

Rules to Accompany the Constitution of the Mosman High School P&C Association

1. These rules are made under the constitution of Mosman High School Parents and Citizens Association.
2. The Association is formed for the benefit of the pupils of the school, and to that end 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 New South Wales, and District and Regional Councils; and
 - (c) do such other things as may promote the interests of public education.
3. The financial year of the association will close on 31 December each year.
4. The annual general meeting of the Association shall be held in March of each year, in conjunction with and preceding the ordinary general meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.
5. A general meeting of the Association will be held on the third Tuesday of each month at 7.30pm during term time.
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee to the Treasurer or nominee of the Treasurer, after any general meeting. Membership will remain current until the close of the next Annual General Meeting. The Treasurer or nominee of the Treasurer shall be responsible for maintaining an up-to-date register of membership. #
7. At a general meeting the quorum will be in accord with Rule 10 of the Constitution. Where current membership is less than 50 the quorum shall be equal to one fifth of the current membership plus 1 but shall not be less than 5.
8. 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 shall, or in the absence of the Secretary the remaining members of the Executive shall, and failing that any five members of the Association may call a further meeting with a lapse of not more than 35 days of term time to carry on the business of the Association.
9. In the absence of the Secretary the remaining members of the Executive or any five members of the Association may call any meeting that is required, giving due notice of the business proposed for the meeting.
10. All meetings of the Association will be conducted in accordance with the appropriate By-Laws of Federation 'Standing Orders of Conduct of all Meetings'.
11. As well as the provisions of Federation Standing Order 6 "Notices of Motion" a group of members of the Association equal to the quorum of the meeting may require that particular items of new business without notice be placed on the notice for the next meeting.
12. The Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the Association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members in terms of Rule 6 in these rules.

Note: The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes each Association is strongly advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there be a list of names of volunteers, who need not be members, associated with each occasion.