

# Suggested By-Laws for P&C Associations

## To accompany the Prescribed or Standard Constitution

1. The rules are made under the constitution of Valley View 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 five consecutive years in the same position.
4. The financial year of the association shall close on 31<sup>st</sup> of 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 2<sup>nd</sup> Tuesday of each month at 7:00pm.
7. 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 Valley View 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.

8. 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.
9. Employees of Valley View 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.
10. 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.
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 written report to the next general meeting of the P&C Association.
14. A general meeting of the P&C Association may declare any Executive Member who has been absent for three 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

speaking 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.
18. If no nominations of financial members of the Valley View Public School P&C Association for Executive committee positions are received during the AGM, the positions will be declared vacant and voted on at the next general meeting (immediately following the AGM). This will allow a person to become a financial member during the AGM and then stand for nomination in the following general meeting.
19. Membership fees for Valley View Public School P&C Association must be paid in person at a designated meeting.
20. Members must be present at a meeting to vote on matters. No proxy votes will be accepted.
21. All Valley View Public School P&C Meetings will aim to conclude by 8:30pm. If we are getting close to this time and there are still matters to discuss the person chairing the meeting will decide what agenda items can be withheld to future meetings. If there are still matters to discuss that are urgent and cannot be held over to a future meeting, the attendees will vote on whether to extend the meeting time to cover these matters. If the meeting is in the middle of discussing a matter at 8:30pm, the meeting will conclude when the discussion on that matter finishes.
22. Any items to be put on the Agenda of a Valley View Public School Meeting must be received by the Secretary at least 1 week prior to the upcoming meeting. If urgent matters come up after this time, it is up to the discretion of the executive if this matter will be added to the next meeting's agenda.