

HOMEBUSH BOYS' HIGH SCHOOL

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Homebush Boys High School Parents and Citizens' Association rules and by-laws to accompany the prescribed constitution for Parents & Citizens Associations.

1. These rules are made under the constitution of Homebush Boys High 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 31 December each year.
4. The assets and income of the Homebush Boys High School Parents and Citizens' Association shall be applied solely to further the objects and functions of the Homebush Boys High School Parents and Citizens' prescribed constitution. No part of the assets and income shall be distributed directly or indirectly to the members of the Association except as a bone fide compensation for services rendered or expenses incurred on behalf of the Homebush Boys High School Parents and Citizens' Association.
5. The Annual General Meeting of the Association shall be held in 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. The term of office for elected officers of the P & C will be:
 - (a) two (2) year, commencing from the first meeting after the Annual General meeting
 - (b) No more than four (4) terms of office consecutively
6. A General Meeting of the Association shall usually be held on the third Tuesday of each month during term time at 7 pm.
7. Any person eligible for membership according to the legislative terms relevant to the P&C Association, P&C Federation and the Education Act, may become a member or renew membership by paying the required membership fee of not less than \$2 per annum. This membership is payable to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the Annual General Meeting in the following year. The Secretary is responsible for maintaining an up-to-date register of membership.

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 Homebush Boys High School Parents and Citizens' Association will maintain a list of names of volunteers, who need not be members, associated with each occasion.

8. At a general meeting the quorum shall be in accord with rule 10 of the constitution:
 - (a) Where the Homebush Boys High School Parents and Citizens' Association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 members. Where the Homebush Boys High School Parents and Citizens' Association has a current membership of less than 50, the quorum shall be set not be less than 5.
9. 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 Homebush Boys High School Parents and Citizens' Association.
10. 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".

4 March 2014