



MANLY WEST PARENTS & COMMUNITY ASSOCIATION BY-LAW

This By-Law is made under the Prescribed Constitution of Manly West Public School Parents and Citizens' Association and applicable legislation governing P&C Associations in New South Wales. The Constitution and applicable legislation will always have priority.

1. PRELIMINARY

1.1 Definitions

Association means Manly West Public School Parents and Citizens' Association

Constitution means the Prescribed Constitution for incorporated P&C Associations

Executive means the Executive Committee consisting of Office Bearers and up to six additional members

Member means a financial member whose name appears in the register of members

Office Bearer means a Member holding the elected position of President, Vice-President, Secretary or Treasurer

Principal means the principal of Manly West Public School or anyone acting in that capacity

2. MEMBERSHIP

2.1 Annual Subscription

The annual subscription for membership shall be \$1.00, payable separately from any school fees or voluntary contributions.

2.2 Membership Application

Any eligible person may become a member by paying the annual subscription to the Treasurer. A person becomes a member once the membership register is updated after the close of the General Meeting following receipt of their membership application. Membership remains current until the close of the following Annual General Meeting.

The Secretary shall update the member register after each General Meeting and maintain an up-to-date register of members.

2.3 Member Responsibilities

Members are expected to:

- (a) Participate in P&C Association activities where possible, uphold the values of the school, abide by all applicable laws, and adhere to the Constitution, by-law, rules, and policies of the P&C Association.
- (b) Declare any potential or perceived conflict of interest at the commencement of any meeting or when an item of business arises to which they have a potential or perceived conflict of interest.
- (c) Report any potential or perceived conflict of interest of another member when such a conflict is known to them.
- (d) Comply with any decision made by the meeting regarding their participation in discussion or voting on matters where a conflict of interest has been declared.

2.4 Employee Restrictions

Employees that are also P&C Members are ineligible to participate in debate or voting on matters related to their employment.

3. THE EXECUTIVE



3.1 Executive Meetings

The Executive will meet as required to conduct Association business, with meetings held not less than once per school term. The Secretary will provide at least seven days' notice of Executive meetings.

3.2 Term Limits & Eligibility

The President must be a parent of a child enrolled at the school. No person will serve more than three consecutive years in the same Office Bearer position. They may be re-elected for an additional term if the position becomes a casual vacancy.

3.3 Resignation

An Executive member wishing to resign must do so in writing to the Secretary (or to the President if the Secretary is resigning, or to any other Office Bearer if there is no President or Secretary). The resignation is effective immediately unless a future date is specified and creates a casual vacancy.

3.4 Vacated Office

A general meeting may declare that an Office Bearer who has been absent for three consecutive meetings without an apology being received and accepted has vacated their position, creating a casual vacancy.

3.5 Employment Responsibilities

The Office Bearers are responsible for employment-related statutory responsibilities and staff management once a resolution has been made to employ staff.

4. MEETINGS

4.1 General Meetings

A general meeting shall be held in Week 7 of each term, or such practical date thereafter. Members must be advised of the date, time and place at least seven days prior to the meeting.

All meetings will be conducted in accordance with the Constitution and this By-Law.

4.2 Annual General Meeting

The Annual General Meeting shall be held in March or April of each year, where practical, in conjunction with and preceding the ordinary general meeting for that term.

If the AGM is deferred because audited financial statements are not available, the AGM shall be deferred until they are available. Members shall be advised of the deferral and the revised date.

The AGM agenda shall include (in addition to items required by Constitution Clause 7) the annual budget, annual subscription fee, and review of By-Law and policies.

4.3 Special Meetings

The agenda of a special meeting shall include only the specific matters for which the meeting was called and shall not include minutes of preceding meetings, correspondence, reports, general business, or new membership applications.

4.4 Virtual Meetings

Priority shall be given to face-to-face meetings, but meetings may be held virtually in accordance with Constitution Clause 10(d) and (e). When members attend virtually, voting must be conducted by ballot and technology requirements specified in the Constitution must be met.



4.5 Quorum

If a meeting does not achieve a quorum (as specified in Constitution Clause 10) within 15 minutes of the advertised starting time, the Secretary will (or in the absence of a Secretary, remaining Executive members will) call a further meeting within 28 days.

4.6 Meeting Structure

Each general meeting shall be conducted as follows:

Opening and Welcome to Country

Apologies

Minutes of previous meeting (receipt, amendments, adoption)

Business arising from previous minutes

Correspondence

Reports from President, Principal, Treasurer, and sub-committee convenors

General Business

Meeting Close

5. VOTING & DECISIONS

5.1 Voting Methods

For general and special meetings, voting may be by show of hands for in-person attendees. A secret ballot shall be held if a motion is determined to be sensitive or contentious. For the AGM and for any meeting where members attend virtually, voting shall be conducted by secret ballot.

5.2 Validity of Decisions

A decision is only valid if appropriate notice has been given to all members, the item is on the meeting agenda, a quorum is present, and the decision is constitutional and lawful. For expenditure decisions, a Treasurer's report must be presented at the meeting.

6. FINANCIAL MANAGEMENT

6.1 Financial Year

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

6.2 Annual Budget

The Association shall draft and approve an annual operating budget at the AGM.

6.3 Expenditure Authorisation

All expenditure of Association funds must be authorised by resolution of a meeting of the Association in accordance with Constitution Clause 16. All expenditure must be in accordance with the annual budget presented at the AGM.

If expenditure is to be made that exceeds the annual budgeted amount for an item, it shall be specifically identified on the agenda of a Meeting for member consideration.

No financial decision will be considered without a Treasurer's report being presented and endorsed at a Meeting.

7. SUB-COMMITTEES



7.1 Establishment

The Association may establish sub-committees to carry out specific functions. Sub-committees must have clearly stated objectives that align with the Association's objectives and must be established with governing rules endorsed by the Association at a properly convened meeting.

7.2 Reporting

Sub-committees are required to provide a written report to each general meeting of the Association in accordance with Constitution Clause 13(a).

7.3 Dissolution

A sub-committee may be dissolved by majority vote of members at a properly convened meeting for which appropriate notice of dissolution has been given. A report outlining valid reasons for dissolution must be provided.

8. LIFE MEMBERSHIP

8.1 Conferring Honour

The Association may confer the honour of Life Membership or Outstanding Service on a member or 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 hold office unless they are also ordinary members.

8.2 Removal of Honour

The Association may remove an honour it has bestowed if the recipient has been convicted of committing an offence that may substantially damage the reputation of the Association.

9. POLICIES

9.1 Required Policies

The Association shall implement and maintain policies and procedures to support compliance with all relevant legislation, including as a minimum (as required by applicable legislation):

Child protection

Management of funds and assets

Volunteering

Confidentiality

Privacy and records

Communication and social media

Code of conduct

Conflict of interest

Grievance, complaints and feedback

9.2 Policy Adoption

Policies and procedures must be adopted or approved at a general or special meeting before becoming effective. Seven days' notice is required for adoption or alteration.

10. BY-LAW AMENDMENTS



10.1 Amendment Process

This By-Law may be amended by a majority vote of members at a general or special meeting of the Association in accordance with Constitution Clause 15.

One month's notice to members is required, and formal notification must include details of the proposed changes. Any alterations must be lawful and not contradict the Association's Constitution.

10.2 Effective Date

Amendments to this By-Law take effect upon adoption by the Association unless a later date is specified in the resolution.

APPROVAL

This By-Laws was adopted by the Association at the General Meeting held on 1 September 2026 and remain current until amended.