

PURPOSE

This form is to be used when an association wishes to change its rules or objects under the *Associations Incorporation Act 1991* (the Act). You can access the legislation at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au/accesscbr.

PRIVACY

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other organisations that have legal authority to request information under prescribed circumstances.

INSTRUCTIONS FOR COMPLETION

- If competing by hand, please print; ensuring writing is clear and legible.
- This office will not accept lodgement of this form if it is not completed in full.
- Contact Access Canberra for payment options.
- Please retain your receipt as evidence of payment.

IMPORTANT INFORMATION

- The model rules contained within the *Associations Incorporation Regulation 1991* cannot be altered – if the association has previously adopted the model rules, it will be necessary to adopt a new set of rules in place of the model rules.
- If the constitution/rules are being amended for consistency with ACT gaming laws, a copy of the proposed amendments must be provided to the ACT Gambling and Racing Commission for approval prior to convening the special resolution and submitting this form.
- The committee members are held accountable for ensuring that the association operates in compliance with the applicable laws, including the *Associations Incorporation Act 1991* (the Act) and the *Associations Incorporation Regulation 1991* (the Regulation).
- The public officer is responsible for acting as a point of contact between the association and the community and is expected to be able to represent the association in dealings with the Access Canberra.
- The Act prohibits any person from serving as a committee member or the public officer if that person is insolvent or bankrupt, without leave from the ACT Supreme Court under S 63 of the Act. A search should be conducted of the records held by the Australian Financial Security Authority (AFSA) at www.afsa.gov.au before accepting the nomination of a person as a committee member.
- If the association, the public officer or a committee member fails to meet their statutory obligations under the Act (such as failure to lodge annual returns), the Registrar-General may make an application to the ACT Civil and Administrative Tribunal (ACAT) for the disqualification of the office-holder. The disqualification will be for a period the ACAT considers appropriate if satisfied that the extent of noncompliance justifies disqualification.

LODGEMENT AND CONTACT INFORMATION

Email:
accesscanberra.bil@act.gov.au
General Enquiries:
(02) 6207 3000
Fax Number:
(02) 6207 0424

Post:
Access Canberra
Business and Industry Licensing
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit
www.act.gov.au/accesscbr
Or call **132281** to find an
Access Canberra Service Centre

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

CHANGE OF RULES OR OBJECTS OF AN ASSOCIATION – FORM A8

Associations Incorporation Act 1991
Associations Incorporation Regulation 1991

NAME OF ASSOCIATION	ASSOCIATION NUMBER	A04100
Amaroo School Parents and Citizens Association Inc.		

DATE OF SPECIAL RESOLUTION	25 March 2021
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PARTICULARS OF CHANGE (select one only)	
<p>If the association operates under rules other than the model rules, and has altered those rules, place an X here.</p> <p>Please attach -A written statement of the specific amendments</p> <p>and tick box: -A full updated copy of the rules</p> <p>-The completed constitution/rules checklist</p> <p>-If the association's objects and purposes are not shown in the rules, a full copy must be attached</p>	<p>X</p>
<p>If the association previously operated under the model rules and has adopted a new set of rules, place an X here.</p> <p>Please attach -A full, updated copy of the rules</p> <p>and tick box: -A completed constitution rules/checklist</p> <p>-If the association's objects and purposes are not shown in the rules, a full copy must be attached</p>	
<p>If the association has now adopted the model rules in their entirety in place of a set of previous rules, place an X here.</p> <p>Please attach: -A full copy of the objects and purposes (it is not necessary to attach a copy of the model rules)</p>	
<p>If the association has altered its objects and purposes, without altering its rules, place an X here.</p> <p>Please attach -A full, updated copy of the objects and purposes</p> <p>and tick box: -A full copy of the rules</p> <p>-Completed constitution/rules checklist</p>	

STATEMENT BY COMMITTEE MEMBERS (must be signed by two current committee members)	
<p>As a current member of this association, I confirm that the particulars shown on this form and the attached documents are true and correct, and that the special resolution passed by the members to make the amendments identified above met the requirements of S 70 of the Associations Incorporation Act 1991. I have read the Privacy statement and important information on the front of this form.</p>	
<p>Signature: </p> <p>Name: Nicole Steele</p> <p>Position: Secretary</p> <p>Date: 30/3/21</p>	<p>Signature: </p> <p>Name: Kylie McGill</p> <p>Position: Public Officer</p> <p>Date: 30/3/21</p>

OFFICE USE ONLY	
Date Lodged	

ASSOCIATION CONSTITUTION/RULES CHECKLIST

Under Schedule 1 of the *Associations Incorporation Act 1991*, matters to be provided for in the rules of the association, other than the model rules should be clearly identified.

