

Rules of Association of The Aurora College Parents and Citizens' Association

(Version 1.0, adopted 16/12/2020)

1. Introduction

- 1.1. These **Rules of Association** are made under the **Constitution of The Aurora College Parents and Citizens' Association** and the applicable Acts which govern it. The **Constitution** shall have overall binding authority, and any rules herein which are contrary to any clause of the **Constitution** shall **not** override the rules of the **Constitution**.
- 1.2. Any text in this document enclosed by square brackets [*such as this*] is for explanatory purposes only and has no force in its interpretation. Such explanatory text may be added, amended or removed by resolution of the **Executive Committee** of the **Association** without affect upon the interpretation of these rules, and any such changes are not substantive changes to these rules.
- 1.3. Any substantive changes to these rules shall occur only in accordance with Clause 15 of the **Constitution**. [*by resolution of the membership at a meeting of the Association called with one month's notice of the proposed changes*]
- 1.4. Upon substantively changing these rules, the major version number and adoption date at the head of this document shall be updated. [*e.g., V1.0 -> V2.0*] Upon changing only the explanatory text or correcting minor errors, the minor version number should be updated. [*e.g., V1.0 -> V1.1*]

2. Interpretation

In these rules, unless the contrary intention appears:

- Words denoting the singular case shall include the plural and vice versa.
- **Association** means the Aurora College Parents and Citizens' Association.
- **Constitution** means the Constitution of the **Association**, and **Clause** means one of its clauses.
- **Rules** means the rules of the **Association**, namely these Rules of Association, and any Standing Rules, Procedural Rules, or other rules adopted or amended from time to time by the **Association**. [*as per Clause 15*] **Rule x** means the so numbered rule of these Rules of Association.
- **College** means Aurora College.
- **Principal** means the principal of the **College** or his nominee.
- **Member** means the **Principal** or a person who has paid the annual membership fee and whose name appears in the Register of Members of the **Association**. [*as per Clause 4*]
- **Parent Member** means a **Member** who is a parent or carer of an enrolled student of the **College**.
- **Citizen Member** means a **Member** who is neither a **Parent Member** nor an *ex-officio* **Member**.
- **Contact Details** means the name, phone number, and email address of a **Member**, and, in the case of a **Citizen Member** who is neither a teacher nor staff member of the **College**, their residential address.
- **Meeting** means any meeting of the **Association** or of one of its committees.
- **Officer** means a **Member** who is an office holder of the **Association**. [*President, Vice President, Treasurer or Secretary, as per Clause 5(b) and Rule 6.1*]
- **Executive** means the Executive Committee of the **Association**.

3. Preliminary

- 3.1. The name of the **Association** is the Aurora College Parents and Citizens' Association.
- 3.2. The **Association** is established as, and until its dissolution shall remain, an incorporated, charitable association.
- 3.3. These rules are intended to bind **Members** of the **Association**, and are enforceable by courts in the state of New South Wales.

4. Objectives

The **Association** is formed for the benefit of the **College** and its students, and will:

- a) support the activities of the **College** and communicate with the entire **College** community;
- b) support the individual and collective wellbeing of the students of the **College** and their participation in **College** activities;
- c) co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales, and District and Regional Councils; and
- d) promote the interests of public education.

[See also Clause 2 of the Constitution.]

