



# STRATHFIELD GIRLS HIGH SCHOOL PARENTS AND CITIZENS ASSOCIATION

ABN 17 538 821 843

116 - 146 Albert Road STRATHFIELD NSW 2135

## BY-LAWS to accompany the SGHS Constitution

1. These rules are made under the constitution of **Strathfield 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. 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. No person will serve more than **three consecutive years** in the same position. SGHS P&C Association appoints the following positions at the annual general meeting:
  - a. President
  - b. Two Vice-Presidents
  - c. Treasurer
  - d. Secretary
  - e. Assistant Treasurer and Assistant Secretary/ies if the Association agrees at the AGM that such positions are warranted.
6. A general meeting of the P&C Association will be held on the **2nd Monday of each month commencing at 7:00 pm, except during school holidays**. Where school or public holidays would limit the number of meetings in a school term to a level deemed insufficient by the association, the association may agree to schedule an additional meeting on an alternative evening during that term.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of **\$1** to the Treasurer at 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. Any new member who makes an application for membership and pays the prescribed fee at a general meeting shall be eligible to vote immediately upon membership being accepted.
8. At a general meeting the quorum will be in accord with Rule 10 of the constitution. **With less than 50 members the quorum shall be 7.**
9. 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.

10. 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. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly. Unfinished business on notice will be carried over to and be placed on the agenda of the next General Meeting.
12. Each meeting of the P&C Association will include the following items on the agenda;
  - a. Welcome and Formal Opening of Meeting
  - b. Apologies
  - c. Minutes of the previous meeting (Receipt/Amendments/Adoption)
  - d. Business arising from the previous meeting Minutes
  - e. Correspondence
  - f. Reports (Including Treasurer/ Sub-committee/ Principal's/ Representative)
  - g. General Business (motions to put on notice or those already notified to members)
  - h. Meeting Close
13. 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 or verbal report to the next general meeting of the P&C Association.
14. 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. Any motion to expend P&C Association monies over \$5 000 must be placed on notice for the meeting at which it is to be considered.
  - a. Under \$500 must have written consent from at least 2 executives or committee heads, and a complete report tabled at the next general meeting.
  - b. Over \$500 and under \$5 000 must be tabled and discussed during a general meeting, and can be voted on and motion passed during that meeting or any subsequent meeting.
  - c. Over \$5 000 must be tabled during a general meeting, then must be placed on notice at least 3 weeks before the meeting at which it is to be considered (ie. the following meeting or any subsequent meeting).
  - d. All requests for reimbursement of monies spent on behalf of the P&C shall be via a completed cheque requisition form.
  - e. The SGHS P&C Association will endeavour to expend approximate total of funds collected through P&C Contributions by the end of the year in which contributions were made.
16. 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.