Please indicate where the following matters are addressed within the association's constitution/rules. Please note that every criteria listed below is required to be included within the association's rules and should indicate the specific clause reference.

1. Membership Qualifications	Clause No.
State any qualification that is a prerequisite to being admitted to membership of the association.	2

2. Fees and Subscriptions	Clause No.
State the amount of any entrance fee, subscription or other charge payable by members of the association.	7

3. Members' Liability	Clause No.
State the liability (if any) of members of the association to contribute towards payment of the debts and liabilities of the association or the costs, charges and expenses of winding-up the association.	8

4. Discipline	Clause No.
State - a) The procedure (if any) for disciplining members;	11 / 11a
b) The way (if any) in which a member may appeal in respect of any disciplinary action taken against the member; and,	11 / 11a
c) The way (if any) in which a member may make representations to, or appear before, the association or its delegate, in relation to any charge made against the member.	11 / 11a

5. Committee of the Association	Clause No.
1) State the name, constitution and powers of the committee of the association.	Page 4 / 12
2) Make provision for the following matters in relation to the committee:	
a) The election or appointment of members of the committee;	15
b) The term of office of members of the committee;	26 (2c)
c) Any grounds on which the office of a member of the committee is taken to have become vacant;	5
d) The manner of filling a casual vacancy in the office of a committee member;	N/A
e) The number of members that constitute a quorum at a meeting of the committee; and,	20 (6)
f) The procedure to be followed at a meeting of the committee.	20 (10)

6. General Meetings		Clause No.
Make provision for the following matters in relation to general meetings of the association:		
a)	The frequency with which general meetings of the association are to be convened;	27 (1)
b)	The way in which general meetings and special meetings of the association are to be convened;	26 / 27 / 28 / 29
c)	The procedure to be followed at a general meeting of the association;	30 / 31 / 32 / 33
d)	The number of members that constitutes a quorum at a general meeting of the association;	29 (3)
e)	Whether or not members of the association are entitled to vote by proxy at a general meeting; and,	34 (1)
f)	The time within which and the manner in which notices of general meetings and notices of motion are to be given, published or circulated.	29

7. Financial Year		Clause No.
State the date when the financial year of the association ends.		35 (4)

8. Funds		Clause No.
1)	State the source from which the funds of the association are to be or may be derived.	35 (1)
2)	State the way in which the funds of the association are to be managed and, in particular, the mode of drawing and signing cheques on behalf of the association.	36 (1) / 36 (2)

9. Common Seal		Clause No.
Provide for the custody and use of the common seal of the association.		N/A

10. Custody of Books and Documents		Clause No.
Make provision for the custody of any books, documents or securities of the association.		38

11. Inspection of Books and Documents		Clause No.
Provide for the inspection by members of any books or documents of the association.		39

12. Gaming (if association holds a club licence)		Clause No.
Make provision for amendment of rules if directed by the ACT Gambling and Racing Commission, without a vote by members.		N/A



ACT
Government

Receipt

Amaroo School Parents and Citizens Association
135 Katherine Ave
AMAROO, ACT 2914

Receipt Reference: 394716.1505.1
Date: 08-Jan-2021 10:55
Cashier: CLG
Counter: Counter 2
Location: Gungahlin Service Centre

Receipt Item:	Amount
ABN: 16 479 763 216 - Association Incorporation - Fees Apply Amaroo School Parents and Citizens Association 135 Katherine Ave AMAROO, ACT 2914 Reference - 1 Description - Change of Rules - \$44	\$44.00
Total	\$44.00
Payment Details:	
EFTPOS	\$44.00

Written Statement of Specific Amendments

The Amaroo School P&C Constitution has been modified to align with the Model constitution template provided by the ACT P&C Council. This new model constitution incorporates new legislative requirements for Incorporated Associations.

