



**PEAKHURST
PUBLIC SCHOOL**

**PARENTS & CITIZENS
ASSOCIATION**

CONSTITUTION

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The P&C Constitution

1. Name

This body shall be known as the Peakhurst Public School Parents and Citizens' Association.

2. Objects and Functions

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

The objectives:

- to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- to assist in providing facilities and equipment for the school and in promoting the education, recreation and welfare of the students at the school.

The functions:

- to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- to assist and co-operate with the teaching staff in public functions associated with the school;
- 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 Education and Training;
- 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 Act,1990). The assets and income of the association shall be applied solely to further these objects and functions. No part of the assets and income shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

The P&C Constitution cont.

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 in 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 The officers shall consist of President, Vice President, Treasurer and Secretary, and shall be elected at the annual general meeting.
- c The President shall preside at all meetings except that, in the absence of the President, the Vice-President shall preside and, in the absence of the President and Vice President, the Committee shall elect a Chairperson.
- d The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- e The 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 the 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.

The P&C Constitution cont.

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); or
- 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 be 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.

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 10 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 five.

11. Subscriptions

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

The P&C Constitution cont.

12. Subcommittees

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time.

Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

13. 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 Training, 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 or the Department of 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 15.
- (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.

14. 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 or the Education Act 1990. 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:

- at meetings of the association;
- to convene a substitute meeting when a quorum is not attained at a meeting; and
- in making an application for membership.

15. 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 for Education and Training.

Annual General Meeting agenda

Date and time of Meeting

Location of Meeting

Opening

Call meeting to order, welcome current members and introduce new ones.

Attendees

A record is kept as to who attends the P & C AGM.

Apologies

Apologies are minuted from those who have put them forward.

Business Item

- All positions of the P & C Association are declared vacant and the chair handed over to the Principal or her/his representative.
- Election of new Office Bearers for the forthcoming year.

Closing

Close meeting, indicating the time.

General Meetings

- 1 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 7.
- 2 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 shall, or in the absence of a Secretary remaining members of the Executive shall 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.
- 3 In the absence of the President 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.
- 4 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 in terms of Rule 4 in these rules.
- 5 All general meetings of the association will follow the format as set out in *Appendix 1*.

General Meeting Agenda

Date and time of Meeting
Location of Meeting

Opening

Call meeting to order, welcome current members and introduce new ones.

Guest Speaker

From time to time a guest speaker will address the meeting.

Attendees

A record is kept as to who attends the P & C meetings.

Apologies

Apologies are minuted from those who have put them forward.

Previous Minutes Tabled

Confirm minutes of the previous meeting.

Matters Arising from Previous Minutes

Complete unfinished business from the previous meeting and any foreshadowed motions from the previous meeting.

Correspondence

Read and discuss correspondence, in and out.

Reports

Treasurer
Canteen Treasurer
Canteen
Uniform
Fundraising committee
Principal
Others

General Business

- Discuss suggestions, ideas referred to and from committees.
- Deal with new business items. This may include new urgent matters, rule changes, guest speakers, long-term plans, etc.

Closing

Arrange date of next meeting.
Close meeting, indicating the time.

Role Statement – President

The President of Peakhurst Public School P&C Association has a responsibility to ensure the successful functioning of the Association, the attainment of its objectives, the responsibility to foster the fair participation of all members and consistent adherence to its constitution. He / She will:

- 1 Preside at all meetings of the Association and the Executive Committee.
This includes preserving order, ruling on contentious matters of procedure and assisting the progress of discussion by preventing irrelevant or repetitious discussion or offensive remarks.

The President should not allow their personal attitude to influence the discussion. If the President feels strongly about a certain issue the chair is to be vacated and the Vice-President will chair the discussion. In this case it is usual for the Vice-President to remain in the chair until the whole issue under discussion is finished.

The President has only one vote whether it is used when a motion is voted on or as a casting vote. If the voting is tied then whatever was the current situation remains unchanged (i.e. status quo).

- 2 Ensure the decisions of the meetings are carried out.
- 3 Co-ordinate the activities of Peakhurst Public School P&C Association.
- 4 Set the agenda for meetings in consultation with the Peakhurst Public School P&C Association Secretary.
- 5 Meet with the School Principal the week prior to general meeting to discuss the agenda.
- 6 Represent and/or be the spokesperson for Peakhurst Public School P&C Association at school functions and district functions as required.
- 7 Represent Peakhurst Public School P&C Association when required, eg. on school committees.
- 8 Act as co-signatory on Peakhurst Public School P&C Association bank accounts.
- 9 In the event of the Treasurer or Canteen Treasurer being unavailable the President may receipt and deposit monies.
- 10 Ensure that Peakhurst Public School P&C Association financial documents are audited each year before the AGM.

The auditor shall not be a relative of an office bearer of Peakhurst Public School P&C Association.

The President, as well as being the convenor of the Executive Committee, is ex officio a member of all sub-committees.

Role Statement – Vice President

The Vice-President of Peakhurst Public School P&C Association will:

- 1 Take on any of the presidential duties as defined in the *Role Statement – President* when invited to do so by the President or when the President is, for reasons of illness or alternative commitments, unable to undertake those duties.
- 2 Chair all P&C Association meetings if the President is unavailable
- 3 Act as interim President if, for any reason, the President's office falls vacant, until a new one is elected.

