

CONSTITUTION OF GRIFFITH NORTH P & C ASSOCIATION

1. This body shall be known as Griffith North Parents and Citizens Association

Note: All references to the "Association" in the following rules shall apply without exception to Clubs.

2. OBJECTS:

The objects of this Association shall be:-

- a) To promote and stimulate interest in the school among parents and the community
- b) To have a consultative role in the development of school policies
- c) To promote the interests of the School concerned by bringing parents, pupils and teaching staff into close co-operation.
- d) To assist in providing desirable aids to teaching which the Department of Education is unable to supply (library books, pictures, school readers, handcrafts and manual arts materials).
- e) To assist in providing equipment for the school, and in promoting the recreation and welfare of the pupils of the school.
- f) To assist in securing and maintaining the regular attendance of pupils at the school.
- g) To advise the Department of Education, at its request, in matters related to the material requirements of the school, such as minor repairs, alterations and additions to the school buildings; the selection of new sites; and plans and specifications of proposed new school buildings in the locality.
- h) To act on behalf of the Department of Education in any other matters in which the co-operation of the Association may be sought by the Department
- i) To do all such things as may promote the interest of education.

2A. The activities of this Association are limited by the objects prescribed above which objects are confined to purposes immediately connected with the school with which it is associated and make no provision for contributions to other purposes or to objects outside the school.

3. TEACHING STAFF

The Association shall not exercise any authority over the teaching staff nor shall it interfere in any way with the control or management of the school concerned.

The members of the school staff may become members of the Association and the heads of departments of the school shall be ex-officio members of

the Association. The teacher in charge/ Principal of the school shall be a member, ex-officio, of the Association and all its committee.

4. MEMBERSHIP

Membership will be open to parents of all pupils attending the Griffith North school and to all citizens resident within the current school district, provided that a member shall not be denied continuity of membership because of sub-division of the school area.

5. SUBSCRIPTION

The subscription to the association shall be \$2.00 per calendar year, payable in advance.

A financial member shall be a parent or a citizen resident within the current school district (subject to the qualification in Rule No. 4) who has paid the prescribed annual membership fee in respect of the current calendar year.

6. ARREARS

Any member who is un-financial shall not participate in the affairs of the association.

7. OFFICERS

The officers shall consist of a President, two Vice Presidents, Treasurer and Secretary.

8. PRESIDENT

The President shall preside at all meetings; in his or her absence one of the Vice Presidents to act in his stead; in the absence of the President and Vice Presidents the meeting shall elect a Chairman.

9. SECRETARY

Shall attend meetings and keep a record of all business conducted; shall issue notices of meetings; shall conduct all correspondence; shall hand over all records, minutes, account books etc to his/her successor on relinquishing office. Should it be necessary during the unavoidable absence of the Treasurer, the Secretary may receive any monies, issue receipts and hand over the monies to the Treasurer within seven days, taking his receipt for same.

10. TREASURER

Shall receive all moneys and keep accurate records of all such monies received by him; shall issue a receipt for all moneys received by him; shall obtain and keep receipts for all monies paid from Association funds; shall bank monies within 48 hours of receipt of such monies. No money will be withdrawn from the said account unless authorised by the Association. The Treasurer shall present at each General Meeting a Statement of Accounts showing receipts and expenditure during the current month, together with an outstanding balance and shall present a Bank Statement for Notation by the President and Secretary. All books, receipts, vouchers and monthly statements of accounts shall be made available to the auditors prior to the Annual General Meeting. The Treasurer shall hand over all records of accounts, books, receipts and vouchers to his successor on relinquishing office.

11. ABSENT OFFICERS

The seat of any officer absent from three consecutive meetings without reasonable cause may be declared vacant.

12. VACANCY

Any vacancy on the executive shall be filled by the financial members of the Association at any general meeting.

13. ELECTION OF THE OFFICERS AND EXECUTIVE COMMITTEE

The members of the Association shall at the Annual General Meeting to be held in the first Thursday in March elect the 5 executive officers mentioned in Rule 7. At such meeting the teacher of the school, or where more than one school is concerned the teacher of the principle school, or his deputy, shall be the returning officer, and shall conduct the election and declare the result. Any candidate for the executive committee shall be a financial member and shall be nominated and seconded, and if there are a greater number of candidates than are required, the election shall be decided by ballot. Scrutineers shall be appointed by the Association preliminary to the ballot.

14. RE-ELECTION

At each Annual General Meeting of the Association, officers and members of the executive committee shall retire from office, but shall be eligible for re-election – only financial members being allowed to vote.

14A. The names and addresses of the five executive officers shall be forwarded within fourteen days of election to the Secretary, Department of Education, and if the school is located within an administrative area a copy shall be forwarded to the Director of Education for that area.

15. GENERAL MEETING

A General Meeting of this Association shall be held on the first Thursday of every month, excluding school holidays.

