

Rules to Accompany the Constitution of the Samuel Gilbert Public School Parents' & Citizens' Association

General

1. These rules are made under the constitution of Samuel Gilbert Public School Parents & Citizens' Association.
2. These rules shall be applicable to all Annual General Meetings, General Meetings, Executive Committee Meetings and, as far as appropriate, to meetings of Committees, and shall be interpreted subject to the Constitution.
3. 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 Samuel Gilbert Public School; and
 - c. Do such other things as may promote the interests of public education.

Membership

4. Membership will be open to all parents of pupils attending the school and to all citizens who are 18 years or over living within the local catchment area for the School.
5. Any person eligible for membership may become a member or renew membership by paying the required membership fee to the Treasurer or nominee of the Treasurer.
6. Membership shall remain current until the close of the Annual General Meeting in the following financial year.
7. Only members recognised on the membership register shall be entitled to vote, be office bearers, or be a member of a committee.
8. The Secretary shall be responsible for maintaining an up to date register of membership. The membership register will be updated after each meeting. New members do not have the right to vote until the next meeting.
9. Membership subscriptions may be called for and paid at the same time school contributions are invited.
10. The annual membership fee shall be \$1.00.
11. 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 the Constitution, Rule 4 and Rule 7.

Annual General Meetings

12. The Annual General Meeting of the Association shall be held within eight weeks of the close of the Financial Year, on a date and time determined by the Executive Committee.
13. If an Annual General Meeting is proposed to be held on the same day as a General Meeting, the business of the General Meeting will be conducted before the Annual General Meeting.
14. At the Annual General Meeting the Treasurer will present the consolidated audited accounts, the President will report on the activities of the Association, and all Committees Convenors will report on their activities, during the preceding reporting year.
15. At an Annual General Meeting the quorum shall be in accordance with Clause 10 of the Constitution. Where the membership falls below 50, the number shall be five of the members.
16. During the Annual General Meeting, all positions on the Executive Committee and other Committees will be declared vacant. The School Principal shall act as the Returning Officer for the election of all positions.
17. The Returning Officer shall:
 - a. Call for nominations for each position and verify the eligibility of those nominated;
 - b. After a reasonable interval, declare nominations closed;
 - c. If only one candidate is nominated for a position declare that candidate duly elected;
 - d. If there is more than one candidate for a position, announce the holding of an election by ballot paper;
 - e. Identify those persons present who are entitled to vote;

- f. Conduct the election and determine the candidate obtaining the majority of votes to be duly elected to the position;
- g. Announce the result of the election.

General Meetings

- 18. A General Meeting of the Association shall be held at least twice per term on the second Tuesday of the month, commencing at 7:30pm, as determined by the Executive Committee.
- 19. At a General Meeting the quorum shall be in accord with Clause 10 of the Constitution. Where the membership falls below 50, the number shall be five of the members. A minimum of two Officers (President, two Vice Presidents, Treasurer and Secretary) must be present for a meeting to proceed.
- 20. No business shall be transacted by the Association unless a quorum is present and if within 15 minutes of the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same hour of the day in the following week.
- 21. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be abandoned.
- 22. The Association must adopt recognised meeting procedures for the proper despatch of business such as those recommended in the P&C Federation Handbook. The adopted meeting procedures will apply to all Committee meetings.
- 23. All members attending any meeting shall sign the attendance sheet.
- 24. A group of 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. All discussion on the matter shall then be terminated immediately.
- 25. A General Meeting of the Association may declare any officer who has been absent for three successive meetings, without written apology or good reason, to have vacated their position and to have created a casual vacancy to be dealt with by means of Clause 6 of the Constitution.

