

# By-Laws for Rutherford Primary School P&C Association

## To accompany the Prescribed or Standard Constitution

1. These rules are made under the constitution of Rutherford Primary School Parents and Citizens' Association.
2. The association is formed for the benefit of the pupils 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 District Councils; and
  - (c) promote the interests of public education.
3. The financial year of the association will close on 31 December each year.
4. The annual general meeting of the association will be held in February 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. A general meeting of the association will be held on the second Tuesday of each month during term time at 6.30 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 will 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.
7. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be 5.
8. 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] 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.
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 will be conducted in accordance with the appropriate By-Laws of P&C Federation "Standing Orders for the Conduct of All Meetings".
11. The order of business will follow that, for P&C Federation Council, Standing Order, Unfinished business on notice at the previous meeting shall be dealt as "Matters arising from the minutes".

*Note: Some associations have considered it necessary to have some protection against a meeting being "stacked". It is probably sufficient protection if a quorum of the membership has the power to require that any particular item of new business introduced without prior notice at a meeting be placed on notice for a further meeting.*



12. As well as the provisions of P&C Federation Standing Order "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.

*Note: Associations may appoint persons to represent them. There should then be provision for such representatives to report on these activities at meetings of the association.*

13. The association may elect representatives who will be responsible to the association in the same way that P&C Federation representatives are responsible to P&C Federation under P&C Federation Policy. The association may decide at the time of election what form of reporting is required.
14. A general meeting of the association may declare any Officer who has been absent for three successive meetings, as set out in P&C Federation By-Law 6 (c), to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
15. Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered. The provisions of such a sample rule should not hamper subcommittees from expending those monies necessary for normal running costs. In fact, a subcommittee's powers to expend monies should be defined by the association when the subcommittee is set up, eg. an auxiliary may need to buy materials for fundraising activities. Under the guidelines for incorporation, all funds belong to the association and expenditure must be authorised by the association. A subcommittee must not expend funds for any purpose outside those allowed by the association. There is nothing, however, to prevent an association setting up a subcommittee to raise funds for some particular goal, or a subcommittee recommending a particular use for the funds it has raised.
16. 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.
17. The association allows the Treasurer to pay the insurance premium as it falls due without waiting for approval at a General Meeting of the Association, after consultation with the executive.
18. The Association permits the operation of a sub-committee of the Association namely "Canteen Committee" to expend funds on general operation of the canteen for stock, equipment and including, wages, workers compensation insurance premiums, PAYG, Superannuation and minor equipment under the cost of **\$1,000**. Equipment purchases required over \$1,000 will need approval from a P & C Committee meeting except for in the circumstances that the equipment item to be replaced is required urgently then the President and Treasurer of the P & C can approve such purchase.
19. The Association will donate **\$150** each term to the school as a contribution for the use of paper and printing of P & C information throughout the year.
20. The Association allows the Treasurer to transfer **\$200.00** per term from the Canteen Account to the Canteen Equipment Account without waiting for approval at a General Meeting of the Association.
21. The Association is committed to assisting families of children who have gained and participate at State Level representation through a school activity/sport. An amount of no more than **\$75** per individual (capped at a maximum of **\$500** for a team) will be issued by the Treasurer. (Teams will have the team amount divided by the number of members in the teams who have qualified – this cannot be greater than the individual amount of **\$75** each.)

22. The Treasurer of the Association will provide initial monies (**\$3,000**) in advance for the purchase of Mother's Day and Father's Day gifts to the Co-ordinator of these events when requested (receipts must be provided afterwards as a record of the Association's purchases).
23. The Association commits to supporting the Year 6 Farewell celebrations each year, the amount to be agreed upon at the **October** General Meeting prior to the contribution being made.
24. The Association commits to supporting the purchase of Scripture Books each year, the amount to be agreed upon at the **February** General Meeting prior to the contribution being made.
25. The Association commits to supporting the purchase of Easter Eggs each year, the amount to be agreed upon at the **March** General Meeting prior to the contribution being made.
26. The Association will purchase various items of school uniforms for resale to students and the Treasurer will ensure prices are adjusted when increases to wholesale prices increase.
27. The Association will provide petty cash in the sum of **\$30** for Canteen and **\$30** for P & C General Admin and will replenish to the value of **\$30** as required upon presentation of dockets for expended monies.
28. The President of the Association will arrange the Disco dates (one per term) with the music provider and in consultation with the School Principal at the end of each year for the following year. The Treasurer will reimburse any costs for catering, (eg. Packets of chips and mix-up cordial), at these events.
29. The Association will arrange a "Volunteers Morning Tea" or similar each year, to thank families or persons who have contributed by volunteering at the school in any way or at any P & C events. Costs for this will be covered by the Association.

Signed.....Rebecca McIntosh..... Date.....9/8/16..... Rebecca McIntosh – President

Signed.....Natalie Vassallo..... Date.....9/8/16..... Natalie Vassallo – Secretary

Signed.....Tanya Longbottom..... Date.....9/8/16..... Tanya Longbottom – Treasurer