



Brunswick Heads Public School P&C

Rules and By-laws

1. These rules are made under the constitution of Brunswick Heads Public School Parents and Citizens Association incorporated in February 1995
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 two (2) consecutive years in the same position.
6. A general meeting of the P&C Association will be held on the second Wednesday of each month during term time at 6.30pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$5 (voting) \$2 (non-voting) 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 shall be in accordance with Rule 10 of the Constitution. Where that rule does not specify, the number shall be 5. At an Executive meeting the quorum shall be half the number (rounded up if an odd number) of the Executive 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. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
16. Any person engaged by the P&C Association to conduct approved works, either paid or voluntary, must be suitably qualified to carry out such work. A copy of qualifications and/or current licences proving such are to be copied and kept on file prior to the commencement of the works.
17. Any personal expenses incurred in the carrying out of P&C resolutions as per BHPSP&C Constitution Item 16. will only be reimbursed on presentation of appropriate documentation detailing such expenditure.
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.

August 2015



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