



**Annandale Public School
Parents & Citizens
Association**
*Benefiting our children and their
school*

Rules and By Laws of the Annandale Public School Parents & Citizens Association

1. Enablement

These rules are made under the **Constitution of the Annandale Public School Parents & Citizens Association.**

2. Objectives

The Association is formed for the benefit of the pupils of the Annandale Public School.

In accordance with the *Education Act 1990*, the objects of the Association are:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation, and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school, and
- (c) to encourage parent and community participation in curriculum and other education issues.

In pursuit of these objects, the Association will

- (a) assist and co-operate with the teaching staff in public functions associated with the school and the school's educational processes, and
- (b) raise funds to purchase goods and services for the benefit of the school and its students in accordance with the Association's objects,

and

(c) discharge any obligations and perform any functions imposed or conferred on it by statute or regulation or by direction or request of the Minister or by its Constitution.

3. The financial year of the association

The financial year of the Association shall close on **31 December each year**.

4. Annual General Meeting of the Association

The Annual General Meeting of the Association shall be held in **March of each year**, in conjunction with and preceding the ordinary general meeting for that month.

5. General Meetings of the Association

A general meeting of the association shall be held on the **third Tuesday of each month during term time**.

6. Membership eligibility

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.

- (a) Membership shall remain current until the close of the annual general meeting in the following year.
- (b) The Secretary or nominated member of the Executive Committee shall be responsible for maintaining an up-to-date register of membership.

7. General Meeting Quorum requirements

Where the membership of the Association is less than 50, the quorum for a general meeting shall be 5.

If a meeting for which due notice has been given does not achieve a quorum within 30 minutes of the advertised 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 before the date of the next scheduled general meeting to carry on the business of the association.

8. Calling of meetings

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.

9. Conduct of meetings of the Association

The Association may adopt Standing Orders for the conduct of meetings.

10. Declaration of vacant office

The seat of any Officer absent for three consecutive meetings without cause shall be declared vacant.

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting.

11. Delegates or representatives

Delegates or representatives of the Association to participate in a specified body or meeting on its behalf shall be appointed by a general meeting of the Association. Where time does not permit the appointment to be made by a general meeting, the appointment may be made after consultation by the Executive Committee but must be reported to the next general meeting for ratification.

Delegates or representatives shall report to general meetings as may be prescribed at the time of appointment.

12. Resolutions to expend Association monies

All funds belong to the Association, and expenditure must be authorised by resolution of a general meeting.

Wherever possible, a motion to authorize expenditure should be listed on the notice for the meeting.

All expenditure in accordance with approved resolutions and all income must be reported to the next general meeting of the Association.

Adopted on the(day).....(month).....(year)
by special resolution at a general meeting of the Annandale Public
School Parents & Citizens Association.

Signed on behalf of the Association by:

Name:
President of Annandale Public School Parents & Citizens Association

Name:
Secretary of Annandale Public School Parents & Citizens Association