

# Singleton Public School P&C Association

## By-Laws

**To accompany the Singleton Public School Constitution (adopted at the AGM March 4, 2015)**

*(These were based on the Suggested by-laws downloaded from The Federation of Parents and Citizens Associations of New South Wales - <http://pandc.org.au> February 2015)*

**Adopted at Singleton Public School P&C Association meeting, May 6, 2015**

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1. These rules are made under the constitution of Singleton 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 January each year.
  4. The annual general meeting of the P&C Association will be held in March 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. Under Clause 5 of the Constitution, the Officers of the Association shall consist of the President, two Vice Presidents, Treasurer and Secretary. The Executive Committee shall consist of the Officers and an Assistant Treasurer, and may consist of one other position.
  6. The President (or their delegate) is required to be a member of any sub committee formed by the Association. The President is entitled to the same voting rights as any member. However, a President, when in the Chair, may abstain 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 should be lost.
  7. The Principal (or Principal's nominee) is an ex-officio role, and shall be a member of the association and all its committees, with the ability to participate in any meeting the same as any other member (ie placing and/or debating a motion, and voting). The Principal cannot hold an Executive Committee position.

8. No Executive Committee member will serve more than four consecutive years in the same position.
9. Additional positions may also be held, including, but not limited to Uniform Shop Coordinator, Canteen Liaison, Band Program Representative and Breakfast Club Coordinator.
10. A general meeting of the P&C Association will be held on the first Wednesday of each month during term time at 7 pm, unless otherwise agreed at the previous general meeting and advertised to the school community.
11. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 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.
12. At a general meeting the quorum will be in accord with Rule 10 of the constitution (ie 5 members)
13. 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.
14. 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.
15. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
16. 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-committees/Principal's/others]  
General Business  
Meeting Close
17. 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.
18. A general meeting of the P&C Association may declare any Officer who has been absent without an apology 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.

19. 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.
20. These By-Laws should be attempted to be reviewed annually, and must be reviewed every 5 years (ie the next review must be undertaken by the end of May, 2020).