



COLLECTOR PARENTS AND CITIZENS ASSOCIATION RULES AND BY-LAWS

1. These rules are made under the constitution of Collector 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
 - (b) Communicate with all members of the school community
 - (c) Co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales and District and Regional Councils and promote the interest of public education

Vision

Support Collector Public School pupils in a cohesive, caring and well resourced manner

Mission

Provide additional targeted resources for Collector Public School pupils with a view to enhancing their development and well-being

Goals

Provide additional resources on an on-going basis in the form of

- Fundraising, which could include, but is not limited to the Pumpkin Festival, Driver Reviver, Cake Stalls etc
- Volunteering skills and labour through a range of activities.
- Enlisting external support and maintaining links with other resource bases in the Collector community and beyond (e.g. local businesses and associations)

Provide specific resources each year as agreed upon at commencement of the financial year

3. The financial year of The Association shall close on 30 November each year.
4. The annual general meeting of The Association shall be held in November of each year, in conjunction with and after 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.



5. No person shall service more than three consecutive years in the same Executive Role
6. General meetings of The Association shall be held in week 3 and week 8 of each term. Meetings can be rescheduled with at least two weeks written notice.
7. 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 after any general meeting. Membership shall remain current for the remainder of that calendar year. The Secretary shall be responsible for maintaining an up to date register of membership.
8. At a general meeting the quorum shall be in accord with Rule 10 of the constitution. Where The Association has a current membership of less than 50, the quorum shall be not less than five. Members may request a secret ballot for any item requiring a vote.
9. 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, remaining members of the Executive shall call a further meeting with a lapse of not more than 28 days of term time to carry on the business of The Association.
10. In the absence of the Secretary the remaining members of the Executive or any five members of The Association may call any meeting that is required, giving due notice of the business proposed for the meeting.
11. 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".
12. As well as the provisions of Federation Standing Order 6 "Notices of Motion", a group of members of The Association equal to the quorum for the meeting may require that items of new business issued without notice be placed on notice for the next meeting.
15. The Association may elect representatives who will be responsible to The Association. All major representations made on behalf of The Association, to external entities must be approved and ratified at a general meeting.
16. A general meeting of The Association may declare any officer who has been absent for three successive meetings, as set out in Federation By-Law 4(r)(iii), to have vacated their position or to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.
17. The expenditure of major amounts of Association monies equalling or surpassing \$100, must be approved and ratified at a general meeting.



18. The first meeting of each calendar year is to identify a focus for funding for that year. All funding whether identified as a part of the yearly plan or as an ad hoc request raised during the year should fall within the following principles:
- a) Be an activity that contributes to the learning / growth of the children
 - b) Be available to all children within the school
 - c) Be consistently applied across the years
 - d) Be assessed / reviewed for effectiveness

The Fundraising representatives are to provide updates at P&C Meetings reporting on amounts raised, fundraising activities undertaken and including the amount required to reach goal or target.

19. 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 4 the Constitution.