



## **BY-LAWS**

### **Maroubra Bay Public School Parents & Citizens Association**

#### **1. Name**

The name of the organisation shall be **Maroubra Bay Public School Parents & Citizens Association (P&C)** operating under the Constitution of the P&C Federation of New South Wales.

#### **2. Objectives**

The objectives of the Association are to:

1. Foster strong collaboration and positive partnerships between parents, carers, school staff, students and the wider community.
2. Support the educational outcomes, wellbeing and opportunities of students at the school.
3. Provide a forum for constructive discussion of school initiatives and community interests.
4. Raise funds to enhance school resources, facilities and programs for the benefit of students.

#### **3. Membership**

1. Membership is open to:
  - parents and carers of students enrolled at the school
  - members of the local community interested in supporting the school.
2. Membership becomes active upon payment of the annual membership fee.
3. The annual membership fee shall be determined at the **Annual General Meeting (AGM)**.
4. Financial members are entitled to:
  - attend and vote at meetings
  - nominate for Office Bearer positions
  - move and second motions.

#### **4. Meetings**

## **General Meetings**

1. General meetings shall be held **at least once per school term**.
2. Meetings may be conducted:
  - in person
  - online
  - or via hybrid format.
3. Notice of meetings will be provided through school communication channels.

## **Special Meetings**

Special meetings may be called by:

- the President, or
- written request of **five financial members**.

## **5. Quorum**

A quorum for any meeting shall consist of:

- **five financial members**, including **at least one Office Bearer**.

If a quorum is not present within 30 minutes of the scheduled start time, the meeting may be rescheduled.

## **6. Executive Committee**

The Executive Committee shall consist of:

- President
- Vice President(s)
- Secretary
- Treasurer

## **Role of the Executive**

The Executive is responsible for:

- the day-to-day administration of the Association
- ensuring compliance with governance requirements
- implementing decisions made at general meetings.

## **7. Discretionary Spending Authority**

To allow efficient operation of the Association:

1. The Executive Committee may approve expenditure of **up to \$400** at its discretion **without requiring prior approval or a vote at a general meeting**.
2. Such expenditure must:
  - support the objectives of the Association
  - be reported in the Treasurer's financial report at the next general meeting.
3. Expenditure exceeding **\$400** must be approved by a resolution at a general meeting.
4. The Executive must ensure discretionary spending is used **responsibly and transparently**.

## **8. Executive Authority Between Meetings**

1. The Executive Committee may make decisions on behalf of the Association **between general meetings** where matters require timely action.
2. Decisions made under this authority must:
  - align with the objectives of the Association
  - be consistent with approved budgets or priorities where possible.
3. Any decisions made must be:
  - documented, and
  - reported at the next general meeting for noting.
4. Where practical, the Executive should consult with members electronically prior to making significant decisions.

## **9. Office Bearer Duties**

### **President**

- Chairs meetings.
- Ensures meetings follow proper process.
- Represents the P&C where required.

### **Vice President**

- Assists the President and acts in their absence.

### **Secretary**

- Prepares agendas and minutes.
- Manages correspondence.
- Maintains membership records.

### **Treasurer**

- Manages financial transactions and records.

- Presents financial reports at meetings.
- Ensures proper financial procedures are followed.

## 10. Annual General Meeting

The AGM shall:

1. Be held annually, typically in **March**.
2. Include:
  - annual report
  - presentation of financial statements
  - election of Office Bearers
  - determination of membership fee.

Notice of the AGM shall be provided at least **14 days in advance**.

## 11. Elections

1. Only financial members may nominate or vote.
2. Nominations may be received prior to or at the AGM.
3. If more than one nomination is received for a position, a **secret ballot** will be conducted.

## 12. Sub-Committees

The P&C may establish sub-committees for purposes such as:

- fundraising
- events
- special projects.

Sub-committees must:

- report to the P&C
- operate within delegated authority
- provide financial transparency where funds are handled.

## 13. Conflict of Interest

1. Members must declare any **real or perceived conflict of interest** relating to matters under discussion.
2. Members with a conflict may be required to:
  - abstain from discussion
  - abstain from voting.

## 14. Financial Management

1. All funds must be used for the benefit of the school and its students.
2. Financial records must be maintained accurately and transparently.
3. Financial reports shall be presented at each general meeting.
4. Banking and financial procedures must align with the guidance of the P&C Federation of New South Wales.

## 15. Code of Conduct and Respectful Participation

The P&C is committed to maintaining a respectful and constructive environment.

1. Members must behave in a manner that is:
  - respectful
  - cooperative
  - focused on the best interests of the school community.
2. Members must:
  - allow others to speak without interruption
  - respect differing opinions
  - engage in constructive discussion.
3. Personal attacks, harassment, bullying or disruptive behaviour will not be tolerated.
4. The Chairperson may:
  - call a member to order
  - request respectful conduct
  - ask a member to leave the meeting if behaviour continues to disrupt proceedings.

## 16. Agenda Management and Motions

1. Members wishing to raise matters requiring discussion or decision should submit them to the Secretary **prior to the meeting** for inclusion on the agenda.
2. The Chairperson may defer motions that:
  - require additional information
  - involve significant financial commitments
  - require consultation with the school leadership.
3. Deferred motions may be scheduled for consideration at a future meeting.

## 17. Fundraising and Allocation of Funds

1. Funds raised by the Association are intended to support initiatives that **enhance the educational experience and wellbeing of students.**
2. Funding decisions should consider:

- benefit to the broader student body
  - alignment with school priorities
  - fairness and transparency.
3. The P&C will consult with the school Principal regarding priorities for funding support.
  4. Funds should not normally replace items that are the **core responsibility of the education system**, unless the Association determines that funding them would significantly benefit students.

## **18. Meeting Conduct and Order of Business**

1. Meetings shall be conducted in an orderly and respectful manner under the direction of the Chairperson.
2. The Chairperson has authority to:
  - maintain order
  - manage speaking time
  - ensure discussions remain relevant.
3. If discussion becomes repetitive or unproductive, the Chair may:
  - call the matter to a vote
  - close discussion
  - defer the matter.

## **19. Amendments to By-Laws**

1. These By-Laws may be amended by resolution at a general meeting.
2. Members must receive **at least 14 days notice** of any proposed amendments.
3. Amendments must remain consistent with the Constitution of the P&C Federation of New South Wales.

## **20. Adoption**

These By-Laws were adopted by the  
**Maroubra Bay Public School P&C Association**

Date: \_\_\_\_\_

President: \_\_\_\_\_

Secretary: \_\_\_\_\_