



RAINBOW STREET PUBLIC SCHOOL P&C
ANNUAL GENERAL MEETING AND DECEMBER MEETING AGENDA

Date: Monday 6th December 2021

Time: 6:00 pm

Veune: Kindergarten Collaboration Space

Please be mindful of the following COVID-19 protocols before entry:

- Services NSW QR code — please log in
- Social distancing when seated
- Attendance/sign-on sheets

Annual General Meeting

1. Welcome and meeting overview
2. Approve and sign-off 2020 AGM Minutes
3. President's Annual Report
4. Treasurer's Annual Report
5. Election of Office Bearers/P&C Executive for December 2021/2022
 - President
 - Two Vice Presidents
 - Treasurer
 - Secretary
 - Up to six additional Executive Committee members
6. Election of honorary Auditor

December General Meeting

1. Welcome and meeting overview
2. Apologies
3. Approve and sign-off November minutes
4. Correspondence
5. President's report
6. Treasurer's report
7. Principal's report
8. Fundraising/Events
9. Business arising from previous minutes
10. General business



RAINBOW STREET PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

DRAFT AGM MINUTES

DATE: Monday, 7th December 2020

TIME: 6pm

VENUE: Rainbow Street Public School K Block (Stage 3 building)

Present:

Joann Sayers, Jimmy Hayes, Katrina Calverley, Greg Dodwell, Craig Muldoon, Katrina Allen, Matthew Dimaris, John Bourd, Belinda Bennett, Phillipa Bourke, Christie McBeth, Ian Stevens, Cleo Zouroudis, Diane Nazaroff, Jacque Counsel, Michael Wright, Sally Nethery

Apologies:

Lucy Hancock, Margaret Nalovski

Meeting opened: 6:11pm

1. Welcome and meeting overview

Jimmy welcomed all

2. Approve and sign off 2019 AGM Minutes

Approved: Proposed: Craig Muldoon Seconded: Pip Bourke 7 approved 2 abstained (Jimmy Hayes, Jo Sayers) 0 objected

3. President's Annual Report

Well 2020 has been an unrepresented year, including many challenges.

I would like to reiterate that that school has been magnificent throughout the pandemic & once thank to thank Jo & all of the teachers & staff for the considerable efforts they have made to continue our children's education, whilst keeping everybody as safe as possible.

However, it has taken it toll on our Committee, we unfortunately lost 4 Committee Members through the year, as the challenges of working for home & home schooling, made it difficult to continue other responsibilities. We got through a lot of admin & processes early in the year, but apart from the Meet & Greet, has the planned fun-fundraising activities "taken away from us". Whilst we continued to do whatever we could behind the scenes, there was really little that could be achieved. However in the face of the natural distasters that the Country has faced, I guess that we must keep some perspective

I'd like to thank to all of the Committee members who volunteered their services over the year, or part of it & all other members who put their hands up to help.

A positive to take away from the pandemic has been the requirement to move to online meetings, this actually seemed to improve the participation rate in meetings, so I hope that this capability will continue to be considered going forward, whilst noting that after considering all of the different requirements for an AGM, these are better held in person where possible.

So, like the rest of the country & possibly the world, I look forward to next year & hopefully the opportunities that come with it.

Approved: Proposed: Jimmy Hayes Seconded: Diane Nazaroff 10 approved 3 Abstain (Jo Sayers, Christie McBeth, Katrina Allen)

4. Treasurer's Annual Report

Presented by the President (treasurer hadn't arrived yet)

The financial statements have been audited & also reflect the current financial position of the P&C.

As I referred to in the Presidents Report, the P&C has been severely impacted by COVID restrictions, so apart from the great efforts of the Meet & Greet, pre-loved uniforms & cookbooks, the P&C has been basically unable to perform any other fundraising. This has clearly resulted in reduced income, but has also meant that the expenses have not been incurred for these events.

The P&C has incurred the usual operating expenses, plus Zoom account costs, which were discounted thanks to the P&C Federation.

Finally, it is noted that the local government funding received years ago was paid to the school just after the general meeting in November 2019, having been previously approved & so this is reflected in the financial statements for this year.

