

## **By-Laws of the Stockton Parents and Citizens' Association**

1. These rules are made under the Constitution of the Stockton Parents and Citizens' Association, a body corporate under the Parents and Citizens' Association's Incorporation Act 1976.
2. The association is formed for the benefit of the pupils of the school, which 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 Federation of Parents and Citizens' Associations of New South Wales, and District and Regional Councils;
  - (c) 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 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 following year.
5. No person will serve more than five consecutive years in the same position.
6. A general meeting of the association will be held on the third Monday of each month of term commencing at 6.30pm. A general meeting will run for a duration of two (2) hours maximum (ie. 6.30pm to 8.30pm). Any agenda items not addressed in this time period will be carried over to the next meeting.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of two dollars (\$2.00) to the Treasurer, or nominee of the Treasurer, after any general meeting. Membership will remain current until the close of the annual general meeting in the following year. The Treasurer shall be responsible for maintaining an up-to-date register of membership. The Treasurer shall also be responsible for the list of names of volunteers, who need not be members, associated with each of the P&C fundraising and other events.
8. At a general meeting the quorum will 5 members.

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 will, or in the absence of a Secretary, remaining members of the Executive or any four members of the Association may call a further meeting to be held within 14 days to carry on the business of the association. Due notice of the meeting must be given to all members.
10. 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.

11. The order of business shall be:

*Opening:*

Call meeting to order, welcome and introduce new members  
Record attendance and apologies, introduce visitors

*Minutes*

Read and confirm minutes of previous meeting

*Business Arising*

Complete unfinished business from the previous meeting and any foreshadowed motions from the previous meeting

*Correspondence*

Read and discuss correspondence in and out

*Reports*

Treasurer  
Canteen  
Fundraising sub-committee  
Year 6 fundraising sub-committee  
School Principal  
Items listed in the agenda for discussion

*General business*

*Closing*

Date of next meeting  
Close meeting, indicating time

12. A general meeting of the association may declare any officer who has been absent for three successive meetings without sufficient reason, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the Constitution.

13. Where a commitment for an expenditure that has not been approved by a general meeting, and is not part of the normal running costs of the association or its subcommittees, is required prior to the next general meeting and in less than 14 days time, approval may be given for the expenditure by the written agreement of four members of the executive committee of the association. The approval of expenditure must then be reported to the next general meeting of the association.
14. The association may confer the honor 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 Rule 4 in the Constitution.

Updated following the General Meeting held 17 November 2014.

Michelle France  
President

Emilie Lodge  
Secretary

Kylee Boyd  
Treasurer

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