

2015

Lindfield East Public School Parents' & Citizen's Association

MASTER REFERENCE DOCUMENTS

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Introduction to By-Laws of LEPS P&C

This document was approved by the General Meeting of the LEPS P&C on 11 November 2014.

The Executive Committee proposed these rules because:

- The existing by-laws sometimes contradict the Constitution, making them invalid or confusing
- The existing by-laws do not reflect best practice in community governance
- The existing by-laws are often mutually inconsistent, having been drafted without reference to either
- The existing by-laws are not comprehensively held in one document, but instead are held in a variety of places, and are often undated, making it difficult/impossible to tell what is relevant
- The existing by-laws are not consistent with modern legislation, especially the responsibilities of officers of NFP community organisations, or modern financial services

Therefore, the Executive Committee recommended that a single document be approved by the Membership to replace all existing by-laws, including committee by-laws. The aims are:

- to protect the Association, its membership and officers from risks arising from poor compliance;
- to modernise the rules under which the Association operates;
- to provide a fair, open and democratic basis upon which to operate the Association.

Rob Mills

President, 2014

LEPS P&C

For the Executive Committee

Prescribed Constitution for Incorporated Associations¹

Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Association of New South Wales Incorporation (Amendment) Act 1991, be published by the Minister in the Education Gazette.

This prescribed constitution is as follows:

1) Name

This body shall be known as the (name of school) 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 Training, 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 Director-General of Education and Training;
- (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.

¹ <http://pandc.org.au/wp-content/uploads/Static/2014/Members/Prescribed%20Constitution%20for%20Incorporated%20School%20Associations.docx>

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 guardians 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) Quorum

Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 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.

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

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.

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 Training, 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 Training.

General Provisions

1) Definitions

- a) **“Association”** is the incorporated association representing the parents of students at the School;
- b) **“By-Laws”** are these by-laws passed by the Association to facilitate and implement its operations in accordance with the Constitution;
- c) **“Committee”** refers to any standing or working group, however styled, created by the Association for a particular purpose or function;
- d) **“Constitution”** is the Constitution of the Association as registered and amended from time to time;
- e) **“Convenor”** is an individual appointed representative of the Association, however titled, tasked with oversight of a particular purpose or function;
- f) **“Lindfield East Public School”** or **“the School”** is the public school situated at 90 Tryon Road, East Lindfield;
- g) **“Lyrebird”** is the newsletter published by the School, howsoever published or titled;
- h) **“Officers”** include members of the Executive Committee, Convenors and Chairs of any Committee; **“Executive Officers”** are officer members of the Executive Committee as defined in by-law 10(a);
- i) **“Rules”** are the Constitution and these By-Laws of the Association.

2) Entirety and Currency of By-Laws

These By-Laws:

- a) Are made under and in accordance with the Constitution of the Association;
- b) Are dated on and from 11 November 2014; and
- c) Are the entire by-laws of the Association, and replace in their entirety any previous by-laws of the Association and its Committees.

3) Applicability and Amendment of By-Laws

The By-Laws:

- a) shall apply to all annual general meetings, ordinary general meetings, and all committee meetings;
- b) shall not be added to or amended except at a general meeting of members, and after due notice in writing shall have been given; and
- c) may be suspended by a majority of those present *at a General Meeting*. A motion to this effect shall be open to debate.

4) Purpose of Association

The Association is a not-for-profit incorporated association, and shall:

- a) Provide such services as are properly approved by the membership;
- b) Raise funds for purposes and object properly approved by the membership.

Membership

5) Eligibility

Eligibility for membership of the Association is determined solely by the Constitution².

² As at July 2014, the Constitution states that membership is open to “all parents of pupils attending the school and to all citizens within the school community”. Presumably the school community is defined as the local catchment area for the school.

6) Annual Membership Fee

The annual membership fee shall be \$1.00, *or as otherwise determined by a majority vote at the Annual General Meeting.*

7) Membership Rights

- a) Individuals become members of the Association by:
 - a. Satisfying the eligibility criteria in By-Law 5; and
 - b. Payment of the annual membership fee in By-Law 6
- b) The Secretary shall maintain a register of members, and the Treasurer shall issue receipts for the payment of the membership fee.
- c) Only members are entitled to vote.
- d) Only members are entitled to stand for office.
- e) When membership commences at the Annual General Meeting, membership rights may be exercised at that Annual General Meeting and all following meetings for the currency of membership.
- f) When membership commences at a General or Special Meeting, membership rights may be exercised at and from the subsequent General or Special Meeting from which membership commenced.

