1. These rules are made under the constitution of Enfield Public School 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 and communicate with all members of the school community;

   (b) co-operate in the activities of the Federation of Parents & Citizens Associations of New South Wales and District and Regional Councils; and

   (c) do such other things as may promote the interests of public education.

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

4. 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 setting the membership fee of the Association for the ensuing year, and the election of office bearers (see Appendix 3 for details regarding the nominations and voting process).

5. All office-bearer positions should be vacated after three years. However, in the absence of alternative candidates, the P&C executive retains the option to extend the tenure of the Vice-Presidents, Secretary or Treasurer up to a maximum of five years (voted on annually – beyond the initial three-year term, the incumbent is required to step down in favour of any new candidate). The President’s term must not exceed three years.

6. A general meeting of the Association shall be held on the fourth Wednesday of each month during term time at 7.30pm or as advised. The meeting may be moved to an alternative date if due notice is given.

7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of $2 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 Treasurer shall be responsible for maintaining an up-to-date register of membership. A list of members is a legal necessity.

8. Signatories to all P&C financial accounts, including sub-committees, are the Officers Bearers of the P&C Association (President, Vice Presidents, Secretary and Treasurer) only.

9. At a general meeting the quorum shall be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number shall be six.

10. 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, or in the absence of a Secretary the 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.

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11. 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.

12. All meetings of the Association shall be conducted in accordance with the appropriate By-laws of the Federation "Standing Orders for the Conduct of All Meetings".

13 Minutes from each P&C meeting will be completed by the Secretary (or delegate), circulated to the President for comment and then lodged on the school website by the Principal. The P&C will endeavour to keep the school community informed using the P&C Noticeboard, the school newsletter, school website, email and any other means agreed by the meeting and within reasonable limits of time and resources.

14. 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 particular items of new business be moved without notice for the next meeting.

15. 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 and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.

16. Any motion to expend association monies outside the normal P&C donations of $3,000 must be placed on a minimum of seven days’ notice for the meeting at which it is to be considered.

17. Enfield P&C has two subcommittees: Fundraising and Uniform. The co-ordinator of each will be elected at the annual general meeting, and may not serve more than three consecutive years as per Rule 5 unless no other candidate stands. In addition, each subcommittee will operate within a set of guidelines agreed by the P&C (see appendix 1 and 2).

18. 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 in these rules.