



Rules and By-Laws

Manly West Parent and Citizens' Association

The Manly West Parents and Citizens' Association's
Rules and By-Laws were updated in September 2020 in
accordance with the motion passed at the
2019 Annual General Meeting held on 8 September 2020.

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Preamble

The Association Constitution cannot be amended or expanded in any way as it is prescribed by legislation. However, these rules and by-laws may be amended in accordance with rule 15 of the Constitution.

The purpose of these rules and by-laws is to provide more detail and clarity on the operation of the Association. All volunteer associations will have a turnover of officers and members which can result in a loss of knowledge and skills. Consideration should therefore be given to amending or adding to these rules and by-laws to assist the smooth running of the association in the future. A decision of significance that provides clarity on operations or has a long-term impact on the Association should be considered for inclusion in either these by-laws or the companion document of subcommittee guidelines.

Contents

1. Constitution	1
2. Additional Functions	1
3. Financial Year	1
4. Annual General Meeting	1
5. Office Bearers.....	1
6. Holding Meetings and Quorum – refer to the Constitution updated September 2021	2
7. Membership.....	2
8. Arrears.....	3
9. Calling of Meetings	3
10. Conduct of Meetings.....	3
11. Order of Business	3
12. Meeting Stacking.....	4
13. Representation.....	4
14. Termination of Officer	4
15. Financial Management.....	4
16. Signatories.....	5
17. Subcommittees	5
18. Life Membership	5
19. Motto	5
20. Voting	5

Manly West Parents and Citizens' Association

Rules and By-Laws

The Manly West Parents and Citizens' Association will be referred to as the association.

1. Constitution

These rules are made under the Constitution of Manly West Primary School Parents and Citizens' Association. The rules should:

- a) be read in conjunction with the Constitution
- b) only be amended in accordance with rule 15 of the Constitution
- c) not conflict with the Constitution and in the case of the conflict the Constitution takes precedence.

2. Additional Functions

In addition to the objects and functions stated in the Constitution, the association is formed for the benefit of the pupils of the school and to that end it 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 & Citizens' Associations of New South Wales and District and Regional Councils
- c) do such other things as may promote the interests of public education.

3. Financial Year

The financial year of the association shall close on 31 December each year.

4. Annual General Meeting

The annual general meeting of the association shall be held in Term 1 of each year, in conjunction with and preceding the ordinary general meeting for that month. As the financial year finishes 31 December the audited accounts presented at the AGM will be from the previous year. Management accounts for the year just finished will also be presented. The agenda of the annual general meeting shall include setting the membership fee of the association for the ensuing year.

5. Office Bearers

- a) subject to rule 5(a) of the Constitution the executive committee will consist of the Officers of the Association and up to six other members.
- b) No person shall serve more than three consecutive years in the same office. Office Bearers are represented as President, Vice Presidents (2), Secretary and Treasurer.

6. Holding Meetings and Quorum – refer to the Constitution updated September 2020

- a) Parents and carers of pupils attending the school and citizens within the school community who are not members may attend meetings of the association but are not entitled to attend meetings of the Executive Committee or subcommittees of the association.
- b) Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 10 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.
- c) The association will in the usual course hold all meetings of the association at the school or, if the school is not available, at a convenient and suitable location nominated by the Secretary [or, in his or her absence, by another Officer].
- d) If for any reason a quorum at any meeting convened in accordance with paragraph (c) cannot be formed in accordance with paragraph (b) and the rules of the association, the association may hold a meeting of the association at 2 or more venues using any technology that gives the members as a whole an opportunity to participate effectively in that meeting.
- e) In any case in which a meeting of the association is held using technology of the kind referred to in paragraph (d):
 - I. notice of the meeting must specify the date, time and details of the technology needed to participate in the meeting;
 - II. a quorum must be maintained for the duration of the meeting;
 - III. any member of the association attending in person or using technology will be taken to be present for the purposes of forming a quorum and for all other purposes;
 - IV. all votes on a resolution must be taken by ballot open to all members and not on a show of hands; and
 - V. the President or other presiding Officer appointed to chair the meeting may adjourn the meeting if there is any failure in technology with a consequence that a resolution cannot be put or the business of the meeting cannot be conducted.

7. 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 nominated officer at any meeting of the Association.

