

# By-Laws for Manly West P&C Association

1. The rules are made under the Constitution of Manly West Public School Parents and Citizens Association (the Association) and should be read in conjunction with the Constitution.
2. The Association is formed for the benefit of the students at 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 three 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 or April of each year, where practical, in conjunction with and preceding the ordinary general meeting for that term. If the AGM is deferred because the audited Financial Statement are not available, the AGM shall be deferred until the audited Financial Statement are available. Members should be advised of the deferral and the revised date for the AGM.
6. The agenda of the Annual General Meeting shall include the annual reports by the President and the Principal, the Audited Financial Statements for the preceding financial year, the budget for the year, the appointment of the Auditor for the year, the annual subscription (membership fee) of the Association for the year, and a review of the by-laws and policies of the Association.
7. A general meeting of the Association shall be held on the third Tuesday in Week 7 of each term, or such practical date thereafter. Members must be advised the date, the time and place of the meeting at least one week prior to the meeting.
8. Any person eligible for membership may become a member or renew membership by paying the required membership fee to the Treasurer, at any general meeting. 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 Association to participate in Association 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.
9. The Officers of the Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the Association has been to employ staff.
  10. Employees of Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
  11. 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 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.
  12. All meetings will be conducted in accordance with the rules and policies of the Association. Members will conduct themselves accordingly.
  13. Each meeting of the Association will be conducted as follows;
    - Formal opening of meeting
    - Welcome to country
    - Apologies
    - Minutes of the previous meeting (Receipt/Amendments/Adoption)
    - Business arising from the previous meeting Minutes
    - Correspondence
    - Reports from the President, Principal, Treasurer, and sub-committee convenors
    - General Business
    - Meeting Close
  14. The Association may elect representatives who will be responsible to represent the Association on committees or at events. Members who are elected to represent the Association are required to produce a written report to the next general meeting of the Association.
  15. A general meeting of the 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 Association constitution.

16. All monies expended by the Association monies must be in accordance with the annual budget presented at the AGM. If expenditure is to be made that exceeds the annual budgeted amount for that item, then it shall 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 included in the annual budget. No financial decisions will be considered by the Association, without having a treasurer's report presented and endorsed to the meeting.
17. The Association may confer the honour of Life Membership or Outstanding Service on a member of the 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.
18. The Association may remove an honour the Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.