8) Currency of membership

Any person eligible for membership may become a member or renew membership by paying the annual subscription to the Treasurer or nominee of the Treasurer at any general or special meeting. Membership shall remain current until the close of the next annual general meeting

9) Life Membership

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 members in terms of Rule 5 in these by-laws.

Executive and Officers

10) Executive Committee

- (a) The **Executive Committee** shall consist of the President, two Vice-Presidents, Treasurer and Secretary and shall be elected at the Annual General Meeting.
- (b) 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 the Vice-Presidents, the Committee shall elect a Chair.
- (c) 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.
- (d) 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.-

11) Responsibilities of the Executive Committee

- (a) The Executive Committee shall carry out the decisions of the Association.

- (b) The Executive Committee shall be responsible for an annual risk assessment on behalf of the Association, and shall formulate recommendations thereon for the Association's consideration.
- (c) The Executive Committee is responsible for ensuring that the Association is and remains compliant with its legal obligations, including, but not limited to, mandatory insurances, registrations, tax, and employer obligations.
- (d) Where the Association is legally obliged to incur certain mandatory costs, the Executive Committee may authorise payment of such costs without the prior approval of the Association, provided that at the next General Meeting the Association is advised of the payment.

12) Conflicts of Interest

No Association Officer, Convenor or Representative shall receive any remuneration or other material benefit by reason of their position in the Association.

13) Term limits

The position of executive officer may be held for a maximum of two consecutive years, with the provision to extend to three years in total if agreed by a majority of members at the AGM.

14) Timing of Executive Committee Meetings

The Executive Committee shall meet at least three times in a school term.

15) Vacant Offices

- (a) A general meeting of the Association may declare an officer who has been absent for three successive meetings without the consent of the Association to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the Constitution.
- (b) 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.

Finances

16) Financial Year

The Financial Year of the Association shall close on 31 December each year.

17) Approved Expenditure

- (a) Association funds may not be authorised for expenditure or otherwise withdrawn from an Association bank account except in accordance with these by-laws.
- (b) Except in the case of expenditure in accordance with a contract, expenditure may be approved as follows:
 - (i) Amounts over \$3,000 must be approved by a notice on motion at a general meeting;
 - (ii) Amounts under \$3,000 may be approved by the Executive without a motion, but must be presented for ratification at the first general meeting after the expenditure was made.
- (c) The Association, including its committees, may not use funds for the purchase of gifts. Thanks and appreciation should be acknowledged by letters of appreciation, certificates, P&C life membership, Lyrebird notices, ministerial awards and other written acknowledgement.

18) Approved Signatories

- (a) All bank accounts held by the Association shall require two signatories for withdrawal of funds for any purpose.
- (b) The approved signatories for withdrawal and transfer of funds from Association bank accounts are as follows:
 - (i) In the case of withdrawals from general Association accounts, two members of the Executive Committee; or
 - (ii) In the case of withdrawals from a bank account operated by a Committee, the Convenor or Treasurer of that Committee and one member of the Executive Committee.
- (c) A paid employee of the Association may not be a signatory to any Association bank account.

19) Bank Accounts

- (a) The Association may approve the opening and closing of bank accounts held on its account.
- (b) The Association must approve the opening and closing of bank accounts in the name of committees of the Association.
- (c) Howsoever named, all bank accounts opened by the Association or by the Association's Committees are held by the Association.

20) Book-Keeping

- (a) The Association may contract the services of a professional supplier of book-keeping services ("the Book-Keeper") on a contract of no longer than 3 years' duration.
- (b) The Book-Keeper shall report to the Treasurer.
- (c) The Book-Keeper shall be authorised to create entries in the Association's bank accounts.
- (d) The Book-Keeper shall not be authorised to approve any expenditure, transfers or withdrawals from Association bank accounts.

