

Warrawee Public School

P&C By Laws

To accompany the Prescribed or Standard Constitution



1. These rules are made under the constitution of Warrawee Public 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. The financial year of the association will close on 31 December each year.
4. The annual general meeting of the P&C Association will be held in March of each year. An ordinary general meeting of the P&C Association 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.
5. The Secretary will call for nominations for office bearing positions, President, 2 x Vice President, Secretary, Treasurer, 14 days prior to the AGM. All nominations for office bearing positions must be received 7 days prior to the AGM. All nominations for office bearing positions will be publicised with the AGM agenda to all members by the Secretary 7 days prior to the AGM.
6. All voting at the AGM shall be by secret ballot. Results will be tallied and declared by the School Principal or their nominated representative, starting with the president position. Nominees for subsequent positions may withdraw or unsuccessful nominees may stand for subsequent positions.
7. No person will serve more than three consecutive years in the same position.
8. A general meeting of the P&C Association will be held at least once a term.
9. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer, after any general meeting. Membership of the P&C can also be achieved by filling out the membership form. 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.
10. At a general meeting the quorum will be a minimum of 5. If the current membership is over 50 it will be 11.
11. 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 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.
12. 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.
13. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.

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14. 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 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
15. 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.
16. 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.
17. An operating budget will be set each year for the P&C Executive and all subcommittees, plus or including band, canteen, uniform shop and grounds. An operating budget is a combination of known expenses, expected future costs, and forecasted income over the course of a year. Each budget will be approved at the beginning of the year by the P&C Committee. An operating budget does not include capital expenditure, donations to the school or repairs and maintenance. Budgets can be adjusted throughout the year with due notice given by way of the Agenda. The P&C Executive approves contractor and salary costs annually.
18. 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.
19. Rules for purchasing of gifts will be set each year for all sub committees and P&C committee. All members will adhere this to.
20. All sub-committees are governed by signed rule agreements with the P&C. The current versions for band (5/10/15), fundraising (11/5/15) and traffic (11/5/15) are attached and form part of the by-laws of the association.

Social & Fundraising Sub-committee Rules

1. Name

The committee shall be known as the Warrawee Public School Parents and Citizens' Association Social and Fundraising sub-committee.

2. Aims

- (a) To manage and oversee fundraising on behalf of the Warrawee Public School P&C.
- (b) Provide social events that engage families at Warrawee Public School and strengthen the school community relationships.
- (c) To oversee and manage working parties that are established for specific events or fundraising tasks.

3. Membership of the sub-committee

The sub-committee shall consist of the Convenor, Secretary and Assistant Treasurer that will be elected at General Meetings of the Warrawee Public School P&C Association and be current members of the P&C Association. All interested persons are welcome to be involved in working parties for specific events. The School Principal and P&C President shall be ex-officio members of the subcommittee.

4. Duties of the sub-committee

- (a) The sub-committee shall organise, oversee and manage all fundraising for Warrawee Public School P&C Association.
- (b) The sub-committee shall organise all major social events within Warrawee Public School on behalf of the P&C Association (not class dinners, picnics etc).
- (c) The sub-committee, via the Convenor shall present a written report to each general meeting of the Warrawee Public School P&C Association.
- (d) A representative of the sub committee must lodge with the P&C Association's Treasurer current financial statements for each event held by the sub committee at the general meetings of the P&C Association.
- (e) To oversee working parties that have been formed for specific events or fund raising tasks.
- (f) To liaise with the School to ensure that fundraising activities or events conducted by the School, Principal or Student Representative Council are spaced out over the course of the year. This should result in an operating calendar in term one.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet as needed
- (b) The sub-committee shall set have working parties that will meet separately to focus on one specific event or fundraising task.

6. Funds

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the P&C Association Account.

An operational budget shall be provided in the form of a float to support event preparation and this float shall be managed by the Convenor of the sub-committee. The budget will be decided by the executive of the P&C at a general meeting prior to the event being held.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Vice Presidents, or Treasurer.

All income received by the sub-committee shall be given to the general funds of the P&C Association as decided at a general meeting. The sub-committee can advise the P&C on funds raised.

Social & Fundraising Sub-committee Rules

7. Social and Fundraising sub-committee operation rules

- (a) In accordance with the mandatory guidelines of the P&C Federation, all sub committee members of the Warrawee Public School P&C Association must adhere to these guidelines.
- (b) Accurate financial records must be kept and reported to the President of the Warrawee Public School P&C Association.
- (c) The sub-committee will ensure good, open levels of communication between the Principal of Warrawee Public School, the President of the Warrawee Public School P&C Association and the Convenor of the sub-committee when organising dates for events and when identifying and addressing issues that may impact school operations.
- (d) It is reasonable for a fundraising sub-committee, when handing over its profits to the P&C Association, to suggest via written recommendation, how part or all of these profits may be spent. The P&C Association is not obligated to adopt these suggestions and such recommendations must be consistent with the approved expenditures set annually. Should agreement not be reached a motion followed by formal meeting procedure would ensure the matter suitably resolved.
- (e) The Convenor will liaise between the sub-committee members and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Warrawee Public School P&C Association.
- (f) All events will be lodged with the P&C Federation that are conducted and organised on behalf of the P&C Association. A certificate of currency for general public liability insurance must be received before an event will run.

