



Hunters Hill Public School P&C Association Rules

1. BASIS OF RULES

These rules are made under the Constitution of the Hunters Hill Public School Parents and Citizens' Association.

2. OBJECTS

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 and 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. MEMBERSHIP

Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer or nominee of the Treasurer at or after any general meeting. Membership shall remain current until the end of February in the following year. The Secretary or Assistant Secretary shall be responsible for maintaining an up-to-date register of membership.

4. FINANCIAL YEAR

The Financial Year of the Association shall close on 31 December each year.

5. MEETINGS AND QUORUM

5.1 The Annual General Meeting of the Association shall be held in March of each year, or as soon as possible once the Audit of the Association's Financial Statements has been completed, 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.

(Amended June 2015)



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5.2 A General Meeting of the Association shall be held on the second Wednesday of the month, or another date as agreed by the executive, during term time at 7.30pm.

(Amended Dec 2015)

5.3 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 shall, or in the absence of the Secretary, the remaining members of the Executive shall, and failing that any 5 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.

5.4 In the absence of the Secretary the remaining members of the Executive or any 5 members of the Association may call any meeting that it requires, giving due notice of the business proposed for the meeting.

5.5 As well as the provisions of Standing Order 6 'Notices of Motion' a group of members of the Association equal to the quorum for the meeting (11 members) may require that particular items of new business without notice be placed on notice for the next meeting.

6. CONDUCT OF MEETINGS

All meetings of the Association shall be conducted in accordance with the Standing Orders for the Conduct of Meetings set out in the Schedule.

7. SUB-COMMITTEES

7.1 The Association has a number of sub-committees, including:

- Amity
- Before and After School Care (BASC)
- Book Club
- Canteen
- Creative Workshops
- Fete
- Grounds
- Performing Arts
- Uniform Shop

(Amended May 2016)



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7.2 In accordance with rule 13 of the Constitution the convenors of the sub-committees of the Association shall report regularly to meetings of the Association.

7.3 Association sub-committee guidelines

Sub-committees of the Association must operate in accordance with the following guidelines:

Financial Operating Guidelines for sub-committees with separate bank accounts

- Sub-committees should maintain a core-operating float of around 8 weeks of overall expenses – i.e. 20% of annual expenditure – as determined from time to time.
- Cash surpluses over the core-operating float should be forwarded to Association funds at least every six months or sooner upon either the reasonable request of the Treasurer of the Association or whenever their cash surplus is greater than their reasonable needs.
- Capital expenditure – as defined as assets with useful economic life of 3 years or greater – in excess of \$2,000 should have full prior approval of the Association in General Meeting. Notice of motions relating to such expenditure should be given in the school newsletter one week or more prior to the meeting.
- Capital expenditure of more than \$500 but less than \$2,000 should have full prior approval of the Association in General Meeting. Motions relating to such expenditure may be tabled without notice.
- Capital expenditure of between \$100 and \$500 should receive prior approval from a member of the Association executive committee. Details of such expenditure should be tabled at the next General Meeting following the purchase.
- Copies of invoices and cheque requisition forms for all expenditure over \$500 and capital expenditure over \$100 should be lodged with the Treasurer of the Association.



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- The Association President and Treasurer will have signing authority on all sub-committee bank accounts in addition to the appropriate sub-committee members.

Financial Reporting Guidelines

- Sub-committees will submit a financial report to the Association every six months with details of account balances being reported monthly.
- Sub-committees should develop and maintain an asset register for all capital items and details of this should be included in the six monthly financial report.

Service Sub-committee Objectives

Sub-committees of the Association that are established primarily to provide services or products for the benefit or use of students are designated as “Service Sub-committees”.

All of the sub-committees listed in rule 7.1 with the exception of Amity, Fete and Donations are Service Sub-committees.

Service sub-committees should be operated in order to provide a service to children and parents at a competitive price while generating an appropriate contribution to Association funds.

Pricing Policy for Service Sub-committees

- Service Sub-committees should develop and maintain an awareness of the pricing of equivalent services both commercially and at other schools.
- Where volunteer effort is a significant factor in the delivery of a particular product or service then an appropriate mark up on costs should be taken.
- Service Sub-committees should aim to breakeven overtime or generate surpluses consistent with a gross margin on turnover of no more than 25%.

(Dec 2002)



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7.4 The Association may from time to time approve and amend rules for a sub-committee that will apply to the affairs of that Sub-committee subject to the overriding operation of the Constitution and Rules of the Association.

(Dec 2002)

8. SPECIAL REPRESENTATIVES

The Association may elect representatives who will be responsible to the Association on particular matters or issues. The Association may decide at the time of election what form of reporting is required.

8A Parent Representative on Staff Selection Committee

The Officers for the time being of the Association (other than any person who has a personal interest in the matter) may, by majority decision, appoint any person who is a current or former:

- (a) parent elected member of the **School Council**;
- (b) Officer of the Association; or
- (c) convenor of a sub-committee of the Association;

and who has undertaken any required training to be the representative of the Association on a staff selection committee.

(2001)

9. CASUAL VACANCIES

A General Meeting of the Association may declare any officer who has been absent for 3 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.

