

**BY-LAWS FOR THE ROSEVILLE PUBLIC SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION**



**1 MAKING THESE RULES**

These rules are made under the Constitution of the Roseville Public School Parents and Citizens' Association.

**2 MOTTO**

The motto of the Association is "**Participate and Communicate**".

**3 FURTHER OBJECTS**

The Association is formed for the benefit of the pupils of the school and to that end, in addition to promoting the objects and carrying out the functions set out in the Constitution, it 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 its District and Regional Councils;
- (c) Do all such other things as may promote the interests of education.

**4 FINANCIAL YEAR**

The Financial Year of the Association shall close on 30 September each year.

*[Motion to change approved in General Meeting on 10 August 2017].*

**5 ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association shall be held in November of each year, in conjunction with and preceding the general meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association referred to in by-law 8 for the ensuing year.

*[Motion to change approved in General Meeting on 10 August 2017].*

**EXECUTIVE**

No person shall serve more than three consecutive years in the same office.

The executive shall meet from time to time as required.

A general meeting of the Association may declare any officer who has been absent for three successive general 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.

**6 GENERAL MEETINGS**

A general meeting of the Association shall be held at least once during each school term, on a Thursday, commencing at 7:30pm, unless varied by the Secretary by giving 7 days notice in the School Bulletin or by a majority vote at a meeting of the Association setting the date and time for the next meeting.

The chairperson shall seek to finish each general meeting by 10:30pm unless that time is extended by a majority vote of those present at that meeting.

*[Motion to change approved in General Meeting on 10 August 2017].*

**7 MEMBERSHIP FEE**

Any person eligible for membership may become a member or renew membership by paying the required membership fee to the Treasurer or his/her nominee. Membership shall be effective from the time of the close of the general meeting after payment is made.

*[That is:*

- (i) *if you pay your fee before or during a meeting then your membership is effective from the close of that meeting; and*

(ii) *if you pay between meetings you will not be entitled to vote until the meeting after next.]*

Membership shall remain current until the close of the final Term 1 general meeting of the Association. The Secretary shall be responsible for maintaining an up-to-date register of membership.

*[That is, if you were a paid up member for the immediately preceding year, as long as you pay your subscription prior to the end of the final Term 1 general meeting each year your membership will remain current].*

## 9 . Q U O R U M

At a general meeting the quorum shall be in accord with clause 10 of the Constitution.

If the number of members of the Association is less than 50 then the quorum for a meeting is seven members.

If a meeting for which due notice has been given does not achieve a quorum within fifteen minutes of the advertised starting time the Secretary shall, or in the absence of the Secretary, any member of the Executive may, and failing that, any five members of the 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 Association.

## 1 0 . M E E T I N G P R O C E D U R E S

(a) Seven days notice of each meeting and a detailed agenda for each meeting shall be circulated in the School Bulletin and placed on a prominent notice board within the school. Sufficient detail of resolutions must be given to allow members to decide whether they wish to attend a meeting.

(b) No resolution for:

(i) expenditure of any amount which in aggregate for any item, project or program exceeds \$1,000; or

(ii) the sale of any Association property,

may be put to a vote at any meeting unless seven days notice of the

resolution has been given to members in accordance with paragraph (a).

(c) All meetings of the Association shall be conducted using the Federation of Parents and Citizens Association of New South Wales Standing Orders for the conduct of all meetings as a guide.

(d) The order of business at each meeting will consist of:

- Opening and apologies.
- Receipt and adoption of minutes of the previous meeting (discussion limited to the accuracy of report).
- Matters arising from the minutes.
- Correspondence and new members
- Reports
  - Treasurer
  - Principal
  - All Committees
- Motions and other business of which notice has been given.
- General business.

(e) Items of new business without notice for any meeting may be deferred to the next meeting by a resolution passed by that number of members at least equal to that number which constitutes a quorum.

(f) At each general meeting and Annual General Meeting, each sub-committee must report on its activities (including those proposed) and report in writing on its current financial status. If no representative from a committee can attend a meeting then a written report must be submitted. No business relating to a sub-committee will be dealt with at a meeting until that sub-committee has delivered its report.

(g) The minutes of each meeting must be made available at the school office as soon as practicable after a meeting and in any event no later than 14 days after each meeting.

