1.1 Overview

(a) These Rules are made under the Constitution of the Bilgola Plateau Public School Parents and Citizens Association Incorporated

(b) The Association is formed for the benefit of the pupils of the school and in particular the members of the association and to that end it will:

i. Authorisation - co-operate with Federation of Parents & Citizens' Associations of New South Wales and District and Regional Councils;

ii. Engagement - participate and partner in the development and implementation of school community initiatives;

iii. Management - Consult, develop, communicate, implement and review Bilgola P&C plans aligned with school community interests and public education. The strategic planning process will identify and articulate clear objectives, and will form part of the plan and budget.

iv. Administration - practice good governance, and exercise legal and financial responsibility to

1. Keep appropriate records
2. Apply fiscal control
3. Comply with statutory, accounting, constitution and P&C Federation rules & requirements

1.2 Rules and By-Laws - Review process

It is expected that each year the rules and by-laws may be reviewed.

1.3 Authorisation

The P&C will co-operate and be governed by the overall P&C Constitution as well as P&C rules and by-laws and sub-committee rules and policies as determined by the P&C Executive.

1.4 Engagement

1.4.1 Participate
1.4.2 Encourage parents to participate in P&C Meetings Partner

Partner with the school executive – each initiative of the P&C is to be overseen by one member of the P&C, who is not a member of the P&C executive who will co-ordinate with one staff member within the school, where relevant.

1.5 Management

1.5.1 Consult
Consult with parents and wider school community about what they want

(a) Ask what parents want through surveys
(b) Publish responses to school surveys on website
(c) Use this as input for decision making

1.5.2 Develop

(a) Funds earmarked for an initiative must be spent on that initiative
(b) Each fund raising activity and expenditure is to have a clear objective, and this objective is to be directly aligned to P&C goals as set down in the annual P&C plan/budget.

1.5.3 Communicate

(a) Clear and regular communication to parents — via electronic newsletters, class parent emails, and via the school website,
(b) Communicate the purpose & funding of all activities,
(c) Enable and promote how parents can contribute, participate, and benefit from P&C membership
(d) The annual budget will be published in a summary format together with the minutes of the meeting that approves the budget. This will be available via online publication.
(e) The P&C to make available key information on a timely basis through P&C meetings, newsletters and online publication. Key information to include:
   i. Strategic direction
   ii. plans,
   iii. budgets,
(f) Clear P&C organisation chart published
(g) Acknowledge and communicate P&C achievements & initiatives

1.5.4 Implement

(a) Enable parents to self serve wherever possible and make it easy for them to do so.
(b) Refer to sub-committee operating processes and rules & polices for further detail.
   i. OOSH/Camp Bilgola
   ii. Uniform Shop/Canteen
(c) Seek professional advice for key activities when required, wherever there is potential risk associated with the activity that could impact the P&C or school.

1.5.5 Review

a) Every item of expenditure must align with the plan.
b) The Association must ensure that important and irregular financial decisions are brought to the attention of members and all expenditure, beyond normal running costs, receives majority support from members at a general or special meeting.
c) All initiatives must come under the responsibility of a P&C Executive either directly or through a sub-committee, and each activity must have a non-executive parent/guardian member liaison. Without that parent commitment, the P&C should seriously consider the value in undertaking (and funding) the activity.

1.6 Administration

1.6.1 Manage records

(a) Sustainable:
   i. Processes to be documented to ensure efficiencies from one year to the next
(b) It is expected that the budget will be reviewed throughout the year and changes posted with the relevant P&C meeting minutes.

1.6.2 Exercise Fiscal Control

For both efficiency and risk management, the P&C will minimise use of cash wherever possible, and promote the use of the P&C preferred payment method, currently (2013) Flexischools,

(a) Strengthen funding sources:
   i. The collection of fees should continue to become more efficient – and there should be clear benefits for membership.
   ii. Use a tiered pricing structure for P&C members and non-members

(b) All items of expenditure must have a clear line of accountability together with substantiated documentation.

