**HORNSBY HEIGHTS PUBLIC SCHOOL**

**PARENTS & CITIZENS ASSOCIATION**

**RULES**

**1. RULES**

These rules are made under the constitution of the Hornsby Heights Public School Parents and Citizen’s Association

**2. PURPOSE**

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) cooperate in the activities of the Federation of Parent’s and Citizen’s Associations of NSW and its District and Regional Councils

(c) do such other things as may promote the interests of public education

**3. FINANCIAL YEAR**

The financial year of the association shall close on the 31 December each year

**4. ANNUAL GENERAL MEETING (AGM)**

The AGM of the association shall be held in March of each year, in conjunction with and preceding the Ordinary General Meeting for that month. The agenda of the AGM shall include setting the membership fee of the Association for the ensuing year and the election of the office bearers.

**5. GENERAL MEETINGS**

A General meeting shall be held at 8pm on the first Wednesday of each month (excluding January) or, in the event of school holidays, on the first Wednesday which falls within term.

**6. MEMBERSHIP**

Any person eligible for membership may become a member or renew membership by paying the required membership fee of $1.00 to the Treasurer or nominee of the Treasurer after any General meeting. Membership shall remain current until thee close of the next Annual General Meeting. The Secretary or nominee of the Secretary shall be responsible for maintaining an up-to-date register of membership.

**7. QUORUM**

At a general meeting the quorum shall be 11 if there are more than 50 current members or five if there are less than 50 current members

**8. LACK OF QUORUM**

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, or in the absence of the Secretary, the remaining members of the executive committee, shall call a further meeting within 28 days of term time. Failing that, any five members of the Association may call a meeting within 28 days of term time to carry on the business of the association.

**9. MEETINGS**

All meetings shall ne conducted in accordance with the appropriate by-laws of Federation “Standing Orders for the Conduct of all meetings

**10. CASUAL VANCANCIES ON EXECUTIVE COMMITTEE**

A general meeting may declare any officer who has been absent without leave for three consecutive meetings to have vacated their position and to have created a casual vacancy to be dealt with under clause 6 of the constitution

**11. SUB-COMMITTEES**

**11.1 Terms of reference**

The association may establish a sub-committee and adopt Terms of Reference for such a body by a simple majority vote at a general meeting

**11.2 Funds**

Sub-committees will be required to raise all funds for their normal operation.

**11.3 Expenditure**

In accordance with the constitution, any funds raised or handled by a sub-committee are legally funds of the Association. The association may delegate authority for the expenditure of funds, up to a certain specified monthly or quarterly limit, for the day-to-day operation of that body. Any proposed expenditure beyond the set limit or on any purchase not consistent with the sub-committee’s Terms of reference must be approved by a general meeting of the Association or, in the case of an emergency, by 3 members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the purchase

**11.4 Reporting to the Association**

Each sub-committee must provide regular financial statements to the Association and must elect a representative to attend General Meetings

**12. LIFE MEMBERSHIP**

The Association can confer the honour of life membership on any 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 above