetings will be similar to the above with the inclusion of items that only occur at an AGM such as election of Officers and Executive, appointment of the Auditor, membership fees, by-law changes etc.

6.3.3 Position of Treasurer

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques* and presents accounts.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.



The Treasurer should encourage members to understand the state of the P&C Association finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

Planning, budgeting and cash flow

A budget is a planning document to estimate the income and expenditure of the organisation for a given period (usually the financial year of the P&C Association). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the agenda, by majority vote, after its initial ratification at a general or special meeting.

Budget estimates are founded on past economic performance, adjusted to anticipate the probable effect any special projects or one-off events. Once the overall budget has been approved, it is helpful to break the budget estimates with actual income and expenditure levels at regular interval throughout the year. This comparison allows the Treasurer to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.

Note: The P&C Association budget is separate from the school's budget.

Surplus funds

The Treasurer makes recommendations about surplus funds. Surplus funds may be lodged as term deposits with any financial institution that has full trustee status.

Audit

The financial accounts of the P&C Association must be submitted to an independent audit each year.

The Treasurer produces a full statement of financial position declaring all funds held in the name of the P&C Association, including those of sub-committees, along with the Secretary who presents the Minute book of the same period to the Auditor. After completion of the audit the financial statements, with all signed certificates appended, are to be presented at the Annual General Meeting for approval and adoption.

Appointing an auditor

You must appoint the auditor at the P&C Association's Annual General Meeting.

The auditor does not need to be a qualified professional. The auditor must possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. The auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the association and must be prepared to swear that the records are a true and correct statement of the information provided by the Treasurer.

To meet reporting requirements under their Prescribed Constitution, the Treasurer of incorporated associations should ensure that copies of the audited accounts, signed by the President and Treasurer, are forwarded to the Federation of P&C Associations of NSW within one month of the AGM at which they were presented. By undertaking to send the records to P&C Federation the need for incorporated P&C Associations to publicly record their financial statements is fulfilled.



The Treasurer is responsible for the handing over of all financial records to the incoming Treasurer should the Annual General Meeting result in a new Treasurer being elected.

There are many useful conventions which should be followed when dealing in financial matters and the role of the Treasurer will be made easier if all P&C members appreciate and understand that rules and protocols are to be complied with.

Proper accounting procedures have two purposes:

- (i) They prevent loss and fraud. You might trust everyone in your association, but accounting procedures will tell you if the wrong thing is happening and where.
- (ii) To protect the P&C Association Executive. Good accounting of P&C funds ensures financial propriety.

Cheques

Never sign blank cheques.

Ensure that the P&C Association has resolved to expend the monies before drawing a cheque. No motion, no payment.

Do not make cheques out to cash.

Ensure all cheques are marked 'Not Negotiable'

Cheque signatories should sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the cheque before signing cheques.

Monitor that payment are approved for appropriate purposes.

Two members of the same family should not, as a general rule, act as signatories.

Where possible, cheque signatories should not counter-sign a cheque drawn in their favour.

The school Principal should not be a signatory to P&C bank accounts.

Employees of the association should not be a signatory to the association or sub-committee bank accounts.

Payments

All accounts should be paid by cheque, except for small payments from petty cash.

Support all payments with invoices, receipts or docketts.

Mark all paid invoices with a "paid" stamp and cheque number.

Receipts

Issues receipts in sequential date order as per takings.

Ensure two independent people are responsible for collecting and counting money. Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count.

Issue receipts to people responsible for collecting and counting money.

Banking

Check that the amount banked corresponds with the receipt totals.

Bank money daily or secure in a fireproof safe if you are not able to bank on the day. (Your cash may not be insured if you do not make an effort to secure it adequately.)

Cash books (computerised bookkeeping package or manual)

Keep cash books up to date. The cash book should be totalled and balanced at the end of each month.



Match the sequence of entries in the cash book with the sequence of receipts and cheque payments.

Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque books, rule a line through the incorrect figure and write the correct figure next to it.

