



**Central Coast Council of Parents and Citizens  
Associations  
(CCC P&C)**

## Constitution

### 1. Name and District

- 1.1. This body shall be known as Central Coast Council of Parents and Citizens Associations (CCC P&C), and its official address shall be PO Box 3141 Tuggerah 2259.
- 1.2. The district in connection with which the Council is established shall be the locality bounded by the Central Coast Council local government area (previously known as Gosford and Wyong local government areas) and any other government school, which may have a relationship with the district.

### 2. Objects and Functions

The objects and functions of this District Council shall be to:

- 2.1. Advance the common interests of government schools within the district as defined in Rule 1.2.
- 2.2. Advise the Minister for Education about matters relating to government schools within the district in accordance with the Education Act 1990.
- 2.3. Promote the exchange of information regarding the activities of P&C associations within the district.
- 2.4. Do all such other things as may promote the interests of education.
- 2.5. Support the activities of the Federation of Parents & Citizens Associations of New South Wales and its Regional Councils and all other district councils as appropriate.
- 2.6. Assist in any matters in which the Minister may seek the co-operation of the District Council and to exercise such other functions as may be prescribed by the regulations under the Education Act 1990.

### 3. Schools and Constituent Association

The District Council shall not interfere in any way with the control or management of the schools within the district nor shall it exercise any authority over the constituent Associations.

### 4. Membership

This District Council shall consist of two delegates of each P&C Association constituted in respect to any government school in the district. Each association may also nominate alternative delegates to act if one of its accredited delegates is unable to be present at a meeting. Each Association Secretary shall notify the District Council Secretary in writing of the names of the accredited delegates and alternates of the Association.

## **5. Finances**

- 5.1. All funds of the District Council shall be banked in the name of the District Council with any institution holding trustee status within the meaning of the Trustee Act 1925. No monies shall be withdrawn from the account unless authorised by a general meeting. Cheques and other instruments shall require the signatures of any two officers.
- 5.2. Funds may be raised by such means as the District Council deems fit including donations, contributions, and/or affiliation fees from P&C Associations within the District and other organisations.
- 5.3. Funds shall be spent solely to meet the objects and functions of the District Council and no part of the funds shall be paid, directly or indirectly, as a dividend or bonus or payment that would be deemed as profit to any person. Payment that is reimbursement to any officer or member of the District Council may be made provided that such payment is authorised at a general meeting.

## **6. Office-Bearers**

- 6.1. The office-bearers shall be a President, two Vice-Presidents, a Treasurer, and a Secretary, and shall be elected at the Annual General Meeting.
- 6.2. An executive committee, which shall be constituted by the office-bearers and up to six other members, shall carry out the decisions of the District Council. An officer and any member of the Executive Committee may be removed from the committee if a vote of no confidence in the member is carried at a properly convened general meeting or special meeting, provided at least seven days' notice has been given to members.
- 6.3. 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 a Chairperson shall be elected.
- 6.4. The Secretary shall keep a record of all business conducted at meetings and shall hand over records, minutes, etc. to the incoming Secretary on relinquishing office.
- 6.5. 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 hand over all records to the incoming Treasurer on relinquishing office. Should it be necessary during an unavoidable absence of the Treasurer, another officer of the District Council may receive any monies, issue receipts and either deposit the monies in a District Council account or hand the monies to the Treasurer within two business days, taking receipt for same.

## **7. Election of Office-Bearers**

The office-bearers and other members of the executive committee shall be elected from the accredited delegates who are in attendance at the Annual General Meeting. Candidates for all positions shall be nominated and seconded, and where there is more than one nominee for a position, then the election shall be decided by ballot. The District Council will appoint a Returning Officer before any election takes place.

**8. Re-Election**

The office-bearers and members of the executive committee shall remain in office until they resign or until their office is declared vacant in accordance with Rule 6.2 or 10 or until their successors are elected.

**9. Absent Office-Bearer**

The position of any officer-bearer absent from three consecutive meetings without reasonable cause may be declared vacant.

**10. Casual Vacancies**

The District Council shall fill any casual vacancy of an office bearer or Executive position at any General meeting, following the procedure set out in Rule 7. A casual vacancy occurs where an office-bearer or executive member:

- 10.1. dies;
- 10.2. resigns;
- 10.3. is no longer a delegate to the District Council;
- 10.4. is removed under 6.2;
- 10.5. has continuing and long term incapacity to fulfill the functions of the position.

**11. General Meeting**

The number of general meetings and the frequency of meetings shall be determined at each Annual General Meeting.

**12. Annual General Meeting**

An Annual General Meeting shall be held in April of each year, or as soon thereafter as practicable. The Annual Reports and Balance Sheet shall be presented at this meeting.

**13. Special Meeting**

A special meeting shall be called at any time on a requisition signed by five (5) members or may be called on the authority of the Executive Committee. Members shall be given seven days' notice of such a meeting and the object of the meeting shall be stated in the notice.

**14. Quorum**

A quorum shall not be less than eight (8). No general or special meetings shall proceed unless a quorum of delegates is present.

**15. Business of Meetings**

All general meetings shall include the following items of business:

- 15.1. apologies;
- 15.2. confirmation of minutes of previous meeting;
- 15.3. business arising;
- 15.4. reports;
- 15.5. correspondence;
- 15.6. motions of which due notice has been given; and
- 15.7. general business.

**16. Auditors**

An auditor who is not an accredited delegate or alternate delegate to the Council shall be appointed at each Annual General Meeting for the ensuing year. The auditor shall examine all accounts, vouchers and receipts, audit the books and prepare a report, which shall be submitted to the Annual General Meeting. Any casual vacancy occurring in the office of auditor shall be filled as soon as practicable by a general meeting.

**17. Discussions**

All discussions at general and executive committee meetings shall be governed by the usual rules of debate. No party political or sectarian discussion shall be allowed at any meeting.

**18. Dissolution**

- 18.1. The District Council 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 Training, or otherwise at the Minister's discretion.
- 18.2. The district council may be dissolved if the number of members falls below the quorum.
- 18.3. Where the District Council is dissolved minutes books, audited accounts with other records together with the residue of funds shall be given to another District Council, an organisation with similar objectives and functions or the Department of Education and Communities (DEC) as determined by a resolution of members. The transmission shall occur within two months of the dissolution and only after the books of account have been audited as provided under Clause 16.
- 18.4. Where the District Council is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

**19. Rule Making-Power**

The District Council shall make such rules as required to carry out its functions. The rules shall not contravene the terms of this constitution or the Education Act 1990. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the District Council for which 28 days' notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedures to be allowed:

- 19.1. at meetings of the District Council;
- 19.2. to convene a substitute meeting/s when a quorum is not present at a meeting;
- 19.3. in making application for membership;
- 19.4. for forming and operating subcommittees if required; and
- 19.5. for sending notices of meetings and advising the business of meetings.