- (h) Only those members whose membership is current in accordance with by-law 8 may vote at a meeting. Each member in attendance at a meeting has one vote.

## 11. FINANCING

- (a) At the general meeting held in November each year, each sub-committee and the Association executive shall present an itemised annual budget to the Association for approval by resolution.

*[The budget is a statement of intention rather than of fact and can be altered at any time, by majority vote, after its initial ratification.]*

- (b) Expenditure on normal operating/running costs and capital expenditure for the Association or any sub-committee may only occur generally in accordance with the annual budget approved for the Association and each sub-committee.

- 9 Where expenditure on any item, project or program will exceed \$1,000 in aggregate and:

- i. is not part of normal operating/running costs or;
- ii. has not been separately approved under paragraph (a) above,

it must be approved in advance by a separate resolution of the Association.

- (d) The fund-raising committee must comply with the provisions of paragraphs (a) and (b), but are not bound by paragraph (c) above. Instead that committee must not commit to expenditure on any one fundraising project in excess of \$5,000 without the prior approval of the Association.

*[This reflects the nature of the fundraising committee and the fact that the fundraising committee changes its activities on a year to year basis.]*

- (e) All contracts for work requiring

expenditure in aggregate in excess of \$500 must be supported by three quotes, and where expenditure in aggregate will be greater than \$1,000 it must be supported by three written quotes, all independent of each other, and must include details of proposed contract terms and conditions.

## 12. BAND SUB-COMMITTEE

*[This by-law recognises the special role of the school band and the band committee in the life of the school. The School Band is an extra curricular music programme that provides professional music tuition for the students through the band committee. This programme, that has been developed over a number of years, is recognised as one of the important contributions that the P&C provides to the school community. The band committee is bound by all by-laws including this by-law 12. If there is any inconsistency, this by-law 12 prevails.]*

- (a) The band committee will establish a monetary reserve which will be used for the acquisition of band instruments. The intention of establishing the reserve is to ensure there is available sufficient funds to meet the likely expenditure required to replace band instruments over a five to seven year period.

- (b) Other than for the use to which the reserve may be put by the band committee pursuant to paragraph (a), the Association as a whole may not use or have access to the reserve funds referred to in (a) above except in one of the following circumstances:

- (i) Where the reserve exceeds \$50,000 for a continuous period of greater than twelve months; or

- (ii) The Association is unable to pay any debt when due and action has been threatened or commenced against the Association demanding the payment of a debt in excess of \$5,000.

- (c) Before acquiring any new instrument where the cost of that instrument exceeds \$3,000, the band committee must obtain at least three quotes from vendors of musical instruments.

- (d) The election for office bearers of the band committee will be held each year at the band committee Annual General Meeting. The Band Committee must ensure that notice of the meeting and the calling for candidates for election is well publicised before the meeting.
- (e) At least four band committee meetings during each year must be open to participation by all members of the Association.
- (f) Immediately upon acquisition of each band instrument, the instrument will be donated to and become the property of Roseville Public School.
- (g) Ordinarily, a student who is issued an instrument by the school must pay a deposit. The deposit is returned to the student when the instrument is returned to the school. These monies are held by the band committee in trust for the benefit of the students who have paid a deposit and must be identified separately in the financial reports of the band committee.

### 13. P & C ACCOUNT RESERVE LEVELS

*[This by-law establishes a reserve level to be maintained within the P & C Account to ensure that there is a reasonable expectation that recurring expenditure for each budget year approved under By-Law 11(a) can be met]*

- (a) A reserve level for the P & C Account is to be established as part of the annual budget process described in By-Law 11.
- (b) The reserve level will be an amount calculated as 110% of the average expenditure of the P & C General Account over the previous three financial years, excluding any expenditure made by the P & C Library or Building funds, Band, Clothing Pool or Canteen Sub-Committees.

*[This ensures that any annual fluctuations that may occur in fundraising activities do not result in significant fluctuations in reserve levels from year to year. Also the function of the Band Sub-Committee is controlled through By-Law 12]*

- (c) Where the balance of the P & C General Account exceeds the reserve level calculated under By-Law 13(b), any excess funds are to be made available for expenditure in accordance with the existing Constitution and By-Laws. For this purpose the P & C Account will not include any funds held by the Band Sub-Committee or held under the Building or Library funds.