Reporting

The Treasurer must present a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting. Where a Treasurer is not able to attend a meeting the Treasurer's Report should be provided to the President prior to the meeting for tabling to the members.

****Note that references to cheque also includes electronic banking**

6.3.4 Role of School Principal

The school principal is an ex officio member of the P&C Association and its sub-committees. That is, the principal is automatically a member of the school P&C Association because they are the school principal.

The principal is not required to pay the membership fee to the P&C Association but can choose to pay the membership should they wish.

The rights of the principal in the P&C Association are the same as all other members of the Association. The principal is entitled to vote and to move and second motions at a meeting and engage in debate. The exception to this is where the principal is recognised as the Returning Officer at the P&C Association Annual General Meeting.

As an ex officio member the Principal cannot stand of election to an officer bearer position. Consequently, this is why the Principal is often invited to act as an Association Returning Officer. The Principal cannot be the signatory to a P&C bank account.

The Principal's role in a P&C meeting is to table a written report to each meeting, responding to questions arising and offer advice on the Department of Education guidelines. Where the Principal is not able to attend a meeting of the P&C Association it is suitable to have a Principal's representative from the school staff to attend of their behalf.

As an ex officio member the Principal does not have a right of veto or the right to gag P&C Association or sub-committee discussions. However, it is incumbent on the Principal to highlight disparities between P&C Association/sub-committee discussions and Department of Education policy.

The Principal must be provided with notice of every P&C Association General, Special and AGM as well as sub-committee meeting.

The Principal's inability to attend the P&C Association meeting is not adequate grounds to postpone or cancel any P&C Association/sub-committee meeting. However, it may limit access to the meeting facility.



6.4 Vacancies

For these rules, a vacancy in the office of a member of the Executive committee happens if the member –

- a. Dies; or
- b. Ceases to be a member of the Association; or
- c. Resigns the office; or
- d. Is removed from the office under clause 6.4 (removal of committee member)
- e. Becomes an insolvent under administration within the meaning of the Corporation Act; or
- f. Suffers from mental or physical incapacity; or
- g. Is disqualified from the office under section 63(a) of the Act; or
- h. Is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

6.5 Removal of committee members

The Association in general meeting may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the Executive Committee before the end of the member's term of office

6.6 Voting and decisions

6.5.1 Questions arising at a meeting of the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.

6.5.2 Each member present at a meeting of the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second and casting vote.

7. Meetings

7.1 Annual General Meeting

7.1.1 *Holding of an Annual General Meeting*

- i. With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 3 months after the end of the financial year of the association, call an annual general meeting of its members
- ii. The association must hold its first annual general meeting –
 - a. within 18 months after its incorporation under the Act; and
 - b. within 3 months after the end of the first financial year of the Association
- iii. Subclauses 7.1.1 and 7.1.2 have effect subject to the powers of the registrar-general under section 120 of the Act, in relation to extensions of time

7.1.2 *Calling of and business at Annual General Meeting*

- i. The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate
- ii. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is-



- a. to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
- b. to receive from the committee reports on the activities of the association during the last financial year; and
- c. to elect members of the Executive committee, including subcommittees; and
- d. to receive and consider the statement of accounts, audit report for the previous year and the reports that are requested to be submitted to members under section 73(1) of the Act.
- e. An annual general meeting must be specified as such in the notice calling it in accordance with clause 7.2a (Notice)
- f. An annual general meeting must be conducted in accordance with the provisions of this part

7.2 General Meeting

7.2.1 Calling of General Meetings

- i. The committee may, whenever it considers appropriate, call a general meeting of the Association
- ii. The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association
- iii. A requisition of members for a general meeting –
 - a. must state the purpose or purposes of the meeting; and
 - b. must be signed by the members making the requisition; and
 - c. must be lodged with the secretary; and
 - d. may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- iv. If the committee fails to call a general meeting within 1 month after that date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date
- v. A general meeting called by a member or members mentioned in subclause (iv) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.
- vi. If for any reason a quorum at any meeting convened in accordance with Section 7 of the Constitution cannot be formed in accordance with the rules of the association, the association may hold a meeting of the association at 2 or more venues using technology that gives members as a whole an opportunity to participate effectively in that meeting.