21) Contracts

- (a) All contracts for the procurement of goods or services greater than \$3,000 in a financial year shall require:
 - (i) the written recommendation of the relevant Convenor; and
 - (ii) the approval of the Executive Committee.
- (b) The written recommendation of the relevant Convenor to enter into a contract for goods or services should, as a general rule, contain two or more quotes from different suppliers. In cases where that is not practical, the Convenor must make a statement and explanation to that effect.
- (c) The Treasurer shall maintain a register of all contracts to which the Association is a party.

22) Funding Levels

- (a) The Association shall maintain a \$15,000.00 contingency reserve.
- (b) Except in the case of the Band Committee and bank accounts operated for the purposes of the Band Committee, the Executive Committee and the relevant Convenor shall annually set limits for funds to be held in bank accounts maintained by that Convenor. Funds in excess of such limits must be transferred to the Association's general accounts.
- (c) In the case of the Band Committee, the Association recognises that all fees paid by parents of band members must be used for the purposes only of management and implementation of the band

program including, but not limited to tuition, uniforms, instrument usage, equipment maintenance and management.

23) Sponsorships

- a) Sponsorship arrangements between the Association and another party must be in accordance with relevant rules or policies of the Department of Education.
- b) Sponsor benefits beyond certificates or letters of appreciation must be approved by the Executive Committee.

Annual General Meeting

24) Agenda of Annual General Meeting

The agenda and order of business of the Annual General Meeting (AGM) shall be:

- Welcome
- Confirmation of Minutes of previous meeting
- Business arising out of the Minutes of the previous meeting
- President's Report
- Treasurer's Report
- Sub-Committee Annual Reports
- Setting of the annual membership fee
- Election of Office Bearers
- Election of Sub-Committee Officers and other P&C positions
- Close

25) Timing of Annual General Meeting

The annual general meeting of the Association shall be held in February of each year, in conjunction with and preceding the ordinary general meeting for that month.

26) Positions to be declared vacant

During the AGM, all Association positions will be declared vacant. The Secretary shall act as the Returning Officer for the election of the President. Once elected, the President shall act as the Returning Officer for the remainder of the elections.

27) Role of Returning Officer

The Returning Officer shall:

- (a) Call for nominations (or where nominations are already closed, announce that fact and the name of the candidates) and verify the eligibility of those nominated;
- (b) After a reasonable interval, declare nominations closed;
- (c) If the number of candidates is equal to or less than the number of vacancies, declare all the candidates duly elected;
- (d) If the number of candidates is greater than the number of vacancies, announce the holding of an election and to give details as to how it will be conducted;
- (e) Identify those persons present who are entitled to vote;
- (f) Arrange for ballot papers to be distributed to those p[ersons];
- (g) Check that all persons entitled to ballot papers have in fact received them;

- (h) Invite those holding ballot papers to mark them;
- (i) Arrange for the collection of the ballot papers;
- (j) Check that all ballot papers have in fact been collected;
- (k) Formally declare the ballot closed;
- (l) Arrange for the count of the ballot papers with scrutineers if requested by the nominees;
- (m) Announce the result of the election and declare the successful candidate duly elected.

28) Formal advice of election result

The Secretary shall advise the relevant regulatory bodies of the results of the Annual General Meeting in such format and within such times as such bodies require.

General Meetings

29) Timing of General Meeting

An ordinary general meeting of the Association shall be held no less than once per term.

30) Calling of General Meeting

In the absence of the Secretary the remaining officers or any ten members of the Association may call any meeting that it requires, giving due notice of the business proposed for the meeting.

31) Quorum

At a general meeting, the quorum shall be in accordance with the Constitution.³

32) Business without notice

A group of members of the Association equal to *or greater than* the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.

33) Start of Meetings

- (a) Meetings shall, subject to the presence of a quorum, start at the time set out on the agenda, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
- (b) If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the Chair shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.

