



## KENT ROAD PUBLIC SCHOOL

# P & C Association

## By-Laws

1. These rules are made under the Prescribed Constitution of **Kent Road Public School Parents and Citizens Association**
2. The Kent Road Public School P&C Association is formed for the benefit of the students of the school, which will:
  - 2.1 participate as much as possible in the activities of the school and communicate with all members of the school community;
  - 2.2 co-operate in the activities of the Federation of Parents and Citizen Associations of New South Wales; District and Regional Councils; and
  - 2.3 promote the interests of public education.
3. The financial year of the association will close on **31 December** each year.
4. The Annual General Meeting of the Kent Road Public School P&C Association will be held in **February** of each year. An ordinary general meeting of the Kent Road Public School P&C Association will be held immediately following the Annual General Meeting. The agenda of the Annual General Meeting shall include setting the membership fee of the Kent Road Public School P&C Association for the next year and nominating the person to conduct the audit of the financial records of the Kent Road Public School P&C Association.
5. No person will serve more than **three consecutive years** in the same position.
6. A general meeting of Kent Road Public School P&C Association will be held **on the Monday of Week 3 and Week 8 of each term at 7:30pm**, except where these dates fall on public holidays, in which case, the revised date of the meeting will be announced. A full schedule of the year's proposed meeting dates will be announced at each Annual General Meeting.
7. Any person eligible for membership may become a member or renew membership by paying the **required membership fee of \$1.00** to the Secretary after 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.
8. At a general meeting the quorum will be in accord with Clause 10 of the Prescribed Constitution. Where that clause does not specify a number, the number will be **five**.

9. 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, or, in the absence of the Secretary, remaining members of the Executive, will call a further meeting. Failing that, any five members of the Kent Road Public School P&C Association may call a further meeting within one month to carry on the business of the Kent Road Public School P&C Association.
10. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.
11. All meetings will be conducted in accordance with the rules and policies of the Kent Road Public School P&C Association.
12. As well as the provisions of Federation Standing Order 6 'Notices of Motion', a group of members of the association equal to the quorum for the meeting may require that particular item of new business without notice be placed on notice for the next meeting.
13. Each meeting of the Kent Road Public School P&C Association will be conducted as follows:
  - 13.1 Welcome and formal opening of meeting
  - 13.2 Apologies
  - 13.3 Minutes of previous minutes (Approval/Amendments/Adoption)
  - 13.4 Business arising from the previous meeting Minutes
  - 13.5 Correspondence and Announcements
  - 13.6 Reports (including President/Treasurer/sub-committees/Principals/representatives)
  - 13.7 General business (motions to put on notice or those already notified to member)
  - 13.8 Meeting close
14. The Kent Road Public School P&C Association may elect representatives who will be responsible to represent Kent Road Public School P&C Association on committees or events. Members are elected to represent the Kent Road Public School P&C Association are required to produce a written report to the next general meeting of Kent Road Public School P&C Association.
15. A general meeting of Kent Road Public School P&C Association may declare any Officer who has been absent for three consecutive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Clause 6 of the Prescribed Constitution.
16. Any motion to spend Kent Road Public School P&C Association monies must be placed on notice for the meeting at which it is to be considered.
17. Gift giving: Kent Road Public School P&C Association may from time to time decide that there are certain exceptional circumstances in which gift giving may be appropriate. The guidelines for gift giving are contained in the supplemental 'Kent Road Public School P&C Association Guidelines for Gift Giving', the terms of which can be modified only at a general meeting.

18. The Kent Road Public School P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the Kent Road Public School P&C Association P&C Association or a volunteer who has made a significant contribution to the work of the association. Life members may attend and speak at meetings but are not entitled to vote or hold office unless they are also ordinary members.

This updated version of the By-Laws is adopted by the Kent Road Public School P&C Association by resolution at the general meeting on 14 March 2022.

Signed on behalf of the Kent Road Public School P&C Association


President:



Name: Eva Urban

Date: 14 March 2022

Secretary:



Name: David Doyle

Date: 14 March 2022