The
Constitution
&
Rules and By-Laws
Of the

Bungendore Public School
Parents’ and Citizens’ Association
Incorporated
1. **NAME**

This body shall be known as the Bungendore Public School Parents’ and Citizens’ Association, a body corporate under the ‘Parents and Citizens’ Associations incorporation (Amendment) Act, 1991.

2. **OBJECTS AND FUNCTIONS**

The objects and functions of this Association shall be those set out in Section 116 of the Education Reform Act 1990, which include:

(i) **The objects;**

(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.

(ii) **The functions;**

(a) to report, when requested by the Minister for School Education and Youth Affairs, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites.

(b) to assist and co-operate with the teaching staff in public functions associated with the school.

(c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of School Education.

(d) To assist in any other matters in which the Minister may seek the co-operation of the Association and to exercise such other functions as may be prescribed by the regulations under the Education Reform Act, 1990.

3. **SCHOOL STAFF**

The Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school.

School staff may become members of the Association. The Principal of the school or the Principal’s nominee shall be a member, ex-officio, of the Association and all its committees.

4. **MEMBERSHIP**

Membership will be open to all parents of pupils attending the school and to all citizens within the school community. The Association shall maintain a register
of members. A person whose name appears in the register and who has paid the
annual subscription shall be a member of the Association. The register shall be
updated after each general meeting by the Secretary or the Secretary’s nominee.
If the name of a person has been omitted from the register when that person is
otherwise entitled to be a member and their name should have been recorded in
the register, then that person shall be a member of the Association.

5. OFFICE BEARERS

(a) The Executive Committee, which shall be constituted of the officers of the
Association and up to six other members, shall carry out the decisions of
the Association.

Members of the Executive Committee shall not receive any remuneration
or other material benefit by reason of their position in the Association.

A member of the Executive Committee may be removed from office by
resolution of the Association carried at a properly convened general
meeting or special meeting, providing at least seven days notice has been
given to members.

(b) Officers – The officers shall consist of President, two Vice-presidents,
Treasurer and Secretary, and shall be elected at the Annual General
Meeting.

(c) President - The President shall preside at all meetings except that in the
absence of the President one of the Vice-Presidents shall preside, and in the
absence of the President and Vice-Presidents, the Committee shall elect a
Chairperson.

(d) Secretary – Shall attend meetings and keep a record of all business
conducted, shall hand over records, minutes, account books, etc. to the
incoming Secretary on relinquishing office.

(e) Treasurer – Shall receive and deposit monies, maintain records, draw
cheques and present accounts to each general meeting, present all records
for auditing each year and shall hand over all records to the incoming
Treasurer within two business days, taking a receipt for same.

6. CASUAL VACANCIES

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

A casual vacancy shall have arisen where a member of the Executive Committee;

(a) dies
(b) resigns from the Committee by notice in writing
(c) ceases to be a member of the Association
(d) is removed under clause 5(a)
(e) has a continuing and long term incapacity to fulfil the functions of the
position.
7. **ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held once each calendar year at a date specified in the rules. At this meeting all officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the Association. The audited balance sheet and annual report will be presented. An auditor for the ensuing year who is not an officer of the Association shall be appointed. Qualified auditors, i.e. members of the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants in Australia, shall be chosen.

8. **GENERAL MEETINGS**

A general meeting shall be held at least once during each school term.

9. **SPECIAL MEETINGS**

A special meeting shall be called by the secretary at any time upon written request signed by at least ten members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the secretary receives the request or is given the authority. Members shall be given at least seven days notice of the meeting which notice shall also state the business of the meeting.

10. **QUORUM**

Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 11 members. Where the Association has a current membership of less than 50, the quorum shall be set according to the rules of that Association, but shall not be less than 5.

11. **LIABILITY**

(a) A member or officer of the Association is not, by reason only of being such a member or officer, liable to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association.

(b) The Association must effect and maintain approved public liability insurance unless the Association is covered by such insurance effected and maintained by the Federation of Parents’ and Citizens Associations of New South Wales. In this section “approved public liability insurance” means public liability insurance which an Association incorporated under the Associations Incorporation Act 19 is required by Part 6 of that Act to effect and maintain.

12. **SUBSCRIPTIONS**

The annual subscription shall be set by the rules but shall not be less than 50 cents.
13. **SUB-COMMITTEES**

The Association may establish sub-committees, however styled, to carry out specific functions on its behalf.

Any sub-committees that are established shall report regularly at meetings of the Association and follow any directions received from the Association. The Association may dissolve a sub-committee at any time.

Any funds raised or handled by a sub-committee shall be for all purposes, funds of the Association.

14. **DISSOLUTION**

(a) The Association may be dissolved in terms of a resolution carried at a General meeting or a Special Meeting of members, providing at least seven days notice has been given to members and subject to the concurrence of the Minister for Education and Youth Affairs, or otherwise at the Minister’s discretion.

(b) The Association shall be dissolved if the number of members falls below the quorum or if the school to which the Association is attached is closed.

(c) Where the Association is dissolved, minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation which qualifies for exemption under 63 B(i) of the First Schedule of the Sales Tax (Exemptions and Classifications) Act or the Department of School Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under Clause 16.

(d) Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

15. **RULE MAKING POWER**

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution, the Education Reform Act, 1990, or the Parents’ and Citizens’ Associations Incorporation (Amendment) Act, 1991. The rules may be adopted, altered or withdrawn according to a simple Majority vote at any meeting of the Association for which a month’s notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the Association
- (b) to convene a substitute meeting when a quorum is not attained at a meeting
- (c) in making an application for membership.
16. **ACCOUNTS**

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustee Act, 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association.

