



Miranda North Public School Parents and Citizens Association

CONSTITUTION

Revision History:

Date	Summary of Changes	Author
09.03.2010	Change made to bring Constitution & Rules and By Laws up to date: 1) Rules and By-Laws - No.5 - General Meeting changed from the first Tuesday of each month to the second Tuesday of each month. 2) Rules and By-Laws - No.6 - membership fee increased from \$0.50 to \$1.00 3) Rules and By-Laws - addition of an additional rule of "Managing Cash during an Event" 4) Canteen Committee - Rule 12 - Banking, changed to once per week.	J.Meehan

Approval History:

Date	Approval History	Moved	Second	Approved
09.03.2010	Changes made pending approval during 2010 Annual General Meeting			

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CONSTITUTION

1. NAME

This body shall be known as the “Miranda North Public School Parents and Citizens’ Association”

2. OBJECTS AND FUNCTIONS

The objects and functions of the Associations shall be those set out in Section 116 of the Educations Act, 1990 which include

(i) The objects:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation, and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

(ii) The functions:

- (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school, alterations and additions to school facilities, and the selection of new sites;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director General of Education and Training.
- (d) to assist in any matters in which the Minister may seek the co-operation of the Association and to exercise such other functions as may be prescribed by the regulations. (Under the Education Act, 1990). The assets and income of the Association shall be applied solely to further these objects and functions. No part of the assets and income shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

3. SCHOOL STAFF

The Association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school.

School staff may become members of the Association. The Principal of the school, or the Principal nominee, shall be a member, ex-officio, of the Association and all its committees.

4. MEMEBERSHIP

Membership shall be open to all parents of pupils attending the school and to all citizens within the school community. The Association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the Association. The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded on the register, then that person shall be a member of the Association.

5. OFFICE BEARERS

- (a) The **Executive Committee**, which shall be constituted of the officers of the Association and up to six other members, shall carry out the decisions of the Association. Members of the Executive Committee shall not receive any remuneration or other material benefit by reason of their position in the Association. A member of the Executive Committee may be removed from office by resolution of the Association carried out at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) The **Officers** shall consist of President, one Vice-President, Treasurer and Secretary and shall be elected at the Annual General Meeting.
- (c) The **President** shall preside at all meetings except that in the absence of the President, the Vice-President shall preside and in the absence of the President and the Vice-President, the committee shall elect a Chairperson.
- (d) The **Secretary** shall attend meetings and keep a record of all business conducted; shall hand over records, minutes, account books, etc, to the incoming Secretary on relinquishing office.
- (e) The **Treasurer** shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records etc, in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another officer of the Association may receive any monies, issue receipts and either deposit the monies in an Association account or hand the monies to the Treasurer within two business days, taking a receipt for the same.

6. CASUAL VACANCIES

Any casual vacancy on the Executive shall be filled by a ballot of the members of the Association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- (a) Dies
- (b) resigns from the committee by notice in writing
- (c) ceases to be a member of the association
- (d) is removed under clause 5(a)
- (e) has a continuing and long term incapacity to fulfil the functions of the position

7. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held once each calendar year at the date specified in the rules. At this meeting all officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the Association.

The audited balance sheet and annual report will be presented.

An Auditor for the ensuing year who is not an officer of the Association shall be appointed.

8. GENERAL MEETINGS

A general meeting shall be held monthly during each school term.

9. SPECIAL MEETINGS

A special meeting shall be called by the Secretary at any time upon written request signed by at least ten members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. QUORUM

Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 11 members. Where the Association has a current membership of less than 50, the quorum shall be set according to the rules of the Association but shall not be less than 5.

11. SUBSCRIPTIONS

The annual subscription shall be set by the rules but shall not be less than \$1.00.

12. SUB-COMMITTEES

The Association may establish sub-committees, however styled, to carry out specific functions on its behalf. Any sub-committees that are established shall report regularly at meetings of the Association and shall follow any direction received from the Association. The Association may dissolve a sub-committee at any time.

