# PURPOSE

These rules are made under the Constitution of the **Leura Public School Parents and Citizens’ Association**.

# OBJECTS AND FUNCTIONS

The Association is formed for the benefit of the pupils of the school and to that end it will:

* 1. participate as much as possible in the activities of the school and communicate with all members of the school community;
	2. participate in the activities of the Federation of Parents and Citizens’ Associations of New South Wales (Federation); and
	3. do such other things as may promote the interests of public education.

# FINANCIAL YEAR

The financial year of the Association shall close on the 31st December each year.

# ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held within 6 months of the end of the financial year, in conjunction with, and preceding the Ordinary General Meeting for that month. The agenda shall include the presentation of the Association’s annual reports, the nomination and election of office bearers and the setting of the membership fee for the ensuing year.

# ORDINARY GENERAL MEETINGS

An Ordinary General Meeting of the Association shall be held once a month, at a time determined by the Executive Committee, and is subject to change depending on the needs of all interested parties.

# MEMBERSHIP

Any person eligible for membership may become a member, or renew membership, by paying the required membership fee 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, or nominee of the Secretary, shall be responsible for maintaining an up-to-date register of the membership.

# QUORUM

At a General Meeting the quorum shall be in accordance with Rule 10 QUORUM of the Constitution. Where that rule does not specify a number, the number shall be one-tenth of the number of members plus one, but not less than 5.

# MEETINGS NOT ACHIEVING A QUORUM

If a General 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 Committee shall, and failing that any five members of the Association may, call a further General Meeting, with a lapse of not more than 28 days, to carry on the business of the Association.

# SPECIAL MEETINGS

In the absence of the Secretary the remaining members of the Executive Committee, or any five members of the Association, may call any Meeting that is required, giving due notice of the business proposed for the Meeting.

# STANDING ORDERS

All Meetings of the Association shall be conducted in accordance with the appropriate By-Laws of the Federation’s “Standing Orders for the Conduct of all Meetings”.

# CONTROL AND INVESTMENT OF FUNDS

In accordance with the relevant provisions of the Constitution, the Association shall operate a bank account, or accounts, in the name of Leura Public School Parents and Citizens’ Association.

Disbursements from the Association account must be signed by any two of the following:

* 1. the Secretary;
	2. the Treasurer;
	3. such other member as the Association may approve.

All due accounts shall be submitted to a General Meeting for approval before payment is made. In an emergency, or in the case of previously approved re-occurring transactions, payment may be made on the authority of the Secretary and the Treasurer. Where such payments are made, they shall be ratified at the next Meeting following the payment.

# INTERPRETATION

If at any time any matter shall arise which is not provided for in these Rules, or in the interpretation of these Rules, the same shall be determined where appropriate by the Executive Committee of the Association, whose decision shall be final.