

**Hornsby Heights Public School
Parents and Citizens' Association**

Constitution

1. Name

This body shall be known as the Hornsby Heights Public School Parents and Citizens' Association.

2. Objects and Functions

The objects and functions of this Association shall be those set out in Section 116 of the Education Reform Act 1990 which include:

a. The Objective:

- I. to promote the interests of the school by bringing parents, citizens, students and teaching staff into close cooperation; and
- II. to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

b. The functions:

- I. to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to the school facilities , and the selection of new sites.
- II. to assist and cooperate with the teaching staff in public functions associated with the school.
- III. to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of School Education;
- IV. to assist in any matters in which the Minister may seek the cooperation of the Association and to exercise such other functions as may be prescribed by the regulations (under the Education Reform Act). The assets and income of the Association shall be applied solely to further these objects and functions. No part of the assets and income shall be distributed directly or indirectly to members of the Association except as *bona fide* compensation for services rendered or expenses incurred on behalf of the Association.

3. School Staff

The Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the Association. The Principal of the school, or the Principal's nominee, shall be a member, *ex-officio*, of the Association and all its committees.

4. Membership

Membership will be open to all parents of children attending the school and to all citizens within the school community. The Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the

Association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee as P&C fees are paid. If the name of the person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the Association.

5. **Office Bearers**

- a. The **Executive Committee**, which shall be constituted of the officers of the Association and up to six other members shall carry out the decisions of the Association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the Association or by reason of employment by the Association in any capacity. A member of the Executive Committee may be removed from office by resolution of the Association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- b. The **Officers** shall consist of President, two Vice-Presidents, Treasurer and Secretary and shall be elected at the Annual General Meeting.
- c. The **President** shall preside at all meetings except that in the absence of the President one of the Vice Presidents shall preside and in the absence of the President and Vice-Presidents, the Committee shall elect a Chairperson.
- d. The **Secretary** shall attend meetings and keep records of all business conducted; shall hand over records, minutes, account books, etc., to the incoming Secretary on relinquishing office.
- e. The **Treasurer** shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc., in the *School Manual on Financial Management* shall be followed. Should it be necessary during unavoidable absence of the Treasurer, another officer of the Association may receive any monies, issue receipts and either deposit the monies in the Association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. **Casual Vacancies**

Any casual vacancy on the Executive shall be filled by a ballot of the members of the Association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- a. dies
- b. resigns from the Committee by notice in writing
- c. ceases to be a member of the Association
- d. is removed under clause 5(a)
- e. has a continuing, long term incapacity to fulfill the functions of the position.

7. **Annual General Meeting**

An Annual General Meeting shall be held once each calendar year at a date specified in the rules.

At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the Association. The audited balance sheet and annual report will be presented. An auditor for the ensuing year who is not an officer of the Association shall be appointed.

8. General Meetings

A general meeting shall be held at least once during each school term

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least ten members if on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or if given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Quorum

Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 11 members. Where the Association has a current membership if less than 50, the quorum shall be set according to the rules of the Association but shall not be less than five.

11. Subscriptions

The annual subscription shall be set by the rules but shall not be less than 50 cents.

12. Sub-Committees

The Association may establish sub-committees, however styled, to carry out specific functions on its behalf. Any sub-committees that are established shall report regularly at meetings of the Association and follow any directions received from the Association. The Association may dissolve a sub-committee at any time. Any funds raised or handled by a sub-committee shall be for all purposes, funds for the Association.

13. Dissolution

- a. The Association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of member, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- b. The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.
- c. Where the Association is dissolved, minute books, audited accounts and other records together with the residue of funds shall be given to a kindred organization or the Department of School Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under clause 16.

- d. Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

14. Rule Making Power

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution or the Education Reform Act 1990. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide the procedure to be followed:

- a. At meetings of the Association;
- b. To convene a substitute meeting when a quorum is not attained at a meeting;
- c. In making an application for membership.

15. Accounts

The funds of the Association shall be banked in the name of the Association in any institution holding trustee status within the meaning of the Trustee Act, 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules of by the Minister.

**Hornsby Heights Public School
Parents & Citizens' Association**

Rules

1. Rules

These rules are made under the constitution of the Hornsby Heights Public School Parents and Citizen's Association.

2. Purpose

The Association is formed for the benefit of the pupils of the school and to that end will:

- a) Participate as much as possible in the activities of the school and communicate with all the members of the school community;
- b) Cooperate in the activities of the Federation of Parents' and Citizens' Associations of NSW and its District and Regional Councils;
- c) Do such other things as many promote the interests of public education.

3. Financial Year

The financial year of the Association shall close on 31 December each year. The agenda of the last meeting of the year shall include setting the fees of the Association for the ensuing year.

4. Annual General Meeting

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 the election of the office bearers.

5. General Meetings

A General Meeting shall be held on the first Wednesday of each month (excluding January) or, in the event of school holidays, on the first Wednesday which falls within term.

6. Membership

Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer or nominee of the Treasurer after any general meeting or as part of their annual P&C fees. Membership shall remain current until the close of the next Annual General Meeting. The Secretary or the nominee of the Secretary shall be responsible for maintaining an up-to-date register of membership.

7. Quorum

At a general meeting the quorum shall be 11 if there are more than 50 current members or five if there are less than 50 current members.

8. Lack of Quorum

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 , or in the absence of the Secretary, the remaining members of the executive committee, shall call a further meeting within 28 days of term time. Failing that, any five members of the Association may call a meeting within 28 days of term time to carry on the business of the Association.

9. Meeting

All meetings shall be conducted in accordance with the appropriate by-laws of Federation "Standing Orders of the Conduct of all Meetings".

10. Casual Vacancies on Executive Committee

A general meeting may declare any officer who has been absent without leave for three consecutive meetings to have vacated their position and to have created a casual vacancy to be dealt with under clause 6 of the constitution.

11. Sub-Committees

11.1 Terms of Reference

The Association may established a sub-committee and adopt Terms of Reference for such a body by a simple majority vote at a general meeting.

11.2 Funds

Sub-committees will be required to raise all funds for their normal operation. The Association may provide additional funds for special projects if requested.

11.3 Expenditure

In accordance with the constitution, any funds raised or handled by a sub-committee are legally funds of the Association. The Association may delegate authority for the expenditure of funds, up to a certain specified monthly or quarterly limit, for the day-to-day operation of that body. Any proposed expenditure beyond the set limit or on any purchase not consistent with the sub-committee's Terms of Reference must be approved by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the purchase.

11.4 Reporting to the Association

Each sub-committee must provide regular financial statements to the Association and must elect a representative to attend General Meetings.

12.4 Life Membership

The Association can confer the honor of life membership on any 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 6 above.