

Kingswood Park Public School P&C Association By-Laws.

1. These rules are made under the constitution of Kingswood Park Public School Parents and Association.
2. The P&C is formed for the benefit of the students 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
 - (c) Promote the interests of public education.
3. The financial year of the association will close on the 31st of December each year.
4. The Annual General Meeting of the P&C Association will be held in **February** of every year. An ordinary general meeting of the P&C Association will be held immediately following the AGM. The Agenda of the AGM shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the Audit of the financial records of the P&C association.
5. No person will serve more than 5 consecutive years in the same position.
6. A general meeting of the P&C Association will be held on the **Last FRIDAY** each month during term time at **1pm, room TBA**.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of **\$2.00** to the treasurer **with a membership form and contact details provided**, after any general meeting. Membership will remain current until close of AGM the following year. The Secretary shall be responsible for maintaining an up to date register of membership.
8. At the general meeting the quorum will be in accord with rule 10 of the constitution. Where that rule does not specify a number, the number will be two Executive and one general member.
9. If a meeting for which due notice has been given does not achieve quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary, remaining members of the Executive will call a further meeting. Failing that, any five members of the P&C Association may call a further meeting with a lapse time of not more than 28 days of term time to carry on the business of the 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.

11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. 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 previous meeting minutes.
 - Correspondence
 - Reports [including Treasurers/sub-committee/Principal's/representatives]
 - General Business [motion to put on notice or those already notified to members]
 - Meeting close.
13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next General meeting of the P&C Association.
14. 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.
15. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
16. The P&C Association may confer the honour of life membership or 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 hold office unless they are also ordinary members.