

Rules

Manly Vale Public School Parents and Citizens Association



1. These rules of the Manly Vale Public School Parents and Citizens Association (the P&C Association) are made under section 15 of the Prescribed Constitution for Incorporated P&C Associations (the Constitution).
2. Membership of the P&C Association
 - a. Any person eligible for membership under the Constitution and s.114 of the Education Act 1990 may become a member or renew membership by paying the required subscription fee of \$1 to the Treasurer at or between any General or Annual General Meeting.
 - b. Membership will remain current until the close of the following Annual General Meeting. The Secretary (or delegate) shall be responsible for maintaining an up-to-date register of membership in accordance with clause 4 of the Constitution.
 - I. Council

The Council will consist of eight (8) members;

 - a. The principal;
 - b. Two teaching / non-teaching staff;
 - c. Four parent/caregivers
 - i. One of whom must be an elected representative of the P&C
 - ii. A parent/caregiver is the parent, guardian or any person who has actual custody of a student enrolled at the school
 - d. One appointed community member
 - II. Members:
 - a. Parent/Caregiver members will be elected by the parent/caregiver community in the month prior to the Annual General Meeting of the Council, the election to be administered by the P&C;
 - b. Staff members will be elected by staff in the month prior to the Annual General meeting of the Council
 - c. P&C member will be elected at the Annual General Meeting of the P&C;
 - d. Community member who must not be a current parent/caregiver or teacher of the school, will be appointed at the Annual General meeting on the basis of a recommendation from a previous normal meeting of Council;
 - e. Members will be elected/appointed for a period of one (1) year and shall not serve more than four (4) years consecutively;

Rules

Manly Vale Public School Parents and Citizens Association



- f. An additional Council member may be appointed by the District Superintendent on the advice of the Council to remedy any imbalance of the representation.
 - g. Any eligible person applying for membership must complete a membership application form prior to paying the subscription fee.
 - h. Citizen members must provide proof of their residence within the school enrolment area before membership can be granted. The P&C Association shall verify a person's residence by sighting a form of identification that states their place of residence. The P&C Association shall not store information relating to a person's place of residence.
- III. Casual Vacancy
- a. Should a vacancy occur during the year such vacancy shall be filled from respective groups based on previous election results.
 - b. Should an executive vacancy occur such vacancy will be filled from existing Council members until the next Annual General Meeting.
- IV. Co-opted
- a. The Council may co-opt other members of the community to assist the Council for a specific purposed and for a nominated time. Such positions are advisory and do not have the right to vote.
- V. Council Office Bearers
- a. The Council office bearers will be:
 - i. President: An elected member who will not be a member of the school staff.
 - ii. Secretary: An elected member of the Council
 - iii. Executive Member: The Principal who will also assume the role of the Treasurer of the Council if necessary.
- VI. Office bearers will be elected at inaugural meeting of the Council and then at the Annual General Meeting. Office bearers will have a maximum tenure of no more than three (3) years consecutively. After standing aside for a period of one (1) year they will have the right to re-nominate if still a serving member of the Council. Duties of Office Bearers:
- a. President
 - i. Chairs the meetings and prepares the meeting agenda in consultation with the Executive member.
 - b. Secretary:
 - i. Responsible for the preparation and circulation of the minutes of each meeting within fourteen (14) days of that meeting to all Councillors,

Rules

Manly Vale Public School Parents and Citizens Association



and displaying copies of the confirmed minutes at the school for community viewing.

- ii. The secretary is also responsible for the preparation of correspondence and the maintenance of official records of the Council, and for preparation in consultation with the President and Executive member items for inclusion in a newsletter to inform the school community of Council's decisions.
- c. Executive
 - i. is responsible for negotiating all contracts on the Council and the implementation of broad policies and priorities as determined.

3. All members are expected to adhere to the Constitution, the Parents and Citizens Associations Incorporation Act 1976, the Education Act 1990 and the policies and procedures adopted by the P&C Association. Sample policies and procedures for P&C Associations, such as codes of conduct and complaints procedures, are available on the P&C Federation website via the Portal.

4. Quorum At all meetings of the P&C Association, the quorum shall be in accordance with clause 10(b) of the Constitution. Where that clause does not specify a number, the number shall be 5

5. Annual General Meeting

a. The Annual General Meeting of the P&C Association shall be held in line with clause 7 of the Constitution in conjunction with and preceding the ordinary general meeting for that month. This is usually 1 month after the first general meeting of the Manly Vale P&C for the year. Timing of the AGM will be determined by consensus in the general meeting prior to the AGM.

b. Each Annual General Meeting shall be conducted as follows:

- i. Renewal of membership
- ii. Presentation of annual report and audited statement of income and expenditure
- iii. appointment of new auditor
- iv. election of positions
- v. close of meeting

*Referral to the Annual General Meeting factsheet on the Member Portal for further suggestions on the running of an AGM. Suggestions may be incorporated into these Rules and procedures.