As such, the specific amendments made to the Amaroo P&C Constitution were as follows:

1. Part 2 section 9: A new section on the disclosure of members interests was added
2. Part 2 section 10: A new section on the dispute resolution procedures was added
3. Part 2 section 11: A new section on the disciplining of members was added
4. Part 2 section 11a: A new section on the right of appeal of disciplined member was added
5. A new meeting format was added to allow for meetings to occur via videoconference / teleconference. This new addition can be found in sections 20(2), 27(2) and 29(3).
6. Part 3 section 16 (10): alphabetical order was correct – letters were missing.
7. Part 3 section 16 (10) a: acknowledgment of country added.
8. Part 3 section 16 (10) i: Amaroo School board report added.
9. Part 3 section 16 (10) j: P&C Council Delegate's report added.



Contact: amaroopc.president@gmail.com; 135 Katherine Ave, Amaroo ACT 2914

AMAROO SCHOOL PARENTS AND CITIZENS ASSOCIATION (Association No. A04100)

Constitution

Constitution Adopted 12 December 2003

Version 1: 30 June 2009

Version 2: 28 July 2014

Version 3: 30 May 2016

Version 4: 17 July 2019

Version 5: Proposed December 2020

ABN 74778047477 (Registered as *Parents and Citizens Association of the Amaroo School*)

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PARENTS AND CITIZENS ASSOCIATION INCORPORATED

Association No: A04100

CONSTITUTION

Based on the Model Rules prescribed in the Schedule in Regulation 15, Associations Incorporation Regulations and complying with Section 32, Associations Incorporation Act 1991: "Rules other than model rules".

NAME

The name of the Association shall be the Amaroo School Parents and Citizens Association Incorporated.

OBJECTS

Amaroo School Parents and Citizens Association Inc. shall operate as a non-profit organisation:

1. In general to support Amaroo School and provide a forum to further the educational and social needs of the students and the community at large.
2. To draw to the attention of the appropriate authorities, including the Amaroo School Board, administrative and other matters which relate to such things as education and the well-being of the school community.
3. To receive and raise money by any appropriate practical means to enable the aims of the Amaroo School Parents and Citizens Association to be affected.
4. To stimulate interest in the concepts, aims and problems of education generally and those of Amaroo School in particular.
5. To initiate projects and co-operate with other organisations in projects involving Amaroo School, and concerned with promoting community interests.
6. To provide the means to present views from the Parents and Citizens Association to the Board.
7. To provide a canteen in accordance with current guidelines and requirements.
8. To take such other action as is consistent with the provisions herein.

RULES

Part 1 - Preliminary

1 Definitions

In these rules:

Note: a definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

Association means the Amaroo School Parents and Citizens Association.

financial year means the year ending on 31 December.

Amaroo School means Amaroo School and Amaroo Preschool.

School Board means Amaroo School Board.

member means a member, however described, of the Association.

ordinary committee member means a member of the committee who is not an office-bearer of the association as mentioned in section 12 (1) (a).

secretary means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association.

the Act means the *Associations Incorporation Act 1991*.

the regulation means the *Associations Incorporation Regulation 1991*.

1A Application of *Legislation Act 2001* (ACT)

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

Part 2 - Membership

2 Membership qualifications

- (1) A person is qualified to be a member if:
 - (a) a parent and/or guardian of a student enrolled at Amaroo School, ACT; or
 - (b) any other interested citizen.
- (2) Any parent of a student at the school who has religious or other objections to membership of the association is not a member.

3 Nomination for membership

- (1) A person being qualified for membership of the Association shall be deemed to be admitted to membership:
 - (a) on being entered into the school's student-parent/carer database and until removed from the same or
 - (b) on written declaration of membership to the Secretary who shall then enter the declaration into the membership register. The membership register is available at all general meetings.

No other form of nomination is required.

