**REVESBY SOUTH PUBLIC SCHOOL**

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**Revesby South Public School P&C By-Laws**

These rules are made under the constitution of Revesby South Public School Parents’ and Citizens’ Association.

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 Federation of Parents’ and Citizens’ Associations of New South Wales and its District and Regional Councils, and

c) Do such other things as may promote the interests of public education.

The Financial Year of the Association shall close on 31 December each year.

The annual general meeting of the P&C Association will be held in March of each year. An ordinary general meeting of the 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 Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.

All committees and subcommittees must submit a report at the Annual General Meeting. All reports will be year end date of 31 December.

No person shall serve as an officer for no more than 2 consecutive years unless no other candidates are put forward to which that person may be re-elected for a third year , after which they must stand down.

Nominations for elected positions can be made prior to the Annual General Meeting to the Principal using the P&C nomination and acceptance form.

To be elected into an executive position you must be present at the Annual General Meeting or have completed and submitted a P&C nomination and acceptance form.

To be elected into a position on the executive you must have attended 3 RSPS P&C Association meetings in the past 12 months (e.g. general meeting, sub-committee meeting, fete meeting etc. Does
not include events).

By-Laws are to be reviewed bi-annually.

A General Meeting of the Association shall be held twice a term.

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 after any general meeting. Membership shall 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.

Any school community member (does not have a child at the school) who wishes to become a financial member can do so by a majority rules vote taken at the next available general meeting. The vote to be taken must be clearly listed on the next general meetings agenda under general business for this to take place.

At a general meeting the quorum shall be in accord with rule 10 of the constitution. Where that rule does not specify a number that number shall be one plus one-tenth of the number of members.

If a meeting for which due notice has been given does not reach a quorum within 15 minutes of the scheduled starting time the Secretary shall, or in the absence of a secretary remaining members of the Executive shall, and failing that any five members of the 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 Association

In the absence of the Secretary the remaining members of the Executive or any five members of the Association may call any meeting that, giving due notice of the business proposed for the meeting to the school community.

All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.

Each meeting of the P&C Association will be conducted as follows:
Welcome and formal opening of meeting
Apologies
Minutes of the previous meeting (Receipt/Amendments/Adoption)
Business arising from the previous meeting Minutes
Reports [including Treasurer/sub-committee/Principal’s/representative]
General Business
motions to put on notice to members
Meeting Close

A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.

The P&C Association may confer the honour of 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. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

By-Laws reviewed 12/02/2018

Last updated 12/02/18