



EGLINTON PUBLIC SCHOOL

Alexander Street, EGLINTON NSW 2795

Principal: Graham Small
P&C President: Natalie Cole

Phone: 6337 1205
Fax: 6337 1394

Eglinton P&C Rules of Association – March 2010

1. These rules are made under the constitution of Eglinton Public School Parents and Citizens' Association Inc.
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 on 31 December each year. Due to the close proximity of the sub-committee's Gymkhana & Country Fair to the AGM, this committee's books shall close on 30 June each year to ensure that auditing work can be carried out effectively prior to the AGM.
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. P&C Federation has limits on eligibility to serve consecutive terms in the same office. No person shall serve more than three consecutive years in the same office.
5. A general meeting of the association shall be held on the second Tuesday of each month during term time at 7.30 pm.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$3.00 to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the annual general meeting in the following year. Office bearers must be financial members of the association. The Treasurer shall be responsible for maintaining an up-to-date register of membership. A list of members is a legal necessity. For insurance purposes the categories of "member" and "volunteer" are distinct. An additional list of volunteers

working on the association's behalf (eg. Gymkhana, Canteen, Band, Clothing Pool) shall be kept. It is preferable that there be a list of names of volunteers, who need not be members, associated with each subcommittee.

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 5 attendees. 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 may call a further meeting to carry on the business of the association. 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.

8. 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". NOTE: The By-Laws of Federation specifically provide for reference where necessary to N. E. Renton's Guide for Meetings and Organisations. Associations will find it convenient to keep the Federation handbook and Renton's handy. The Standing Orders, forming part of the By-Laws of Federation, provide for a particular order of business for some meetings.

9. The association may elect representatives who will be responsible to the association in the same way that Federation representatives are responsible to Federation under Section 413 of Federation Policy. The association may decide at the time of election what form of reporting is required by the elected representative.

10. 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 (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.

11. Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered except those monies necessary for normal running costs of committees. Subcommittees must not expend monies over \$150 without prior approval of the association. Under the guidelines for incorporation, all funds belong to the association, and expenditure must be authorised by the association. A subcommittee may recommend a particular use for the funds it has raised.

12. 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 4 in these rules.