The Association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister.
1) These rules are made under the constitution of Bungendore Public School
Parents’ and Citizens’ Association Incorporated.

2) The Association is formed for the benefit of the pupils of the school and to that
end it will:

   a) participated 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.

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

3) The Financial Year of the Association will close on 31st December each Year.

4) The Annual General Meeting of the Association shall be held in conjunction and
   preceding the second ordinary meeting of the school year. The agenda of the
   Annual General Meeting shall include setting the membership fee of the
   Association for the ensuing year.

5) No person shall serve for more than three consecutive years in the same office.

6) A General Meeting of the Association shall be held on the 2nd and 8th week of
   term. The day this meeting is to be held should be determined by the in-coming
   executive, and remain constant throughout their term of office.

7) Any person eligible for membership may become a member or renew
   membership by paying the required membership fee of $0.50 (as per the
   Constitution) 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.

8) At a general meeting the quorum shall be in accord with rule 10 of the
   constitution.

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 shall, or in the
   absence of the secretary, remaining members of the executive shall, and 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.

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 it requires giving
    due notice of the business proposed for the meeting.
11) All meetings of the Association shall be conducted in accordance with the appropriate By-laws of the Federation of P&C Associations of NSW “Standing Orders for the Conduct of all Meetings”.

12) The order of business shall be as follows:
   - Opening and apologies
   - Receipt and adoption of the minutes of the previous meeting.
   - Matters arising from the minutes.
   - Reports
     - Treasurer
     - Others
   - Correspondence
   - Motions for which notice has been given
   - General Business

13) Unfinished business on notice at the previous meeting shall be dealt with as Matters arising from the minutes.

14) As well as the provisions of the Federation Standing Order 6, “Notices of Motion”, a group of members of the Association equal to the quorum for the meeting, may require that particular items of new business without notice be placed on notice to be brought forward for the next meeting.

15) The Association may elect representatives who will represent the P&C Association and who will be responsible to the Association. The Association may decide at the time of election what form of reporting is required.

16) A General Meeting of the Association may declare any officer who has been absent for three consecutive 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.

17a) The Treasurer is empowered to expend P&C funds to meet necessary operating costs of the Association.

   b) Any motion to expend monies on important and irregular items must be placed on notice for the meeting at which it is to be considered unless such expenditure is incurred under a) of above.

18) The Association may confer the honour 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 8 of these rules.

20) Items to be placed on notice should be forwarded (in writing), to the secretary at least 7 days before the meeting at which it is to be considered.
Certificate of Incorporation

This is to certify that

Bungendore Public School Parents & Citizens' Association

Is incorporated under the
Parents & Citizens' Associations Incorporation Act 1976

The incorporation has been effected on 29 May 1992
by notice published in the NSW Government Gazette, No 64 in accordance with the Act.

Sharryn Brownlee
President

Federation of Parents & Citizens' Associations of New South Wales
INCORPORATION OF PARENTS AND CITIZENS ASSOCIATIONS

The following associations are hereby incorporated under the Parents and Citizens Associations Incorporation Act, 1976.

1. ALSTONVILLE PUBLIC SCHOOL Parents & Citizens Association
2. BARELLAN CENTRAL SCHOOL Parents & Citizens Association
3. BECKOM PUBLIC SCHOOL Parents & Citizens Association
4. BRIAR ROAD PUBLIC SCHOOL Parents & Citizens Association
5. BRINGELLY PUBLIC SCHOOL Parents & Citizens Association
6. BROOKE AVENUE PUBLIC SCHOOL Parents & Citizens Association
7. BUNGENDORE PUBLIC SCHOOL Parents & Citizens Association
8. CUDGEN PUBLIC SCHOOL Parents & Citizens Association
9. DUBBO PUBLIC SCHOOL Parents & Citizens Association
10. DUBBO SCHOOL OF DISTANCE EDUCATION Parents & Citizens Association
11. GLOSSODIA PUBLIC SCHOOL Parents & Citizens Association
12. GOOLGOWI PUBLIC SCHOOL Parents & Citizens Association
13. GUNNEDAH Public School Parents & Citizens Association
14. GOULEBURN WEST PUBLIC SCHOOL Parents & Citizens Association
15. GYMEA BAY PUBLIC SCHOOL Parents & Citizens Association
16. HAMILTON NORTH PUBLIC SCHOOL Parents & Citizens Association
17. MARYLAND PUBLIC SCHOOL Parents & Citizens Association
18. MATHOURA PUBLIC SCHOOL Parents & Citizens Association
19. NAMBUCCA HEADS PUBLIC SCHOOL Parents & Citizens Association
20. NEWCASTLE HIGH SCHOOL Parents & Citizens Association
21. NYNGAN PUBLIC SCHOOL Parents & Citizens Association
22. PARKVIEW PUBLIC SCHOOL Parents & Citizens Association
23. PEEL TECHNOLOGY HIGH SCHOOL Parents & Citizens Association
24. SCHOOL OF THE AIR Parents & Citizens Association
25. ULMARRA PUBLIC SCHOOL Parents & Citizens Association
26. WEST WYALONG HIGH SCHOOL Parents & Citizens Association
27. YANCO AGRICULTURAL HIGH SCHOOL Parents & Citizens Association

[Signature]

VIRGINIA CHADWICK MP
MINISTER FOR SCHOOL EDUCATION
AND YOUTH AFFAIRS