- (2) A declaration of membership consists of the Member's signature, printed name, residential address, postal address, criterion of membership eligibility, and date on which the declaration was made.
- (3) Ex Officio members may be appointed by the P&C committee. The school Principal may be so appointed.

4 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the Association:

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

5 Cessation of Membership

A person ceases to be a member of the Association:

- (a) if the person dies; or
- (b) on ceasing to meet the membership eligibility requirements; or
- (c) on deleting the membership declaration from the membership register and signing and dating the deletion; or
- (d) by providing notice in writing to the public officer, who shall then delete the person's membership declaration from the membership book.
- (e) on removal from the school student parent database unless a membership application (declaration) has been submitted and approved by the P&C committee.

6 Resignation of membership

A member may resign from the Association in accordance with 5(d).

7 Fees, subscriptions

No annual membership fee is required to be paid.

8 Members' liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by section 7.

9 Disclosure of members interests

- (1) In accordance with sections 65 and 65A of the Act, a member must disclose a material personal interest in a matter under consideration by the association as soon as possible to:
 - (a) the committee; and
 - (b) must be recorded in the minutes of a general meeting.
- (2) A member does not need to disclose a material personal interest:
 - (a) that exists **only** because the member:
 - (i) is an employee of the association; or
 - (ii) is a member of a class of people for whose benefit the association is established; or
 - (b) where the interest is one held in common with all, or a substantial proportion of, the members of the association.
- (3) Disclosure of material personal interest(s) to the committee and general meeting must detail:
 - (a) the nature and extent of the interest; and
 - (b) the relation of interest to the activities of the association; and
 - (c) identify any interest in a contract or proposed contract.
- (4) A member with a material personal interest in a matter under consideration of the Association must not:
 - (a) be present while the matter is being considered, or
 - (b) vote on the matter.
- (5) Where a disclosure has been made in accordance with sub-clauses (1) to (4) above or is not required in accordance with clause 9 of these rules:
 - (a) a contract does not need to be avoided by the association; and
 - (b) the member is not liable to account for profits derived from the contract.

10 Dispute resolution procedure

- (1) This procedure will be used to resolve a dispute arising between:
 - (a) a member and another member of the association; or
 - (b) a member and the association
- (2) A member must not initiate a dispute resolution procedure in relation to a matter that is the subject of a disciplinary procedure (under clause 11) until the disciplinary procedure is complete.
- (3) Once a dispute resolution procedure is initiated, disciplinary action cannot begin until the dispute is resolved.
- (3) Parties must attempt to resolve a dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (4) If parties are unable to resolve the dispute between themselves within 28 days, all parties must within 10 days:
 - (a) notify the committee of the dispute; and
 - (b) agree to or request the appointment of a mediator; and
 - (c) attempt in good faith to resolve the dispute by mediation.
- (5) The mediator must be:
 - (a) a person chosen by agreement between the parties; or
 - (b) where the parties cannot agree on a mediator:
 - (i) a person appointed by the committee for disputes between a member and another member; or
 - (ii) a person appointed by the ACT Council of Parents & Citizens Associations
- (6) The mediator appointed may be a member or former member of the association, but must not be a person who:
 - (a) has a personal interest in the dispute; or
 - (b) is biased in favour of or against any party.
- (7) The mediation process must:
 - (a) give each party every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is provided to the parties throughout the mediation process.
- (8) The mediator must not determine the dispute.
- (9) If mediation does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11 Disciplining of members

- (1) If the committee is of the opinion that a member:
 - (a) has persistently refused or neglected to comply with a provision of these rules; or

- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;

the committee may, by resolution propose:

- (c) to expel the member from the Association; or
 - (d) to suspend the member from the rights and privileges of membership of the Association that the committee may decide for a specified period.
- (2) Once a resolution under subsection (1) is passed, the secretary must, as soon as practicable, serve a written notice on the member:
- (a) setting out the resolution of the committee and the grounds on which it is based; and
 - (b) advising that the member may address the committee at a meeting to be held between 14 days and 28 days after service of the notice; and
 - (c) stating the date, place and time of that meeting; and
 - (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (3) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must:
- (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
 - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
 - (c) by resolution decide whether to confirm or revoke the resolution of the committee made under subsection (1).
- (4) If the committee confirms a resolution under subsection (3), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.
- (6) A resolution confirmed by the committee under subsection (3) does not take effect:
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
 - (b) if within that period the member exercises the right of appeal - unless and until the association confirms the resolution in accordance with section 10 (4).

