



# CAMBEWARRA PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION



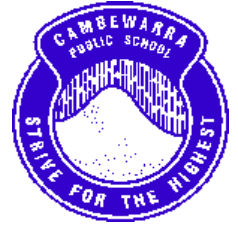
Kalinga Street , CAMBEWARRA 2540 Ph: 4446 0038 Fax: 4446 0515

## By-Laws for Cambewarra Public School Parents & Citizens' Association

1. These rules are made under the constitution of the Cambewarra 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 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 31st December each year.
4. 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 setting the membership fee of the Association for the ensuing year.
5. Any person eligible for membership of the Association as per Rule 4 of the Constitution may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer or nominee of the Treasurer at the end of any general meeting. Membership shall 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.
6. The Association shall ensure that all members, on becoming financial be given a copy of the Constitution and accompanying By-Laws.
7. In accordance with Rule 5(a) of the Constitution, the Executive Committee of the P&C shall consist of the Officers of the Association plus the Conveners of the four subcommittees.
8. Employees of the P&C Association are not permitted to hold an office bearer or executive position within the Association.
9. No person shall serve more than three consecutive years in the same office.
10. The Association, at a general meeting, may declare any officer who has been absent for three consecutive 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.
11. A general meeting of the Association shall be held at least once per term.
12. 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 5 members.
13. 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 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.



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14. 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.
15. 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".
16. The order of business shall follow that for Federation Council, Standing Order IC. Unfinished business on notice at the previous meeting shall be dealt as "IC(c) Matters arising from the Minutes".
17. As well as the provisions of Federation Standing Order 6 "Notices of Motion", a group of members of the association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.
18. The Association may elect representatives who will be responsible to the Association in the same way that Federation representatives are responsible to Federation under Section 413 of Federation Policy. The Association may decide at the time of election what form of reporting is required.
19. Any motion to spend 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 spending those monies necessary for normal running costs.
20. In accordance with Rule (16) of the Constitution, all P&C financial accounts shall be operated by a minimum of two officers (President, Vice Presidents, Treasurer and Secretary) of the Association except for:
  - A. the Association's COOSH Subcommittee's financial account, which shall be operated by the Association's President, Treasurer, COOSH Subcommittee Convenor and COOSH Subcommittee Assistant Treasurer. Each signed cheque must include at least one signature of an Officer of the Association (President and/or Treasurer); and
  - B. the Association's Canteen Subcommittee's financial account, which shall be operated by the Association's President, Treasurer, Canteen Subcommittee Convenor and Canteen Subcommittee Assistant Treasurer. Each signed cheque must include at least one signature of an Officer of the Association (President and/or Treasurer).
21. All monies received by the Association shall be counted and receipted by two people.
22. An Association asset register comprising asset registers from each Subcommittee is to be kept by the Treasurer and reviewed annually in June by the Association.
23. The Treasurer may be empowered to arrange full insurance to cover canteen goods as well as normal P&C insurance and the Treasurer be empowered to pay the insurance as soon as notification of payment is received.
24. Subcommittees shall be established for the COOSH (Cambewarra Out of School Hours Care), Uniform Shop, Canteen and Fundraising. These subcommittees are to have a convener, minute taker and assistant treasurer filled by members of the Association and elected at the AGM.
25. Other subcommittee shall be established when required.



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26. The COOSH and Canteen subcommittees will also adhere to their own Cambewarra Public School P&C Association Subcommittee By-Laws.
27. All general meetings of subcommittees require the attendance of an office bearer of the Association who does not have a position on that subcommittee.
28. A subcommittee must not expend funds for any purpose outside those allowed by the Association. Approval from the P&C Association or the P&C Association's Executive must be sought for Canteen subcommittee capital purchases exceeding \$500 and COOSH subcommittee capital purchases exceeding \$1500.
29. A Community Use of School Facilities Agreement with Cambewarra Public School shall be entered into and include all Subcommittee premises. It shall be reviewed annually in June.
30. 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.
31. The Association, in keeping with the Department of Education and Communities Healthy Canteen and Fresh Tastes Strategy, supports the Cambewarra School staff in encouraging our students to eat healthy foods. In supporting this, our school canteen sells only healthy foods.
32. 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.
33. Only students aged 10 and over with written parent/carer consent may assist with an approved P&C event or activity.
34. 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 4 of the Constitution.
35. The Association may assist with the funding of students who represent on a NSW team or higher. The amount is to be set at a maximum of \$250/student and applied for on the Cambewarra P&C Association sponsorship form. The amount will be reviewed at each AGM.
36. The Association may provide a farewell gift (eg school pen) to Year 6 students at their end of year presentation.
37. The Association may provide a financial contribution up to \$1000 for joint School/Association/community memorial events for currently enrolled students and currently employed school staff.
38. No alterations shall be made to these By-Rules except at a general or special meeting of the Association. All alterations shall be ratified and adopted at the subsequent Annual General Meeting of the Association.

Ends

Modified and adopted at the Cambewarra Public School P&C meeting on 3rd February 2014

Adopted at the Cambewarra Public School P&C AGM on 3rd March 2014

Modified at the Cambewarra Public School P&C Meeting on 14 May 2018

Adopted at the Cambewarra Public School P&C AGM on 4th March 2019.