RICHMOND PUBLIC SCHOOL
PARENTS & CITIZENS’ ASSOCIATION

BY LAWS OF RICHMOND PUBLIC SCHOOL Parents & Citizen’s ASSOCIATION

1.0 General
1.1 These rules are made under the prescribed constitution of Richmond Public School Parents and Citizens Association to accompany them.

1.2 The P&C 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 New South Wales; and
   (c) promote the interests of public education.

1.3 The financial year of the association will close on 30 September each year.

2.0 Membership
2.1 A member must be 18yrs or older and be a person.

2.2 Membership is to be renewed at the first general meeting of the calendar year.

2.3 Membership entitlements are not transferable and terminate on cessation of the person’s membership.

2.4 Any person eligible for membership may become a member or renew membership by paying the required membership fee of $2 to the Treasurer, after any general meeting. Membership will remain current until the close of the first general meeting in the following calendar year.

2.5 The Secretary shall be responsible for maintaining an up-to-date register of membership. The register is to record when a person started being a member and where a member ceases to hold membership.

2.6 All members are to sign that they are aware of and agree to follow the constitution, by-laws, code of conduct, work health and safety policy and complaints and grievance procedures.

2.7 Only members have voting rights.

2.8 A member of the association may resign from membership of the association by first giving to the secretary written notice of at least two (2) weeks of the member’s
intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

2.9 An **office bearer** may resign from membership of the association by first giving to the secretary written **notice of at least one (1) month** of the member’s intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

2.10 See constitution re when a person is classified a member.

**3.0 Office Bearers**

3.1 No person will serve more than **three (3) consecutive years** in the same office position.

*President*

3.2 The **President** is responsible for:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association’s objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering fair participation of all members and ensuring that all new members are made to feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association’s spokesperson when public statements or actions are needed
- Setting up lines of communication with the Principal
- Being signatory on the Association’s bank accounts
- Chairing meetings, in the absence of the President or decision of the President, one of the Vice-Presidents will chair the meeting or the meeting can elect a chairperson from the members present for that meeting.

3.3 The President is entitled to the same **voting rights** as any member. However, a President, when in the Chair, often abstains from voting in order to preserve the impartiality of the position. The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion should be lost.

3.4 The President is automatically a member of all P&C **sub-committees**. The President should be informed of all sub-committee meetings and decisions, this could occur through written report.

3.5 An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings.
3.6 The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

Secretary

3.7 The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

3.8 All agendas for General Meetings are to be distributed to members before the scheduled meeting. However, notice of a general meeting must be advertised to the entire school community at least seven (7) days before the schedule general meeting.

3.9 The Secretary is required to attend P&C Association meetings and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members. (In the absence of the Secretary, the meeting should elect a person to take the Minutes; this person should be identified in the Minutes.)

3.10 The action items from the minutes are to be distributed to members within fourteen (14) days of the meeting. Amendments and adoption of the minutes occur at the following meeting.

3.11 Further, the secretary receives and tables all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate.

3.12 The Secretary maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.

Treasurer

3.13 Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer's primary responsibility. The Treasurer undertakes and organises the following:

- Receives and deposits monies
- Maintains all financial records
- Draws cheques / uploads electronic transfers
- Presents reports to every general meeting
- Presents all records for auditing each year
- Maintains term deposits and any other investments

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C Association. This includes all P&C Association committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer's satisfaction.

3.14 The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

3.15 The Treasurer must ensure books are kept, recording all financial transactions of the P&C Association.
3.16 At each general meeting the treasurer is to present a report (a template is provided in the Operational Guide for Treasurers) in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting. Where a Treasurer is not able to attend a meeting the Treasurer’s Report should be provided to the President prior to the meeting for tabling to the members.

3.17 The treasurer at the beginning of the calendar year is to set a budget to estimate the income and expenditure of the organisation for a given period (generally the calendar year). The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.

3.18 The treasurer is to submit the financial accounts to an independent audit each year. This audit report is to be presented at the Annual General Meeting for approval and adoption. After the Annual General Meeting should ensure that copies of the audited accounts, signed by the President and Treasurer, are forwarded to the Federation of P&C Associations of NSW within one month of the AGM at which they were presented.

3.19 Ensure that the P&C have voted at a general meeting to expend the monies before drawing a cheque (or electronic transfer). No motion, no payment. The exceptions are:

- Where the amount is under $100 and at least 4 members of the executive office bearers have agreed to this expenditure

- It has been moved by a majority vote at a general meeting that monies for a specific cause can be spent without the P&C general meeting vote by the approval of at least four (4) executive office bearers.

3.20 Never sign blank cheques. Ensure all cheques are marked ‘Not Negotiable’ Ensure all cheque signatories have access to sight all supporting documents; ensure they are correctly drawn to the payee and there is agreement between the amount on the invoice and the amount on the cheque before signing cheques. Two members of the same family should not, as a general rule, act as signatories. Where possible, cheque signatories should not counter-sign a cheque drawn in their favour.

3.21 Payments All accounts should be paid by cheque, expect for small payments from petty cash. Support all payments with invoices, receipts or dockets. Mark all paid invoices with a "paid" stamp and cheque number.

