BUNNALOO P. & C. CONSTITUTION

1. This body shall be known as the Bunnaloo Parents and Citizens Association.

OBJECTS

2. The objects of this Association shall be:
   a) To promote the interests of the school concerned by bringing parents, pupils and teaching staff into close co-operation
   b) To assist in providing desirable aids to teaching which the department of Education is unable to supply (library books, pictures, handcrafts, art materials etc)
   c) To provide pupils with recreation equipment
   d) To assist in securing and maintaining active participation of pupils at school and other activities eg. Excursions, swimming lessons
   e) To act on behalf of the Department of Education in any other matters in which the cooperation of the Association may be sought by the Department.

2.1 The activities of this Association are limited by the objects prescribed above which objects are confined to purposes immediately connected with the school with which it is associated and make no provision for contributions to other purposes or to objects outside the school.

TEACHING STAFF

3. The Association shall not exercise any authority over the teaching staff nor shall it interfere in any way with the control or management of the school concerned.

The members of the school staff may become members of the Association. The Principal of the school shall be a member, ex-officio, of the Association.

MEMBERSHIP

4. Membership will be open to parents of all pupils attending the Bunnaloo School and to all citizens resident within the current school district.

SUBSCRIPTION

5. The subscription to the Association shall be $5.00 per calendar year, payable in advance.

A financial member shall be a parent or a citizen resident within the current school district who has paid the prescribed annual membership fee in respect of the current calendar year.

6. Any member who is unfinancial shall not participate in the affairs of the Association.

MANAGEMENT

7. The executive committee, which shall be constituted of the officers of the Association and six other members, shall carry out the decisions of the Association. A member of the executive committee may be removed from office by resolution of
the Association carried at a properly convened General Meeting or Special meeting provided due notice of motion has been given.

OFFICERS

8. The officers shall consist of a President, one Vice-President, Treasurer and Secretary.

9. The President shall preside at all meetings, in their absence the Vice-President will act in their stead, in the absence of the President and Vice-President the meeting shall elect a Chairman.

SECRETARY

10. Shall attend meetings and keep a record of all business conducted; shall issue notices of meetings; shall conduct all correspondence; shall hand over all records, minutes, account books etc. to their successor on relinquishing office. Should it be necessary during the unavoidable absence of the Treasurer, the Secretary may receive monies, issue receipts and hand the monies to the Treasurer within seven days, taking the receipt for same.

TREASURER

11. Shall receive all monies and keep accurate records of all such moneys received by them, shall issue a receipt for all moneys received by them, shall obtain and keep receipts for all moneys paid from the Association funds; shall bank all moneys in accordance with Rule 21.within seven days of receipt of such moneys. The Treasurer shall present at each General Meeting a Statement of Accounts showing receipts and expenditure during the current month, together with an outstanding balance and shall present a Bank Statement for notation by the President and Secretary. All books, receipts, vouchers and monthly statements of account shall be made available to the auditors prior to the Annual General Meeting. The Treasurer shall hand over all records of accounts, book receipts and vouchers to their successor on relinquishing office.

ABSENT OFFICERS

12. The seat of any officer absent from three consecutive meetings without reasonable cause may be declared vacant.

VACANCY

13. Any vacancy on the executive shall be filled by the financial members of the Association at any General Meeting.

14. The members of the Association shall, at the Annual General Meeting to be held in the month of November elect the four executive officers mentioned in Rule 8. At such meeting the Principal shall conduct the election and declare the result. Any candidate for the executive committee shall be a financial member and shall be nominated and seconded, and if there are a greater number of candidates than are
required, the election shall be decided by ballot. Scrutineers shall be appointed by the Association preliminary to the ballot.

**RE-ELECTION**

15. At each Annual General Meeting of the Association, officers and members of the executive committee shall retire from office, but shall be eligible for re-election (only financial members being allowed to vote).

**GENERAL MEETINGS**

16. A General Meeting of this Association shall be held on a date agreeable to the committee and members, monthly where convenient.

**ANNUAL GENERAL MEETINGS**

17. The Annual General Meeting of the Association shall be held in November of each year, when the Annual Reports and Balance Sheet shall be presented.

**SPECIAL MEETINGS**

18. A special meeting shall be called at any time a requisition signed by ten financial members, or on the authority of the executive committee; members to be given seven days notice thereof and the object of the meeting to be stated.

**QUORUM**

19. Five members shall constitute a quorum at all meetings.

**BUSINESS OF MEETING**

20. At all General Meetings the order of business shall be:
   1. confirmation of minutes of previous meetings
   2. business arising from previous meeting
   3. correspondence
   4. treasurers report
   5. principals report
   6. general business

**FUNDS**

21. The funds of the Association shall be banked in the name of the Association with any bank provided interest is allowed on the balance. The account shall be operated by any two of the officers of the Association delegated in that behalf by the Association. For the purpose of this section the officers of the Association should be the President, Treasurer and Secretary.

   No commitment shall be entered into for the expenditure of Association funds except by resolution of an ordinary meeting. All items of equipment of a type approved by the Department for use in schools and purchased from funds raised by
the Association, whether intended for the school or for use by the Association in connection with its own administration, shall become the property of the Department of Education.

**ACCOUNTS**

22. All accounts shall be submitted to the Treasurer, who will verify, process and present to the following General Meeting.

**AUDITORS**

23. Auditors, who are not members of the Association, shall be appointed at the Annual General Meeting for the ensuing year. They shall examine all accounts, vouchers, receipts, audit the books and furnish a report thereon, which shall be submitted to the Annual General Meeting prior to the election of officers. Where practicable, qualified Auditors should be appointed and where a fee is charged such expenditure may be regarded as valid.

**DISCUSSIONS**

24. All discussions at general and committee meetings shall be governed by the usual rules of debate and the chairman shall have the casting vote.

**SUB-COMMITTEES**

25. The Association may set up sub-committees to carry out specific functions on its behalf and such sub-committees shall report their operations to meetings of the Association.

The balance of funds of such a sub-committee after defraying expenses of its operations shall be remitted to the funds of the Association.

**LIFE MEMBERSHIP**

26. The Association may confer the honour of life membership on a member who has over a period of ten years or more 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 eligible for ordinary membership in terms of Rule No. 4.

**DISSOLUTION**

27. The Association may be dissolved in terms of a resolution carried at a general meeting or a special general meeting of financial members provided due notice of motion has been given and subject to the concurrence of the Minister of Education, or otherwise at the Minister’s discretion.

27.1 Where the Association is dissolved, its minute book, and books of account, together with the residue of its funds, shall be transmitted to the Department of Education within two months of the date of dissolution and only after the books of account have been audited as provided in Rule No. 23. Where the school in
connection with which the Association was constituted is permanently closed, such residue of funds shall be disbursed as the Minister of Education deems appropriate, due regard to be has to the terms of any resolution carried by the Association prior to its dissolution.

**AMENDMENT OF RULES**

28. These rules shall not be added to or amended except at a general meeting of members and after due notice in writing shall have been given at the previous meeting of members.

Any amendments under this clause will be subject to prior Association approval.

We, the undersigned, hereby certify that these rules were adopted at a General Meeting of the Association held on ________________________________.

President: ____________________________

Secretary: ____________________________

Date: ________________________________