5. Membership

- 5.1. Membership of the **Association** is open to parents and carers of enrolled students of the **College**, teachers and staff of the **College**, and to adult residents of the catchment areas of all New South Wales public schools whose students are eligible in principle to enrol in the **College**.
- 5.2. Any person eligible for membership may become a **Member** or renew membership by supplying or reconfirming their **Contact Details** and paying the annual membership fee to the **Association**, or to the **College** acting as nominee of the **Association**. Membership shall remain current until the close of the following Annual General Meeting, and may be renewed prospectively in advance of that meeting. The **College** shall be responsible for confirming whether an applicant for membership is eligible to become a **Parent Member** or a **Citizen Member**, or ineligible. *[Parent Members and Citizen Members are all Members, and enjoy exactly the same rights.]*
- 5.3. A person becoming a **Member** shall commit to uphold the **Constitution** and the **Rules**, and to comply with all policies, procedures, and codes of conduct of the **Association**, and also with all rules and policies of the **College** and the NSW Department of Education that apply to **College** functions and activities in which they participate, whether online, at the **College**, or elsewhere. *[Members have the right to participate in all general and special meetings of the Association.]*
- 5.4. **Members** agree to accept electronic communications for notice of and participation in meetings, and shall notify the **Association** within one month of any change to their **Contact Details**. The **Association** shall not be responsible for any failure of such notice or participation caused by technical problems or by a **Member's** failure to notify changes to their **Contact Details**. *[Meetings may be postponed as per Clause 10(e) if any Members cannot participate effectively.]*

6. Officers and Executive

- 6.1. The **Executive**, formed in accordance with Clauses 5, 6 & 7 of the **Constitution**, shall consist of the **Officers**, namely the President, the Vice President (Fundraising and Grants), the Vice President (Student Wellbeing), the Treasurer, and the Secretary; and in addition up to 6 other **Members** holding such non-officer executive positions as may from time to time be created by a resolution of the **Association**. *[The Principal is also an ex-officio member of the Executive. Members holding non-officer executive positions are not legally responsible for the Association.]*
- 6.2. No person will serve more than 3 consecutive years in the same **Executive** position. A person may serve again in an **Executive** position that they previously held only if at least 11 months have elapsed since they last vacated that position.
- 6.3. The **Officers** will be responsible for dealing with employment related statutory responsibilities as well as staff management and performance once a resolution of the **Association** has been made to employ staff.
- 6.4. Employees of the **Association** are ineligible to hold **Executive** positions or participate in the debate or voting in relation to any aspect related to their employment.
- 6.5. The Secretary shall be responsible for maintaining an up-to-date register of **Members**. *[The register of Members shall be updated at the close of each General Meeting as per Clause 4, subject to confirmation by the Treasurer that the applicant has paid the annual membership fee, and confirmation by the College that the applicant is eligible to be a Member.]*
- 6.6. The **Executive** shall act so as to preserve confidentiality of **Members' Contact Details**, except for those details that are publicly disclosed by **Members** themselves, and of all other personal or sensitive information made available to the **Executive**. *[The Executive will not disclose Members' email addresses, phone numbers, or residential addresses to non-executive Members.]*

7. Meetings

- 7.1. **Meetings** shall be held at the **College** and online. The **College** shall provide a meeting place for **Meetings** and such technologies and arrangements as are sufficient to allow **Members** to participate in the **Meetings** from other locations, including from their homes, and to vote openly on motions. *[as per Clause 10]*
- 7.2. **Executive** meetings and other committee meetings of the **Association** may also be held in such other ways as may be decided from time to time by a resolution of the **Executive**.
- 7.3. All **Meetings** shall be conducted in accordance with the **Rules**, policies, and codes of conduct of the **Association**. **Members** and guests will conduct themselves accordingly. In particular:
 - a) All **Members** must declare at the start of a **Meeting** any potential or perceived conflict of interest for any agenda item. All **Members** shall disclose should an item of business arise to which there is a potential or perceived conflict of interest.
 - b) Any **Member** who knows there is a potential or perceived conflict of interest of another **Member** has the responsibility to disclose that potential or perceived conflict of interest.
 - c) If a **Member** declares a conflict of interest the **Meeting** shall decide on their participation in the activity or vote.

