Rules To Accompany the Constitution for Neutral Bay Public School P&C Association

1. These rules are made under the constitution of Neutral Bay Public School Parents and Citizens' Association (the 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) be transparent in its workings and ensure that its decision making represents the school community;
   (c) co-operate in the activities of the Federation of Parents & Citizens' Associations of New South Wales and District and Regional Councils;
   (d) when requested by the parent body, do such other things as may promote the interests of public education;
   (e) operate the Uniform Shop, and the School Canteen, in accordance with policy and procedures agreed by the Association from time to time; and
   (f) form Band & Strings, Functions and Grounds & Property Committees to coordinate school community activities in these areas, in accordance with policy and procedures agreed by the Association from time to time.

3. The financial year of the association shall close on 30 September each year.

4. The annual general meeting of the association shall be held in November of each year, in conjunction with and following 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. No person shall serve more than three consecutive years in the same office, or position. Nominations shall be sought for the positions of;
   (g) President
   (h) Vice President
   (i) Treasurer
   (j) Assistant Treasurer
   (k) Secretary
   (l) Uniform Shop Coordinator
   (m) Canteen Coordinator
   (n) Band & Strings Coordinator
   (o) Grounds and Property Coordinator
   (p) Functions Coordinator

6. A general meeting of the association shall be held on the second Wednesday of the month, at 7.30pm in the school hall, unless otherwise advertised.

7. Any person eligible for membership may become a member or renew membership by paying the required membership fee as set at the preceding AGM to the Treasurer, the Assistant Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain

Rules Accompanying the Constitution NBPS P&C Association – 27th November 2013

Page 1 of 2
current until the close of the annual general meeting in the following year. The Treasurer shall be responsible for maintaining an up-to-date register of membership.

8. At a general meeting the quorum shall be in accord with Rule 10 of the constitution.

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 shall, or in the absence of a Secretary remaining members of the Executive shall conduct the meeting, however, any matters requiring financial or other action shall be held over until the following meeting.

10. 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.

11. All meetings of the association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings".

12. As well as the provisions of Federation Standing Order 6 "Notices of Motion", a group of members of the association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.

13. A general meeting of the association may declare any officer who has been absent for three successive meetings, as set out in Federation By-Law 4 (r) (iii), to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.

14. The association shall from time to time set out the Terms of Reference for each of the;
   (q) Canteen;
   (r) Uniform Shop; and
   (s) Band & Strings.

by passing a motion to approve the Terms of Reference at a general meeting.

15. Any motion to expend association monies in excess of $5000 must be placed on notice for the meeting at which it is to be considered. This rule does not include monies due to be expended on stock and other items in the normal course of operating Canteen and Uniform Shop.

16. 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.