16. ANNUAL GENERAL MEETING

The Annual General meeting shall be held on the first Thursday of March each year, when the annual reports and balance sheet shall be presented.

17. SPECIAL MEETINGS

A special meeting shall be called at any time on a requisition signed by ten financial members or on the authority of the executive committee, members to be given seven days' notice thereof and the object of the meeting to be stated.

18. QUORUM

Six members shall constitute a quorum at all meetings.

19. BUSINESS OF MEETING

At all general meetings the order of business shall be

- confirmation of minutes of previous meeting
- correspondence
- new members
- accounts
- reports
- business deferred from previous meeting
- notice of motions
- questions
- motions of which due notice has been given

- subscriptions
- general business

20. FUNDS

The funds of the Association shall be banked in the same name of the Association with any bank provided interest is allowed on the balance. The account shall be operated on by any two of the officers of the Association delegated in that behalf of the Association. For the purpose of this section the officers of the Association should be the President, Treasurer and Secretary. No commitment shall be entered into for the expenditure of Association funds except by resolution of an ordinary meeting. All items of equipment of a type approved by the Department for use in schools and purchased from funds raised by the Association in connection with its own administration, shall become the property of the Department of Education.

21. ACCOUNTS

All accounts shall be submitted to a general meeting and if passed, shall be signed by the Chairman.

22. AUDITORS

Auditors, who are not members of the Association, shall be appointed at the Annual General Meeting for the ensuing year. They shall examine all accounts, vouchers, receipts, audit the books and furnish a report thereon, which shall be submitted to the Annual General Meeting prior to the election of officers. Where practicable, qualified auditors should be appointed and where a fee is charged such expenditure may be regarded as valid.

22A. A copy of the audited financial statement shall be forwarded within fourteen days of the annual general meeting to the Principle teacher in the case of staffed schools and through the teacher to the District Inspector of Schools in the case of one teacher schools.

23. DISCUSSIONS

All discussions at general and committee meetings shall be governed by the usual rules of debate, and the Chairman shall have a casting vote. No party political or sectarian discussions shall be held at any meeting of the Association.

24. LIFE MEMBERSHIP

The Association may confer the honour of life membership on a member who has over a period of ten years or more 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 eligible for ordinary membership in terms of rule No. 4.

25. DISSOLUTION

- a) The Association may be dissolved in terms of a resolution carried at a General Meeting or a Special General Meeting of financial members, provided that due notice of motion has been given and subject to the occurrence of the Minister of Education, or otherwise at the Minister's discretion.
- b) Where the association is dissolved, its minute book and Books of Accounts, together with the residue of its funds, shall be transmitted to the Department of School Education within two months of the date of dissolution and only after the book of accounts have been audited as provided in Rule Number 23. Where the school connection with which the Association was constituted is permanently closed, such residue of funds shall be disbursed as the Minister for Education deems appropriate, due regard to be held to the terms of any resolution carried by the Association prior to its dissolution.

26. AMENDMENT OF RULES

These rules shall not be added to amended to except at the General Meeting of Members, and after due notice in writing shall be given at the previous meeting of members.

We, the undersigned, hereby certify that these rules were adopted at the General Meeting of the Association held on Thursday 3rd March 2016.

Tracy Ciampa

President

Kim Jones

Secretary

**GRIFFITH NORTH PUBLIC SCHOOL
PARENTS AND CITIZEN'S
ASSOCIATION
BY-LAWS**

1. These rules are made under the constitution of the Griffith North Public School Parents and Citizen's 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 its District and Regional Councils, and
- (c) do such other thin as may promote the interests of public education.

3. The Financial Year of the Association shall close on 31 December each year.

4. The Annual General Meeting of the Association shall be held in March of each year in conjunction with the following 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 shall be held on the third Thursday of each month during term time at 7.15 pm.

6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer or nominee of the Treasurer after 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.

NOTE: The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes the Association is strongly advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there should be a list of names of volunteers, who need not be members, associated with each occasion.

7. At a general meeting the quorum shall be in accord with rule 18 of the Constitution.

8. If a meeting for which due notice has been given does not achieve a quorum, the Secretary shall, or in the absence of a Secretary remaining members of the Executive shall and failing that any financial 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.

9. 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.

10. 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".

NOTE: The By-Laws of Federation specifically provide for reference where necessary to N.E. Renton's "Guide for Meetings and Organisations". The Association may find it convenient to keep the Federation Handbook and that reference book handy.

11. As well as the provisions of 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.

12. The Association may elect representatives who will be responsible to the Association to represent it at external meetings and/or functions. The Association may decide at the time of election what form of reporting is required.

13. A General Meeting of the 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 12 of the Constitution.

14. The Association must ensure that important and irregular financial decisions are brought to the attention of members and all expenditure, receives majority support from members at a general or special meeting. A sub-committee must not expend funds for any purpose outside those allowed by the Association.

15. 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 in the Constitution.