



**Cherrybrook Technology High School
Parents and Citizens' Association**

Constitution

1. NAME

This body shall be known as the Cherrybrook Technology High School Parents and Citizens Association, a body corporate under the Parents and Citizens Association Incorporation Act, 1976.

2. OBJECTS and functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990 which include:

- (i) The objects:
 - (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
 - (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.
- (ii) The functions-
 - (a) to report, when requested by the Minister for Education and Youth Affairs, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to the school facilities, and the selection of new sites.
 - (b) To assist and co-operate with the teaching staff in public functions associated with the school;
 - (c) To be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of School Education.
 - (d) To assist in any matters in which the Minister may seek the co-operation of the Association and to exercise such other functions as may be prescribed by the regulations. (Under the Education Reform Act, 1990).

3. SCHOOL STAFF

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee shall be a member, ex-officio, of the Association and all its committees.

4. MEMBERSHIP

Membership will be open to all parents of pupils attending the school and to all citizens within the school community. The Association shall maintain a Register of members. A person whose name appears on the register and who has paid the annual subscription shall be a member of the Association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. OFFICE BEARERS

- (a) The executive committee, which shall be constituted of the officers of the Association and up to six other members shall carry out the decisions of the Association. Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the Association. A member of the Executive Committee may be removed from office by resolution of the Association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) Officers—The officers shall consist of President, two Vice-Presidents, Treasurer and Secretary and shall be elected at the Annual General Meeting.
- (c) President—The President shall preside at all meetings except that in the absence of the President one of the Vice-Presidents shall preside and in the absence of the President and the Vice-Presidents, the Committee shall elect a Chairperson.
- (d) Secretary—Shall attend meetings and keep a record of all business conducted; shall hand over records, minutes, account books, etc., to the incoming Secretary on relinquishing office.

- (e) Treasurer—Shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc., in the School Manual on Financial Management shall be followed. Should it be necessary during unavoidable absence of the Treasurer, another officer of the Association may receive any monies, issue receipts and either deposit the monies in an Association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

6. CASUAL VACANCIES

Any casual vacancy on the Executive shall be filled by a ballot of the members of the Association at any general meeting. A casual vacancy shall have arisen where a member of the executive committee

- (a) dies
- (b) resigns from the committee by notice in writing
- (c) ceases to be a member of the Association
- (d) is removed under clause 5(a)
- (e) has a continuing and long term incapacity to fulfil the functions of the position.

7. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held once each calendar year at a date specified in the rules. At this meeting all officer and other positions will become vacant and then filled by nomination, and where necessary by ballot of members. All nominees shall be members of the Association. The audited balance sheet and annual report will be presented. An auditor for the ensuing year who is not an officer of the Association shall be appointed. Qualified auditors, ie members of the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants in Australia, shall be chosen.

8. GENERAL MEETINGS

A general meeting shall be held at least once during each school term.

9. SPECIAL MEETINGS

A special meeting shall be called by the Secretary at any time upon written request signed by at least ten members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days notice of the meeting which notice shall also state the business of the meeting.

10. QUORUM

Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 11 members. Where the Association has a current membership of less than 50, the quorum shall be set according to the rules of the Association but shall not be less than 5.

11. LIABILITY

- (a) A member or officer of the Association is not, by reason only of being such a member or officer, liable to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association.
- (b) The Association must effect and maintain approved public liability insurance, unless the Association is covered by such insurance effected and maintained by the Federation of parents' and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance which an association incorporated under the Associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12. SUBSCRIPTIONS

The annual subscription shall, be set by the rules but shall not be less than 50 cents.

13. SUB COMMITTEES

The Association may establish sub-committees, however styled, to carry out specific functions on its behalf. Any sub-committees that are established shall report regularly at meetings of the Association and follow any directions received from the Association. The Association may dissolve a sub-committee at any time. Any funds raised or handled by a sub-committee shall be for all purposes, funds of the Association.

