

TINONEE PUBLIC SCHOOL BY-LAWS

1 These rules are made under the constitution of Tinonee Public School Parents and Citizens' Associations.

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' of New South Wales and District and Regional Councils

(c) 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 will be held in March /April 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 for the association for the ensuing year.

5 A general meeting of the association will be held on the third Tuesday of each month during term time at 6:30pm.

6 Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer at the end of 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.

To be a financial member of a P&C Association, you must have a child/ children attending that school and/or live within the school's drawing area.

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 3 office bearers and 1 general member.

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 Secretary will, or in the absence of the Secretary, remaining members of the Executive will and failing 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.

9 Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered. The provisions of this rule should not hamper sub-committees from expending those monies necessary for normal running costs.

10 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 6 in these rules.

11 The Treasurer may be empowered to arrange full insurance to cover canteen goods as well as normal P&C insurance and the Treasurer be empowered to pay the insurance as soon as notification of payment

is received.

12 The Association may contribute towards accommodation expenses for delegates attending P&C Federation's Annual Conference.

13 The Association may assist with the funding of students who represent the school at a Regional, State and National level. The amount to be set at each AGM.

14 A fundraising calendar is to be set at the start of each year so that all members of the school community are aware of upcoming events.

15 The Association, at a general meeting, may declare any officer who has been absent for three consecutive meetings without a written apology to have vacated their position and to have created a casual vacancy.

16 Tinonee Public School P&C Association, in keeping with the Department of Education and Training Healthy Canteen and Fresh Tastes strategy, supports the Tinonee Public school staff in encouraging our students to eat healthy foods. In supporting this, our school canteen sells only healthy foods.

17 A book is to be kept by the Secretary of the Association and a book kept in the canteen to be signed by all volunteers when working on a P&C endorsed activity and volunteering in the canteen.

18 The Association shall ensure that all members, on becoming financial be given a copy of the Constitution and accompanying By-Laws.