



Mount Ousley Public School Parents & Citizens Association

Rules of Association

1. These rules are made under the constitution of Mount Ousley Public School Parents and Citizens' Association.
2. 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; and
 - (c) do such other things as may promote the interests of public education.
3. The financial year of the association shall close at the end of February each year.
4. 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 setting the membership fee of the association for the ensuing year. No person shall serve more than three consecutive years in the same office. If the situation arises that there is only one nomination for an office position and that person has served for three consecutive years in the same office, the members will decide by majority to accept or deny continuation of that position.
5. A general meeting of the association shall be held on the second Tuesday of each month during term time at 7.15pm. It is the responsibility of the Chairperson that the meeting is conducted in a timely manner in accordance to the agenda. Agenda items are to be submitted by close of business the Monday prior to each meeting.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee set at the previous AGM to the Treasurer or nominee of

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the Treasurer at any general meeting. New members who have attended at least one general meeting, after payment of the prescribed fee, will have full voting rights. Membership shall remain current until the close of the annual general meeting in the following year. The Treasurer shall be responsible for maintaining an up-to-date register of membership.

NOTE: The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes Mount Ousley Public School Parents & Citizens Association will maintain a list of occasions on which there are volunteers working on its behalf.

7. At a general meeting the quorum shall be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number shall be one plus one-tenth of the number of members.

8. 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 shall, or in the absence of a Secretary remaining members of the Executive shall declare the meeting void. A "make up" meeting should be tabled giving due notice and may be held on another day deemed suitable by the Executive.

9. 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". A special provision may be necessary to ensure that any unfinished business of one meeting is taken up early in the next.

10. The Mount Ousley Public School Parents & Citizens Association will appoint certain persons to represent the Association on an adhoc basis. There should then be provision for such representatives to report on these activities at meetings of the association.

11. A general meeting of the association may declare any officer who has been absent for three successive meetings with no reasonable explanation, as set out in Federation By-Law 4 (r) (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.

12. Important and irregular financial decisions must be brought to the attention of members. All irregular expenditure exceeding \$500 must be approved by the Treasurer.

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A subcommittee must not expend funds for any purpose outside those allowed by the association. Following the AGM the Treasurer and sub-committees are to formulate an annual projected budget.

13. The association may confer the honour of Life Membership on a 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 in these rules.

14. The rights of the Principal in the P&C Association are the same as for any other member. The Principal is able to vote and to move motions at a general meeting. At the Annual General Meeting the Principal or Deputy Principal act as the Returning Officer and is therefore not entitled to vote.

15. The Code of Conduct applies to all members of Mount Ousley Public School P&C Association while acting in their official and/or voluntary capacity. The fundamental ethical principles, from which the ethical obligations contained in the Mount Ousley Public School P&C Association's Code of Conduct are derived, are:

- ✓ respect for the law and system of government;
- ✓ respect for all persons;
- ✓ integrity;
- ✓ diligence;
- ✓ professionalism;
- ✓ economy and efficiency; and
- ✓ use of resources, whether physical or financial, for legitimate P&C Association purposes.

Members should maintain adequate security over Mount Ousley Public School P&C Association property, facilities, and resources. Members are encouraged to report fraud or corrupt conduct to appropriate Mount Ousley Public School P&C Association Executive or external authorities.

Voted to accept document at Parents & Citizens general meeting 20 July 2010

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