Any funds raised or handled by a sub-committee shall be for all purposes, funds of the Association.

13. DISSOLUTION

- (a) The Association may be dissolved in terms of a resolution carried at a General Meeting or a Special Meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- (b) The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.
- (c) Where the Association is dissolved minute books, audited accounts and other records together with the residue of funds shall be given to kindred organisation or the Department of Education as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under clause 15.
- (d) Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among members.

14. RULE MAKING POWER

The Association shall make such rules as required to carry out its functions. The rules shall not contravene the terms of this constitution or the Education Act, 1990. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the Association
- (b) to convene a substitute meeting where a quorum is not attained at a meeting; and
- (c) in making an application for membership

15. ACCOUNTS

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the Association delegated in that behalf by the Association. No commitments shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including reports of its Auditors) as are required by its rules or by the Minister.

RULES and BY-LAWS

1. These rules and by-laws are under the constitution of Miranda North 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 the members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and 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 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.
5. A general meeting of the Association shall be held on the **2nd Tuesday** of each month during the school Term at the time of **7:30pm**.
6. Any person eligible for membership may become a financial 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. Member ship shall remain current until the close of the Annual General Meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
7. 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 5.
8. If a meeting for which due notice has been given does not achieve a quorum (within 15 minutes of the advertised staring time) the Secretary shall, or in the absence of the Secretary, the remaining members of the Executive shall, or failing that any five members of the 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 Association.
9. 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.
10. 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".
11. 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.

12. During Fund Raising events, all money taken is to follow the “Managing Cash during an Event”. Funds received are to be banked within 24 hours or closest business day by the Treasurer or a delegated person

CANTEEN SUB-COMMITTEE RULES

1. NAME

The sub-committee shall be known as the Miranda North Public School P&C Association Canteen Committee.

2. AIMS

- (a) To provide a balanced and nutritious food service to children of the school at a reasonable cost.
- (b) To maintain standards of health care in relation to the preparation, supply and service of food at the canteen.
- (c) To provide a service to the school community.
- (d) To support the school in its health education program.
- (e) Provide a varied selection of foods and drinks that are enjoyable, nutritious, attractively presented and represent maximum value for money spent.
- (f) Help reduce the risk factors for diet-related diseases by encouraging the development of good eating habits, consistent with the Dietary Guidelines for Australians.
- (g) Set a practical example that reinforces classroom nutrition education.
- (h) Increase the availability of nutritious foods.
- (i) Decrease the supply of foods high in sugar, fat or salt and/or low in dietary fibre.
- (j) Function as an efficient business enterprise through the provision of nutritious, appetising and affordable food.
- (k) Demonstrate high standards of hygiene in the preparation, supply and service of food.
- (l) Encourage courtesy and consideration amongst those using canteen facilities.
- (m) Provide an opportunity for the school community to participate in decisions concerning the operation of the school canteen.
- (n) Serve as a focus for parent and community involvement by providing opportunities for social, educational and working experiences.

3. MEMBERSHIP OF THE COMMITTEES

The committee shall consist of three (3) members elected annually at the Annual General Meeting of the P&C Association. Membership will consist of; Canteen Convenor, a Canteen Scribe/Minute Taker and one (1) other member of the P&C Association. The Principal shall be a member ex-officio of the Committee.

4. DUTIES OF THE COMMITTEE

- (a) The committee shall organise and control the full administration of the Canteen. However, the committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the Committee, such decisions to be supported by the majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of the Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by six (6) financial members of the P&C Association. Further, such notice shall be circularised to all members at least seven (7) days in advance of the general or special meeting.
- (b) The Committee shall present a report to each general meeting of the P&C Association.
- (c) The Treasurer's representative must lodge with Associations Treasurer a current financial statement for presentation to each general meeting of the Association.
- (d) The Treasurer's representative must lodge with the Associations Treasurer a current Mark-Up schedule by the second meeting of Term 1 of the Association.
- (e) The Treasurer's representative must lodge with the Associations Treasurer a Term Trading Statement for the previous Term at the first meeting of each term of the Association.

