

GyMEA Bay Public School P&C Association Inc. Rules
To accompany the Prescribed or Standard Constitution

1. These rules are made under the constitution of GyMEA Bay Public School Parents and Citizens' Association Inc.
2. The association is formed for the benefit of the pupils 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 New South Wales, and District Councils; and
 - (c) promote the interests of public education.
3. The financial year of the association will close on 30 June each year.
4. The annual general meeting of the association will be held in November of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the annual general meeting will include setting the membership fee of the association for the ensuing year.
5. No person will serve more than 3 consecutive years in the same position, unless no other person nominates for that position.
6. A general meeting of the association will be held in week 3 and week 8 of every school term on the Tuesday of those weeks at 7:30pm in the school staff room.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$0.50 to the Treasurer, or nominee of the Treasurer, after any general meeting. Membership will remain current until the close of the annual general meeting in the following year. The Secretary will 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.
9. 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 remaining members of the Executive will call a further meeting and failing that any five members 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.
10. 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.
11. All meetings of the association will be conducted in accordance with the appropriate By-Laws of P&C Federation "Standing Orders for the Conduct of All Meetings".
12. The order of business will follow that, for P&C Federation Council, Standing Order, Unfinished business on notice at the previous meeting will be dealt as "Matters arising from the minutes".
13. As well as the provisions of P&C Federation Standing Order "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.
14. The association may elect representatives who will be responsible to the association in the same way that P&C Federation representatives are responsible to P&C Federation under P&C Federation Policy. The association may decide at the time of election what form of reporting is required.
15. A general meeting of the association may declare any Officer who has been absent for three successive meetings, as set out in P&C Federation By-Law 6 (c), to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
16. Any motion to expend association monies must be placed on notice for the meeting at which it is to be considered. NB This does not hamper subcommittees from expending those monies necessary for normal running costs eg the fundraising subcommittee may need to buy materials for fundraising activities. A subcommittee must not expend funds for any purpose outside those allowed by the association. There is nothing, however, to prevent an association setting up a subcommittee to raise funds for some particular goal, or a subcommittee recommending a particular use for the funds it has raised.
17. 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.
18. The association may decide, at any ordinary meeting, to conduct its finances through internet banking. If this occurs, the President, a Vice President, the Secretary and the Treasurer must have internet access to Association's account(s). The Treasurer or the Treasurer's Nominee must provide a print out of the bank account for the previous month's at each ordinary meeting.
19. The Executive may meet at any time, generally at least once each term.
20. The Executive Committee will comprise the following positions which may be altered at an ordinary general meeting giving 1 month's prior written notice:
 - Canteen Convenor
 - Fundraising Convenor
 - Festival/Fete Convenor
 - Uniform Shop

- Learning Support, ICT & Enrichment Convenor
 - Bookclub & Library Convenor
21. The first appointed Vice President also has responsibility as Assistant Secretary. The second appointed Vice President will carry out the functions of an Assistant Treasurer.
 22. Minutes of each ordinary meeting must be circulated to the school community by appropriate means within 3 weeks of a meeting being held.
 23. An agenda for an ordinary meeting must be circulated to the school community by appropriate means at least 7 days before the meeting will be held.
 24. Only fully financial members may vote at an ordinary meeting and any Annual General Meeting.
- ADOPTED ordinary P&C meeting held 26 November 2013
Jenny Ware (President)
Kath Hayward (Secretary)