



**SCHOFIELDS PUBLIC SCHOOL
PARENTS & CITIZENS' ASSOCIATION
BY-LAWS**

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



To accompany the Prescribed Constitution

1. The rules are made under the constitution of Schofields 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 and Citizens Associations of the New South Wales; and
 - (c) Promote the interests of public education.
3. No person will serve more than three (3) consecutive years in the same position.
4. The financial year of the association shall close on 31 December each year.
5. 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 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.
6. A general meeting of the association shall be held on the first Monday of each month at 7:00pm and will conclude at no later than 8:30pm, however should the first Monday of the month fall within school holidays or a public holiday, the meeting will be set on the next available Monday.
7. The quorum required for a meeting to be held is at least 5 members which must consist of 2 executive members, to be in attendance. 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.
8. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer, at any general meeting. Membership will



remain current until the close of the following Annual General Meeting. The Treasurer shall be responsible for maintaining an up-to-date register of membership.

- (a) As a member of Schofields Public School P&C Association to participate in P&C run functions and to up hold the Values of the School.
- (b) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
- (c) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
- (d) If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.

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 Schofields 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.

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
- 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 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 (3) 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.
15. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be considered when dispersing monies. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.
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 by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.
17. 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.

ROLES OF EXECUTIVE POSITIONS

18. ROLE OF THE PRESIDENT

The President is responsible for:

- The successful functioning of the P&C Association;
- 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 and making statements which accurately reflect the views of the Association;
- Setting up lines of communication with the Principal;
- Being a signatory on the Associations' bank accounts;
- Training other Executive members;
- Chairing meetings;
- The President is automatically a member of all P&C sub-committees.

19. ROLE OF THE VICE PRESIDENTS



The two (2) Vice Presidents are responsible for providing support to the President in their role, and shall fill in for the President in their absence.

20. ROLE OF THE SECRETARY

The Secretary is responsible for:

- Carrying out the decisions of the meeting (unless otherwise stipulated);
- Notifying the school community of all Association meeting dates, and other important events;
- Undertaking routine administrative duties;
- Preparing meeting agendas in consultation with the President;
- Attending the Association meetings and taking notes of the decisions in order to produce a set of Minutes for subsequent distribution to members within ten (10) working days for a general meeting, and seven (7) consecutive days for an Annual General 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).*
- Acting as the Voting Delegate for NSW Federation election correspondence.
- Receiving and tabling incoming correspondence;
- Writing and despatch outgoing correspondence as required;
- Convening special meetings when requested;
- Providing information as requested by the P&C Federation;
- Maintaining 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
 - Correspondence

21. ROLE OF THE TREASURER

The Treasurer must comply with all requirements of the P&C Federation of NSW.

The Treasurer is responsible for:

- Preparation of a projected financial budget at the beginning of each year, to be presented at the Annual General Meeting.
- Compliance with all financial accountability requirements of the Association;
- Receiving and depositing all monies received by the Association;
- Maintaining accurate financial records;
- Payment of invoices;
- Giving advice and setting an example for others so that all funds held and handled by the P&C are openly accounted for;



- The Treasurer is responsible for all funds held in the name of the P&C, including, uniform shop, and all other specific fundraising 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 should encourage members to understand the state of the P&C finances;
- Presenting a report in the form of an income and expenditure statement together with a reconciled statement from all bank accounts and payment platforms at each P&C Meeting;
- The Treasurer is required to forward all financial records 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;
- Being a signatory on the Associations' bank accounts and payment platforms.

22. ROLE OF ANY EXECUTIVE ASSISTANT

An Executive Assistant (*ie the Assistant Secretary and Assistant Treasurer*) shall be responsible for providing support to the Executive position they have been elected to assist in the roles outlined above, and shall fill in for that Executive in his or her absence.

23. ROLE OF THE CHAIR PERSON

The Chair shall be responsible for:

- Chairing the meeting (*This role is usually the responsibility of the President or at a sub-committee meeting the convenor*);
- Following the agenda;
- The Chair shall remain neutral, allowing all sides of an argument to be heard, and allowing as many people as possible to speak;
- Ensuring the rights of individual members are respected and protected;
- Preserving order, including ruling on contentious matters of procedure and assisting the progress of discussion by preventing irrelevant or repetitions discussion or offensive remarks;
- If the Chair is not able to remain neutral, he/she should step down for that section of the meeting and another person should be allocated to Chair the meeting for the entire course of the discussion on the specific topic;
- Ensuring one speaker at a time has the floor;
- Knowing the rules of the Constitution;
- The Chairperson may ask a member to leave the room or absent themselves from the meeting for a period of time should they display behaviour that breaches the code of conduct;