Rules

Manly Vale Public School Parents and Citizens Association



6. General Meeting

a. A general meeting of the P&C Association shall be held at least once during school term with a maximum of ten (10) per annum. Meeting dates and time will be determined by the Secretariat (or in their absence, P&C executive).

b. Each General Meeting of the P&C Association shall be conducted as follows:

- i. Opening
- ii. Read and confirm minutes of previous General Meeting
- iii. Business arising from previous meeting
- iv. Correspondence
- v. Reports
- vi. General business
- vii. Closing

c. Notice of Meetings

To be advertised not less than seven (7) days prior to the meeting, with the exception of the Annual General Meeting in which case one (1) months' notice must be given.

d. Quorum

A quorum for all meetings will be half the number of Councillors. If a quorum is not established, matters on the agenda may be discussed but no decisions can be taken.

e. Agenda

An agenda will be prepared for all meetings by the President in consultation with the Executive member. It must be made public 48 hours prior to the meeting.

f. Minutes

The minutes of all Council meetings must be retained at the school. A copy of such minutes will be distributed to all members within 14 days. A copy is to be made available at the school for community viewing.

g. President. In the absence of the President, the meeting may elect a chairperson for the duration of the meeting.

Rules

Manly Vale Public School Parents and Citizens Association



h. Meeting Procedures:

- I. Formal meeting procedures shall apply. Time limits for speakers:
 - a. Reports five (5) minutes.
 - b. Mover of motion three (3) minutes plus two (2) minutes for right of reply prior to vote being taken.
 - c. Second and subsequent speakers three (3) minutes speaking once only unless to amend; to seek clarification; or Council moves to allow.
- II. Voting
 - a. Each member shall have one vote, including the president.
 - b. To make decisions in the Council, the principle of consensus should be adopted, however where consensus cannot be reached and the voting is equal, the status quo will be maintained i.e., the motion will be defeated and deferred for further consideration. The simple majority will rule.
- III. Retention of Records
 - a. All records, minute books and copies of the constitution will be kept at the school.
- IV. The Committee may refer to the factsheets on the P&C Federation Portal for meeting agendas and procedures for further suggestions on how meetings can be conducted. Those suggestions may be incorporated into these Rules.

7. Virtual meetings

A P&C Association meeting held at 2 or more venues via electronic means may be conducted in accordance with clause 10(e) of the Constitution. The Committee may refer to the factsheet about virtual meetings on the Member Portal for further ideas about how virtual meetings can be conducted. Those suggestions may be incorporated into these Rules.

8. Inquorate Meetings

If a meeting for which due notice has been given does not achieve quorum within 30 minutes of the advertised start time:

- a. The Secretary, or in the absence of the Secretary remaining members of the Executive, will adjourn the meeting to the same day in the following week at the same time and same place.

Rules

Manly Vale Public School Parents and Citizens Association



b. 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.

9. Reporting

A Treasurer's report will be presented at each meeting. If the Treasurer is unable to attend, then the Treasurer's report will be presented by another Executive member. The Treasurer's report shall contain, at a minimum, a balance sheet and a profit and loss statement prepared on an accruals basis prepared as at a date no longer than one month before the date of the relevant meeting. The report does not need to be compliant with Australian Accounting Standards, but should be consistent with general accounting principles.

10. Financial Year

The financial year of the P&C Association shall be 1 January-31 December

11. Other

- I. Resolution of Disputes: Where matters occur which cannot be resolved by established Council procedures or by calling of a Special General meeting the District Superintendent shall resolve the matter in dispute.
- II. Dismissal of School Council: Where the school community is dissatisfied with the Council's performance a Special General Meeting may be called to discuss a recommendation of dismissal which must be submitted to the Assistant Director General (Region) through the District Superintendent for consideration.
- III. Amendments to the Constitution: Amendments to the Constitution are to be considered at a Special General Meeting of the school community called for that purpose. Any proposed amendments are to be submitted to the Assistant Director General (Region) through the District Superintendent for approval.
- IV. Elections: Election of members will be by the senate method of secret ballot and determined by the highest number of primary votes. Nominations are to be submitted by an advertised closing date in writing. Each nominee must be nominated and seconded by a member of the Constituency he/she is to represent.