

2025 By-Laws for Carlton Public School P&C Association

To accompany the Prescribed or Standard Constitution

These rules are made under the constitution of CARLTON PUBLIC SCHOOL Parents and Citizens Association (P&C Association)

These by-laws are based on the Constitution of the Carlton Public School Parents and Citizens' Association and the rules that guide P&C groups across NSW. If there's ever a conflict between these by-laws and the Constitution or NSW law, the Constitution and laws take priority.

1. The financial year of the association will close on 31 December each year.
2. The annual general meeting (AGM) of the P&C Association will be held in MARCH of each year. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting.
 - a) The agenda of the annual general meeting shall include President's annual reports by the President, Treasurer's Annual Report, Audit Report the Audited Financial Statements for the preceding financial year, the appointment of the Auditor for the year and setting the membership fee of the P&C Association for the next year.
3. Voting at the Annual General Meeting (AGM)
 - a) if only one nomination is received for a particular position, the nominee shall be confirmed by a show of hands.
 - b) If more than one nomination is received for a particular position, the election shall be conducted by secret ballot.
4. A person can serve for an unlimited number of years as long the person is willing and can support the position.
5. A general meeting of the P&C Association will be held ON THE TUESDAY EVENING OF THE 3RD AND 7TH WEEK EACH TERM AT 6:30PM.
 - a) If school staff and P&C Executive are unavailable, the date and time will be set depending on school staff and P&C Executive availability.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer, after any general meeting:
 - a) A new member can only join after attending a general meeting.
 - b) Renewing memberships can be done without attending a meeting.
 - c) Membership will remain current until the close of the annual general meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
 - d) The ledger will be made available to all members at all general meetings (first names).
 - e) Any new member who makes an application for membership and pays the prescribed fee at a general meeting shall not be eligible to vote until the close of that meeting, and accordingly shall not be eligible to vote until the following meeting.
 - f) Any person who makes a membership payment at any time between two meetings, shall not be eligible to vote until the close of the meeting following payment. At the conclusion of this

meeting the membership register will be formally updated and the new member will be vested full voting rights at the next upcoming meeting.

7. At a general meeting the quorum will be 10 where there are 50 or more members and a quorum of 5 where there is less than 50 members.

8. 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. 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.

9. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.

10. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly with P&C Policies (including Code of Conduct and Grievance Procedures) and Federation Guidelines.

11. Each meeting of the P&C Association will be conducted as follows;

- a) Welcome and formal opening of meeting apologies,
- b) Minutes of the previous meeting (receipt/amendments/adoption),
- c) Business arising from the previous meeting,
- d) Minutes correspondence reports (including Treasurer/sub-committee/Principal's/representative),
- e) General business (motions to put on notice or those already notified to members), and
- f) Meeting close.

12. 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 are required to produce a written report to the next general meeting of the P&C Association.

13. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered. (See Event Handbook).

14. 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. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

a) The Association may remove an honour The Association has bestowed if the recipient of such honour has been convicted of committing an offence that may be punishable by law.

15. Money Handling Procedures

Counting of Funds

All funds collected from any P&C activity or fundraiser must be counted immediately by two financial members of the Association.

- a) These two members must not be from the same household.
- b) Both members must sign a written record confirming the total amount collected.

Banking of Funds

The total funds collected must be deposited at a Commonwealth Bank by a financial member within two (2) business days of the P&C activity or fundraiser.

Receipts and Record-Keeping

All related receipts and documentation must be retained and handed over to the Treasurer as soon as possible, in either hard copy or soft copy format, for record-keeping and audit purposes.

Re-imbursements for events should be submitted within three months of the conclusion date of an event. Reimbursements may be completed via Cheque or Money Transfer (Refer to Event Handbook for procedure on reimbursement).

16. Grant Applications Members who volunteer to work on a grant application are responsible for:

- a) Preparing and submitting the application,
- b) Managing all communications and requirements related to the grant, and
- c) Ensuring the completion and acquittal of the grant.

The Treasurer's responsibility relates to the financial aspects of the grant, which includes:

- a) Providing the Association's bank account details for the deposit of funds, and
- b) Processing any approved payments related to the grant in accordance with P&C financial procedures.

