1. These rules are made under the Constitution of Shoal Bay Parents and Citizens Association (“the Association”).
2. The Association is formed for the benefit of the pupils 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’ of New South Wales and District and Regional Councils
   (c) promote the interests of public education.
3. The financial year of the Association will close on 31st December each year.
4. The Annual General meeting of the Association will be held 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 for the Association for the ensuing year.
5. A general meeting of the Association will be held on the first Tuesday of each month during term time at 6:30pm.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee in clause 4 above to the Treasurer at the end of 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.
   a. 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 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.
   b. AND: To be a financial member of a P&C Association, you must have a child/ children attending that school and/or live within the school’s drawing area.
7. 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 ( one plus one-tenth of the number of members).
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 will, or in the absence of the Secretary, remaining members of the Executive will ... 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. Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered. The provisions of this rule should not hamper sub-committees from expending those monies necessary for normal running costs.
   a. NOTE: 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. Associations 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.
10. 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 6 in these rules.
11. The Treasurer may be empowered to arrange full insurance to cover canteen goods as well as normal P&C insurance and the Treasurer be empowered to pay the insurance as soon as notification of payment is received.

12. Award(s) of no more than $100 each may be presented to year 6 students at the end of year presentation. This may be reviewed at each AGM.
   a. School Dux Award - $100

13. The Association may contribute towards accommodation expenses for delegates attending P&C Federation’s Annual Conference.

14. The Association may assist with the funding of students who represent the school at Regional, State and National level. The amount to be set at each AGM.
   a. Regional sponsorship is not endorsed at this time.
   b. State, individuals $100
   c. State, teams of 4 or more $200
   d. National, individuals $200
   e. National, teams of 4 or more $800

15. The Association will provide some financial assistance to end of year functions. (e.g. year 6) The amount to be determined at the AGM.
   a. None endorsed at this time.

16. A fundraising calendar is to be set at the start of each year so that all members of the school community are aware of upcoming events.

17. The Association, at a general meeting, may declare any officer who has been absent for three consecutive meetings without a written apology to have vacated their position and to have created a casual vacancy.

18. Shoal Bay School P&C Association, in keeping with the Department of Education and Communities Healthy Canteen and Fresh Tastes strategy, supports the Shoal Bay school staff in encouraging our students to eat healthy foods. In supporting this, our school canteen sells only healthy foods.

19. A book is to be kept by the Secretary of the Association and a book kept in the canteen to be signed by all volunteers when working on a P&C endorsed activity and volunteering in the canteen.
   a. NOTE: This is to ensure compliance with WH&S legislation and safe work practices.

20. The Association shall ensure that all members, on becoming financial be given a link to the Constitution and accompanying By-Laws.

21. **Non-profit clause;** the assets and income of the Association shall be applied solely in furtherance of the Objects defined in its Constitution and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association. Should the Association cease operating, any remaining assets and income are to be donated to Shoal Bay Primary School.