

BY-LAWS OF THE IRONBARK RIDGE PUBLIC SCHOOL
PARENTS AND CITIZENS' ASSOCIATION
TO ACCOMPANY THE CONSTITUTION

1. These rules are made under the constitution of the Ironbark Ridge 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 where numbers permit in the activities of the Federation of Parents & Citizens' Associations of New South Wales and District and Regional Councils; and
 - (c) do such things as may promote the interests of public education.
3. The financial year of the association shall close on 30 September each year
4. No person shall serve more than three consecutive years in the same office. The Committee can make an exception for an additional period of 12 months at a time, where no other candidate exists, voted upon at each AGM.
5. The Annual General Meeting of the association shall be held in term 4 of each year, in conjunction with and preceding the ordinary general meeting for that term.
6. A general meeting of the association shall be held on a Wednesday in the fourth (4th) week of each term at 7.00pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 via spriggy, Treasurer or nominee of the Treasurer after any general meeting or before an AGM via spriggy. Membership shall 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.

NOTE: 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 the association must maintain a list of occasions on which there are volunteers working on its behalf. A full list of members and volunteers is to be kept for each occasion.

8. At all meetings the quorum shall be in accord with Rule 10 of the Constitution that is not below 5 members.

If for any reason the quorum at any meeting cannot be formed at a suitable location, the association may hold a hybrid meeting using any technology that gives the members as a whole an opportunity to participate effectively in that meeting either face to face or virtually, a quorum will be deemed to be valid so long as the number of

members participating using either of these options is in accord with Rule 10 of the Constitution.

Where a meeting of the Association is a hybrid meeting and is held using the technology referred to above:

- a. notice of the meeting must specify the date, time and details of the technology needed
 - b. to participate in the meeting;
 - c. ii. a quorum must be maintained for the duration of the meeting;
 - d. iii. any member of the association attending in person or using technology will be taken to be
 - e. present for the purposes of forming a quorum and for all other purposes;
 - f. iv. all votes on a resolution must be taken by ballot open to all members and not on a show
 - g. of hands; and
 - h. v. the President or other presiding Officer appointed to chair the meeting may adjourn the
 - i. meeting if there is any failure in technology with a consequence that a resolution cannot be put
 - j. or the business of the meeting cannot be conducted.
9. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Minute Secretary shall, or in the absence of the Minute Secretary any other remaining members of the Executive, and failing that any five members of the association may abandon that meeting and adjourn the meeting until the next general meeting. If there are urgent matters that require discussion a call for a further meeting is advertised to all members and shall be within 14 Days to ensure the business of the association is continued.
10. 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 for the proposed meeting.
11. Conduction of meetings
 - (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” from section 1.C, and in reference to N. E. Renton’s *Guide for Meetings and Organisations*.
 - (b) Unfinished business on notice at the previous meeting shall be dealt with as Matters arising from the Minutes” in accordance with Federation Standing Order 1.C (c) and;
 - (c) In accordance with 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 tabled without prior notice shall be placed on notice for the next meeting.
12. The association may elect representatives for particular occasions or external matters who will be responsible to the association. This responsibility includes generating a written and verbal report on these activities to be tabled at the next meeting.

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. P&C expenditure
- (a) Any motion to expend association monies in excess of \$500 must be placed on notice for the meeting at which it is to be considered. Any amount under this that is used for the purpose of the association is allowed. Eg. to cover costs of setting up fundraising activities.
 - (b) The Uniform Sub Committee is exempt from this by-law and is allowed to expend to one supplier an amount not exceeding \$5000. Any expenditure over \$5000 must be approved at a meeting or unanimously (where practical) by the Executive Committee if timing is an issue.
15. A fundraising committee is to be nominated and elected by members of the association. A coordinator is to be appointed by the committee, who will then report back to each general meeting of the association. All activities are to be conducted in accordance with the P&C Federation manual along with any fact sheets. At any fundraising activity the cash takings for each day are to be counted by two people, wherever practicable and handed to the Treasurer within two working days.
16. The management of the uniform shop is to be co-ordinated by the uniform shop sub-committee that has been nominated and elected by the members of the association. The Uniform shop sub-committee shall follow the P&C Federation manual along with any fact sheets.
17. The cultural liaison is to assist with the co-ordination of the Cultural activities within the school and has been nominated and elected by the members of the association.

Written and Ratified at the founding Ironbark Ridge Parents and Citizens' Meeting at 2130 hours 8th March 2005.

Amended 14.3.07 at the AGM in accordance with motions ratified at that meeting.

Amended 10.03.10 at the AGM in accordance with motions ratified at that meeting.

Amended 09.03.11 at the AGM in accordance with motions ratified at that meeting,

Amended 14.03.12 at the AGM in accordance with motions ratified at that meeting.

Amended 12.03.12 at the AGM in accordance with motions ratified at that meeting.

Amended 07.02.18 at the AGM in accordance with motions ratified at that meeting.

Amended 07.02.18 at the termly meeting in accordance with motions ratified at that meeting.

Amended 20.05.2020 at the termly meeting in accordance with motions ratified at that meeting.

Amended 12.05.21 at term 2 general meeting in accordance with the motions ratified at that meeting. By-Law 4, removing setting of the membership fees at the AGM for the ensuing year. By-Law 7, payment of membership changed from in person at the AGM to online. By-Law 8, to allow for quorum to be met with virtual participants at meetings

Amended 22.02.23 at term 1 general meeting in accordance with the motions ratified at the meeting. By-Law 7, payment of membership changed to spriggy. By-Law 17, Traffic coordinator removed, cultural coordinator inserted.