This results in net income for the year of \$2,441 taking the closing balance to \$35,961

5. Election of Office Bearers - P&C Executive for December 2020/2021 Principal took the Chair

<u>President</u> Nominee: Craig Muldoon Nominated by: Greg Dodwell Seconded by: John Bourd Elected unopposed	<u>2 Vice Presidents</u> Nominee: Greg Dodwell Nominated by: Katrina Allen Seconded by: Greg Dodwell declined Carried over to next meeting
<u>Treasurer</u> Nominee: Sally Nethery Nominated by: Greg Dodwell Seconded by: Craig Muldoon Sally Nethery declined	<u>Secretary</u> Nominee: Greg Dodwell Nominated by: Craig Mudoon Seconded by: Katrina Allen Greg Dodwell elected unopposed
<u>6 Additional Executive Members</u> Nominee: Belinda Bennett Nominated by: Katrina Calverley Seconded by: Diane Nazaroff Belinda Bennett declined	Nominee: Phillipa Bourke Nominated by: Katrina Allen Phillipa Bourke declined
Nominee: Katrina Calverley Nominated by: Craig Muldoon Katrina Calverley declined	Nominee: Jimmy Hayes Nominated by: Diane Nazaroff Jimmy Hayes declined
Matthew Dimaris is interested in an Executive position however he is not yet a paid member.	

6. Election of Other Roles:

Auditor

Nominee: Shanal Epa

Nominated by: Sally Nethery

Seconded by: Belinda Bennett

11 Approved 4 Abstained 0 Against

Elected: Shanal Epa

Vacant positions held over until next meeting: 1st February 2021

Meeting closed: 6:31pm

By-Laws or Rules for Rainbow Street Public School P&C Association

To accompany the Prescribed Constitution

1. The rules are made under the constitution of Rainbow Street Public School Parents and Citizens Association.
2. The association is formed for the benefit of the students of the school, which will;
 - (a) Participate as much as possible in the activities of the school and communicate with all members of the school community;
 - (b) Co-operate in the activities of the Federation of Parents and Citizens Associations of the New South Wales; and
 - (c) Promote the interests of public education.
3. No person will serve more than three consecutive years in the same position.
4. The financial year of the association shall close on 1st November each year.
5. The Annual General Meeting of the Association shall be held in December of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include the Annual Report, Audited Financial Report, setting the annual subscription (membership fee) of the association for the ensuing year, reviewing the by-laws and policies of the association.
6. A general meeting of the association shall be held on the first Monday of each month during school term at 6pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2 to the Treasurer or nominee of the Treasurer, at any general meeting. This person is then added to the membership register by the Secretary or nominee of the Secretary after that general meeting — in accordance with section 4 of the Prescribed Constitution.

The eligible person who wishes to pay between meetings — that is before a general meeting — can pay at the school office — if such arrangements have been approved by the school Principal, or via secure banking arrangements provided by the Rainbow Street Public School Parents and Citizens Association, if available. For a valid membership register, the identity of the eligible person needs to be confirmed either by the Secretary – or nominee, or Treasurer – or nominee.

The eligible person who joins before a general meeting — once validated — is added to the membership register in the same manner as the eligible member who joined at the general meeting as described above. New members are then entitled to vote at the following general meeting and Annual General Meeting. Membership will remain current until the close of the following Annual General Meeting.

- (a) As a member of Rainbow Street Public School P&C Association to participate in P&C run functions and to uphold the Values of the School.
 - (b) All members must declare at the start of the meeting any potential or perceived conflict of interest for any agenda item or shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
 - (c) Any member who knows there is a potential or perceived conflict of interest of another member has the responsibility to disclose that there is a potential or perceived conflict of interest.
 - (d) If a member declares a conflict of interest the meeting shall decide on the participation in the activity or vote.
8. The Officers of the P&C Association will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the P&C Association has been to employ staff.
9. Employees of Rainbow Street Public School P&C Association are ineligible to hold Executive positions or participate in the debate or voting in relation to any aspect related to their employment.
10. 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 will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association. At a general meeting the quorum shall be in accord of section 10 of the constitution: with current membership of less than 50, the quorum shall be five members.
11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. Each meeting of the P&C Association will be conducted as follows;
Welcome and formal opening of meeting
Apologies
Minutes of the previous meeting (Receipt/Amendments/Adoption)
Business arising from the previous meeting Minutes
Correspondence
Reports (including Treasurer/sub-committee/Principal's/representative)
General Business