In any case in which a meeting of the association is held using technology (Zoom) of the kind referred to above.

- Notice of the meeting must specify the date, time and details of the technology needed to participate in the meeting



- A quorum must be maintained for the duration of the meeting
- Any member of the association attending in person or using technology will be taken to be present for the purpose of forming a quorum and for all other purposes
- All votes on a resolution or business must be taken by ballot open to all members and not on a show of hands. This can be done through the chat feature on the Zoom meeting.
- The President or other presiding Officer appointed to chair the meeting may adjourn the meeting if there is any failure in technology with a consequence that a resolution cannot be put or the business of the meeting cannot be conducted.

A General Meeting or any sub-committee meeting held via technology must still cover all the requirements the P&C Association would cover in a regular in person meeting.

7.2.2 Notice

- Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause a notice to be put into the School Newsletter, specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under clause 7.1.2(ii)
- A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

7.2.3 Procedure and Quorum

- No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item
- two (2) Executive Committee Members and 3 members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting
- If within 30 minutes after the appointed time for the state of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- If at the adjourned meeting a quorum is not present within 30 minutes after that time appointed for the start of the meeting the members present (being not less than 1 Executive and 2 members constitute a quorum)



7.2.4 *Presiding member*

- i. The president, or in the absence of the president, the vice-president, presides each general meeting of the Association
- ii. If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

7.2.5 *Adjournment*

- i. The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place
- ii. If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- iii. Except as provided in subclause (i) and (ii), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given

7.2.6 *Making of Decisions*

- i. A question arising at a general meeting of the Association is to be decided on a show of hands and , unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution
- ii. At a general meeting of the association, a poll may be demanded by the person presiding or by any member present in person
- iii. If the poll is demanded at a general meeting, the poll must be taken –
 - a. immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - b. in any other case – in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

7.2.7 *Voting*

- i. Subject to subclause (iii), on any question arising at a general meeting of the association a member has 1 vote only.
- ii. A resolution shall be determined by counting member's votes for and against a motion, with no accounting for abstentions.
- iii. If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.



8. Liability

- a. A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association
- b. The association must affect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. Th this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

9. Subcommittees

- a. The Association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at the general meetings of the association and follow any directions received from the Association. The Association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the Association.
- b. Subject to any direction from the Association, all meetings of subcommittees will be conducted on the same basis and subject to the same rules as apply to general meetings of the Association with any necessary modification appropriate to the functioning of that subcommittee.

10. Dissolution

- a. The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven (7) days' notice has been given to members and subject to the concurrence of the Minister of Education and Early Childhood, or otherwise at the Minister's discretion.
- b. The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.
- c. Where the Association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the Association. In particular, where the Association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organisation will ne retained in accordance with taxation legislation requirements. The transmission shall occur within two (2) months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 12. If the Association is registered for GST, dissolution shall not be finalised until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the Association's Business Activity Statement.
- d. Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.



11. Rule-Making Power

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of the Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- a. At meetings of the Association;
- b. To convene a substitute meeting when a quorum is not attained at a meeting; and
- c. In making an application for membership

12. Accounts

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustees Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more Executive Members of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Early Childhood.



13. Record of Changes and List of Effective Pages

Date	Version	Description	Pages Amended	Changes By
16/07/2021	Version 1.0	First Draft of P&C Constitution	1-16	Jess Wanders
22/092021	Version 1.1	Addition of * Record of Change, * Role of School Principal * Annexure A-G from By-Laws	1-17	Jess Wanders

- 14. Annexure A of By-Laws – Record of Changes and List of Effective Pages
- 15. Annexure B of By-Laws – Code of Conduct
- 16. Annexure C of By-Laws – Social Media Policy
- 17. Annexure D of By-Laws – Work, Health & Safety Policy
- 18. Annexure E of By-Laws – Risk Management Plan
- 19. Annexure F of By-Laws – Grievance, Complaints & Disputes Procedure
- 20. Annexure G of By-Laws – COVID Policy