24. ROLE OF SUB-COMMITTEE CONVENOR

The responsibilities of a sub-committee convenor are:

- Calling sub-committee meetings and informing all sub-committee members;
- Advising the President of all sub-committee meetings;



- Liaising between and providing information to all sub-committee members of all activities and events of the committee;
- all members of the sub-committee;
- Chairing sub-committee meetings;
- Ensuring that decisions are made as a sub-committee group and reported back to the Association;
- Following the rules of Chairing a meeting as set out in Clause 23 of the By-Laws;
- Keeping all records of the sub-committee;
- Presenting a report to each general meeting of the Association to report on the progress, activities, events and recommendations of the sub-committee;
- Ensuring that no funds are expended by the sub-committee without the prior express authority of the Association, except where specific delegation has been granted to expend funds for the normal running costs for authorised expenditure items only;
- Ensuring that receipts are presented to the Treasurer for items expended by the sub-committee;
- Ensuring that delegated authorised expenditure for normal running costs associated with the operation of the sub-committee activities are voted upon at a sub-committee meeting before the expenditure is made;
- Ensuring that no individual sub-committee member makes any expenditure without consultation at a sub-committee meeting;

25. ROLE OF THE GRANTS CO-ORDINATOR

The responsibilities of the Grants Coordinator are:

- Presenting a report to each general meeting of the Association to report on upcoming opportunity, progress and outcome of grant applications and activities and events resulting from successful grants;
- Investigating upcoming relevant grant opportunities;
- Acting as a central point of contact for members of the school community to communicate grant opportunities and seek information regarding grant applications or progress of successful grants;
- Coordinating the development and lodging of grant applications through communication with the President (*or other nominated Executive officer*), the Principal, other relevant staff, interested P&C members and other parents/carers, relevant organisations and other relevant members of the community;
- Ensuring that successfully funded projects are implemented by liaising with key individuals;
- Ensuring that reporting requirements to the funding body are met.

26. ROLE OF THE 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.



ANNEXURE A

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 By-Laws	1-8	Jess Wanders
22/092021	Version 1.1	Addition of * Role of School Principal * Annexure A – ROC & LEP * Annexure B- Code of Conduct * Annexure C – Social Media Policy * Annexure D – Work, Health & Safety Policy * Annexure E – Risk Management Plan * Annexure F - Grievance, Complaints & Disputes Procedure * Annexure G – COVID Policy	7-26	Jess Wanders



ANNEXURE B

P & C Association Code of Conduct



P&C ASSOCIATION – CODE OF CONDUCT

The Code of Conduct applies to all financial members, volunteers and employees of Schofields Public School P&C Association ('P&C') while undertaking any role or activity related to the Schofields Public School P&C Association.

The Principles

The code of conduct is based on the following fundamental ethical principles:

- Respect for the law and system of government
- Respect for all persons
- Integrity
- Diligence
- Economy and Efficiency

1. Respect for the law

The P&C members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

2. Respect for all Persons

The P&C members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

3. Integrity

The P&C members should be honest in carrying out their duties and avoid conflicts of interests between their private interests and their P&C responsibilities with respect to:

- Personal relationships



- Financial relationships
- Receipt of gifts and hospitality
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment
- Conducting personal transactions through general school channels

The P&C members should declare any real or perceived conflicts of interest via P&C meetings

The P&C members should report allegations of corruption and follow the Grievance and Complaints Policy to resolve them.

4. Diligence

The P&C members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities
- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional code of conduct where applicable
- Show up to meetings and work in a fit and proper state
- Observing health and safety standards

The P&C members are encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

5. Economy and Efficiency

- All members should use Schofields Public School P&C Association resources for legitimate purposes
- All members should avoid waste
- All members should seek to get the best value for money for the school and seek three (3) quotes in writing prior to approval
- All members should maintain adequate security over association property, facilities and resources

6. Working with Children

The P&C adheres to the government's Working With Children Check legislation and relevant procedures.



7. Confidentiality

Personal information about a member should not be disclosed without consent of the member or there is a lawful authority for its disclosure.

- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent

8. Grievances, complaints and procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of standard Grievances and complaints procedures. Violations may result in removal from the P&C.