10. LIFE MEMBERS

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 of these Rules.



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11. ELECTION OF OFFICERS AND CONVENORS

The officers and convenors of the Association shall be elected from the members of the Association at the Annual General Meeting.

Nominations for all Association officers and convenors will be called for in writing by the Secretary at least 2 weeks before the AGM.

Nominations should be in writing (signed by the proposer and nominee and seconder). Nominations should be forwarded to the Secretary. Oral nominations may be accepted at the meeting, if a written nomination has not been received by the Secretary at the start of the meeting.

If the number of nominations exceeds vacancies, a poll will be conducted by ballot at the AGM. The poll will be decided by simple majority. The Returning Officer will be the Principal or Principal's nominee.

Candidates may each appoint a scrutineer whose role is to ensure fair play at the count.

Voting for office bearers and convenors of sub-committees shall be conducted in the following order:

- President
- Vice Presidents (2)
- Secretary
- Treasurer
- Convenors



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SCHEDULE

STANDING ORDERS FOR THE CONDUCT OF MEETINGS

1. Order of Business

(a) Opening and apologies

(b) Minutes

Read and confirm minutes of the previous meeting. In this regard the only permissible discussion on the motion for confirmation of the Minutes shall be the accuracy of the reporting: objections on this score must be moved, seconded and voted upon.

(c) Business Arising

Complete unfinished business from the previous meeting and any foreshadowed motions from the previous meeting.

(d) Correspondence in/out

(e) Reports

- Principal
- President
- Treasurer
- Representatives including School Council
- Sub-Committees
- Others

(f) Items listed on agenda

Items on notice

(g) General Business

(h) Closing

2. Suspension of Standing Orders

The operation of Standing Order No.1 may be suspended for a specific time for a specific purpose upon the carrying of a motion without notice by a two-thirds majority.



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3. Time Limits

- (a) For each speaker making a report – 3 minutes
 - i. Principal's report – 5 minutes
 - ii. Major fundraising or other special report – 5 minutes
- (b) For each speaker moving a motion – 3 minutes
- (c) For each speaker in debate – 2 minutes
- (d) For each mover of a motion speaking in reply – 2 minutes
- (e) Extension of time, per speaker – 2 minutes
- (f) Debates of any motion shall not exceed 30 minutes without the express permission of the meeting.

(Amended June 2015)

4. Motions

- (a) All substantive motions shall be moved and seconded.
- (b) A member moving or seconding a motion or any amendment thereto shall have the right to speak only when so moving or seconding, and shall be held to have spoken to the question by reason of such moving or seconding whether they contribute to the debate or not.
- (c) A motion or amendment having been submitted to the meeting may not be withdrawn without the consent of the meeting.
- (d) If two motions are submitted, one proposing that a certain course of action be followed, the other that it not be followed, the issue will come before the meeting in the affirmative form.
- (e) Before any motion or amendment is put to the meeting, the Chair may require that it be submitted in writing.
- (f) Each member shall have the right to speak once only to any motion and to each subsequent amendment with the exception of the mover, who shall have the right of reply but shall not introduce any new matter therein. See also Standing Order 5(f).



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5. Amendments

- (a) One amendment only shall be considered at a time.
- (b) The mover of an amendment has no right of reply.
- (c) More than one amendment may be moved by the same person provided that each such amendment refers to a different part of the motion.
- (d) Amendments shall be taken in the order in which they affect the terms of the motion.
- (e) An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion, and if its effect is to negate the motion it must include an alternative course of action.
- (f) The mover of the original motion may exercise the right of reply only at the end of the debate on the first amendment and may not move an amendment but may speak to all amendments, and may speak to the first amendment without prejudice to the normal right of reply.
- (g) Following the putting of the first amendment further amendments may be dealt with, having regard to sub-clauses 4(c)-(f). When all amendments have been disposed of, the original Motion (in its now possibly amended form) shall be put.

6. Notices of Motion

Motions of which notice have been given shall be dealt with in the order in which they are received by the Secretary. Notices shall be given in writing to the Secretary before the start of the general meeting.

7. Rescission

- (a) Notice in writing must be given to the Secretary of intention to move for rescission of any Resolution of the Association. Such notice shall be signed by no fewer than 3 members and shall be given at least 2 weeks before the meeting at which it is to be dealt with, and shall be placed on the business paper for that meeting.
- (b) When notice of rescission has been received, action to implement the original motion shall be deferred until the rescission motion has been resolved, but this sub-clause shall not apply to resolutions which were themselves the subject of a notice of motion.



