

By-Laws for Clemton Park Public School P&C Association – updated December 2020

To accompany the Model Constitution for Incorporated P&C Associations

1. The rules are made under the constitution of Clemton Park Public 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 four consecutive years in the same position.
4. The financial year of the association shall close on 31 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 first Tuesday of each month at 7pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer, at any general meeting, or via the School Office, or online. Membership will remain current until the close of the following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership.
 - (a) As a member of Clemton Park Public School P&C Association to participate in P&C run functions and to uphold 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 Clemton Park 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 Officer 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 speak 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. The following six Executive roles will be elected at each Annual General Meeting or at a General Meeting as required. Any general member, or Office Bearer, may be elected to these roles.

- Fundraising Coordinator
 - Plan fundraising events and coordinate sub-committees to run events.
- Uniform Shop Coordinator
 - Manage processing of sales on Thursday mornings during school term, process exchanges and returns, manage inventory and ordering of stock, maintain records using electronic funds management software
- Second-hand Uniform Sales Coordinator
 - Plan at sale of second-hand uniforms (Winter sale in Term 1 and Summer sale in Term 3)
- School Banking Coordinator
 - Organise school banking desk on Wednesday mornings during Term time.
- Canteen Representative
 - Attend canteen meetings and take minutes. Organise another P&C member to attend each meeting if the Canteen Representative is not available.
- Website Manager
 - Maintain WordPress website updates; manage website hosting, domain name, and SSL certification; and update website content as required.

19. The position of Year 6 Representative is to be held by a P&C member who has been nominated for the role by the Year 6 Farewell Committee. The Year 6 Representative liaises between the Year 6 Committee and the P&C and attends meetings of both organisations.