



By-Laws for Mowbray Public School Parents and Citizens' Association

To accompany the Constitution of the Mowbray Public School Parents and Citizens' Association

1. The rules are made under the constitution of Mowbray 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 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 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 third Tuesday of each month (which falls during a school term) at 7.30pm unless otherwise advised.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 (or such other amount as is set at the AGM) to the Treasurer, at any general meeting and agreeing to the conditions set out below.
 - (a) As a member of Mowbray Public School P&C Association to participate in P&C run functions and 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.



- Membership will remain current until the close of the following Annual General Meeting except for new members joining at the first meeting of the year, in which case their membership remains current until the close of the Annual General Meeting held in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
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 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. Except as set out in paragraphs 16, 17 or 21, any motion to expend P&C Association must be placed on the agenda for the meeting at which it is to be considered. The running costs of the P&C and subcommittees 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. Decisions to expend monies of \$200.00 or less can be approved by three members of the Executive Committee, two of whom must be the President and Treasurer. Expenditure is limited to items required for



Mowbray Public School Parents and Citizens Association Inc.

635 Mowbray Road, Lane Cove North NSW 2066
ABN 85 228 342 209

e: info@mowbraypandc.org.au w: mowbraypandc.org.au



P&C events and normal running costs of the P&C. These decisions must be presented at the next general meeting.

17. The P&C Association has set an approved maximum amount of \$70 per person that may be expended by the Executive Committee as a thank you gift or other gratuitous gift to signify appreciation of a member or officer's dedication or long-standing service to the Association. Long standing service shall be deemed to be a period in excess of twelve (12) months service.
18. 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.
19. 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.

SUBCOMMITTEES

20. All permanent sub-committees (including those formed in accordance with paragraph 13) are to be governed by their own set of rules or guidelines, formulated by the subcommittee and agreed to by the Association. These rules must specify procedures for control application and reporting of funds.
21. It is recognised that all funds handled by all committees belong to the Association generally. However the sub committees have the delegated authority to use the funds at their disposal for the purposes and in accordance with the procedures set out in their approved rules.
22. The Convenor, or a representative of each subcommittee shall attend Association general meetings and be able to give reports, or shall otherwise provide written reports to each Association general meeting. Regular reporting by sub committees shall also include a written report to the Annual General Meeting.