BY LAWS FOR HEATHCOTE PUBLIC SCHOOL

P & C ASSOCIATION

Note: these rules are taken directly from the By-laws approved by the P & C Association in 1993. They incorporate amendments and are consistent with suggested By-laws in the 2010 Handbook for P & C Associations. These By Laws are current as at 09 August 2011 and accompany the Constitution of this Association.

1. These rules are made under the constitution of Heathcote Public School Parents and Citizens’ Association.

2. The association is formed for the benefit of the pupils 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 District Councils; and
   (c) Promote the interests of public education.

3. The financial year of the association will run 01 January to 31 December each year.

4. The annual general meeting of the association will be held in week 8 of term 1 each year (ie. the same date as the second general meeting date of the calendar 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 will be held twice each term at 7.00pm. Notification of the date of the meeting shall be via school newsletter prior to each meeting. Notification will also be given via the changeable sign displayed to the public at the front of the school.

6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of $1.00 to the Secretary or nominee of the Secretary after any general meeting. Membership will remain current until the close of the annual general meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.

For insurance purposes the categories of “member” and “volunteer are distinct. A list of members is a legal necessity. For insurance purposes each association is strongly advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there be a list of names of volunteers who need to be members, associated with each occasion.

To be a financial member of the P & C Association, you must have a child/children attending the school and/or live within the school’s drawing area.
7. The Association will ensure that all members, on becoming financial be given a copy of the Constitution and the accompanying By Laws.

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 five (5) plus one (1) for every ten (10) members up to a maximum of eleven (11).

9. If a meeting for which due notice has been given does not achieve a quorum within fifteen (15) minutes of the advertised starting time the Secretary shall, (or in the absence of a Secretary remaining members of the Executive, or failing that any five members of the Association) may call a further meeting with a lapse of not more than twenty eight (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 (5) 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 will be conducted in accordance with the appropriate By-Laws of P&C Federation "Standing Orders for the Conduct of All Meetings".

Note: The By-Laws of P&C Federation specifically provide for reference where necessary to N E Renton's Guide for Meetings and Organisations.

12. A general meeting of the association may declare any Officer who has been absent for three (3) successive meetings, as set out in P&C Federation By-Law four (4) (r) (iii), to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule six (6) of the constitution.

13. Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered. The provisions of this rule should not hamper subcommittees from expending those monies necessary for normal running costs.

Note: Under the guidelines for Incorporation, all funds belong to the Association and expenditure must be authorised by the Association. A subcommittee must not expend funds for any purpose outside those allowed by the Association.

14. Important or irregular financial decisions must be brought to the attention of members and all expenditure beyond normal running costs receives majority support from members at a general or special meeting.

15. Should a P & C event require more than $500 expenditure, further funds prior approval must be obtained from a P & C meeting by submitting a proposed budget and may be approved subject to available funds. Funds will be issued via instalments (usually $250) as agreed to in line with the budget submitted. All receipts shall be presented to the Treasurer in order to obtain the next instalment.

16. All requests for donations from the P & C to Heathcote Public Scholl shall have a limit of $5000 per request. The school will provide receipts to the P & C detailing what the donated funds will be allocated to.

17. The value of awards that may be presented to students at special presentations will be determined at an AGM.

18. The Association will provide some financial assistance to end of year functions. This amount will be determined at an AGM.

19. The Association may assist with the funding of students who represent the school at a regional, state, national or international level. The amount for this is to be set at each AGM.

20. All retained assets of HOOSH will remain allocated to the HOOSH subcommittee until at least the expiry of the initial lease period with Heathcote Public School. These funds are being retained to
support the ongoing operations and future objectives of securing a demountable building from which to permanently operate.

21. A fundraising calendar is to be set at the start of each year so that all members of the school community are aware of upcoming events.

22. 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 six (6) in these rules.

23. No person shall hold a position for more than three (3) years – except in the case that no other person is willing to take that role (but not to exceed five (5) years).

24. No person shall hold more than one (1) elected committee position at any time.

25. Committee of P & C will consist of and the role will entail:

**PRESIDENT:**
- *Attend and preside over the P & C meetings and AGM*
- *Communicate regularly with the school community*
- *Attend official functions as required by the school*

**VICE PRESIDENT:**
- *Act on behalf of the President and preside over meetings in his/her absence*
- *Support the President with duties as required*

**SECRETARY:**
- *Keep minutes of P & C meetings. Coordinate the operations of the school canteen including employing personnel as required.*
- *Prepare an annual schedule of subcommittee meetings*
- *Receive and reply to correspondence*
- *Advise committee members and parents of upcoming events*

**TREASURER:**
- *Monitor the receipt and deposit of monies, maintain records, draw cheques and present financial reports at each P & C meeting.*
- *Present all records for auditing each year*

The above positions are to be known as the Executive and will be elected at the Annual General meeting.

The following positions will be elected at the Annual general Meeting and their roles will entail:
ASSISTANT SECRETARY: *Act on behalf of the Secretary and attend meetings and record minutes in his/her absence.

ASSISTANT TREASURER: *Act on behalf of the Treasurer as required

UNIFORM
COORDINATOR: *Coordinate the summer and winter uniform orders in Term 1 and Term 3, including fitting days.
*Coordinate the Kindergarten uniform orders in term 4. Issue notes to parents and liaise with uniform supplier.
*Keep records of sales and provide a report at each general meeting and a yearly report at the AGM.
*The coordinator can call for volunteers to assist him/her through the year.

FUNDRAISING
COORDINATOR: *Coordinate fundraising events through the year.
*May call for volunteers to assist and allocate jobs to such people ie: Mother’s Day, Father’s Day, Disco, Carols, Shopping trio etc.
*Call meeting with volunteers to arrange events.
*Provide a report at each general meeting and a yearly report at the AGM.

SCHOOL BANKING
COORDINATOR: *Coordinate weekly school banking for the children of Heathcote Public School.
*Plan a roster for volunteers and liaise with the bank.

The following sub committees and their positions are also required and membership will be Elected at the Annual general Meeting:

CANTEEN
SUBCOMMITTEE: *Canteen Committee Coordinator, Secretary and Treasurer
*Maintain accounts of the canteen
*Develop canteen policy and procedures
*Present a financial report including profit and loss at each general meeting and AGM
*Coordinate with the P & C Treasurer to ensure appropriate financial systems and procedures are in place
*Pay wages and other employee entitlements, prepare BAS statements and coordinate insurances in consultation with the P & C Treasurer.

HOOSH

SUBCOMMITTEE: *HOOSH committee convenor, Secretary and Treasurer.
*Coordinate the operations of HOOSH including employing personnel as required.
*Maintain accounts of the service including invoicing and receipt of fees and reporting CCB
*Develop HOOSH policy and procedures
*Ensure the service maintains required accreditations.
*Present a financial report including Profit and Loss at each general meeting and AGM
*Coordinate with the Treasurer to ensure appropriate financial systems and procedure are in place
*Pay wages and other employee entitlements, prepare BAS statements and coordinate insurance in consultation with the P & C Treasurer.