



## WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274  
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

# Winston Hills Public School P & C Association By-Laws 2022



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# Winston Hills Public School P&C Associations By-Laws (Reviewed March 2022)

## To accompany the Prescribed or Standard Constitution

1. These rules are made under the constitution of Winston Hills Public School Parents and Citizens Association.
2. The P&C Association is formed for the benefit of the students of the school, which 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 and Citizens Associations of New South Wales; and (c) promote the interests of public education.
3. The financial year of the association will close on 31 December each year.
4. The annual general meeting of the P&C Association will be held in March of each year. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting. The agenda of the annual general meeting shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.
5. No person will serve more than three consecutive years in the same position.
6. A general meeting of the P&C Association will be held on Tuesday of Weeks 4 and 8 of the school term, at 7:30pm in the staffroom.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer, after any general meeting. Membership will 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.
8. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be 5.
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 Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five





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members of the P&C 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 P&C Association.

10. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.

11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.

12. Each meeting of the P&C Association will be conducted as follows; Welcome and formal opening of meeting Apologies Minutes of the previous meeting  
(Receipt/Amendments/Adoption) Business arising from the previous meeting Minutes  
Correspondence Reports [including Treasurer/sub-committee/Principal's/representative]  
General Business [motions to put on notice or those already notified to members] Meeting  
Close

13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.

14. A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.

15. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.

16. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant 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.

17. Any sub-committee holding a bank account that the P&C Association establishes in accordance with Rule 13 of the Constitution of the P&C shall be run to a set of bylaws for



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that sub-committee adopted by the P&C Association at a general meeting of the P&C Association and shall report in writing to each general meeting of the P&C Association.

18. All sub-committee members (including office bearers of the sub-committees) are to be appointed in accordance with Rules 4 and 6 of the constitution of the P&C Association, at a meeting of the P&C Association.

19. These by-laws may be amended in accordance with rule 15 of the constitution of the P&C Association.

20. All agenda items should be addressed in writing to the secretary at least a day prior to any meeting for discussion at that meeting. Items raised without written notification may be carried over to the next meeting.

21. Where a commitment for an expenditure greater than \$200.00 and that has not been approved by a general meeting, and is not part of the normal running costs of the association or its subcommittees, is required prior to the next general meeting and in less than 14 days' time, approval may be given for the expenditure by the written agreement of three members of the executive committee of the association. The approval of expenditure must then be reported to the next general meeting of the association.

22. All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer.

23. Two members of the same family cannot be elected as signatories for any of the Winston Hills Public School P&C bank accounts, at a P & C nor subcommittee level.

P&C President

Name Belinda Schuster

Date 17/3/22

P&C Secretary

Name Di Oxenham

Date 1/5/22