11a. Right of appeal of disciplined member

- (1) A member may appeal to the Association in general meeting against a resolution of the committee that is confirmed under section 9 (3), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.

- (3) Subject to the Act, section 50, at a general meeting of the Association called under subsection (2):
- (a) no business other than the question of the appeal may be transacted; and
 - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
 - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.
- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

Part 3 - Committee

12 Powers of the P&C Association Committee

- (1) The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting:
 - (a) controls and manages the affairs of the Association; and
 - (b) may exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and
 - (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Association; and
 - (d) may make By-laws for the Association.

13 By-laws

- (1) The P&C Committee may make and amend By-laws not inconsistent with these rules, prescribing matters which by this constitution are required or permitted to be required or which may be necessary or expedient for the conduct and management of the affairs of the Association.
- (2) Such by-laws and amendments shall be notified to members of the Association as soon as practicable after being made and shall not become effective until 28 clear days after the date of advising of the new By-laws or amendments.
- (3) By-laws may also be amended or overturned by passing of an appropriate motion at a general meeting.

14 Committee membership

- (1) The committee consists of:
 - (a) the office-bearers of the Association;
 - (b) the Amaroo School Principal or a member of the Amaroo School staff delegated by the Principal;
 - (c) P&C Council delegates as required;
 - (d) any number of ordinary committee members as determined at an annual general meeting; each of whom must be elected under section 14 or appointed in accordance with subsection.
- (2) The office-bearers of the Association consist of:
 - (a) president;
 - (b) vice president;
 - (c) treasurer;
 - (d) secretary
 - (e) assistant treasurer; and
 - (f) public officer.

- (3) In accordance with Part 2, 3(3) School Principals are ex-officio members, and are not entitled to be an office bearer of the P&C Association or a voting member.
- (4) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election and are eligible for re-election.
- (5) If there is a vacancy in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.
- (6) To ensure best practice Office bearers are recommended to hold a Working With Vulnerable People (WWVP) check.

15 Election of committee members

- (1) Nominations of candidates for election as office-bearers of the Association or as ordinary committee members are to be invited by the returning officer at the annual general meeting and are to be on the basis of self-nomination.
 - (a) the returning officer shall be the Amaroo School Principal or any other person not standing for election appointed by the annual general meeting.
- (2) The election must be conducted in such a manner as the returning officer shall determine with the consent of a majority of members present at the annual general meeting.
- (3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (4) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (5) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (7) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.

16 Secretary

- (1) The secretary of the Association must, as soon as practicable after being appointed as secretary, notify the Association of his or her address.
- (2) The secretary, or nominated party, must keep minutes of:
 - (a) all elections and appointments of office-bearers and ordinary committee members; and
 - (b) the names of members of the committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

- (4) If no such person holds the position of secretary, the public officer of the Association shall perform this function.

17 Treasurer

- (1) The treasurer of the Association must:
- (a) collect and receive all amounts owing to the Association and make all payments authorised by the Association;
 - (b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
 - (c) prepare financial records for the financial reviewer or auditor.

18 Vacancies

- (1) For these rules, a vacancy in the office bearers and ordinary committee members happens if the member -
- (a) dies; or
 - (b) ceases to be a member of the Association; or
 - (c) resigns the office; or
 - (d) is removed from office under section 18 (Removal of committee members); or
 - (e) becomes bankrupt or personally insolvent; or
 - (f) suffers from mental or physical incapacity; or
 - (g) is disqualified from office under the Act, section 63 (1); or
 - (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

19 Removal of committee members

- (1) At a general meeting, the Association may by resolution remove any office bearer and ordinary committee members before the end of the member's term of office.
- (2) In proposing to remove a committee member, the Association must follow the disciplining of members at sections 10 and 11 of these rules.

