

Mona Vale Public School P&C Association Bylaws

To accompany the MVPS Parents and Citizens Association Constitution

1. The rules are made under the constitution of Mona Vale Public School Parents and Citizens Association.
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.
3. No person will serve more than three consecutive years in the same position.
4. The financial year of the association shall close on November 30 each year.
5. The Annual General Meeting of the Association shall be held in February 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 Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
6. A general meeting of the association shall be held on the Tuesday of Week 3 and Week 9 of each School Term at 7:00 pm. The Secretary can change the meeting time up to an hour with at least 1 weeks' notice.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1 to the Treasurer, at any general meeting. Membership will remain current until the close of the following Annual General Meeting. The Secretary shall be responsible for maintaining an up-to-date register of membership.
 - (a) As a member of Mona Vale School P&C Association to participate in P&C run functions and to uphold the Values of the School.
 - (b) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
 - (c) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.

(d) If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.

8. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the P&C Association has been to employ staff.
9. Employees of Mona Vale Public School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
10. Where the association as a current membership of 50 or more, the quorum at all meetings of the association shall be 10 members. Where the association has a current membership of less than 50, the quorum shall be 5.
11. 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 will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C 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 P&C Association.
12. In the absence of the Secretary, an Office Bearer of the Association shall call a 'special meeting' as provided for in Clause 9 of the Constitution.
13. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
14. Each meeting of the P&C Association will be conducted as follows;
 - Welcome and formal opening of meeting
 - Apologies
 - Minutes of the previous meeting (Receipt/Amendments/Adoption)
 - Business arising from the previous meeting Minutes
 - Correspondence
 - Reports (including Treasurer/sub-committee/Principal's/representative)
 - General Business
 - New business for next General Meeting
 - Meeting Close
15. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.

16. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received 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.
17. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be considered when dispersing monies. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.
18. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the Association by resolution of the membership. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.
19. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

*Adopted at the MVPS P&C Association General Meeting on 13 May 2025
To be reviewed yearly at the MVPS P&C Association Annual General Meeting
Table of amendments:*