

## SUGGESTED RULES OR BY-LAWS FOR PARENTS & CITIZENS ASSOCIATIONS

1. These rules are made under the constitution of **Wyong Public School** Parents and Citizens' Association.
2. The Association is formed for the benefit of the pupils of the school and to that end 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 & Citizens' Associations of New South Wales and its District and Regional Councils, and
  - (c) do such other things as may promote the interests of public education.
3. The Financial Year of the Association shall close on **31 December** each year.
4. The Annual General Meeting of the Association shall be held in **Week 3, Term 1** of each year, in conjunction with and preceding the Ordinary General Meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.
5. A General Meeting of the Association shall be held on **Tuesday of Week 3 and Week 8** of each term.
6. Any person eligible for membership according to the legislative terms relevant to the P&C Association, P&C Federation and the Education Act, may become a member or renew membership by paying the required membership fee of **\$1.00**. This membership is payable to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the Annual General Meeting in the following year.
7. **All members agree, on payment of their fees, to sign and comply with the requirements set down in the P&C Association Code of Conduct.**
8. At a general meeting the quorum shall be in accord with rule 10 of the constitution. Where that rule does not specify a number the number shall be **one plus one-tenth of the number of members.**
9. 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 a Secretary remaining members of the Executive shall, 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.
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 of the Association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings".
12. A General Meeting of the Association may declare any officer who has been absent for three successive meetings (without a written apology) to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
13. Three signatories of all P&C accounts shall be the elected President, Secretary and Treasurer. **The rules of this Association allow for the Canteen to have three signatories, other than those listed above, however must include at least one Executive member.**
14. Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered.
15. **Wyong Public School P&C Association, in keeping with the Department of Education and Training Health canteen and Fresh Tastes strategy, supports the Wyong Public school staff in encouraging our students to eat healthy foods.**
16. A book is to be kept by the secretary of the Association and a book kept in the canteen to be signed by all volunteers when working on a P&C endorsed activity and volunteering in the canteen.
17. **All P&C volunteers and members must adhere to all Work Health and Safety regulations as set down by Wyong Public School and complete a school Confidentiality Agreement when required.**
18. The Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the 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 in terms of rule 6 in these rules.