14. DISSOLUTION

- (a) the Association may be dissolved in terms of a resolution carried at a General Meeting or a Special Meeting of members, providing at least seven days notice has been given to members and subject to the concurrence of the Minister for Education and Youth Affairs, or otherwise at the Minister's discretion.
- (b) The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.
- (c) Where the Association is dissolved minute books, audited accounts and other records together with the residue of funds shall be given to a kindred organisation which qualified for exemption under 63 B(i) of the First Schedule of the Sales Tax (Exemptions and Classifications) Act or the Department of School Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under Clause 16.
- (d) Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

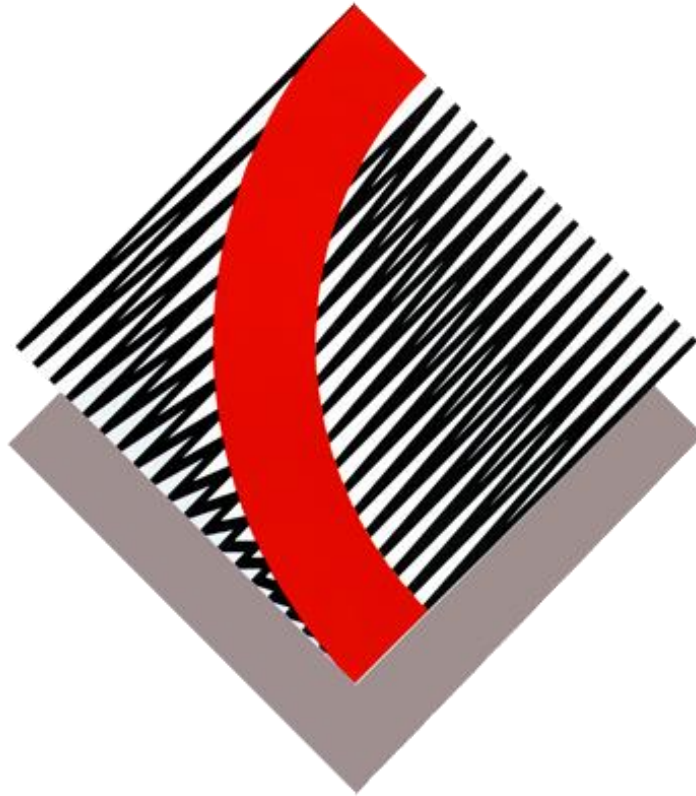
15. RULE MAKING POWER

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution, the Education Reform Act, 1990, or the Parents' and Citizens' Associations Incorporation Act, 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed—

- (a) at meetings of the Association
- (b) to convene a substitute meeting when a quorum is not attained at a meeting
- (c) in making an application for membership

16. ACCOUNTS

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustee Act, 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister.



Rules of the Association

1. The rules are made under the constitution of Cherrybrook Technology High School Parents and Citizens Association.
2. The 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 the New South Wales; and
 - (c) Promote the interests of public education.
3. The financial year of the association shall close on 31st December each year.
4. The Annual General Meeting of the Association shall be held no later than the end of March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association and appointing the auditor for the coming year.
5. A general meeting of the association shall be held at least twice per term and on a date and time set down on the school calendar.
6. 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 following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership.
7. All members must declare at the start of any meeting any potential or perceived conflict of interest for any agenda item. Any member shall declare any potential or perceived conflict of interest that may arise from any item of business other than on the agenda. Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest. If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.
8. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance.
9. Employees of Cherrybrook Technology High School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
10. At any meeting of the P&C Association, the quorum shall be 5 members unless the number of members is greater than 50 in which case quorum shall be set as per clause 10 of the constitution.
11. 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, the 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.

12. All meetings will be conducted in an orderly manner within the rules and policies of the P&C Association. Members will conduct themselves accordingly.
13. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies
 - Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - Business arising from the previous meeting Minutes
 - Correspondence
 - Reports (including Treasurer/sub-committee/Principal's/representative)
 - General Business
 - Meeting Close
14. 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 may be required to report to the next general meeting of the P&C Association.
15. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.
16. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.
17. The Financial Requests Policy is to be followed when considering any requests for financial assistance.
18. 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 by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.
19. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

Revision History:

1. Originally revised and adopted for use at the General Meeting 17.3.2009
2. Revised by the Executive Committee 25.03.2014 for presentation at the 2014AGM.
3. Revised and adopted for use by the Executive Committee 17.02.2015 for presentation at the 24.03.2015 AGM.
4. This change was proposed and adopted for use by the Executive Committee on 22.03.2016 for presentation at the AGM on 22.03.2016.
5. 6.03.2018 Changes made to bring rules in line with P&C Federation recommended rules