

THE BY-LAWS OF THE JUNCTION PUBLIC SCHOOL P & C ASSOCIATION

1. These rules are made under the constitution of The Junction Public School Parents and 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 member of the school community,
 - b. Co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales and its District and Regional Councils, and
 - c. Do such other things as may promote the interests of public education.
3. The Financial Year of the Association shall close 31 December each year.
4.
 - a. The Annual General Meeting 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 Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.
 - b. No person shall serve more than two consecutive years in the same office.
5. A General Meeting of the Association shall be held on the first Tuesday of each month during term time at 6:45pm, or as deemed necessary by the executive.
6. 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 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.
7. At a general meeting the quorum shall be in accord with rule 10 of the constitution. Where that rule does not specify a number the number shall be 8.
8. If a meeting for which due notice has been given does not achieve a quorum within fifteen minutes of the advertised starting time the Secretary shall, or in the absence of a Secretary remaining members of the Executive shall and failing that any five member of the 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 Association.
9. 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. In the absence of the Secretary a minutes secretary will be appointed from the P&C Members at the Meeting.
10.
 - a. 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".

- b. 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.
- 11. The Association may appoint persons to represent them. These representatives shall report on these activities at meetings of the Association.
- 12. A General Meeting of the Association may declare any officer who has been absent for three successive meetings to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
- 13. Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered.
- 14. Sub-Committees requiring fund for defrayment of day-to-day operating expenses shall be allocated appropriate monies at each A.G.M.
- 15. {clause deleted}
- 16. The Association may confer the honour of Life Membership on a member who has over a period of five years or more made an outstanding contribution to the work of the Association.
- 17. P&C Building Fund (October 2019):** The P&C Building Fund is to be operated with reference to TJPS P&C Building Fund Management Guide, which may from time to time require updating to comply with ATO and/or P&C constitutional requirements. Any amendments to the Building Fund Management Guide will need to be placed on notice at a meeting of the P&C for discussion, with voting to be undertaken at the following meeting

Revised October 2019