

Haberfield Public School P&C Bylaws

1. These rules are made under the constitution of Haberfield Public School Parents and Citizens Association.
2. The P&C Association is formed for the benefit of the students of the school, which will;
 - participate as much as possible in the activities of the school and communicate with all members of the school community;
 - co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales; and
 - promote the interests of public education.
3. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly and abide by the Code of Conduct.
4. The annual general meeting of the P&C Association will be held in November 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. In the absence of the Secretary the remaining members of the Executive may call a meeting, giving due notice of the business proposed for the meeting to the school community.
6. 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.
7. Motions must be sent to the secretary in writing at least 7 days prior to a general meeting in order to be considered for that agenda.
8. A calendar of events for the year is to be proposed at the February meeting.
9. Invited guests and speakers must be invited by the Executive Committee. Any suggestions for guests or speakers should be sent to the P&C Executive for approval.
10. Urgent decision made by the Executive in extraordinary circumstances
 - The Executive must be mindful not to make decisions that should be debated at a general meeting. However, the Executive shall be vested the power to make an urgent decision in between meetings, in certain sensitive or extraordinary circumstances. A sensitive circumstance is an issue that would be required to remain confidential, (whether under legislation, human rights policy, or otherwise), and is a matter that would not be appropriate to disclose to a public forum. An extraordinary circumstance shall arise if failure to act on an issue before the date of the next general meeting, may pose a serious detrimental affect on the Association, School, or a person. A serious detrimental affect may be held to be (but is not limited to);
 - Financial loss (either monetary or other financial benefit);
 - Cancellation of the Association's insurance policy;
 - Risk to public health and/or safety;
 - Breach of Occupational Health and Safety legislation;

- Breach of any other legislation, authority, or council regulation;
 - Possible detriment to the good name and reputation of the Association and it's members;
 - Possible detriment to the good name and reputation of the School and it's staff;
11. An urgent decision of the Executive made in between meetings shall only be acted upon with majority approval from the Executive Committee, and this urgent decision must then be tabled at the next general meeting. (The majority approval rule shall not apply only if any law, OHS issue, insurer, authority or regulated body would require that action must be taken).
 12. 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.
 13. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
 14. An estimated budget must accompany final fundraising event proposals when approval is sought at a general meeting. Approval for further expenditure above the estimated budget must be approved by membership at a general meeting