

Moonbi Public School P&C By-Laws

- 1 These rules are made under the Constitution of Moonbi Parents & 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 NSW P&C Federation with district and regional councils, as required.
 - C) Participate in promoting the interest of public education.
- 3 The financial year of the association shall close on the 31st of December each year.
- 4 The AGM of the association shall be held in March in Term 1 each year in conjunction with and preceding the ordinary general meeting of that month. The AGM shall include setting the membership fee of the association of the ensuring year.
- 5 With permission of all members at the AGM, persons may serve for further terms over and above a three (3) year period, if required.
- 6 Any person eligible for membership may become a member or renew their membership by paying the required fee of \$2.00 to the Treasurer, or nominee of the Treasurer, at the end of any general meeting. Membership shall remain current until the close of the AGM in the following year. The Treasurer shall be responsible for maintaining an up to date register of all memberships. If financial non-active members, require minutes, these are to be requested at the end of each meeting.
- 7 At a general meeting the quorum shall be one (1) plus one-tenth of the number of members, or a minimum of 5.
- 8 If a meeting for which due notice has been given, does not achieve a quorum, the Secretary shall, or in the absence of a secretary, remaining members of the Executive, or failing that, any five (5) members may call a further meeting (with a lapse of not more than 28 days of the term time) to carry on the business of the association.
- 9 In the absence of the Secretary, the remaining members of the Executive, or any five (5) members, may call any meeting that is required, giving due notice of the business proposed for the meeting.
- 10 The order of business shall follow that of the federation. Any 'Unfinished Business' on notice from the previous meeting shall be dealt with as a "Matter arising from the Previous Minutes". A general meeting of the association may declare any officer who has been absent for three (3) consecutive meetings, without cause, to have vacated their seat therefore creating a 'Casual Vacancy' which may be filled at any general meeting.

- 11 Sub-Committees shall be formed with no less than (2) members. A sub-committee is required to report by means of a representative of that committee to each monthly P&C general meeting with supporting documents and/or relevant paperwork, for accepting by P&C members. The association may dissolve a sub-committee at any time for not abiding by this by-law.
 - 11.1 The canteen sub-committee shall be formed with no less than (3) members to oversee the running of the canteen. The Canteen Supervisor shall report back to the P&C Association at each general meeting.
 - 11.2 The "Busy Beehive Canteen" was formed in 2001 and is to follow all current policies for nutrition and healthy eating. Currently we follow the Nutrition in School's Policy and the Healthy Canteen Strategy. These policies are adopted because of their guidance and continuance of healthy eating and healthy lifestyles for students/children.
- 12 Canteen bank account- should monies be held in this account and have a surplus of Funds, then these shall be directed to the associations main account prior to the 31st December. The canteen is to have a minimum of \$2000.00 which is to be a running balance for the cash flow of the business and for any major purchases required.
- 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 have a voice at meetings but can only vote or hold office, if they have paid their \$2.00 membership fee.
- 14 Making motions at General Meetings – motions and amendments coming to the are Preferred, for the expediency of the meeting, to be inwriting and submitted to the secretary four (4) days before the meeting. This is in turn passed on to the Chairperson, who may allocate three (3) minutes with debate time over the motion and to set a fifteen (15) minute timeframe, if required. If a decision can not be made at this time, the motion shall be delegated to the next general meeting. (See Clause 10) Any motions that are not finalised at this meeting can be submitted at the next general meeting.

Dated: July 2019

Any changes or additions to these By-Laws are to be made at an AGM only