

RIVERSIDE GIRLS HIGH SCHOOL P&C BY-LAWS

Proposed Changes - General Meeting of the P&C, 10th June 2020

- 1) These rules are made under the constitution of Riverside Girls High School Parents and Citizens Association.
- 2) The P&C 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 New South Wales; and
 - c) promote the interests of public education.
- 3) No person should serve more than three consecutive years in the same position, unless the position would otherwise remain vacant.
- 4) The financial year of the association will close on 31 October each year.
- 5) The annual general meeting of the P&C Association will be held ~~in on the second Wednesday of~~ November of each year. An ordinary general meeting of the P&C Association ~~may will~~ be held immediately following the annual general meeting. ~~The agenda of the annual general meeting 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.~~
- 6) ~~GA~~ general meetings of the P&C Association will be held on the ~~second~~ Wednesdays of ~~week 3 and week 7 of each term~~ each month during term time at 7:030 pm. Meetings will conclude by 9 pm unless a motion is raised to extend the meeting to finish an item of business.
- 7) Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2 to the Treasurer after any general meeting. Membership will remain current until the close of the ~~following~~ 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 will be 5 members, unless the total membership is 50 or more when it will be 10~~1~~ members.
- 8)9) ~~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. 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. If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.~~
- 9)10) 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 P&C Association may

Commented [1]: This is already specified in the Constitution.

Commented [2]: As per the P&C Federation recommended Rules.

Commented [3]: This is already specified in the Constitution.

Commented [4]: As per the newly amended Constitution.

Commented [5]: As per the P&C Federation recommended Rules.

Formatted: Font: (Default) Arial, 11 pt, Font color: Black

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.

~~10)~~11) 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 community.

~~11)~~12) All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.

~~12)~~13) Each meeting of the P&C Association will be conducted as follows;

- Welcome and formal opening of meeting
- Apologies
- Guest Speaker
- Minutes of the previous meeting (Receipt/Amendments/Adoption)
- Business arising from the previous meeting Minutes
- Correspondence
- Reports [including Treasurer/sub-committee/Principal's/representative]
- General Business [motions to put on notice or those already notified to members]
- Meeting Close

~~13)~~14) 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)~~15) 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)~~16) Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered. Any motion to expend 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.

Commented [6]: As per the P&C Federation recommended Rules.

17) 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 to hold office unless they are also ordinary members.

~~16)~~18) The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

Commented [7]: As per the P&C Federation recommended Rules.

Formatted: Font: (Default) Arial, 11 pt, Font color: Black