



Rules (By-laws)

1. These rules of the Wauchope 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 **\$0.50** 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** shall be responsible for maintaining an up-to-date register of membership in accordance with clause 4 of the Constitution.
 - c) 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.
 - d) Any eligible person applying for membership must complete a membership application form prior to paying the subscription fee.
 - e) 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.
 - f) Office Bearers must complete an Executive member declaration form.
 - g) New Office Bearers and WOOSH Subcommittee members are required to complete all the necessary fitness and propriety checks as a PMC (a person with management or control) of an Education and Care Service in accordance with the Education and Care Services National Law and Regulations, as well as the Family Assistance Law (FAL) and as Directed by the NSW Department of Education ECED. Costs reimbursed by the Association.
 - h) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
 - i) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
 - j) If a member declares conflict of interest the meeting shall decide on participation in the activity or vote.
 - k) All P&C Association members require a WWCC for any member who wishes to be on a volunteer roster at a P&C event or operation. This clearance is to be provided to the Secretary and held confidentially until the end of the individual's service with the Association.

3. Governance and Operational Procedures at the P&C Association

- a) The Officer Bearers of the P&C Association will be responsible for dealing with employment-related statutory responsibilities as well as staff management and performance.
- b) To enact the resolutions and directives of the P&C Association, and to manage the affairs and operations of the P&C Association on behalf of the members.
- c) If there are significant issues that cannot wait until the next general meeting or are of a sensitive nature, the Executive can make decisions between meetings, but these decisions and any Executive Meeting Minutes must be presented at the next general meeting. Financial members have the right to question Executive decisions or even overturn them at a general meeting.
- d) For the operation of the Association, members are also guided by the Federation's Fact Sheets contained in the Handbook for P&C Associations and the Associations Policies. If there are issues that are not covered, the Association shall refer to the Federation.
- e) At the conclusion of an AGM, the Minutes book and member register should be surrendered to the incoming secretary. Within 14 days of the AGM the outgoing Executive and Sub- committee members shall handover all Association business, files, paperwork, financial accounts, records, books and other property.
- f) The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the Association by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also financial Associated members.
- g) The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour has been convicted of committing an offence that may be punishable by law.
- h) For further details on the responsibilities, procedures, and guidelines, please refer to the relevant policies and documents of the P&C Association.

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 five (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 March of each year, in conjunction with and preceding the ordinary general meeting for that month.
- b) Each Annual General Meeting shall be conducted as follows:
 - i. Adoption of minutes from previous year's AGM
 - ii. Presentation of annual reports, including Presidents, Treasurer's, Canteen, WOOSH and School reports.
 - iii. Annual financial report tabled
 - iv. Appointment of new auditor
 - v. Election of positions and renewal of membership
 - vi. Close of meeting

6. General Meeting

a) A general meeting of the P&C Association shall be held during school term at 6:30pm on the third Thursday of the month during school terms.

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

- i. Opening & Attendance
- ii. Use of Dictaphone confirmation
- iii. Adopt minutes from previous general meeting, confirm they are true and correct
- iv. Business arising from previous meeting
- v. Correspondence in & out
- vi. Reports
- vii. General business
- viii. New Members
- ix. Closing
- x. Next meeting

7. Virtual meetings

A P&C Association meeting held at 2 or more venues via electronic means shall be conducted in accordance with clause 10(e) of the Constitution.

8. Inquorate Meetings

If a meeting for which due notice has been given does not achieve quorum within 15 minutes of the advertised start time.

a) The Secretary, or in the absence of the Secretary remaining members of the Executive, will call a further meeting.

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 accrual 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.

A Subcommittee report will be presented at each meeting. If the Convenor is unable to attend, then the report will be presented by another Executive member.

A School report will be presented at each meeting. If the Principal is unable to attend, then the report will be presented by another School representative.

10. Financial Year

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

11. Charitable Status

a) The P&C Association is a registered charity with the Australian Charities and Not-for-profit Commission (ACNC) and obligated to meet the requirements of the ACNC Act.

b) Ongoing registration as a charity is dependent upon lodging an Annual Information Statement with the ACNC, ensuring that the responsible person's register is updated and that financial auditing requirements are met based on the turnover of the P&C Association.