

**JAMBEROO PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION
BY-LAWS**

1. These rules are made under the constitution of Jamberoo Parents and Citizens Association [P&C]
2. The P&C is formed for the benefit of the students of the school, which will;
 - participate as much as possible in the activities of the school and communicate with all members of the school community;
 - co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales; and
 - 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 [AGM] will be held during February in the third week of Term 1 each year. An ordinary general meeting of the P&C Association will be held immediately following the AGM. The agenda of the AGM shall include setting the membership fee of the P&C for the next year and nominating the person to conduct the **financial review** of the financial records of the P&C where required. The following positions are also determined: President, Vice President, Secretary, Treasurer, Uniform Shop Manager, Social Media Administrator.
5. Each role on the executive committee may be held by an individual for a maximum period of three (3) consecutive years. If no nominee is available to replace the member this rule may be waived.
6. A general meeting of the P&C will be held each school term in week 3 and week 8
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee as resolved by the P&C to the treasurer for which they will be issued a receipt. Membership will 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 membership.
8. At a general meeting the quorum will be in accordance with rule 10 of the constitution. Where more than 50 members a quorum will be 11 members. Where the P&C has a membership of less than 50, a quorum will be 5.
9. All meetings will be conducted in accordance with the rules and policies of the P&C.
10. The P&C Committee will meet within two weeks prior to the ordinary general meeting to set the agenda and collate information for the meeting.
11. The agenda will be advertised one week prior to the ordinary general meeting and may be amended to add further notices as required.
12. Each ordinary general meeting of the P&C will be conducted as follows:
 - Welcome and opening
 - Apologies
 - Minutes of previous meeting read and passed
 - Business arising from previous minutes
 - Correspondence In/Out
 - Reports – Treasurer/Sub-Committee (eg Uniform)/Principal or representative
 - General Business (new business from agenda)
 - Meeting close
12. P&C Expenditure – expenditure arising that is not incurred during the course of fundraising must be placed on the agenda for the meeting at which it is to be considered subject to point 12(a) and 12(b) below;
 - 12(a). where the expenditure required is \$100 or less, 2 executive committee members may approve expenditure; or
 - 12(b). where an expenditure amount has been approved in principal at a previous meeting (pending a final quote), the P&C executive may give final approval so long as actual expenditure does not exceed the agreed “in principal” expenditure.