The P&C members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

As adopted by the Schofields Public School P&C Association General Meeting on _____

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ANNEXURE C

P & C Association Social Media Policy



P&C ASSOCIATION – SOCIAL MEDIA POLICY

Policy

Schofields Public School P&C Association ('P&C Association') is committed to providing a safe and healthy environment for all members of the school community. This includes ensuring effective and positive communication in all mediums.

Policy Objectives

The P&C Association intend to utilise all forms of communication to promote the work of the P&C Association, the school and to engage community.

Responsibilities

The Secretary (or other elected Social Media Manager) is responsible for the administration and moderating of all Schofields Public School P&C Association social media.

Social media is defined as a group of online applications such as social networking sites, wikis, blogs, mircoblogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content.

Purpose of social media is to facilitate conversations in a dialogue, an opportunity to promote, listen, share, collaborate and respond to our colleagues and communities.

In using social media all P&C members agree to follow the Schofields Public School P&C Association Code of Conduct.

Members agree to be clear in representing the P&C Association. Where a member is not representing the P&C Association it should be made clear that comments are made by you as an individual. Members shall be mindful that your role with the Schofields Public School may create a connection between what you say online and the P&C Association itself. Identify yourself when discussing P&C association related topics or issues.

Where a member uses social media, they shall represent the P&C Association well and be sure that the content published is consistent with expected professional standards.

Members shall be mindful that social media posts may have consequences where they are not appropriate. Will respect copyright and show respect for copyright laws and fair use of copyrighted materials owned by others, including user-generated content.

Members will be polite and considerate in all social media activities. Where a post is negative or brings disrepute to the P&C Association it shall be reported immediately to the moderator for removal. Where a party continues to post negative comments, they may be blocked from the Schofields Public School P&C Association Social Media accounts.

As adopted by the Schofields Public School P&C Association General Meeting on _____

Acknowledgement to the © March 2011 NSW Department of Education and Training 'Social Media Policy'



ANNEXURE D

P & C Association

Work, Health & Safety Policy



P&C ASSOCIATION – SOCIAL MEDIA POLICY

The Schofields Public School P&C Association is committed to providing a safe and healthy workplace for its P&C Association members, volunteers to the P&C Association and employees of the P&C Association. The Schofields Public School P&C Association believes that the health and safety of P&C Association members, volunteers to the P&C Association and employees of the P&C Association is vital to the successful operation of the P&C Association. The Schofields Public School P&C Association will therefore commit resources to comply with all the relevant Acts and Regulations to ensure that the workplace is safe.

Responsibilities

Promoting and maintaining Work, Health and Safety (WH&S) is the responsibility of any ‘person conducting a business or undertaking’ this will be the Schofields Public School P&C Association and any of its sub-committees. To achieve a good work, health and safety environment all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, it is important that everyone accepts responsibility for the health and well-being of all P&C Association members, volunteers to the P&C Association and employees of the P&C Association.

All P&C Association members, volunteers to the P&C Association, employees of the P&C Association will promote the concepts of WH&S and are required to ensure that where possible they are implementing practical measures to ensure that the activities of the P&C Association are undertaken in a safe manner without risks to any person’s health.

Work, Health and Safety will be addressed at general meetings of the Schofields Public School P&C Association on request of any member in writing or as set on the Agenda by the President, Secretary or any other Executive Members.

As adopted by the Schofields Public School P&C Association General Meeting on _____



ANNEXURE E

P & C Association Risk Management Plan



P&C ASSOCIATION – RISK MANAGEMENT PLAN

A Risk Management Plan ('RMP') helps you to foresee risks, identify actions to prevent them occurring and reduce their impact should they eventuate. The RMP is created as part of the Risk Planning process. It lists of all foreseeable risks, their ranking and priority, the preventative and contingent actions, along with a process for tracking them. The RMP template will help you perform these steps quickly and easily.

When does the P&C Association use a Risk Management Plan?

A RMP should be used by a P&C Association anytime that risks need to be carefully managed. For example, during a fete, a barbecue or a stall a RMP is created to identify and manage the risk involved with the project delivery. The RMP is referred to frequently throughout the project, to ensure that all risks are mitigated as quickly as possible. The RMP template helps you identify and manage your risks, boosting your chances of success.

Tips for a successful event

- The P&C Association should ensure that the committee has clear objectives resolved and Minuted at a correctly constituted meeting.
- Keep a register for attendance at the event ensure P&C members and volunteers sign in and out
- Adhere to the policies of the P&C Association such as two (2) people counting the monies
- Ensure that your P&C Association has the necessary insurance cover for the event
- Ensure that the P&C Association is working within the Department of Education and Communities (DEC) Guidelines
- Where an issue occurs, document the matter and ensure suitable treatment is established, for example provide free water and sun block in extreme heat

P&C Association's fundraise more than \$50 million each year in New South Wales to better public education. School communities' celebrating the success and skills of their members is always a cause for joy and excitement however there does need to be thorough planning.