9. Audit

The accounts of the Social and Fund raising sub-committee shall be audited annually as part of the audit of the Warrawee Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Warrawee Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Warrawee Public School P&C Association.

Band Sub-Committee Rules

1. Name

The committee shall be known as the Warrawee Public School Parents and Citizens Association Band sub-committee.

2. Aims

- (a) To provide children with an opportunity to excel at music in an encouraging environment.
- (b) To manage the operations of the Warrawee Band program on behalf of the Warrawee Public School and Warrawee P&C Committee and within the rules of those organisations.
- (c) To provide a service to children and school community at a reasonable cost.

3. Membership of the sub-committee

The sub-committee shall consist of at least five (5) members to be elected annually at the Annual General Meeting of the Warrawee P&C Association. Membership will consist of a Band Convenor, a Band Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer. Where there is a bookkeeper employed by the P&C Association it can be this person) and at least two (2) other financial members of the Warrawee P&C Association. The Principal and President shall be ex-officio members of the sub-committee.

A member of band is a parent who has paid band registration fees for that year.

4. Duties of the sub-committee

- (a) The sub-committee shall organise the operations of the band program. However, the sub-committee shall be responsible in all its actions to the Warrawee P&C Association which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by a 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 (5) financial members of the Warrawee P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor or conductor shall present a written report to each general meeting of the Warrawee P&C Association.
- (c) The Treasurer's representative must lodge with the Warrawee P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Band Convenor on a written request signed by at least three (3) members of the subcommittee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the subcommittee including ex officio members.

6. Funds

- (a) All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the Warrawee P&C Association Account.
- (b) All financial transactions are to be undertaken by any two/(2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer. This is described in the Standard ,4/1,, Constitution section 15 and the Prescribed Constitution, section 16.

Band Sub-Committee Rules

- (c) The sub-committees' books are the responsibility of the Warrawee P&C Association Treasurer. The Treasurer, may ask the sub-committee to elect a bookkeeper to work with the Treasurer.
- (d) The sub-committee's books must be submitted for audit when the association itself undergoes its annual audit. A sub-committee has no discretion to commit funds, beyond meeting operational costs for purchases.
- (e) The Band Committee via written recommendation to the Warrawee P&C Association will set operating budgets. The Warrawee P&C Association is not obligated to adopt these suggestions and all such matters will be resolved by a formal vote by the Warrawee P&C Association. The Warrawee P&C Association will set payment rates with the Band Conductor and set fees for the band program.
- (f) All band monies outside of the approved operational budget must be expended with the endorsement of a majority vote at a general or special meeting of the Warrawee P&C Association.
- (g) Any additional purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the Warrawee P&C Association or the Warrawee P&C Association Executive Committee.
- (h) At the Close of the P&C financial year (December 31), the band committee must have no more than \$10,000 in its accounts. Any surplus funding will be redirected by the Warrawee P&C Association. The Band Committee should operate a cost neutral budget
- (i) Any fundraising by the band program must be done in consultation with the Warrawee P&C Fundraising Committee or should said committee not exist then the Warrawee P&C Association.
- (j) All fees must be approved by the President and Treasurer of the Warrawee P&C Association.

9. Audit

The accounts of the Band Committee shall be audited annually as part of the audit of the Warrawee P&C Associations accounts. The sub committee will forfeit all minutes, financial records and other appropriate materials to the Warrawee Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Warrawee Public School P&C Association.

11. Assets

- (a) All assets of the band program belong to the Warrawee P&C Association.
- (b) Instruments shall be managed by the Band Conductor and/or the Instrument Co-ordinator.
- (c) Use of the P&C room will be governed by the Warrawee Public School and the Band Room guidelines.

Traffic Sub-Committee Rules

1. Name

The committee shall be known as the Warrawee Public School Parents and Citizens Association Traffic sub-committee.

2. Aims

- (a) To work in conjunction with the P&C Association members to identify traffic concerns and look for achievable outcomes that benefit the school.
- (b) To work as a sub committee and liaise with community members, local Council and other parties to inform and influence decision making on relevant and concerning traffic issues directly impacting the school.

3. Membership of the sub-committee

The sub-committee shall consist of interested members of the Warrawee Public School P&C Association. The Convenor shall be elected at a Warrawee Public School P&C general meeting. The School Principal and P&C President shall be ex-officio members of the sub-committee.

4. Duties of the sub-committee

- (a) The sub-committee shall represent the Warrawee Public School P&C Association and action traffic issues as decided by the P&C members (or exec) at General Meetings.
- (b) The sub-committee, via the Convenor shall provide a written report to each general meeting of the Warrawee Public School P&C Association.
- (c) The duties of the sub committee will be decided at General Meetings and be provided to the sub-committee dependent on the traffic issue and focus at the time.

5. Meeting of the sub-committee

- (a) The sub-committee shall meet as needed.

6. Funds

There will be no funds allocated for the sub-committee and no sub-committee account

7. Traffic Committee operation rules

- (a) In accordance with the mandatory guidelines of the P&C Federation, all sub committee members of the Warrawee Public School P&C Association must adhere to these guidelines.

The Convenor will liaise between the sub-committee members and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Warrawee Public School P&C Association.

8. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Warrawee Public School P&C Association.