1. These rules are made under the constitution of Belair Public School Parents and Citizens' 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 its 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 30th November each year.

4. The Annual General Meeting of the Association shall be held in March 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.

5. A General Meeting of the Association shall be held each month, on a date and time set at the Annual General Meeting each year for the ensuing year.

6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of $1 to the Treasurer or nominee of the Treasurer at any general meeting (refer to motion passed 7th February 2000). The member will have their name placed on the membership register, and will be eligible to vote at the next General Meeting that the member attends (excluding Special Meetings). Membership shall remain current until the close of the next Annual General Meeting. The treasurer shall provide an up-to-date register of membership for the secretary prior to each General Meeting.

   NOTE: A register of volunteers at each event/function shall be kept by the coordinator of the event/function.

7. At a general meeting the quorum shall be in accord with rule 10 of the constitution.

8. If a meeting for which due notice has been given does not achieve a quorum within fifteen 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.

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. (a) 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”.

**NOTE:** The By-Laws of Federation specifically provide for reference where necessary to N. E. Renton’s “Guide for Meetings and Organisations”. Associations will find it convenient to keep the Federation Handbook and that reference book handy.

(b) The order of business shall follow that for the Federation Council, Standing Order 1C. Unfinished business on notice at the previous meeting shall be dealt as “1C (c) Matters arising from the Minutes”.

(c) 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 introduced without notice be placed on notice for the next meeting.

(d) 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 4B of Federation Policy. These representatives shall report on these activities at Meetings of the Association. The Association may decide at the time of election what form of reporting is required.

(e) A General Meeting of the Association may declare any officer who has been absent for three successive meetings without cause, to have vacated their position and to have created a “Casual Vacancy” to be dealt with by means of rule 6 of the constitution.

(f) Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered. In addition, “Any request received by the P&C from any organisation for the allocation of P&C funds in excess of $1000 shall be in writing (including justification and itemisation) and will be considered and voted upon only after:
- notice is given of that request at the previous P&C meeting; and
- the item is placed on the agenda and circulated to parents prior to the meeting at which the request is to be considered.”

(refer to minutes dated 5th April 2000)
11. 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 of the Constitution.

12. The Belair Public School Parents and Citizens’ Association is a non-profit organisation, raising less than $100,000 each year. The Association has an ABN number but will not register for the GST. Any operations by the Association will be input taxed.

For further information, refer to...

Federation of Parents and Citizens’ Associations of New South Wales.

“Revised Companion for School Parent Organisations”
Federation of Parents and Citizens’ Associations of New South Wales.
June 1998.