17. Agenda Items

To add an item to the agenda, members should notify the Secretary in writing, 48 hours prior to the meeting time.

Any unfinished business which arises as a result of a meeting shall be carried forward to be placed on the Agenda at the following meeting.

Any item of new business which is introduced to a meeting without prior notice may be placed on notice for discussion at a later meeting.

18. Voting

Where a meeting is conducted with the use of an online tool the voting shall occur via a ballot.

Only active members (principal and financial members) can vote at meetings of the P&C Association

A member has only one vote on any one decision at a meeting.

A member may vote for, against, or abstain from voting on any motion.

Proxy or absentee voting is not allowed under any circumstances.

19. Subcommittees (Working Groups) and Event Project Management

1. Establishment and Purpose

1.1 The P&C may establish subcommittees (hereafter referred to as “working groups”) and event project groups to assist with specific functions, projects, or activities.

1.2 These groups are formed by group vote at a General Meeting and operate within an approved scope, timeline, and budget.

2. Membership and Roles

2.1 Each group must include at least one member of the P&C Executive.

2.2 Additional Executive members may participate as general members of the group but shall not hold overriding authority unless appointed as Chairperson of that group.

2.3 The Chairperson of each group is responsible for:

- a) Convening meetings,
- b) Ensuring records of decisions and actions are kept,
- c) Reporting progress at each General Meeting, and
- d) Escalating matters only when necessary (see Section 4).

3. Decision-Making and Autonomy

3.1 All operational decisions regarding the group’s scope of work, including event planning and day-to-day activities, are to be made within the group by its members.

3.2 Executive members participating in the group as general members may contribute their views but cannot escalate or transfer decisions to the Executive Committee unless the conditions in Section 4 apply.

3.3 Multiple Executive members within a group do not constitute an Executive Committee quorum and cannot hold separate votes outside of the group to override group decisions.

4. Escalation to Executive Committee

4.1 Matters may be escalated to the Executive Committee for consideration only if:

- a) The Chairperson of the group requests assistance due to conflict or deadlock,
- b) There is a serious governance, reputational, financial, or legal risk; or

c) The matter is outside the group's approved scope or budget.

5. Executive Committee Approvals The following items require approval via group vote of the Executive Committee before implementation:

- a) All marketing materials and public communications, including flyers, social media posts, newsletters, and emails sent under the P&C's name,
- b) Expenditure outside of any budget previously approved at a General Meeting requires a Special Meeting,
- c) Significant changes to the scope, schedule, or location of an event or project,
- d) Sponsorship agreements, partnerships, or external collaborations that use the P&C's name or resources, and
- e) Policies, procedures, or official P&C documents prior to publishing or distribution.

6. Decisions Not Requiring Executive Approval

The following do not require separate Executive Committee approval and may be decided within the group:

- a) Operational details of events or projects that fall within the group's approved scope and budget.
- b) Day-to-day planning, rostering, or task allocation for group activities,
- c) Non-strategic purchases or bookings within the approved budget, and
- d) Minor wording changes to internal working documents or drafts prior to final approval.

7. Reporting and Accountability

7.1 All groups must provide regular progress reports at General Meetings of the P&C.

7.2 Reports shall include updates on activities, expenditure, and any recommendations requiring P&C or Executive Committee approval.

8. Group Communication Tools

8.1 Each group may establish a single official WhatsApp group (or similar messaging platform) for operational communication requiring one executive.

8.2 The Chairperson of the group must create and administer the WhatsApp group and is responsible for:

- a) Adding and removing members as needed,
- b) Maintaining the focus and respectful conduct of the group, and
- c) Ensuring that discussions align with P&C communication standards.

8.3 Only one official WhatsApp group is permitted per subcommittee or event group. Members are discouraged from creating separate or splinter groups relating to P&C business.

8.4 All formal communications, decisions, and records must also be sent via email to ensure an official record is maintained and accessible for all members.

8.5 WhatsApp groups are for operational discussion only and do not replace formal decision-making processes as outlined in Sections 3 and 4.

All policies and procedures including the By Laws should be reviewed annually by executive members and brought to meetings for voting.

Adopted:

President signature: MBell Date: 04/11/2025

Vice President signature: K Bridges Date: 4/11/2025