Special General Meetings

- 26. The Executive Committee shall, on the requisition in writing of not less than ten members, convene a Special General Meeting of the Association.
- 27. A requisition for a Special General Meeting:
 - a. Shall state the purpose or purposes of the meeting;
 - b. Shall be signed by the required number of persons making the requisition;
 - c. Shall be lodged with the President or the Secretary; and
 - d. May consist of several documents in a similar form, each signed by one or more of the persons making the requisition.
- 28. A Special General Meeting shall be convened under Rule 26 as soon as practicable, and in any event no later than 21 days after receiving a requisition.
- 29. At least 14 days notice of a Special General Meeting shall be given to members in such a manner as the Executive Committee determines. The notice of meeting shall contain a description of the business to be transacted at the Special General Meeting.

Executive Committee

- 30. The aim of the Executive Committee shall be:
 - a. To carry out the decisions of the Association.
 - b. To provide the office-bearers with opportunities to discuss their respective duties.
 - c. To increase the collective knowledge of the Executive with regard to issues that pertain to the School.
 - d. To promote the Association and its benefits within the school community.
 - e. To discuss the Treasurer's monthly report.
 - f. To review significant issues that are on the Agenda of the Association.
 - g. To review proposals for the expenditure of the Associations' funds.
- 31. Membership of the Executive Committee includes the Principal (ex-officio).
- 32. Meetings of the Executive Committee will be called by the President on a reasonable request of any member of the Executive Committee or as required.
- 33. A quorum for an Executive Committee Meeting shall be six.
- 34. The Executive Committee may resolve issues between General Meetings of an urgent or operational nature. Any such decisions must be reported to the next General Meeting of the Association for ratification.

35. The Executive Committee may resolve issues between meetings by way of electronic communication (email). In such circumstances the Secretary shall keep a record of comments and decisions made in such a fashion. All decisions made through electronic means will be minuted as a recommendation of the Executive Committee at its next meeting and reported to the next General Meeting for ratification.
36. The Executive Committee may approve expenditure beyond normal running costs and outside budgetary expenditure approved under Rule 45. Any such expenditure must be reported to the next General Meeting of the Association.
37. The Executive Committee will not approve expenditure in accordance with Rule 36 where such expenditure need not be incurred before the next General Meeting of the Association
38. A current copy of the Parents and Citizens Federation Handbook will be provided to each Executive Committee as soon as practicable after election.
39. No person shall serve in the same office as an Officer Bearer on the Executive Committee for more than three consecutive years.
40. The Executive Committee may determine to nominate portfolios to members in support of the Association's work in the school. Such portfolios could include:
 - a. Fund Raising Co-ordinator
 - b. Parent Liaison Officer
 - c. Volunteer Support Officer

Financial

41. The Financial Year of the Association shall close on 30 September each year.
42. As soon as practicable after the Annual Budget has been completed and approved by the Executive Committee, the Annual Budget shall be tabled at a General Meeting of the Association for adoption.
43. The Annual Budget will take into consideration the operation of all Committee's.
44. At least 14 days notice shall be given of any meeting at which the Annual Budget is to be tabled.
45. Adoption of the Annual Budget by a General Meeting of the Association will constitute approval for the expenditures budgeted therein.
46. Any expenditure beyond normal running costs and outside budgetary expenditure approved in a manner set out in Rule 45 must be approved by the Association at a General Meeting where notice of the expenditure has been given.
47. All payments are to be made by cheque, except for the purpose of obtaining a cash float for fund raising events.
48. Cash floats must be authorised by the Officer Bearers in the same fashion as a cheque.
49. The Executive Committee shall appoint an Assistant Treasurer to each Committee on the recommendation of the Treasurer. The Treasurer will consult with each Committee with regard to a suitable candidate. An Assistant Treasurer shall undertake their duties as delegated by the Treasurer. The Treasurer will provide the Assistant Treasurer with direction on financial management and reporting of all Committee funds. Any such appointment must be reported to the next General Meeting of the Association.
50. The Parents' & Citizens Association and Committees will not use its funds for the purchase of gifts with the exception of retiring teachers and office staff in which case the size of the gift will be at the P&C's discretion (dependent on length of service). Thanks and appreciation should be acknowledged by letters of appreciation, life membership or other written acknowledgement.

Rule Making

51. These Rules shall not be added to or amended except at a General Meeting of members, and after due notice of one month has been provided.