8. General and Special Meetings

- 8.1. A General Meeting of the **Association** shall be held on the Wednesday of the 5th week of each NSW public school term at 7:00 pm (Sydney time) [*This may not be the 5th Wednesday of term.*], or on such other dates and at times as are authorized by the **Rules** or by a specific resolution of a previous General Meeting. [*In 2021, the General Meeting dates are 24/2, 19/5, 11/8 and 3/11.*]
- 8.2. The financial year of the **Association** shall close on the 30th June each year.
- 8.3. The Annual General Meeting of the **Association** shall be held in school term 3 of each year in conjunction with and preceding an ordinary General Meeting. The agenda of the Annual General Meeting shall include the presentation of the Annual Report and the Audited Financial Report, setting the annual membership fee of the **Association** for the following year, reviewing the **Rules** and policies of the **Association**, and appointing an independent auditor for the following year.
- 8.4. If the membership fee is increased at any Annual General Meeting, any **Member** who had renewed their membership for the following year in advance of the meeting in accordance with Rule 5.2, but had paid less than the new annual fee, shall be considered a **Member** at the General Meeting which follows, and, once they have paid the shortfall, at subsequent **Meetings** up to the next Annual General Meeting. Conversely, if the membership fee is decreased, any such **Member** who had overpaid the new annual fee shall be entitled to a refund of the excess.
- 8.5. The quorum at a General or Special Meeting of the **Association** shall be **5 Members** if the number of registered **Members** is less than 50, and 10 otherwise. [*as per Clause 10(b)*] **Members** shall be given at least 14 days notice of a General Meeting, and when a motion to change these Rules of Association is on the agenda of the meeting, 1 month's notice shall be given. [*as per Rule 1.3*]
- 8.6. If a General 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, the remaining members of the **Executive** will call a further meeting. Failing that, any 5 **Members** may call a further meeting with a lapse of no more than 28 days of term time to carry on the business of the **Association**.
- 8.7. Each General Meeting will be conducted as follows:
 - i. Welcome and formal opening of the meeting
 - ii. Apologies
 - iii. Minutes of the previous meeting
 - iv. Business arising from the minutes
 - v. Correspondence and business arising therefrom
 - vi. Reports (including Treasurer and Principal's)
 - vii. General Business
 - viii. Date of next meeting
 - ix. Meeting Close
- 8.8. Any motion to expend **Association** monies shall be placed on the agenda for the General Meeting at which it is to be considered. No financial decisions will be made by the **Association**, without a Treasurer's report being presented and endorsed to the meeting.

8.9. A General Meeting of the **Association** may without notice declare any member of the **Executive** who has been absent for 2 consecutive General 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 filled in accordance with Clause 6 of the **Constitution**. [*Application of this Rule is not automatic, and retrospective apologies for absences may be accepted. Members of the Executive may also be removed at a General Meeting when notice is given as per Clause 5(a).*]

9. Powers of the Association

9.1. The **Association** may in accordance with the **Constitution** and **Rules**:

- a) establish subcommittees with prescribed membership and delegated authorities and responsibilities;
- b) adopt, amend, and revoke other rules, policies, procedures and codes of conduct to govern its operations and those of its committees [*as per Clause 15*]; and
- c) expend **Association** monies by means other than cheques, including by card and online bank transfer [*for which signatures are not needed*], provided that enabling rules and procedures have been adopted that adequately safeguard against loss, fraud and malfeasance.

9.2. The **Association** may elect representatives who will be responsible to represent the **Association** on external committees or at events. **Members** who are elected to represent the **Association** are required to produce a written report to the next General Meeting of the **Association**.

9.3. The **Association** may publish documents, news, and reports in print and/or online, and do such things as it determines are necessary to communicate effectively with **Members**, the **College** community, and the public, such as creating a website or other place for online publication, provided that enabling rules, policies and procedures have been adopted that adequately safeguard against breaking any law or bringing the **Association** or the **College** into disrepute.

9.4. The **Association** may create and confer honours, such as Life membership, upon a **Member** or other person who has made a significant contribution to the work of the **Association**, by resolution of the membership, and may revoke such honours in the event of serious misconduct, by resolution of the membership. A Life member shall not be eligible to vote at **Meetings** or hold office unless they are also a **Member**. [*i.e., are eligible and have paid the membership fee*]