

Lindfield Learning Village Parents and Citizens Association Incorporated

By-Laws

*These Rules were adopted at the General Meeting of the Lindfield Learning
Village Parents and Citizens Association on 21 February 2019.*

Lindfield Learning Village High School Parents and Citizens Association By-Laws

1. These rules are made pursuant to the Constitution of the Lindfield Learning Village Parents and Citizens Association (the Association).
2. The Association is formed for the benefit of the students of the school and its roles include but are not limited to:
 - a. supporting the school for the benefit of all students;
 - b. promoting parent/carer participation in the work of the school and encouraging strong positive community support;
 - c. providing a forum for parents/carers and students to discuss and debate school issues;
 - d. providing parent/carer input to educational issues and policies;
 - e. participating as much as possible in the activities of the school and communicating with all members of the school community;
 - f. co-operating in the activities of the Federation of Parents and Citizens' Associations of New South Wales, and District Councils; and
 - g. promoting the interests of public education.
3. The Association aims to fulfil these roles by:
 - a. seeking effective home/school communication, determining parent needs about reporting on student progress, encouraging language translation where necessary and appointing class representative contacts;
 - b. holding events which create opportunities for the school community to interact socially and/or promote the school;
 - c. encouraging parents to participate in decision-making and school policy development by providing forums for parent/carer and student collaborations of ideas, initiatives, opportunities and issues, ensuring that interested parents/carers are involved in school development reviews;
 - d. supporting parent involvement in student learning and well-being, through provision of information to help parents assist students and by organising workshops for parents;
 - e. providing opportunities for parents to volunteer in the school in a range of different activities;
 - f. operating school support services such as the canteen, before/after school care programs, uniform shop, sports clubs etc.
 - g. fundraising for resources
 - h. organising working bees to enhance the school environment
 - i. supporting school events by, for example, providing catering and encouraging social interaction.

5. The financial year of the Association will close on 31 December each year. The associated audited annual Financial Report will be presented to the Annual General Meeting of the Association in the following year.
6. The Annual General Meeting (AGM) of the Association will be held in term 1 of each year.
7. The agenda of the AGM shall include setting the membership fee of the Association for the ensuing year.
8. Immediately following the election of Officers pursuant to Clause 7 of the Constitution, the incoming Officeholders will assume their roles effective through to the following AGM.
9. A general meeting of the Association will be held at least once each school term.
10. Any person eligible for membership may become a member or renew membership by paying the required membership fee to the Treasurer, or nominee of the Treasurer, at or before any general meeting. The member will only be able to vote at the following general meeting. Membership will remain current until the close of the next AGM.
11. The Secretary will maintain a Register of Members.
12. Membership fees are to be receipted as general revenue and disbursed in accordance with the decisions of the Association at a general meeting.
13. The quorum for a general meeting will be in accord with Clause 10 of the Constitution. Where that Rule does not specify a number, the quorum will be one plus one-tenth of the number of registered financial members.
14. 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 the Secretary, any one of the four remaining Officeholders, will call a further meeting and failing that any five members of the Association may call a further meeting not more than 28 days later to carry on the business of the Association.
15. 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.
16. **STANDING ORDERS FOR CONDUCT OF MEETINGS**

These Standing Orders shall apply to all General and Annual General Meetings.

The agenda for all meetings and Special General Meetings shall include the following:

- a. Welcome to those in attendance and acknowledgement of country
- b. Apologies
- c. Confirmation of minutes of previous meeting
- d. Report upon matters arising from the minutes that call for report
- e. Matters of importance or priority – notified for the agenda by authorised members
- f. Treasurer's report and the passing for payments of accounts requiring such approval
- g. Reports preferably in writing with comment limited to 5 minutes each, unless otherwise agreed by the meeting
 - i. President/Executive
 - ii. sub-committees
- h. Elections when required
- i. Motions of which due notice has been given
- j. Notices of Motions
- k. General Business
- l. Date, place and time of next meeting

Time Limit

No delegate or alternate delegate shall speak on any matter for more than 3 minutes unless granted an extension of time by the meeting.

17. Any elected Officer absent for three consecutive meetings without cause may be declared a "Casual Vacancy" to be dealt with under Rule 6 of the Constitution.
18. In the event that an AGM is unable to elect a member to a position under Clause 7 of the Constitution due to lack of a volunteer nominee or nomination, the Executive is empowered to advertise for and recruit a suitable member to the position on a temporary basis to be ratified at the next General meeting
19. The Executive Committee shall prepare an annual budget for the forthcoming calendar year for consideration of Association members at the last general meeting of the calendar year.
20. At each general meeting there shall be a standing order to approve expenditure by the Executive Committee of \$500 during the period to the next general meeting. Unspent monies shall not accumulate. The Treasurer will advise the general meeting of the details of the expenditure at the following meeting.
21. The Association may confer Life Membership on a member who has made an outstanding contribution to the work of the Association.

- 22. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.
- 23. The Secretary shall record such Life Memberships in the Register of Members.
- 24. Pursuant to Clause 13 of the Association's Constitution and this Rule, the Executive Committee may, at its discretion, establish sub-committees for designated roles.

.....

As adopted by the LLV P&C Association General Meeting 21 February 2019.

Signed President
NAME:

Witnessed Principal:
NAME