Risk Management Plan Template

Risk Assessment Plan

Schofields Public School P&C Association:

Event:

Date:

ACTIVITY STEPS <i>List the steps required to perform the activity in the sequence they are carried out.</i>	POTENTIAL RISKS <i>Against each activity step list the hazards that could occur.</i>	RISK RATING <i>Rare; Unlikely; Likely; Almost certain</i>	RISK CONTROL MEASURES <i>Describe the identified Risk Control measures.</i>	RISK RATING <i>Rare; Unlikely; Likely Almost certain</i>	RESPONSIBILITY <i>Document name of person responsible for implementing risk controls.</i>	TIME-FRAME <i>Document when risk was rated and when implementation by responsible person is planned.</i>



ANNEXURE F

P & C Association Grievance, Complaints & Disputes Procedure



P&C Associations Grievance, Complaints & Disputes Procedure

The Schofields Public School P&C Association is committed to providing an environment where all P&C Association members, volunteers to the P&C Association, employees of the P&C Association, staff of Department of Education and students enrolled at Schofields Public School concerns are dealt with in a timely and appropriate manner.

A grievance or complaint may be received by the P&C Association in relation to a fellow member, volunteer or P&C Association employee. Where a complaint relates to a Department of Education employee or student the complaint should be lodged directly to the Principal in accordance with the policies of the Department of Education.

A grievance is a complaint about any situation, which is considered by the complainant to be wrong, mistaken, unjust or discriminatory.

Principles:

- Complainants should not instigate grievances that are frivolous, vexatious or malicious
- Grievances and information arising from the handling of the grievance must be treated confidentially
- Concerns should be raised as early as possible after the incident relating to the complaint has occurred
- The principles of natural justice will be observed throughout. This means before a decision is made the person who has been implicated has the right to be informed about the nature and content of the grievance, have the right to be heard by an unbiased decision maker and the right to have witness present.

Procedures:

- Complainants should endeavour to resolve the issue themselves with the relevant parties' face to face
- If the grievance cannot be resolved informally, the complainant should provide written details of their concerns and the grounds for the grievance, to their immediate supervisor where they are an employee and to the P&C Association President or the Vice President where the complaint is about the President. Where the complaint is about the P&C Association Executive it may be raised with Schofields Public School Principal along with a copy of these procedures and all relevant policies.
- The supervisor/President or person handling the complaint as described in these procedures will initiate an informal meeting with the complainant to discuss the grievance and may request further information which the complainant must provide
- The complainant may have an independent witness attend any meetings
- The supervisor/President or person handling the complaint as described in these procedures will provide written acknowledgement of the grievance being lodged within 7 days of receiving the grievance



- If the matter pertains to another P&C Association employee, member or volunteer that person will also be informed, in writing, within 7 days of the grievance being lodged. The person against whom the complaint is made will not receive a copy of the complaint unless written permission is expressly given by the complainant to share the document
- Grievances are to be resolved no later than six (6) weeks after the complaint is lodged
- The outcomes of a formal grievance process may include (but not limited to):
 - Recommendation to amend policies
 - Recommendation to alter practices
 - Agreement by parties regarding interactions
 - Access to training and development
 - Disciplinary action including a restriction on membership or formal employment review as allowed in employment agreements and as permitted by the relevant Employment Award

Where a person disagrees with an outcome of a complaint, they may lodge an appeal or further grievance with any relevant government agency or relevant mediation service.

As adopted by the Schofields Public School P&C Association General Meeting on _____



ANNEXURE G

P & C Association COVID Policy



P&C ASSOCIATION – COVID-19 POLICY

The effects of COVID-19 mean that the decision may be made to hold a general meeting remotely. But if the P&C Association is unable to hold meetings at all during a time of lockdown the following must happen:

- Advise or consult with members on the reasons for postponing any meeting
- Document the reason why a meeting did not occur or could not occur online
- Use alternative ways to communicate the information that it would have provided at a meeting to members
- Schedule a future date for any postponed meetings (even if this has been amended again later)

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.

As soon as possible by NSW Health Orders or directed otherwise all meetings must return to a regular in person meeting, adhering to all Schofields Public School's COVID Safety Plan and measures.

As adopted by the Schofields Public School P&C Association General Meeting on _____