



Celebrating 140 years  
1881-2021

## P & C ASSOCIATION

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## BY-LAWS

### for the St Peters Public School Parents and Citizens' Association

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#### To accompany the Prescribed Constitution

1. These rules are made under the constitution of St Peters 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 P&C Association will close on 31 December each year.
4. The Annual General Meeting of the P&C Association will be held in February, or as close as practical to that month, 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 the Annual Report, Audited Financial Report and setting the membership fee of the P&C Association for the ensuing year.
5. A general meeting of the P&C Association will be held at least twice per school term on a date determined by the P&C Association at each general meeting.
6. 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 Annual General Meeting in the following year. The Treasurer shall be responsible for maintaining an up-to-date register of membership.
  - (a) All members participating in P&C-run functions 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.
7. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number, the number will be one plus one-tenth of the number of members.
8. 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.

9. In addition to the Secretary, the remaining members of the Executive or any five members of the P&C Association may call a meeting, giving due notice of the business proposed for the meeting to the school community.
10. All meetings will be conducted in accordance with the rules and policies of the P&C Association or as adopted by the P&C Association from time to time. Members will conduct themselves accordingly.
11. 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
12. 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 report to the next general meeting of the P&C Association.
13. 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 P&C Association constitution.
14. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered.
15. 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 P&C 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.
16. The Bylaws and policies of the P&C Association are to be reviewed at least annually.

***As adopted by the St Peters Public School Parents and Citizens' Association on 3<sup>rd</sup> Mar 2021.***

**President:** \_\_\_\_\_ **NAME:** \_\_\_\_\_  
*signature*

**Secretary:** \_\_\_\_\_ **NAME:** \_\_\_\_\_  
*signature*