New members and non-financial members may attend a General Meeting, Special Meeting or Annual General Meeting but they are deemed an “Observer” at that meeting. Membership lists are updated at the close of the meeting by the Secretary or nominated officer. Once the register is updated, members are deemed full members of the Association and may hold positions on the Association and have full voting rights on all matters of the Association.

Membership shall remain current until the close of the next Annual General Meeting.

The Secretary or nominated officer shall be responsible for maintaining an up-to-date register of membership.

8. Arrears

Any member who is unfinancial can attend meetings but not otherwise participate in the affairs of the Association.

9. Calling of Meetings

Subject to rule 9 of the Constitution, 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.

10. Conduct of Meetings

All meetings of the Association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings". The By-Laws of Federation specifically provide for reference where necessary to N. E. Renton's Guide for Meetings and Organisations. The Federation handbook and Renton's Guide should be on hand at all meetings.

11. Order of Business

The order of business for a meeting shall be as follows:

Opening

- Call meeting to order, welcome current members and introduce new ones.
- Record attendance and apologies; and introduce any visitors.

Minutes

- Read and confirm minutes of the previous meeting.

Business Arising

- Complete unfinished business from the previous meeting (action items) and any foreshadowed motions from the previous meeting.

Correspondence

- Read and discuss correspondence, in and out (Secretary).

Reports

- Presidents Report
- School Principals Report
- Finance (Treasurer)
- Sub-committees:
- Representatives
- Others

Agenda

- Agenda items on notice.

General Business

- Discuss suggestions, ideas referred to and from committees.
- Provide talks and presentations on subjects.

These should be recorded in the minutes.

- Formulate recommendations for corrective action.
- Deal with new business items. This may include new urgent matters, rule changes, guest speakers, long-term plans, etc.
- Guest speakers may have their time allocated to any part of the meeting, as decided by the meeting.

Closing

- Arrange date of next meeting.
- Close meeting, indicating the time.

12. Meeting Stacking

As well as the provisions of Federation Standing Order 6 "Notices of Motion", a group of members of the Association equal to the quorum for the meeting may require that items of new business without notice be placed on notice for the next meeting. Note: this rule provides protection against the stacking of a meeting with new members to pass a motion of which members have not been provided adequate notice.

13. Representation

The Association may appoint persons to represent them and will decide at the time of appointment what form of reporting is required.

14. Termination of Officer

A general meeting of the Association may declare any officer who has been absent for three successive meetings, as set out in Federation By-Law 4 (s) (iii), 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. Financial Management

All funds belong to the Association, and expenditure must be authorised by the Association. All important and irregular financial decisions must be brought to the attention of members and all expenditure, beyond normal running costs, must receive majority support from members at a general or special meeting. Furthermore:

The Association will ensure that:

- a) any motion to expend Association monies not already approved in the Association budget and greater than \$1,000 must be placed on notice (one week) for the meeting at which it is to be considered
- b) a subcommittee must not expend funds for any purpose outside those allowed by the Association.
- c) approval is not required for expenditure already approved in the current budget of the Association.

- d) Subcommittees are not hampered from expending those monies necessary for normal running costs as defined by the Association in the subcommittee guidelines and/or the approved subcommittee budget

16. Signatories

Subject to rule 16 of the Constitution there must be at least three signatories on all Association accounts, any two of whom may sign. One of the signatories must be the current elected Association Treasurer.

At the 2019 Annual General Meeting a Motion was carried to include the President, Vice Presidents (2) and the Treasurer as signatories on all Associations bank accounts.

17. Sub-committees

Subject to rule 13 of the Constitution all subcommittees will operate in accordance with the Association's subcommittee guidelines which may be amended from time to time by the executive committee.

These guidelines will include that:

- a) subcommittees which maintain their own financial accounts are classified as financial subcommittees and must have a convenor and three additional members. Furthermore, a financial subcommittee must have a bookkeeper appointed by the executive committee.
- b) The finance committee will consist of at least a finance convenor (chair) and two representatives elected by the association; the association Treasurer and a duly appointed representative from each financial subcommittee. The Association President and School Principal are ex-officio members.

18. Life Membership

The Association may confer the honour of Life Membership on a member who has over a period of seven years 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 4 in these rules.

19. Motto

The motto of the association shall be "participate and communicate" and "supporting our school, our students, and our school community". They may be used on all Association communication as required.

20. Voting

A simple majority is required in voting. It means that, of those who cast a vote for or against a proposition or candidate, more than half of the votes is necessary for the proposition to be carried or the candidate elected.