1. NAME

This body shall be known as Maitland High School Parents and Citizens’ Association. A body corporate under the Parents and Citizens' Associations Incorporated Act 1976.

1. OBJECTS & FUNCTIONS

 The objects & functions of this Association are:

The objects:

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

The functions:

1. to report, when requested by the Minister for Education and Early Childhood, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
2. to assist and co-operate with the teaching staff in public functions associated with the school;
3. 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).
4. 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's nominee, shall be a member, ex-officio, of the association and all its committees.

1. MEMBERSHIP

Membership will be open to all parents and carers 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.

1. SUBSCRIPTION

The subscription to the Association shall be payable in advance each calendar year, amount shall be determined at the Annual General Meeting. A financial member is an eligible person who has paid the annual subscription in respect of the current calendar year. Fees will become due and payable within one calendar month of the Annual General Meeting.

1. PARTICIPATION

Only financial members shall participate in the affairs of the Association.

1. OFFICERS BEARERS

These shall be elected at the Annual General Meeting and shall consist of:

1. 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 at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
2. The Officers shall consist of President, 2 Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
3. The President shall preside at all meetings except that, in the absence of the President, one of the Vice-Presidents shall preside and in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
4. The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
5. 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 same.
6. SUBCOMMITTEES

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

Subject to any direction from the association, all meetings of subcommittees will be conducted on the same basis and subject to the same rules as apply to meetings of the association with any necessary modification appropriate to the functioning of that subcommittee

These shall be elected at the Annual General Meeting and shall consist of:

1. Canteen President
2. Canteen Secretary
3. Canteen Treasure
4. VACANCY

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:

1. dies;
2. resigns from the committee by notice in writing;
3. ceases to be a member of the association;
4. is removed under clause 7(a); or
5. has a continuing and long-term incapacity to fulfill the functions of the position.
6. GENERAL MEETING

A general meeting of the Association shall be held once a term, to be a Wednesday week five.

1. ANNUAL GENERAL MEETING

An Annual General Meeting of the Association shall be held in Term one, Wednesday week five prior to the General Meeting. The business to be conducted at the Annual General Meeting shall be restricted to –

1. Confirmation of minutes of the previous Annual General meeting
2. The receipt of annual reports from Principal, President and Sub-Committees
3. The receipt of a balance sheet showing the affairs of the Association and of it’s Sub-Committees together with the Auditor’s reports
4. The election of Officers and Sub-Committee members for the ensuing year
5. The appointment of an Auditor
6. Election of Patrons
7. The determination of an annual membership subscription for the ensuing year
8. The date for the next Annual General Meeting
9. SPECIAL MEETINGS

A special meeting shall be called by the Secretary at any time on a requisition signed by five financial members of the Association or on the authority of the Executive Committee. Seven days notice shall be given to members specifying the date, time and place of the business to be conducted at the special meeting. Business conducted at the special meeting shall be restricted to the business specified.

1. QUORUM

Five financial members shall constitute a quorum at all meetings of the Association.

1. 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 commitment 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 for Education and Early Childhood.

1. AUDITOR

An auditor for the ensuing year who is not an office bearer of the association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor.

1. LIABILITIES
2. A member or Officer of the association is not, by reason only of being such a member or Officer, liable 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.
3. The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.
4. LIFE MEMBERSHIP

The Association may confer the honour of Life Membership on a member who has made and outstanding contribution to the work of the Association. Life Members may still be an active member of the Association by paying the annual membership fee.

1. DISSOLUTION
2. 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 Early Childhood, or otherwise at the Minister’s discretion.
3. 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.
4. Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organization will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 14.
5. 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 the members.
6. RULE-MAKING POWER

The association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

1. at meetings of the association;
2. to convene a substitute meeting when a quorum is not attained at a meeting; and
3. in making an application for membership.
4. OTHER CONSTITUTIONS

This constitution supersedes any other constitution formed in the name of Maitland High School P&C Association.

Dated 6th March 2024