



P&C Association Incorporated

By-laws to accompany the constitution of Hurstville Public School P&C Association

1. These rules are made under the constitution of Hurstville Public School Parents and Citizens' Association.
2. The association is formed for the benefit of the pupils of the school and to that end it 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 & Citizens' Associations of New South Wales and District and Regional Councils; and
 - (c) do such other things as may promote the interests of public education.
3. The financial year of the association shall close on 31 December each year.
4. The annual general meeting of the association shall be held in February 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 shall be held on the third Tuesday of each month during term time at 9.15am, or at any other time decided by a simple majority of members present at a prior general meeting.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 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.
7. At a general meeting the quorum shall be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number shall be five members.
8. If a meeting for which due notice has been given does not achieve a quorum within 30 minutes of the advertised starting time, the Secretary shall, or in the absence of a Secretary remaining members of the Executive shall, and failing that any five members of the Association may call a further meeting to carry on the business of the association.
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. A quorum of the membership has the power to require that any particular item of new business introduced without prior notice at a meeting be placed on notice for a further meeting.
11. The seat of any Officer absent for three consecutive meetings without cause shall be declared vacant and shall be dealt with as a "Casual Vacancy" under Rule 6 of the constitution.
12. All expenditure of association funds must be authorised by the association by a simple resolution.
13. 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 4 in these rules.



Change History

Date	Details	Status
17 th May 2011	Adopted model By-Laws obtained from P&C Federation website	Passed by simple majority vote at P&C Meeting held 17 th May 2011
17 th Dec 2013	Remove By-law rule 5 of original By-laws: <i>5. No person shall serve more than three consecutive years in the same office.</i>	Passed by simple majority vote at P&C Meeting held 17 th December 2013