

By-Laws for South Coogee Public School P&C Association

To accompany the Constitution

1. The rules are made under the constitution of South Coogee Public School Parents and Citizens Association.
2. The association 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 the New South Wales; and
 - (c) Promote the interests of public education.
3. The South Coogee P&C Association executive committee will consist of a president, 2 vice-presidents, treasurer, and secretary. The executive committee may have up to 6 additional members including an assistant treasurer. No person will serve more than three consecutive years in the same position.
4. The financial year of the association shall close on 31 December each year.
5. The Annual General Meeting of the Association shall be held on the second meeting in Term 1 of each year, in conjunction with and preceding the ordinary general meeting. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
6. A general meeting of the association shall be held on Wednesday of week 3 and week 7 of each school term at 7pm. Meetings that are held in person on the school grounds will also offer the option to attend the meeting via online technology noting that there are various work or personal reasons which might prevent a member from otherwise attending the meeting in person.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1, as resolved by the South Coogee Public School P&C Association, to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Treasurer shall be responsible for maintaining an up-to-date register of membership.
 - (a) A member of South Coogee Public School P&C Association may participate in P&C run functions and is to uphold the Values of the School and to comply with all policies of the South Coogee Public School P&C Association.
 - (b) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
 - (c) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
 - (d) If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.
8. 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 will call a further meeting. Failing that any five members of the South Coogee Public School P&C

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 P&C Association.

9. If the number of members (i.e. those who have paid the annual membership fee referred to in clause 7 above) is below 50, a quorum is determined to be 5 people. Otherwise, as specified in the Constitution in clause 10(b), a quorum shall be 10 members.
10. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
11. Each meeting of the South Coogee Public School 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 (where relevant)
 - Correspondence (where relevant)
 - Reports (including Principal, Presider and Treasurer)
 - General Business
 - Meeting Close
12. The South Coogee Public School P&C Association may elect representatives who will be responsible to represent the South Coogee Public School P&C Association on committees or at events. Members who are elected to represent the South Coogee Public School P&C Association are required to produce a written report to the next general meeting of the P&C Association.
13. A general meeting of the South Coogee Public School P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the South Coogee Public School P&C Association constitution.
14. Any motion to expend South Coogee Public School P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be considered when dispersing monies. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.
15. Members of the South Coogee Public School P&C Association or their authorised representatives shall comply with the Code of Conduct and Social Media Policy.