

By-Laws Pittwater High School P&C Association

To accompany the Prescribed or Standard Constitution

1. These rules are made under the constitution of **Pittwater High School** Parents and Citizens Association.
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.
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. 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.
5. No person will serve more than three consecutive years in the same position.
6. A general meeting of the P&C Association will be held at least once every School Term.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to 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.
8. 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 five members.
9. 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.
10. 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.
11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. 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

13. 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.
14. 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.
15. Once per financial year the P&C executive and subcommittees agree upon the budget for operating expenses and income based on school demographics and desired service delivery.

From the budget exercise a budgeted sponsorship fund for projects can be established and agreed upon.

Each project idea will be submitted to the P&C committee using the standard project idea form. The submitter can be a parent or carer with children studying at Pittwater High School, a member of the P&C or a member of the school's staff.

The project idea will be presented at a P&C meeting. The submitter will be present at the meeting to defend/clarify the idea to the P&C meeting. The P&C meeting will either accept or reject the project idea at the next meeting.

The P&C meeting decides how a project will be funded. This can be a combination of P&C funding (within the agreed budget), school funding and supplementary fund raising. The P&C can set conditions for funding depending on funding from other sources (school, government, and fundraising). If supplementary fundraising is decided upon, a fund raising group or committee is to be created.
16. Any motion to expend P&C Association monies over \$500 must be placed on notice for the meeting at which it is to be considered.
17. Unless agreed otherwise pursuant to section 7 of the Constitution, the commissioning of an auditor takes place after at least three competitive quotes from different providers of auditing services have been received and reviewed by the P&C executive and approved at a General Meeting.
18. 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.