

By-Laws

1. Name and Purpose

- 1.1. These rules are made under the Constitution of Central Coast Council of Parents and Citizens Associations (CCC P&C).
- 1.2. The purpose of this organisation is to provide support and advocacy for public school P&Cs on the Central Coast.

2. Definitions

- 2.1. In these By-Laws:

Executive member means a member of the committee who is not an office-bearer of the association.

secretary means the person holding office under the Constitution as secretary of the association.

association means the district council that is defined by the Constitution

P&C Association means a P&C Association of a government school located in the district.

delegate means the nominated P&C Association member that is accredited to attend meetings of the Association

district means the boundary of the Gosford and Wyong local councils.

special general meeting means a general meeting of the association other than an annual general meeting.

the Act means the NSW Education Act 1990.

3. Membership

- 3.1. Each P&C Association may have up to two (2) accredited delegates or nominated alternate delegates attend each General or Special meeting of the Council for the purpose of participating or voting on motions or elections.
- 3.2. Each delegate in attendance is eligible for one (1) vote only.
- 3.3. The Secretary must receive notification in writing for delegate to be eligible at the meeting.
- 3.4. Observers are welcome at all meetings but shall not have voting rights. They may participate in discussion with the permission of the Chair.

4. Elections

- 4.1. No person shall serve more than three (3) consecutive years in the same office.
- 4.2. The Vice President positions shall be elected, one from each local government area – Gosford and Wyong.
- 4.3. The six (6) Executive member positions shall consist of Publicity Officer, Web Administrator, and up to four (4) positions to be elected at the AGM.
- 4.4. A delegate, not in attendance at a meeting, may nominate for any position provided they have submitted this notice in writing to the Secretary.

- 4.5. All positions for which there are more than sufficient candidates shall be decided by a standard preferential ballot.
- 4.6. The position of any Executive member absent from three consecutive meetings without reasonable cause may be declared vacant. The casual vacancy shall be filled as per clause 8 of the Constitution.

5. Meetings of the Association

- 5.1. The Association shall meet no less than once per term.
- 5.2. Notice of meeting shall be distributed to all members no less than seven (7) days prior to each meeting.
- 5.3. Agenda items should be forwarded to the Secretary no later than seven (7) days prior to each meeting.
- 5.4. An agenda for all Association meetings shall be distributed to members no less than two (2) days prior to each meeting.
- 5.5. Executive meetings shall be held as required or at the request of at least three (3) Executive members. At least seven (7) days' notice must be given unless ALL Executive members agree otherwise.
- 5.6. If a meeting for which due notice has been given does not achieve a quorum the meeting shall determine the date of a further meeting, but shall not be more than 14 days, to carry on the business of the Association.
- 5.7. All decisions made or action taken by the Executive Committee between meetings shall be reported to the next General meeting of the Association.

6. Finances

- 6.1. The financial year of the Association shall be from 1 January to 31 December each year.
- 6.2. Any motion to expend Association monies, other than normal running costs must be placed on the agenda for the meeting at which it is to be considered.
- 6.3. Any decision by the Executive Committee to expend money must be placed on the agenda of the next General meeting and dealt with by the meeting with a view to securing the meeting's endorsement for the decisions taken.
- 6.4. Reimbursement to members for expenses incurred shall only be considered upon submission of the approved claim form to the Treasurer. Reimbursement shall be paid in accordance with the Association Finance Policy.

7. Association Representation

- 7.1. The Department of Education and Communities may from time to time request Association representation on committees to support or advocate for public education in the Association jurisdiction.
- 7.2. Representatives for these committees shall be elected each year at the AGM and serve until the following AGM. Casual vacancies may be filled by election at any General meeting.
- 7.3. Where the position is requested by DEC between AGMs this position shall be filled by election at any General meeting.
- 7.4. A report in writing shall be provided by the representative to the Secretary within fourteen (14) days of the Committee meeting. This report shall be tabled at the next General meeting.

8. Life Membership

- 8.1. 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 speak

at meetings but are not entitled to vote or to hold office unless they are also ordinary members as per the Constitution.

9. Functions and Duties of Office Bearers

9.1. President

- i. The successful functioning of the Association;
- ii. The attainment of the Association's objectives;
- iii. Fostering fair participation of all members and ensuring that all new members are made to feel welcome;
- iv. Supporting volunteers;
- v. Consistent adherence to the Constitution;
- vi. Acting as the Association's spokesperson when public statements or actions are needed;
- vii. Setting up lines of communication with the Department of Education & Communities (DEC);
- viii. Being a signatory on the Association's bank accounts;
- ix. Chairing meetings;
- x. Member of all sub-committees.

9.2. Vice Presidents

- i. Presiding as chair at meetings where the President is absent;
- ii. Being familiar with operation of the Association;
- iii. Becoming acquainted with the duties of the President;
- iv. Having a working understanding of meeting rules and procedures.

9.3. Treasurer

- i. Responsible for the sound financial management of all funds held and handled by the Association;
- ii. Receive and deposit monies;
- iii. Maintain financial records;
- iv. Draw cheques;
- v. Present financial report at each General meeting;
- vi. Ensure cash book/s are kept, recording all transactions of the Association;
- vii. Review, together with Executive Committee, budget with actual expenditure and recommend changes where necessary;
- viii. Make recommendations about surplus funds;
- ix. Submit financial accounts of Association for independent audit each year;
- x. Present audited accounts at the Annual General Meeting for approval;
- xi. Hand over all financial records to incoming Treasurer at Annual General Meeting;

9.4. Secretary

- i. Responsible for carrying out the decisions of the meeting – unless otherwise stipulated;
- ii. Prepare all meeting agendas, in consultation with the President;
- iii. Attend every Association meeting and take notes of the discussions in order to produce a set of minutes for distribution to members, within 14 days of said meeting, and for possible amendment and adoption at the following meeting (in the absence of the Minutes Secretary, the meeting may elect a person to take the minutes);
- iv. Maintain a record of actions decided at each meeting
- v. Distribute prepared minutes of meetings to members, within 14 days of said meeting;

- vi. Receive and table incoming correspondence;
- vii. Write and despatch outgoing correspondence as required;
- viii. Give notice of meetings;
- ix. Convene Special meetings when requested;
- x. Maintain official records of the Association, such as:
 - 1. The Constitution, By-Laws, Rules of Sub-Committees
 - 2. Incorporation Certificate
 - 3. ABN details
 - 4. List of financial (voting) members
 - 5. Minutes
 - 6. Attendance book
 - 7. Correspondence

10. Functions and Duties of Executive Members

10.1. Publicity Officer

- i. Act as spokesperson for the Association, in collaboration with the President
- ii. Manage media releases, related information for the Association in such a way as to further the aims and objects of the Association and arrange for distribution to members

10.2. Web Administrator

- i. Manage Association website as directed by Executive
- ii. Provide advice/recommendations to Executive regarding advertising and related policies

10.3. Executive Member

- i. Be familiar with operation of the Association;
- ii. Have a working understanding of meeting rules and procedures;
- iii. Undertaking tasks as directed by the President to support the Office Bearers.