20 P&C Committee meetings and quorum

- (1) The committee must meet at least 4 times in each calendar year at the place and time that the committee may decide.
- (2) Committee meetings may be held in person or by teleconference/videoconference.
- (3) Additional meetings of the committee may be called by any member of the committee.
- (4) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

- (5) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.
- (6) Any four members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (7) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the following week.
- (8) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (9) At meetings of the committee -
 - (a) the president or, in the absence of the president, the vice-president presides; or
 - (b) if the president and the vice-president are absent, one of the remaining members of the committee may be chosen by the members present to preside.
- (10) At meetings of the committee the following order of business shall be:
 - (a) welcome to guests and acknowledgment of country;
 - (b) apologies;
 - (c) approval of previous minutes if not approved prior to the meeting;
 - (d) matters arising from the minutes of previous meeting;
 - (e) President's report;
 - (g) Treasurer's report;
 - (h) Amaroo School Principal's report;
 - (i) Amaroo School Board report;
 - (j) P&C Council Delegate's report;
 - (k) subcommittee report(s);
 - (l) general business; and
 - (m) place, date & time of next meetingexcept where the order of business is varied by resolution of the committee.
- (11) The committee may authorise advertisements and communications.
- (12) The committee may appoint paid officers and shall have the power to discontinue employment.
- (13) The committee must:
 - (a) approve all expenses. Where practicable, the approval must be made prior to the expense being incurred.
 - (b) record expense approval in the minutes of the committee.Expenses may be approved and minuted either as part of an annual budget or individually.

21 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

22 Appointment of proxies - Committees

- (1) No proxy votes will be allowed.

23 Delegation by P&C committee to subcommittee

- (1) The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.
- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation. Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (4) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.
- (5) The committee may, in writing, revoke wholly or in part any delegation under this section.
- (6) A subcommittee may meet and adjourn as it considers appropriate.
- (7) The president of the P&C committee or their representative, is automatically a member of any subcommittee/s.

23a Preschool subcommittee

- (1) The Preschool subcommittee is a standing committee. The purpose of the Preschool subcommittee is to focus on education issues and fundraising activities related to the Amaroo Preschool.
- (2) The Association delegates to the Preschool subcommittee, subject to a satisfactory quorum, financial decision up to \$2,000 from the subcommittee account which are to be noted in the next Association general meeting report. Any decisions greater than \$2,000 are to be proposed to the Associations general meeting for approval.
- (3) At any meeting of a Preschool subcommittee the presence of three (3) members of the subcommittee constitutes a quorum and must include the President.

23b Canteen subcommittee

- (1) The Canteen subcommittee is a standing committee. The Canteen subcommittee is responsible for:
 - (a) overseeing, with discretion, the general operation of the canteen, with a particular focus of ensuring that the canteen generates a profit and covers its own expenses
 - (b) deciding the basic policy in relation to the serving of suitable food at reasonable cost
 - (c) reviewing prices, menus and goods for sale on a regular basis
 - (d) implementing appropriate policies and procedures to support the running of the canteen
 - (e) the adherence to guidelines regarding hygienic food preparation, serving and storage
 - (f) recruiting and encouraging volunteer helpers where necessary
 - (g) appointing and paying employed canteen staff and defining their duties (these should be ratified by the P&C association)
 - (h) reporting to the P&C association at their general meetings
 - (i) an audited financial statement at the AGM.
- (2) The Canteen subcommittee's membership should consist of the President, Treasurer, and at least one additional member.

23c Fundraising subcommittee

- (1) The fundraising subcommittee is a standing committee. The purpose of the fundraising committee is to organise fundraising activities for the school.
- (2) At any meeting of a Fundraising subcommittee the presence of three (3) members of the subcommittee constitutes a quorum and must include the President. In a Fete year, the subcommittee requires a minimum of 6 volunteers to organise and run the Fete. This includes at least 1 Staff member for student and staff engagement.

24 Subcommittee reporting

All subcommittees of the Association must report to the P&C Committee and general meetings on:

- (1) Key activities;
- (2) Decisions; and
- (3) Financial management (including position, income, expenditure and liabilities).

