

## **Rules of the Cammeraygal High School Parents and Citizens Association**

1. These rules are made under the constitution of Cammeraygal High School Parents and Citizens Association (P&C Association).
2. The P&C Association is formed for the benefit of the students of the school to:
  - (a) promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation;
  - (b) participate as much as possible in the activities of the school and communicate with all members of the school community;
  - (c) assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school; and
  - (d) 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 December of each year, in conjunction with and following the ordinary general meeting for that month. The agenda of the annual general meeting shall include setting the membership fee of the P&C Association for the next year.
5. No person will serve more than three consecutive years in the same position unless there are extenuating circumstances supported by a P&C or subcommittee vote.
6. A general meeting of the P&C Association will be held on the first Tuesday of each month during term time at 6:45pm, except where agreed by vote at a preceding P&C meeting, that a meeting may not be held for one month only or that a meeting be held on a different day than the first Tuesday of the month for one month only.
7. 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.
8. At a general meeting the quorum will be 5.
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, 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 any meeting that is required, giving due notice of the business proposed for the meeting.
11. All meetings will be conducted in accordance with the Standing Orders for the Conduct of Meetings and the Code of Conduct of the Cammeraygal High School P&C Association. Members will conduct themselves accordingly.

12. Each meeting of the P&C Association will be conducted as follows;
  1. *Welcome and apologies*
  2. *Minutes of the previous meeting (Receipt/Amendments/Adoption)*
  3. *Business arising from the previous meeting Minutes*
  4. *Correspondence*
  5. *Reports [including Treasurer/sub-committee/Principal's/representative]*
  6. *General Business [motions to put on notice or those already notified to members]*
  7. *Meeting Close*
14. 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.
15. 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.
16. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered. The provisions of such a sample rule should not hamper subcommittees from expending those monies necessary for normal running costs. In fact, a subcommittee's powers to expend monies should be defined by the association when the subcommittee is set up, e.g. an auxiliary may need to buy materials for fundraising activities. Under the guidelines for incorporation, all funds belong to the Association, and expenditure must be authorised by the Association. A subcommittee must not expend funds for any purpose outside those allowed by the Association. There is nothing, however, to prevent the Association setting up a subcommittee to raise funds for some particular goal, or a subcommittee recommending a particular use for the funds it has raised.
17. As the end of financial year is 31 December, and the draft financial accounts are not adopted until the AGM the following December, the draft financial accounts will be tabled for noting at a general meeting before the end of Term 1 each year.
18. If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation to which income tax deductible gifts can be made:
  - gifts of money or property for the principal purpose of the organization
  - contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
  - money received by the organisation because of such gifts and contributions.

Signed President:

NAME:

Witnessed Principal:

NAME:

## **Version control and change history**

<b>Date</b>	<b>Version</b>	<b>Approved by, resolution no.</b>	<b>Amendment</b>
31/03/2015	1	General meeting 2015/2	Original approved
2/06/2015	2	General meeting 2015/4	Changes to the end of financial year date (Section 3) and to the date of meetings (section 6). Inclusion of section 18.
4/08/2015	3	General meeting 2015/5	Changes to the date of the Annual General meeting (section 4 and 17).
27/11/2018	4	General Meeting 2018/7	Changes to Meeting start time (Section 6)
04/06/2019	5	General Meeting 2019/3	Change requirement of audited accounts to draft accounts (section 17).