

# Finley High School P&C Association

## Constitution for Incorporated Associations

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Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for P&C Associations incorporated under the *Federation of Parents and Citizens' Associations of New South Wales Incorporation (Amendment) Act 1991*, be published by the Minister in the *Education Gazette*.

This prescribed constitution is as follows:

### 1. Name

This body shall be known as the Finley High School Parents and Citizens' Association, a body corporate under the *Parents and Citizens' Associations Incorporation Act 1976*.

### 2. Object and Functions

The objects and functions of this association shall be those set out in Section 116 of the *Education 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 Education and Training, 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 representative 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 Education and Training;
- (d) to assist in any 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 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 and guardians 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) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) 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) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc, to the incoming Secretary.
- (e) The 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 on relinquishing office. The requirements for handling money, keeping records, etc in the *School Manual on Financial Management* shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the 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); or



- (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 statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an Office-Bearer of the association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an Officer of the association.

#### **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 five 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 meeting of that association shall be eleven 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 five.

#### **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 affected 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 1984* 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 \$2.

### **13. Subcommittees**

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time.

- (a) A Canteen committee is to be formed to ensure the school canteen is operated in an efficient, businesslike manner.
- (b) The Canteen committee will be chaired by a P&C Vice-President.
- (c) A set of rules will be developed and adopted by the Canteen committee to guide the functioning of the committee and be ratified by the P&C Association at its annual general meeting.
- (d) The Canteen committee will undertake its functions in accordance with the current publication *"Canteen Management- A manual for the management of Canteens operated by P&C Associations in NSW Government Schools"*.

Any funds raised or handled by a subcommittee 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 Training, or otherwise at the Minister's discretion.
- (b) The association shall be dissolved if the number of members falls below the quorum or 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 having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a school building fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organisation will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.
- (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 Act 1990*, or the *Parents and Citizens' Associations Incorporation Act 1976*. The rules may be adopted, altered or withdrawn according to 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; and
- (c) in making an application for membership.

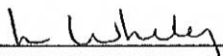
### 16. Accounts

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 annual reports of its auditors) as are required by its rules or by the Minister for Education and Training.

Signed By:

  
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FINLEY HIGH SCHOOL P&C ASSOCIATION PRESIDENT

Date: 13 March 2013

  
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FINLEY HIGH SCHOOL P&C ASSOCIATION SECRETARY

Date: 13 March 2013



# Finley High School P&C Association

## RULES/BY-LAWS

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1. These rules are made under the constitution of Finley High School Parents and Citizens' Association.
2. The association is formed for the benefit of the pupils 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' Association of New South Wales, and Regional Councils; and
  - (c) promote the interests of public education.
3. The financial year of the association will close on the 31<sup>st</sup> December each year.
4. The annual general meeting of the association will be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the annual general meeting shall include setting the membership fee of the association for the ensuing year.
5. A general meeting of the association will be held on the second Wednesday of each month during term time at 7.30pm.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2 to the Treasurer, or nominee of the Treasurer, after any general meeting. Membership will 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.
7. At a 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 five.
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 meeting will be held over to the following month. A minimum of one meeting must be held each term.
9. 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.
10. All meetings of the association will be conducted in accordance with the appropriate By-Laws of Federation "Standing Orders for the Conduct of All Meetings".
11. Any person appointed to represent the association is required to present a written report at each general meeting of the Association during the period of their representative role.

# **Finley High School P&C Association Canteen Subcommittee Rules**

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## **1. Name**

The committee shall be known as the Finley High School P&C Association Canteen Subcommittee.

## **2. Aims**

- (a) To provide a balanced and nutritious food service to children at a reasonable cost.
- (b) To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- (c) To provide a service to the school community.
- (d) To support the school in its health education program.

## **3. Membership of the Committee**

The committee shall consist of members elected annually at the annual general meeting of the P&C Association. Membership will consist of : a Canteen Convenor, a Canteen Scribe/Minute Taker, a representative of the Treasurer (this can be the Treasurer him/herself) and other members of the P&C Association. The Principal shall be an ex-officio member of the committee. The Canteen Convenor will be a Vice President of the Association.

## **4. Duties of the Committee**

- (a) The committee shall organise and control the full administration of the canteen. However, the committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five financial members of the P&C Association. Further, such notice shall be circularised to all members at least seven days in advance of the general or special meeting.
- (b) The committee shall present a report to each general meeting of the P&C Association.
- (c) The Treasurer's representative must lodge with the association's Treasurer a current financial statement for presentation to each general meeting of the association.

## **5. Meeting of the Committee**

- (a) The committee shall meet at least once each school term.
- (b) The quorum for all meetings shall be three members.
- (c) A special meeting may be summoned by the Canteen Convenor on a written request signed by a least two members of the committee. Seven days notice of any such meeting, stating the business of the meeting, shall be given to all members of the committee.

## **6. Funds**

- (a) All money received by the committee shall be deposited in an account in the name of the committee or the Association Account.
- (b) All accounts are to be paid by cheque or electronic transfer. A signatory must not be a paid nominee. Cheques are to be signed by any two of the following:
  - a. President, Secretary, Treasurer of the P&C Association or
  - b. A non Executive person appointed by the P&C Executive at the AGM.
- (c) All income received by the Canteen shall be expended to:
  - (i) Canteen maintenance and replacement of stock or equipment.
  - (ii) The purchase of additional equipment for the efficient running of the Canteen.
  - (iii) The provision of superannuation and/or long service leave, as may be required.
- (d) Any excess income is to be transferred to the general funds of the P&C Association. The transfer of funds is to be considered at the AGM.
- (e) Capital purchases exceeding \$2500 must secure prior approval from the P&C Association or its Executive Committee.
- (f) A trading statement is to be prepared at the end of each term and presented at the next meeting of the P&C Association.

## **7. Canteen Operation Rules**

- (a) A stock-take shall be affected at the end of each term.
- (b) All discounts, allowances, complimentary articles, gift, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the NSW Healthy School Canteen Strategy, all P&C managed canteens must adhere to these guidelines.



## 8. Employees

- (a) The committee, in consultation with the P&C Executive may appoint and employ a supervisor and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, provided that the Shop Employees (State) Award is adhered to.
- (b) The supervisor shall be responsible to the committee for the proper conduct of the canteen.
- (c) The committee shall ensure that the parent body has obtained workers compensation insurance to cover all employees and public liability insurance. The premium payable on any such policy and policies shall be charged to the canteen funds.

## 9. Audit

The accounts of the Canteen Committee shall be audited annually as part of the audit of the association accounts.

## 10. Alterations

No alterations shall be made to these rules except at a general or special meeting of the association.

Signed By:

  
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FINLEY HIGH SCHOOL SUBCOMMITTEE CONVENOR

Date: 13<sup>th</sup> March 2013

Authorised By:

  
\_\_\_\_\_  
FINLEY HIGH SCHOOL P&C ASSOCIATION PRESIDENT

Date: 13<sup>th</sup> March 2013

  
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FINLEY HIGH SCHOOL P&C ASSOCIATION SECRETARY

Date: 13<sup>th</sup> March 2013