5. MEETINGS OF THE COMMITTEE

- (a) The Committee shall meet at least once during each school term time.
- (b) The quorum for all meetings shall be two (2) members.
- (c) A special meeting may be summoned by the Canteen Convenor on a written request signed by at least one (1) member of the committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the Committee.

6. FUNDS

- (a) All money received by the Committee shall be deposited in an account in the name of the Committee.
- (b) All accounts are to be paid by cheque. Cheques are to be signed by two (2) of the Canteen Convenor, Canteen Scribe/Minute Taker, Canteen Committee.
- (c) All income received by the Canteen shall be given to:
 - (i) Canteen maintenance and replacement of stock or equipment.
 - (ii) The purchase of additional equipment for the efficient running of the Canteen.
 - (iii) The provision of superannuation and/or long service leave as may be required.
 - (iv) The General Funds of the P&C Association.
- (d) Capital purchases exceeding **\$500.00** must secure prior approval from the P&C Association or its Executive Committee.
- (e) Records of income and expenditure are to be kept by the Treasurer of the Canteen.
- (f) A minimum of approximately **\$2000.00** is to be kept in the account to operate the Canteen.
- (g) Account spending is linked to P&C funds

7. BANKING

- (a) Money is to be counted by two people and banked by the Treasurer or a delegated person
- (b) The money is to be banked once a week at the Commonwealth Bank .

8. PRICING

- (a) In determining new process, comparisons are to be made to other schools.
- (b) Unhealthy items may have a higher marked up price.

9. CANTEEN OPERATION RULES

- (a) A stocktake shall be affected at the end of each term. This shall be the responsibility of the Canteen Convenor.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stocktaking.
- (c) Foods set down on the NOT recommended for sale list in the Health Department Handbook, "a Guide for School Food Service Units" or in the Department of School Educations "Health Canteen Guidelines" shall not be sold. The Canteen will endeavour to sell only foods low in fat, sugar and salt as reflected in the list of recommended foods in the revised NSW School Health Canteen Policy.

The Canteen Committee will decide on the selection of foods. Professional organisations may be used to advise on menus etc. A health program will be developed and implemented by teacher K-6

- (d) Canteen will be open on Mondays and Thursdays.
- (e) The Canteen Committee will endeavour to fulfil the requirements for accreditation on the Health Promoting Schools Accreditation Program.
- (f) New items will be promoted in the Newsletter and through flyers.
- (g) Students will be used to taste new foods.
- (h) Volunteer buyers will make orders. Canteen Committee will investigate other areas of ordering.
- (i) Canteen equipment may be purchased through the school P&C account.
- (j) The suppliers will maintain equipment. Other items may be maintained under Government Contracts.

10. HYGIENE

Guidelines for handling, preparation and storage are displayed in the Canteen. All canteen staff must be aware of these guidelines and follow them strictly.

11. INSURANCES

Payment is the responsibility of the Association but the Canteen Committee must ensure that all volunteers are aware of their responsibilities and sign the Volunteer Workers' book located in the Canteen.

12. EMPLOYEES

- (a) The Canteen will be operated by volunteers only.
- (b) The Committee may appoint and employ a supervisor and other necessary staff and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements as it thinks fit, provided that the Shop Employees (State) Award is adhered to.
- (c) The supervisor shall be responsible to the Committee for the proper conduct of the canteen.
- (d) The Committee shall ensure that the parent body has obtained appropriate workers' compensation insurance to cover all employees and public liability insurance. The premium payable on any such policy or policies shall be charged to the Canteen funds.

13. AUDIT

The accounts of the Canteen Committee shall be audited annually as part of the audit of the Association accounts.

14. ALTERATIONS

No alterations shall be made to these rules except at a general meeting or special meeting of the Association.