(c) Financial administration is out-sourced for the following reasons:
   i. Keep costs in check through competitive tender
   ii. Ensure regulatory compliance (P&C Federation, Fair Work Australia, National Quality Framework, accounting standards, record keeping, etc.),
   iii. Ensure professionally qualified practitioners undertaking work
   iv. High quality and timeliness of financial information (periodic Profit & Loss statements, cash flow statements, key performance indicators, outstanding payments (debtor) etc.)
   v. Manage P&C Association risk e.g. data security, compliance
   vi. Ongoing management of financial systems, and upgrade as appropriate
   vii. Focus P&C efforts on services being delivered rather administration,
   viii. Ready access to financial information on a timely basis for effective decision making.

(d) Actual operational expenditure should be funded by operational activity. Budgeted expenditure for the ordinary operations of the P&C must be no greater than the budgeted operational income. Where income is derived from non-operating activities, these funds should be allocated for non-operating expenditure initiatives. Budgeted expenditure must reach across all Key Learning Areas to ensure an equitable distribution of benefits to the members of the Association.

(e) For the purposes of day to day expenditure, the Association Executive is authorized to expend funds as outlined in the budget. Additional expenditure up to a maximum of $500 for any single purchase, and up to a maximum of $1,500 in any given period between general meetings pursuant to any further approvals and review required within the Constitution and Rules. This additional expenditure will be communicated within at least two members the Association Executive via email or equivalent form of communication in order to seek consent, and shall be subject to the usual countersignatures and processes required for other expenditure. All day to day expenditures falling within this Rule will be reported to the next general meeting in “General Business”.

1.6.3 Comply

(a) Identify and take advantage of efficiencies across all processes, where appropriate.

(b) For insurance purposes a list of occasions on which there are volunteers working on its behalf is to be maintained indicating members and volunteers.

(c) The financial year of the Association shall close on 31 December of each year. Planning for the AGM and the following year budget will commence in July and be completed by September, in readiness for the October / November AGM.

(d) 2 additional roles for executive committee:
   ii. Commercial Executive – to find and manage alternative funding sources for the P&C.

(e) The annual general meeting of the Association shall be held in October or November 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.

(f) A general meeting of the Association shall be held at least once per term in week seven. However, changes may be made with 4 weeks’ notice.

(g) Any person eligible for membership may become a member or renew membership by paying the required contribution fees. Fees are to be payable based on the number of children attending the school or as a citizen and are payable to the Treasurer after any general meeting. Membership shall remain current for the duration of the school year in which the fees are paid. The Secretary shall be responsible for maintaining an up-to-date register of membership. For the avoidance of doubt, membership is extended to parents / guardians, and will afford one vote per family.

(h) If a meeting for which due notice has been given does not achieve a quorum (within 30 minutes of the advertised starting time) the Secretary, or in the absence of a Secretary, the remaining members of the Executive shall reconvene the meeting for another time. 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.

(i) 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.

(j) All meetings of the Association shall be conducted in accordance with the appropriate By-laws of Federation “Standing Orders for the Conduct of All

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1 As determined by the school’s semester schedule issued by the school Principal.
2 The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes each Association is strongly advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there be a list of names of volunteers, who need not be members, associated with each occasion.
Meetings. Any unfinished business on notice at the previous meeting shall be
dealt with during “Matters arising from the minutes”.

(k) Any new business or specific item of a significant nature may not be introduced
to the Association for consideration without first being introduced at a prior
meeting, or notice to the Executive for inclusion at a general meeting at least 7
days prior to such meeting.

(l) 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.

(m) The seat of any Officer absent for three consecutive general meetings without
cause shall be declared vacant. If an Association adopts such a rule it should be
stated to create a "Casual Vacancy" to be dealt with under Rule 6 of the
constitution.

(n) Any motion to expend Association monies must be placed on notice for the
meeting at which it is to be considered. The provisions of such should not
hamper subcommittees from expending those monies necessary for normal
running costs, and relates to expenditure over and above expenditure noted in
1.6.2 (e).

(o) 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.

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3 (The By-Laws of Federation specifically provide for reference where necessary to N. E. Renton’s Guide
for Meetings and Organisations.)