Part 4 - General Meetings

25 Holding of annual general meeting

- (1) An annual general meeting is to be held in the first two months of the first term of each school year.

26 Calling of, and business at annual general meeting

- (1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is:
 - (a) to approve the minutes of the last annual general meeting and of any general meeting held since that meeting; and
 - (b) to receive from the committee reports on the activities of the association during the last financial year; and
 - (c) to elect members of the committee, including office-bearers; and
 - (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 28 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

27 Calling of general meetings

- (1) The committee may, whenever it considers appropriate, call a special general meeting of the Association.
- (2) General meetings may be held in person or by teleconference/videoconference.
- (3) The committee must, on the requisition in writing of not less than 5% of the total number of members, call a special general meeting of the Association.
- (4) A requisition of members for a special general meeting:
 - (a) must state the purpose or purposes of the meeting; and
 - (b) must be signed by the members making the requisition; and
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (5) If the committee fails to call a special general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a special general meeting to be held not later than 3 months after that date.
- (6) A special general meeting called by a member or members mentioned in subsection (5) must be called as nearly as is practicable in the same way as special general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

28 Notice

- (1) Except if the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause a notice to be put into the School Newsletter, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause a notice to be communicated to school parents (via email, social media or school newsletter), in the manner provided in section 27(1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a special general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 26 (2).
- (4) A member desiring to bring any business before a special general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

29 Procedure and quorum at general meetings

- (1) The Committee may call one or more general meetings in addition to the annual general meeting, as it sees necessary.
- (2) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (3) Five members present in person or attending a teleconference/videoconference (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the following week and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (5) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

30 Presiding member

- (1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the Association.
- (2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

31 Adjournment

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

32 Making of decisions

- (1) A question arising at a general meeting of the Association is to be decided on a show of hands or poll, and the decision must be minuted.
- (2) At a general meeting of the Association, a poll may be demanded by the person presiding or by any member present in person.
- (3) If the poll is demanded at a general meeting, the poll must be taken:
 - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case - in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

33 Voting

- (1) Subject to subsection (3), on any question arising at a general meeting of the Association a member has 1 vote only.
- (2) A resolution shall be determined by counting member's votes for and against a motion, with no accounting for abstentions.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) Ex Officio members are not entitled vote.

34 Appointment of proxies – General meetings

- (1) No proxy votes will be allowed.

Part 5 - Other Matters

35 Source of funds

- (1) The funds of the Association shall be derived from sources run by the Association, operating the Amaroo School Canteen, donations and subject to any resolution passed by the Association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- (3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.
- (4) The Association's financial year will be from 1 January to 31 December.

36 Management of funds

- (1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objects of the Association in the way that the committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the Association, being members of the committee or employees authorised to do so by the committee.
- (3) The Association shall hold a current insurance policy cover for Public Liability and Directors & Officers, with property, Workers Compensation and Voluntary Worker's Personal Accident' insurance as appropriate.

37 Alteration of objects and rules

Neither the objects of the Association mentioned in the Act (section 29) nor these rules may be altered except in accordance with the Act.

38 Custody of records

Subject to the Act, the regulation and these rules, the Secretary will arrange for the safe and secure storage of all records, books, and other documents relating to the Association.

39 Inspection of books

The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

40 Service of notice

For these rules, the Association may serve a notice on a member by giving it to the individual, sending it by post to the member at the member's address or emailing it to the member as shown in the register of members.

Note: For how documents may be served, see the Legislation Act, pt 19.5.

42 Dissolution of the P&C (winding up)

- (1) The P&C Association shall be dissolved within 12 months should the following conditions apply:

- (a) following the annual general meeting when it is not possible to fill the officer positions and after a special general meeting for that purpose fails to elect such officers and
 - (b) at an annual or special general meeting when 75% or more of the members present vote a special resolution to wind up the Association.
- (2) The last elected officers of the Association will be responsible, along with the school Principal, for the winding up of the Association. This will include producing a final audited statement of financial affairs, paying of all debts, notification to the ACT Office of Regulatory Services, transfer of all assets to a like organisation as nominated in 39 above.
- (3) The records of the Association should be retained in the safe custody of the school for at least 5 years.

