

## **Chatswood High School P&C Association**

# **Rules**

Adopted at the General Meeting of the Chatswood High School P&C Association held on 13 May 2014;  
amended: 11 Nov 2014, 9 May 2017, 5 March 2018, 11 March 2021

# Chatswood High School P&C Association

## Rules or By-Laws

1. These rules are made pursuant to the Constitution of the CHATSWOOD HIGH SCHOOL Parents and Citizens Association.
2. The Association is formed for the benefit of the pupils 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 District Councils; and
  - c. promote the interests of public education.
3. The financial year of the Association will close on 31<sup>st</sup> December each year. The associated audited annual Financial Report will be presented to the Annual General Meeting of the Association in the following year *(inserted by 11 Mar 2014 Gen Mtg)*.
4. The Annual General Meeting (AGM) of the Association will be held in November of each year. The agenda of the AGM shall include setting the membership fee of the Association for the ensuing year.
5. Immediately following the election of Officers pursuant to Clause 7 of the Constitution, the incoming Officeholders will assume their roles effective through to the following AGM *(amended by AGM 2017)*.
6. A general meeting of the Association will be held at least twice each school term but meeting dates can be altered if necessary. Meetings will normally commence at 7.30pm and aim to finish by 9.00pm *(amended by March 2021 General Meeting)*.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee to the Treasurer, or nominee of the Treasurer, after any general meeting. Membership will remain current until the close of the next AGM *(amended by 9 May 2017 Gen Mtg)*.
8. The Secretary shall maintain a Register of Members.
9. Membership fees are to be receipted as general revenue and disbursed in accordance with the decisions of the Association at a general meeting.
10. The quorum for a general meeting will be in accord with Clause 10 of the Constitution. Where that Rule does not specify a number, the quorum will be one plus one-tenth of the number of registered financial members.
11. 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, any one of the four remaining Officeholders, will call a further meeting and failing that any five members of the Association may call a further meeting not more than 28 days later to carry on the business of the Association.
12. 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.
13. All meetings of the Association will be conducted in accordance with N. E. Renton's Guide for Meetings and Organisation.
14. a) Any elected Officer absent for three consecutive meetings without cause may be declared a "Casual

Vacancy" to be dealt with under Rule 6 of the Constitution *(amended by 12 May 2015 Gen Mtg)*.

- b) In the event that an AGM is unable to elect a member to a position under Clause 7 of the Constitution due to lack of a volunteer nominee or nomination, the Executive is empowered to advertise for and recruit a suitable member to the position on a temporary basis to be ratified at the next General meeting *(inserted by 12 May 2015 Gen Mtg)*.

15. The Association Committee shall prepare an annual budget for the forthcoming calendar year for consideration of Association members at the first general meeting in the corresponding calendar year.

- a. The budget preparation will conform to the process described in the Association’s “Financial Model”
- b. The budget will include all expenditure of Association monies to be approved by the general meeting.
- c. A duly elected Officeholder of the Association must be designated/authorized to incur each item of approved expenditure and to be accountable to the Association for that expenditure.
- d. A \$300 delegation is available to the executive committee to address requests for operating costs that arise between meetings. The expenditure must be approved by the majority of the executive committee and reported at the next P&C meeting *(amended February 2017 meeting)*.
- e. Aside from the above exception, any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered.
- f. Any invoice for payment against expenditure authorized pursuant to Rule 15.a. must be approved by the designated responsible Office Holder and Treasurer jointly.

16. The Association may confer Life Membership on a member who has made an outstanding contribution to the work of the Association.

- a. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.
- b. The Secretary shall record such Life Memberships in the Register of Members.

17. Pursuant to Clause 13 of the Association’s Constitution and this Rule, the Association will establish and operate on the school campus a Uniform Sales shop for the benefit of students as a separate business unit.

The target dividend for Uniform Sales Shop business unit, after allowing for all expenses, is 10 percent.

The annual dividend is to be used to support Association programs in support of the School and to invest in the shop to ensure that it can meet future demand *(amended by February 2018 general meeting)*.

18. Pursuant to Clause 13 of the Association’s Constitution and this Rule, the Executive Committee may, at its discretion, establish sub-committees for designated roles.

- a. Each sub-committee will be assigned to a Convenor appointed by the Executive Committee to be ratified at the following general meeting *(inserted by 2014 AGM)*.

19. A Convenor will be responsible for development of policy for the assigned business unit or role in consultation with Executive Officeholders (and the respective business Manager in the case of business units), and within the terms of the Association’s Constitution and these Rules.

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