



By-Laws for Padstow Heights P&C Association

To accompany the Constitution

1. These rules are made under the Constitution of Padstow Heights Public School (PHPS) Parents and Citizens (P&C) Association.
2. The P&C Association is formed for the benefit of the students of the school, and 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.
3. The financial year of the Association will close on 31 December each year.
4. The Annual General Meeting of the P&C Association will be held in March of each year. An ordinary general meeting of the P&C Association will be held immediately following the Annual General Meeting.
 - (a) The agenda of the Annual General Meeting shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.
 - (b) All elected Officers are to receive a copy of the role description fact sheet upon election.
5. A general meeting of the P&C Association will be held on the first Wednesday of each month during term time at 7.00 pm.
 - (a) The agenda for each meeting will be sent out 7 days prior to the meeting.
 - (b) The agenda and minutes will be posted on the PHPS P&C website page, school noticeboard and through the PHPS app.
6. 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.
 - (a) Membership will remain current until the close of the annual general meeting in the following year.
 - (b) The Secretary shall be responsible for maintaining an up-to-date register of membership.
7. At a general meeting the quorum will be in accordance with Rule 10 of the Constitution (11 Members). Where that rule does not specify a number the number will be 7.



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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, the 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.
9. 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.
10. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
11. 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 [motions to put on notice or those already notified to members]
 - Meeting Close
12. 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.
13. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive 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.
14. Any motion to spend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
15. It is recommended that the by-laws and policies of the P&C Association are reviewed annually.