

- 3.7 Power to generally do all such acts and things as may be involved by or incidental to the carrying out of the objects of the Association without in any way being limited to the foregoing powers.
- 3.8 Power to set the financial year.

7.2 The subscription of a member is due and payable on the date of the Annual General Meeting or at the General Meeting at which they join the Association.

8.0 TERMINATION OF MEMBERSHIP

8.1 A person ceases to be a member when any of the following takes place:

- i. the individual dies;
- ii. the person resigns from the Association by giving written notice of the resignation to the President or Honorary Secretary;
- iii. non-payment of membership subscription in accordance with Rule 7.2; or
- iv. the person is expelled from the Association in accordance with Rule 9.0.

9.0 SUSPENSION OR EXPULSION OF MEMBERS OF THE ASSOCIATION

9.1 The **Executive Committee** may decide to suspend a member's membership or to expel a member from the Association if the member:

- i. has persistently refused or neglected to comply with a provision of these **Rules**;
- ii. has persistently and wilfully acted in a manner prejudicial to the interests and objects of the Association; or
- iii. has been convicted of any offence deemed prejudicial to the interests of the Association.

9.2 The member will be sent written notice of the proposed suspension or expulsion not less than ten (10) days before the **Executive Meeting** at which the proposal is to be considered by the Executive Committee.

9.2.1 The notice given to the member must state:

- i. when and where the Executive Meeting is to be held;
- ii. the grounds on which the proposed suspension or expulsion is based;
- iii. that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the proposed suspension or expulsion.

- 9.3 A decision of the Association to suspend the member's membership or to expel the member from the Association takes immediate effect.
- 9.4 The Association must give the member written notice of the Association's decision, and the reasons for the decision, within seven (7) days after the General Meeting or Special General Meeting at which the decision is made.
- 9.5 A member whose membership is suspended or who is expelled from the Association may, within fourteen (14) days after receiving notice of the Association's decision, give written notice

12.0

- 17.7 Electronic Funds Transfer may be used where the financial institution's software provides the required functionality and security, and can occur with two authorisations.
- 17.8 Maintaining proper accounting records.
- 17.9 Ensuring that the Association complies with all its responsibilities to any employees including, but not limited to; complying with employment awards or agreements, paying tax and superannuation.
- 17.10 Presenting for consideration at an Annual General Meeting of the Association:
- 17.10.1 The annual **financial statements** in relation to the last financial year, to include:
- i. a statement of all monies received and paid during the financial year;
 - ii. a reconciled statement of all bank account balances as at the end of the financial year; and
 - iii. a statement detailing the Association's total assets and liabilities as at the end of the financial year.
- 17.10.2 A copy of the report of the **review** or the auditor's report as required per Rule 21.0
- 17.10.3 A solvency statement in respect of the Association endorsed by the **Executive Committee** stating that the financial statement has been examined and whether or not in their opinion they will be able to meet the Association's debts and liabilities as and when they become due and payable.
- 17.11 Presenting a written financial statement showing the current financial position of the Association to each **General Meeting** of the Association.
- 17.12 Forwarding a copy of the annual financial statements that have been approved by the Annual General Meeting to:
- i. **WACSSO Inc.**;
 - ii. the Principal of the school, or the Principal of each of the schools where an Association is formed for a group of schools in accordance with the *School Education Act 1999*; and
 - iii. any other body such as the Australian Charities and Not-for-profits Commission (ACNC) as required.
- 17.13 Retaining custody of all books, documents, securities and the like relating to the financial affairs of the Association.
- 17.14 On

- 18.3 Members must be elected to a sub-committee.
- 18.4 Sub-committee members must be **financial members** of the Association.
- 18.5 Sub-committees must include a member of the Executive Committee.
- 18.6 The President is an **ex-officio** member of all sub-committees.
- 18.7 The report of the sub-committee must be presented and ratified by a General Meeting.
- 18.8 All monies raised by sub-committees are considered funds of the Association.

19.0 EMPLOYEES OF AN ASSOCIATION

- 19.1 Employees of the Association:
- i. are not eligible to hold a position on the **Executive Committee**;
 - ii. are not eligible to be a signatory to any bank accounts held by the Association;
 - iii. do not have the authority to employ staff;
 - iv. may be a member of the Association by which they are employed but must declare an interest where matters of business discussed concern them;
 - v. may be a member of a sub-committee that deals with their employment, but only in a non-voting capacity.

20.0 BOOKS AND DOCUMENTS

- 20.1 The books and documents of the Association may be inspected by any financial or ex-officio member of the Association on such terms and conditions as may be established from time to time by the Executive Committee.
- 20.1.1 It is an offence under the *Associations Incorporation Act 2015* for a member to disclose or use the information obtained from the Register of Members or record of office holders for a purpose that is not directly connected with the affairs of the Association.
- 20.2 The minutes of the Association must be kept in perpetuity.
- 20.3 The correspondence of the Association is required to be retained for twelve (12) months. If correspondence relates to employees of the Association, it is in accordance with Rule 20.5.
- 20.4 The Association must retain its accounting records in respect of a transaction for at least seven (7) years after the transaction was completed.
- 20.5 Employment records must be kept for seven (7) years after the date emplo41.92rTf1 8874TQ5he 63.1 T

iii. any election held at the meeting.
No other person shall be entitled to vote at any meeting of the Association.

27.2

28.7.2 If notice is given, each party to the dispute is a party to the mediation.

28.8 The mediator is appointed by agreement between both parties to the dispute.

28.8.1 The person appointed as mediator may be a member or former member of the Association, ~~but not a former~~

30.0 INTERPRETATION OF RULES

30.1 Questions on the interpretation of these Rules shall be directed to **WACSSO Inc.**

31.0 ALTERATION TO RULES

WACSSO Inc. as the representative body will be responsible for any alterations, amendments, enlargements or deletions of the Parent & Citizens' Association Incorporated Constitution. There will be no alteration of the Rules by individual Associations. Any request for changes must be submitted to WACSSO Inc. for approval. Constitutional amendments must be approved by the **Department of Education** and the government authority responsible for administering the *Associations Incorporation Act 2015*.

31.

35.0 DISPOSAL OF ASSETS ON WINDING UP

- 35.1 The Association is prohibited from making any distribution to its members whether in money, property, or in any other way of any assets belonging to the Association. This does not prevent the payment in good faith of remuneration of any officers or servants of the Association for services actually rendered.
- 35.2 A **Special Resolution**, to be endorsed at a General Meeting, shall nominate the incorporated Parents and Citizens' Associa

APPENDIX 1: GLOSSARY

In these rules, unless the contrary intention appears:

Annual General Meeting (AGM) is a meeting held only once every financial year within which an Association reports. The AGM must be held within four months of the end of the previous financial year and is the meeting at which the Executive Committee are elected, annual financial reports are received and other reports on the activities of the Association during the past year are presented.

is a written explanation of the financial transactions and financial position of the committee.

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is a document outlining the powers, limitations, purpose and structure of a sub-committee.

means the Western Australian Council of State School Organisations Incorporated.