3.22 Receipts Issues receipts in sequential date order as per takings. Ensure two independent people are responsible for collecting and counting money. Likewise, at the end of the collection period, counting should occur in the company of at least two members and the amount verified, in writing, by each member involved in the count. Issue receipts to people responsible for collecting and counting money.
3.33 **Banking** Check that the amount banked corresponds with the receipt totals. Bank money daily or secure in a fireproof safe if you are not able to bank on the day. (Your cash may not be insured if you do not make an effort to secure it adequately.)

3.34 **Cash books** *(computerised bookkeeping package or manual)* Keep cash books up to date. The cash book should be totalled and balanced at the end of each month. Match the sequence of entries in the cash book with the sequence of receipts and cheque payments. Figures must never be erased with white-out. If you make an error in your cash book, receipt book or cheque butts, rule a line through the incorrect figure and write the correct figure next to it.

3.35 The Treasurer is responsible for the handing over of all financial records to the incoming Treasurer should the Annual General Meeting result in a new Treasurer being elected.

(*all reference to cheque also include electronic banking)*

**4.0 Annual General Meeting**

4.1 **The annual general meeting** *(AGM)* of the P&C Association will be held in conjunction with **the last general meeting** of each calendar year. An ordinary general meeting of the P&C Association will be held immediately before the annual general meeting.

4.2 The AGM is to be advertised to the whole school community and all P&C members at least **14 days prior** to the meeting being held. This notice is to include the agenda which includes positions to be elected and any by-laws changes that required a vote to be conducted.

4.3 The **agenda of the AGM** shall include:

- Required reports including the audit report
- Setting the membership fee of the P&C Association for the next year
- Nominating the person to conduct the audit of the financial records of the P&C Association
- Any By-Law changes
- Positions to be elected

**5.0 General Meetings**

5.1 A general meeting of the P&C Association will be held on **the Monday of week four and eight of each school term at 7pm** unless there has been an agreement between at least four (4) executive office bearers due to special circumstances and at least 14 day’s notice has been provide to members if the original date has been changed.
5.2 At a general meeting the quorum will be in accord with Rule 10 of the constitution. That is, a minimum of 5 people if the total membership is under 50 people, a total of 11 people if the membership is over 50 people.

5.3 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.

5.4 In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.

5.5 All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.

5.6 Each meeting of the P&C Association will follow this guide, however due to the circumstances the chairperson can add or remove items to the meeting under the agreement of a majority of executive members;

- 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 [motions to put on notice or those already notified to members]
- Set date of next meeting
- Meeting Close

5.7 Agenda items are to be submitted to the secretary in writing at least 5 days before the next schedule meeting, or minuted at the previous meeting. The secretary will place the item on the agenda where it is most appropriate to be discussed.

5.8 A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.

5.9 Any motion to expend P&C Association monies over $500 must be placed on at least 5 days notice before the meeting at which it is to be considered.

6.0 Special Meetings

6.1 Special meetings can be called according the procedures defined in section 9 of constitution.
8.1 The minutes are an accurate record of the meeting. Minutes contain agenda items, all motions including who moved and seconded the motion and how the meeting voted – if the motion was carried or lost.

8.2 The minutes should be in a formal format such as A4 paper with agenda item subheadings such as; time, date, location of meeting, attendance, apologies, the identity of the Chairperson and formal decisions.

8.3 The minutes should not include a capture of general conversations by members.

8.4 Members are entitled to receive the minutes of the P&C Association. The Secretary should ensure that copies of the minutes of the previous meeting are available before the next meeting, however action items are to be distributed within 14 days of the meeting. These can be emailed or print distributed to members.

8.5 Non-members should be encouraged to join the P&C Association where they would like to be privy to the details of the meetings. A general update can be provided to the school community on the P&C Association activities by way of a newsletter.

8.6 Minutes of the P&C Association are to be kept forever. A ledger and a copy of the minutes, are to be signed by the President and Secretary after they have been received by the next meeting as correct into the ledger and on the minutes.

9.0 Removal of committee members (including office bearers)

9.1 The association in a general meeting may by a voted resolution remove any member of the committee from the office of member before the expiration of the member’s term of office and may by voted resolution appoint another person to hold office until the expiration of the term of office of the member so removed. Reasonable justification needs to be presented regarding however the member has not conducted their role appropriately or how they breached the code of conduct.

9.2 This motion must be submitted to the secretary (or president) at least 14 days before the next general meeting.

9.3 The member of the committee whom the proposed resolution referred to is to be notified immediately for them to make representation in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
10.0 Miscellaneous

10.1 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.

10.2 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. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

10.3 To ensure confidentiality within the Richmond Public School Parents and Citizens’ Association in relation to the children, parents and staff of Richmond Public School, it is necessary to adopt a professional approach when dealing with issues, which directly relate to other people. Where the P&C committee members and volunteers have passed on their contact details for the purpose of assisting with rosters and activities etc, these details will be restricted to assist those executive committee and sub-committee members who require access to this information for its intended use only.

11.0 By Law Reviews

11.1 By-laws and policies are reviewed annually.

11.2 Any changes or adoptions of the By Laws and policies must occur by a majority vote at an Annual General Meeting.


Signed on behalf of the Association:

[Signature]

PRESIDENT (signature and print name)
15/2/16

[Signature]

SECRETARY (signature and print name)
15-02-2016

RPS P&C By Laws