

Toronto Public School Parents and Citizens Association by-laws

Last updated 9 February 2021

To accompany the Prescribed or Standard Constitution

1. The rules are made under the constitution of Toronto Public School Parents and Citizens Association.

Association is formed for the benefit of the students of the school

2. The association is formed for the benefit of the students of the school, which 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 the New South Wales; and
 - (c) Promote the interests of public education.

Annual General Meeting

3. The Annual General Meeting of the Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the financial report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.

General meeting dates

4. A general meeting of the association shall be held at least once per term.

Membership

5. Any person eligible for membership may become a member or renew membership by paying the required membership fee of **\$2** to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Treasurer shall be responsible for maintaining an up-to-date register of membership.

Meeting conduct

6. Each meeting of the P&C Association will be conducted as follows;

Welcome and formal opening of meeting

Apologies

Approval of minutes from the previous meeting (Receipt/Amendments/Adoption)

Business arising from the previous meeting

Reports (including President, Principal, Treasurer, sub-committee, representative)

Correspondence

General Business (including motions to be put on notice, or those already notified to the members)

Meeting Close

Agenda available prior to the meeting

7. The agenda will be uploaded to the Toronto Public School P&C Association page at least one day prior to the meeting being held.

Officer position vacancy

8. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.

Expending of monies

9. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered.