**PART TWO BY-LAWS OF**

**KATOOMBA NORTH PUBLIC SCHOOL P&C ASSOCIATION**

1. These rules are made under the constitution of Katoomba North Public School Parents and Citizens Association;
2. The association is formed for the benefit of the pupils of the school, which will:
3. Participate as much as possible in the activities of the school and communicate with all members of the school community;
4. Co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales, and District and Regional Councils; and
5. Promote the interests of public education;
6. The financial year of the association will close on 31 December each year;
7. The Annual General Meeting of the association will 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 will serve more than three consecutive years in the same position;
8. A General Meeting of the Association will be held monthly on Tuesday’s during term time on alternating times of 1.00pm and 6.30pm. The date shall be agreed upon at the previous meeting. Time for the meeting shall be advertised by way of newsletter and school website;
9. Any person eligible for membership may become a member or renew membership by paying the required membership fee of $1.00 to the Treasurer, or nominee of the Treasurer, at the conclusion of any general meeting. Membership will remain current until the close of the Annual General Meeting in the following year. The Secretary 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 each association is advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there be a list of names or volunteers, who need not be members, associated with each occasion. Such volunteers should sign on and off at each such occasion.*

1. At a General Meeting the quorum will be in accord with Rule 10 of the constitution. The quorum shall be 5 where the association membership is less than 50; the quorum shall be 11 where the association membership is greater than 50 persons;
2. 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 will, or in the absence of a Secretary, remaining members of the Executive will call a further meeting and failing that, any five members of the Association may call a further meeting not more than 28 days after the scheduled meeting of the association to carry on the business of the association;
3. 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;
4. All meetings of the association will 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 Federations Handbook and Renton’s Guide for Meetings and Organisations available.*

The order of business will follow that for the Federation Council, Standing Orders, a copy of which is attached to these By-Laws. Unfinished business on notice at the previous meeting shall be dealt as ‘IC(c) Matters arising from the minutes’.

As well as the provisions of Federation Standing Order 6 ‘Notices of Motion’, a group or members of the association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.

The association may elect representatives from time to time 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 requires that all representatives report to each general meeting following their attendance on the association’s behalf, either in writing or verbally, to the General Meeting. The Secretary should be notified of the date, time and place of such representation for insurance purposes.

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.

Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered.

A subcommittee’s powers to expend monies should be defined by the association when such subcommittee is set up, eg. to buy materials for fundraising activities. All funds belong to the association, and funds raised by sub-committees must be paid to the association when the subcommittee has finished its task and expenditure must be authorised by the association. A subcommittee must not expend funds for any purpose allowed by the association.

*NOTE: There is nothing, however, to prevent an association setting up a subcommittee to raise funds for some particular goal, or a subcommittee recommending a particular use for the funds it has raised.*

1. 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 or Rule 4 in these rules.