Meeting Close

13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
14. The P&C Association shall elect parent representatives as required for any Tender Selection Panels convened by the school.
15. A general meeting of the P&C Association may declare any Officer who has been absent for three consecutive meetings without an apology being received and accepted by the meeting, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the P&C Association constitution.
16. Any motion to expend P&C Association monies must be placed on the agenda for the meeting at which it is to be considered, the running costs of the sub-committees should be considered when dispersing monies. No financial decisions will be considered by the P&C Association, without having a treasurer's report presented and endorsed to the meeting.
17. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a 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 to hold office unless they are also ordinary members.
18. The P&C Association may remove an honour the P&C Association has bestowed if the recipient of such honour and has been convicted of committing an offence that may be punishable by law.

As adopted by the Rainbow Street Public School P&C Association General Meeting, 3rd May 2021

Signed President: _____ NAME: _____

Witnessed Secretary: _____ NAME: _____

Rainbow Street Public School P&C Association Code of Conduct

The Code of Conduct applies to all financial members, volunteers and employees ('members') of Rainbow Street Public School Parents & Citizens Association ('P&C Association') while undertaking any role or activity related to the *Rainbow Public School P&C Association*.

Principles

The Code of Conduct is based on the following fundamental ethical principles:

Respect for the Law

Rainbow Street Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

Respect for all Persons

Rainbow Street Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

Integrity

Rainbow Street Public School P&C Association members shall be honest in carrying out their duties and avoid conflicts between their private interests and their P&C Association roles and responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Employment
- Use of confidential information obtained in the course of P&C Association duties
- External activities and public comment

Diligence

Rainbow Street Public School P&C Association members shall carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C Association related activities
- Ensuring outside interests do not interfere with a P&C Association member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an Office Bearer of the P&C Association and/or external authorities

Working with Children

The *Rainbow Street Public School* P&C Association adheres to the government's Child Protection Act & Regulation (Working with Children Check) legislation and relevant procedures

Conflict of Interest

- P&C Association members must declare interests which a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association.
- P&C Association members must always act in the best interest of the P&C Association and adopt a process to disclose and address the potential conflicts.
- A conflict of interest may include, but is not limited to, existing individual interests or a benefit, professional ethics, personal or professional relationships, financial or proprietary interests. A few examples of Conflict of Interest:

Example 1

Personal or Financial Interest: Joe, an Office Bearer of a P&C Association owns a Building & Maintenance Company. During the P&C Association meeting, he recommends his company for an upcoming building work the P&C Association is considering to undertake as he believes he can offer the best competitive price being in the building business. However, he does not disclose the ownership of the company. Does Joe have a Conflict of Interest?

Yes. It is Joe's duty to act in the best interest of the P&C Association and not his own interests. To promote the profit interest of his own company and receive remuneration is contrary to his role and responsibilities as an Office Bearer of a P&C Association as stated in clause 5 of the Standard and the Prescribed Constitution. There is clear Conflict of Interest as Joe failed to disclose his personal business interests for gaining an undisclosed profit.

Example 2

Non-Financial Interest involving some close relationships (not limited to partners, family and friends): Vicky, a Canteen Manager of a P&C Association, suggested at a P&C meeting, an online

fresh fruits and vegetables vendor she knew could offer a more competitive price than the existing supplier. She discloses that her son works as a delivery driver for the vendor. Is there a Conflict of Interest?

Yes. Indirect and or direct employment of an immediate family member, friend or a close acquaintance is a conflict of interest. In this case, there is a clear indirect financial gain as her son will benefit from the extra work.

Conflict of Interest Disclosure

- Where a Conflict of Interest has been identified, it is expected that the conflict must be brought to the attention of the Office Bearers and the members, and be disclosed or addressed in a meeting.
- Breaching and/or violating the Conflict of Interest may result in removal from the P&C Association in line with Code of Conduct policy.

