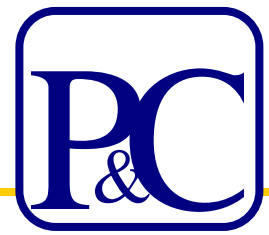




Koorungal High School Parents & Citizens Association



Zeigler Avenue, Koorungal, Wagga Wagga, 2650
TEL (02) 69225155 FAX (02) 69 223877

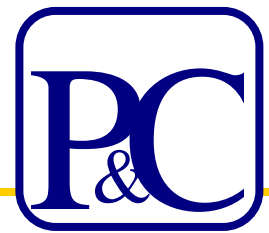
By-Laws

1. These By-Laws are made under the constitution of Koorungal High School Parents and Citizens' Association (known hereafter as the 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 members of the school community;
 - (b) co-operate in the activities of the Federation of Parents & Citizens' Associations of New South Wales and 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 on 31 December each year.
4. The annual general meeting of the association shall be held in February 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. No person shall serve more than three consecutive years in the same office unless invited by a majority of members at the February annual general meeting.
5. A general meeting of the association shall be held on the fourth Tuesday of each month during term time at 7.30pm with a minimum of one per term. The meeting dates for the coming calendar year are to be set at the 1st general meeting held for the year.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee 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.

For insurance purposes the categories of "member" and "volunteer" are distinct therefore the association will maintain a list of occasions and the names of volunteers working on its behalf.
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 five.
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 shall, or in the absence of a Secretary the remaining members of the Executive shall and failing that any five members of the Association may call a special meeting prior to the next scheduled meeting to carry on the business of the association.



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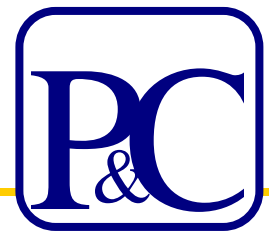
9. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call any meeting that is required, giving due notice of the business proposed for the meeting.
10. All meetings of the association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings". The By-Laws of Federation specifically provide for reference where necessary to N. E. Renton's Guide for Meetings and Organisations. The order of business shall follow that for Federation Council, Standing Order IC. Unfinished business on notice at the previous meeting shall be dealt as "IC(c) Matters arising from the Minutes".
11. 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.
12. The association may elect representatives who will be responsible to the association in the same way that Federation representatives are responsible to Federation under Section 413 of Federation Policy. The association may decide at the time of election what form of reporting is required.
13. A general meeting of the association may declare any officer who has been absent for three successive meetings, as set out in Federation By-Law 4 (r) (iii), to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
14. Any motion to expend association monies must be approved at an association general meeting. A subcommittee's powers to expend monies shall be defined by the association when the subcommittee is set up. A subcommittee may expend those monies necessary for normal running costs. Under the guidelines for incorporation, all funds belong to the association, and expenditure must be authorised by the association. A subcommittee must not expend funds for any purpose outside those allowed by the association. A subcommittee may recommend a particular use for the funds it has raised.
15. With the approval of the three Executive members the Executive may expend those monies necessary for normal running costs to a limit approved at the annual general meeting. Such expenditure must be ratified at the subsequent general meeting.
16. The association may confer the honor 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 6 in these rules.

The following points are to be considered when deciding to bestow Life Membership to a parent/caregiver/community member:

- (a) Longevity of service DURING a student's school years – minimum 5 years
- (b) Longevity of service BEYOND a student's school years



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- (c) Type of service to school and/or beyond role within P&C
- (d) Holding of executive positions in either P&C or canteen subcommittee

However it does not require all areas to be met but the contribution made is to be “above and beyond” expectations.

17. Monetary assistance for Koorringal High School representative individuals or teams is to be based on amounts set at the annual general meeting for the following categories:

- (a) Individual at State Level
- (b) Individual at National Level
- (c) Individual at International Level
- (d) Team at State Level

Special requests outside the standard formula will be considered on a case by case basis. All requests for assistance are to be presented in writing.

18. In line with rule 7 of our constitution, in relation to audited financials, a copy and any changes/updates made to our Constitution, By-Laws and Canteen Rules are to be provided to our Federation within one month of our AGM.

19. The auditor for the ensuing financial year is to be set at the Annual General Meeting.

20. By-law amendments or additions can only be made in accordance with rule 15 of the association’s constitution “Rule-Making Power”.