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8. Procedural Motions

- (a) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved.
- (b) The following procedural motions may be moved, received and put to the meeting during the course of a debate on a substantive motion:
- i. For permission to withdraw a motion or amendment;
 - ii. That the question be now put;
 - iii. To proceed to next business;
 - iv. To defer consideration of the matter for a stated time (adjournment of debate);
 - v. To refer the matter elsewhere;
 - vi. To discuss the action of a member who has been named by the Chair;
 - vii. To extend the time limit;
 - viii. That the motion or communication lie on the table;
 - ix. To go into committee of the whole;
 - x. To divide the Motion into separate parts. Motions (i) to (iii) shall have precedence in the order given. All procedural motions except (b)(ii) and (b)(iii) may be debated.
- (c) The chair shall have discretion to refuse the following procedural motions: (b) (ii) *That the question be now put*, and b(iii) *To proceed to next business*, if it is considered that there has been inadequate opportunity for debate on the motions to which they refer, AND (b)(vii) *To extend the time limit*, (b) (viii) *That the motion or communication lie on the table*.
- (d) It shall not be permissible for anyone who has spoken in the debate to move the following procedural motions: (b) (ii) *That the question be now put*; (b) (iii) *To proceed to next business*; (b)(v) *To refer elsewhere*; (b)(viii) *That the motion or communication lie on the table*.
- (e) If procedural motion (b)(ii) *That the question be now put* is carried, the mover of the original motion shall have the right of reply before the motion is put, subject to the provision of clause 5(f).



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9. Members' Rights and Responsibilities

- (a) A member shall address the Chair, and confine debate to the question under discussion, avoiding personalities and unbecoming language.
- (b) A member when speaking shall not be interrupted except by the Chair or by a member raising a point of order.
- (c) A member who has spoken may be asked through the Chair to explain certain statements or to clarify statements which have not been clearly understood. A member may, with permission from the Chair, volunteer an explanation where it is considered that the member's statement of the facts has been misrepresented. In making these explanations the member shall be prohibited from debating the merits or demerits of any proposal. Similarly, in asking for an explanation of any point a member shall not be permitted to debate the merits or demerits of any proposal, and the Chair may rule that the questioner has spoken in the debate if this requirement is breached.
- (d) A member requesting information or wishing to ask a question at a meeting shall do so through the Chair.
- (e) Any member may rise to a point of order against a speaker during debate, and the member against whom the point of order is raised shall cease speaking and sit down. The member raising the point of order shall state the reasons within one minute, then the Chair shall give a ruling without further discussion, and subject to each ruling the member who was speaking when the point of order was raised shall be allowed to proceed. However, before giving a ruling the Chair may ask the member raising the point of order to indicate which of the standing orders is alleged to have been breached. The Chair's ruling shall be final unless challenged by a motion of dissent.
- (f) A member dissatisfied with the Chair's ruling may move a motion of dissent in the following terms: "That the Chair's ruling be dissented from". Immediately a motion of dissent is moved the Chair shall call upon a Deputy to take the Chair. When the mover and the Chair (in that order) have stated their cases, each being allowed 3 minutes, the Deputy shall the put to the vote the question, "That the Chair's ruling be upheld". The motion shall be decided by simple majority. The Deputy shall declare the outcome of the vote, whereupon the



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Chair shall resume control of the meeting and shall rule in accordance with the outcome of the motion of dissent.

10. Chairperson's Rights and Duties

- (a) The Chairperson shall have the right of debate but must first call upon a Deputy to take the Chair, and not resume it until the question has been resolved.
- (b) It shall be the duty of the Chair to preserve order so that the business may be conducted in due form and with propriety, and to call to order speakers who violate any rule of debate.
- (c) The chair shall call the attention of a speaker to continued irrelevance or tedious repetition, and may direct such member to discontinue speaking.
- (d) The Chair may name a member for disorder, and the meeting shall forthwith discuss what action shall be taken.
- (e) In the case of disorder arising the Chair shall have the power to adjourn the meeting to a nominated time and place, and upon the Chair being vacated the meeting is thereby terminated.
- (f) When more than one member rises at the same time to speak, the Chair shall decide who shall be heard first.
- (g) Within the time allowed for the debate on a motion, and subject to procedural motions, the chair shall not put the question while any member who has not spoken wants to be heard. If the time for debate on the motion expires, the Chair shall permit any member speaking to exhaust the time allowed for such speaking, shall invite the mover of the motion to exercise the right of reply subject to clause 5(f), and shall then put the question.



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11. Voting

- (a) All questions except when otherwise specified in the Constitution and **By-laws** shall be decided by a simple majority.
- (b) Voting on any question shall be decided on the voices unless a prescribed majority is required or unless a show of hands is called for as soon as the Chair has announced the result.
- (c) When other than a simple majority is required, or when a count has been called for, the vote for and against shall be counted by at least 2 tellers appointed by the Chair, and the numbers voting for and against shall be announced by the Chair and recorded in the Minutes.
- (d) Upon the request of at least 10 members in the case of Annual and Regional Conferences or of 5 members in the case of Council, a division shall be taken on any question. Upon a division being taken, the names of those voting for and against the motion or amendment shall be recorded in the Minutes.
- (e) Members are entitled at their request to have their dissent or abstention recorded in the Minutes.
- (f) A simple majority is defined as when more votes are cast for the motion than against.
- (g) A two-thirds majority is defined as when at least twice as many votes are cast for a motion as against. Abstentions shall be counted as votes against.

12. Further Procedural Authority

Any matter not dealt with in these Standing Orders shall be governed by the customary procedures at meetings as specified in the most recent edition of *NE Renton's "Guide for Meetings and Organisations"*.

(Dec 2000)