How to deal with a Conflict of Interest

- Identified Conflict of Interest must be carefully managed by impartial decision-makers, who are not involved in the conflict.
- Minutes of meetings should reflect how the conflict was raised, addressed and managed; and the outcome be disclosed to all members.
- The person(s) with the Conflict of Interest may be refrained from participating in all formal or informal discussion, debate and voting; and their duties be re-assigned until a resolution has been found.
- The person(s) with the Conflict of Interest may be restricted to access confidential information and sensitive documents relating to the conflict of interest.
- In the event where a Conflict of Interest is very significant and prevents the person(s) with the Conflict of Interest to perform their role and responsibilities, the P&C Association may ask that the person(s) involved with the conflict relinquish their personal interest that creates the conflict and/or resign from their P&C Association role.

Privacy and Confidentiality

- P&C Association must adhere to the Australian Privacy Principles contained in the Privacy Act of 1988.
- P&C Association must recognise that the privacy of any individual's personal identifiable information must not be divulged or shared under any circumstances without the individual's written consent within or outside the P&C Association, unless there is a lawful authority for its disclosure.
- P&C Association must take all reasonable steps to ensure confidential data, documents and personal information of any individual is protected from misuse, loss and unauthorised access, and/or disclosure.

- All personal and sensitive information must not be viewed, shared or distributed to any person/s other than the Office Bearer/s who have responsibility of such information of the P&C Association.
- All personal and sensitive information when no longer required must be disposed of securely.
- Confidential information of a P&C Association must not be used, disclosed, copied, published or removed by any member of the P&C Association.

Grievances, Complaints and Procedures

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, Complaints and Procedures Policy. Violations may result in removal from the Rainbow Street Public School P&C Association.

As adopted by the Rainbow Street Public School P&C Association General Meeting, 3rd May 2021

Signed President: _____ NAME: _____

Witnessed Secretary: _____ NAME: _____

Rainbow Street Public School P&C Association Prescribed Constitution

Section 117 of the Education Act 1990 requires that the (model) prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Associations of New South Wales Incorporation Act 1976, be published by the Minister in the Education Gazette 1 of 2020.

This (model) prescribed constitution is as follows:

1. Name

This body shall be known as the Rainbow Street Public School P&C Association Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

2. Object and Functions

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990, which include:

(i) The objects:

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

(i) The functions:

- (a) 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;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Secretary of the Department of Education;
- (d) 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).

3. 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.

4. 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.

The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

5. Office Bearers

- (a) 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.
- (b) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) 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.
- (d) 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.
- (e) 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. Casual Vacancies

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:

- (a) dies;
- (b) resigns from the committee by notice in writing;
- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

7. Annual General Meeting

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. 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. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

8. General Meetings

A general meeting shall be held at least once during each school term.

9. Special Meetings

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

10. Holding Meetings and Quorum

- a) Parents and carers of pupils attending the school and citizens within the school community who are not members may attend meetings of the association but are not entitled to attend meetings of the Executive Committee or subcommittees of the association.
- b) Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 10 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.
- c) The association will in the usual course hold all meetings of the association at the school or, if the school is not available, at a convenient and suitable location nominated by the Secretary [or, in his or her absence, by another Officer].
- d) If for any reason a quorum at any meeting convened in accordance with paragraph (c) cannot be formed in accordance with paragraph (b) and the rules of the association, the association may hold a meeting of the association at 2 or more venues using any technology that gives the members as a whole an opportunity to participate effectively in that meeting.
- e) In any case in which a meeting of the association is held using technology of the kind referred to in paragraph (d):
 - I. notice of the meeting must specify the date, time and details of the technology needed to participate in the meeting;
 - II. a quorum must be maintained for the duration of the meeting;

- III. any member of the association attending in person or using technology will be taken to be present for the purposes of forming a quorum and for all other purposes;
- IV. all votes on a resolution must be taken by ballot open to all members and not on a show of hands; and
- V. the President or other presiding Officer appointed to chair the meeting may adjourn the meeting if there is any failure in technology with a consequence that a resolution cannot be put or the business of the meeting cannot be conducted.

11. Liability

- (a) 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.
- (b) 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.

12. Subscriptions

The annual subscription shall be set by the rules but shall not be less than 50 cents.

13. Subcommittees

- (a) 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.
- (b) 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.

14. Dissolution

- (a) 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.
- (b) 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.
- (c) 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 16. If the association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.

- (d) 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.

15. 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:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

16. 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.