Role Statement – Secretary

The Secretary of Peakhurst Public School P&C Association is the principal administrative officer of the Association and will:

- 1 Be responsible for carrying out the decisions of the meeting – unless otherwise stipulated.
- 2 Prepare, in consultation with the President, all meeting agendas.
- 3 Maintain a list of financial (voting) members.
- 4 Attend every Association meeting and take notes of the discussions in order to produce a set of minutes for subsequent distribution to members, inclusion in the school newsletter and display on the community noticeboard located outside the School Office. Minutes should indicate the time, date and location of the meeting, the members in attendance, the apologies accepted, the identity of the Chairperson and record every decision that was supported by majority vote.
- 5 Receive and table all incoming correspondence relevant to the Association.
- 6 Prepare and/or oversee all outgoing correspondence relevant to the Association.
- 7 Prepare minute book for audit prior to AGM.
- 8 Be responsible for the handing over of all records and minutes to the incoming Secretary on vacating the position.

Role Statement – Treasurer

The Treasurer of Peakhurst Public School P&C Association is responsible for the sound financial management of the Association and as such will:

- 1 Receive, count and check all money for deposit.
In the event of the Treasurer being unavailable the President may receipt and deposit money.
- 2 Deposit all monies as soon as possible within 48hrs.
- 3 Maintain records, draw cheques and present accounts, in the form of a report, at each general meeting.
- 4 If uncertain about correct financial management protocols refer to the advice in the Department of School Education's School Manual on Financial Management or telephone P&C Federation for advice.
- 5 Present all records for auditing each year and ensure that the audited accounts are tabled for adoption at the Annual General Meeting.
The auditor shall not be a relative of an office bearer of Peakhurst Public School P&C Association
- 6 Be responsible for the handing over of all financial records, to the incoming Treasurer should the Annual General Meeting decide to elect a new Treasurer.

Should, for any reason, the Treasurer not be in a position to complete any of the above mentioned tasks another officer of the Association may take on these roles in the Treasurer's absence, preferably with the Treasurer's agreement.

Role Statement – Canteen Treasurer

The Canteen Treasurer of Peakhurst Public School P&C Association is responsible for the sound financial management of the Canteen and as such will:

- 1 Receive, count and check all Canteen money for deposit.
In the event of the Canteen Treasurer being unavailable the President may receipt and deposit money.
- 2 Deposit all monies as soon as possible within 48hrs.
- 3 Maintain records, draw cheques and present accounts, all relating to the Canteen, in the form of a report, at each general meeting.
- 4 If uncertain about correct financial management protocols refer to the advice in the Department of School Education's School Manual on Financial Management or telephone P&C Federation for advice.
- 5 Present all records for auditing prior to the AGM each year and to the P&C Association Treasurer.
- 6 Be responsible for the handing over of all financial records to the incoming Canteen Treasurer should the Annual General Meeting decide to elect a new Canteen Treasurer.

Should, for any reason, the Canteen Treasurer not be in a position to complete any of the above mentioned tasks another officer of the Association may take on these roles in the Canteen Treasurer's absence, preferably with the Canteen Treasurer's agreement.

Role Statement – Uniform Co-ordinator

The School Uniform Co-ordinator of Peakhurst Public School P&C Association will:

- 1 Ensure the Uniform Shop is open on a regular basis during school terms for the sale of all school uniform items which bear the PPS emblem and some other items of school uniform which do not bear the PPS school emblem.
- 2 Ensure there is ample stock available for sale at all times.
- 3 Liaise with uniform suppliers to order stock and ensure orders are reliably filled.
- 4 Present a report at each meeting of Peakhurst Public School P&C Association
This report will include monthly sales figures, issues relating to the articles of school uniform and new articles to be considered.
- 5 Count and forward weekly takings to the Treasurer of Peakhurst Public School P&C Association.
- 6 Complete stocktaking at least once per term.
- 7 Conduct a yearly review of all prices by week 2, term 2 to be presented at the next available meeting of the Association.

Role Statement – Fundraising Committee

- 1 The fundraising committee of Peakhurst Public School P&C Association are responsible for all fundraising including but not limited to:
 - Bi-annual fete
 - Purchasing Christmas and Easter gifts for children as requested by staff.
 - Fathers and Mothers Day stalls
 - Discos, raffles, chocolate drives, “-athons”, etc.
- 2 Peakhurst Public School P&C Association members may nominate to become a member of the fundraising committee each year at the Associations AGM, or join as required during the year.
- 3 The fundraising committee attends meetings as called by the fundraising co-ordinator, to discuss and facilitate fundraising.

Role Statement – Fundraising Co-ordinator

The Fundraising Co-ordinator of Peakhurst Public School P&C Association is responsible for:

- 1 Calling fundraising meetings as required.
- 2 Chairing fundraising meetings and forwarding minuted proposals to Peakhurst Public School P&C Association for approval.
- 3 Screening fundraising mail and presenting relevant items at fundraising meetings.
- 4 Presenting financial reports to Peakhurst Public School P&C Association Meetings.
- 5 Presenting fundraising budgets to Peakhurst Public School P&C Association.
- 6 Recording fundraising receipts and expenditure and forwarding to the Treasurer.
- 7 Liaising with the Principal for fundraising dates.
- 8 Prepare correspondence to go home to families with Secretary.
- 9 Present proposed fundraising schedule for following year to final Association meeting each calendar year.

Approval of fundraising events is by the Association and as such any comments regarding same must be directed to Peakhurst Public School P&C Association President at an Association meeting.

P&C Committee

2010

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