34) Order of business

- (a) At all general meetings the order of business shall be:
 - Opening
 - Welcome to Members and Visitors

³ Rule 10 of the Prescribed Constitution states: *Where the Association has a current membership of 50 or more, the quorum at all meetings of that Association shall be 11 members. Where the Association has a current membership of less than 50, the quorum shall be set according to the rules of the Association but shall not be less than 5.*

- Confirmation of Minutes of previous meeting
- Business arising out of the Minutes of the previous meeting
- Correspondence
- Treasurer's Report
- Reports
- Any motion of which due notice has been given
- Business deferred from previous meeting
- General business
- Close

Conduct of Meetings

35) Role of the Chair

- (a) Any member desiring to speak at general meetings, when called upon by the Chair, shall address the Chair.
- (b) If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.
- (c) The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover.
- (d) The Chair shall, when reasonably requested to do so by a member, read or cause to be read the motion, amendment and/or foreshadowed amendments before the Chair. Such request shall not be made while any speaker has the floor.
- (e) The Chair shall maintain order. If a meeting has become unduly disorderly, the meeting may be adjourned for such period as the Chair thinks fit.
- (f) The Chair shall, subject to appeal to the meeting, interpret these by-laws.

36) Motion on notice

Where a notice on motion is required by these by-laws:

- (a) The minimum notice required shall be seven (7) days before the general meeting at which the motion is to be proposed; and
- (b) The motion shall be published in the Lyrebird; and
- (c) The motion shall be published on the Association's website.

37) Secondment required

No member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.

38) Withdrawal of Motion or Amendment

A motion or an amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.

39) Rewording of Motion or Amendment

A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.

40) Members to speak once

Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of the amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.

41) Right of Seconder

A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.

42) Limit of Discussion

When an amendment is before the Chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.

43) Voting on a Motion or Amendment

- (a) All matters shall be determined by a majority of votes. A declaration by the Chair that a question has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact, without proof of the number of votes recorded for or against the question.
- (b) Voting shall be decided by a show of hands unless the Chair or at least three members request a division or a poll before or on the declaration of the result.
- (c) In the case of a division, the Chair shall appoint two tellers (representative of the opposing viewpoints) to take the count.
- (d) A poll shall be taken in such a manner as the Chair thinks fit.
- (e) If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
- (f) On an equality of voting, the Chair shall declare the question resolved so as to maintain the status quo.

44) Point of Order

- (a) Any member may raise a point of order which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
- (b) Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.

45) Special Motions

- (a) **"That the question now be put"**: A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question now be put", which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also personally put the question if the Chair feels that adequate discussion has taken place. In either case the mover of a motion shall

retain the right of reply. If an amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.

- (b) **“That the question be not now put”**: During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate may move, “That the question be not now put”. This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover’s right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put until all amendments have been disposed of.
- (c) **“That the speaker no longer be heard”** or, **“That the speaker be heard for a further limited period only”**: A member may at any time move, “That the speaker no longer be heard” or, “That the speaker be heard for a further limited period only”. Such motion shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker’s time, shall be moved while a speaker has the floor.
- (d) **“That the debate (or meeting) be now adjourned”**: A member may move, “That the debate (or meeting) be now adjourned”. Discussion shall be in order, but only amendments at to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except points of order and personal explanation.
- (e) **“That the strict order of debate be followed”**: A member may move, “That strict order of debate be followed”. This motion shall not be capable of amendment or debate, and, if carried, shall, inter alia, restrict members to speaking once only to any question (subject to the right of reply of the mover of the original motion).

46) Confirmation of Minutes

On the motion to confirm the minutes, no questions except as to their accuracy shall be raised.

47) Valid motions

- (a) A direct negative to a motion shall not be a competent motion.
- (b) If any proposed motion or amendment appears to be ungrammatical or ambiguous, or not in correct form otherwise, the Chair shall decline to accept until the mover rewords it accordingly.
- (c) The Chair may rule out any motion:
 - i. Disrespectfully worded;
 - ii. Substantially restating a resolution previously adopted
 - iii. Inconsistent with the Constitution; or
 - iv. Otherwise out of order.
- (d) The Chair may rule out any amendment:
 - i. Disrespectfully worded;
 - ii. Substantially restating an amendment previously adopted
 - iii. Contradicting the motion;
 - iv. Irrelevant to the motion; or
 - v. Otherwise out of order

48) Amendment of Motion without Notice

An amendment may be proposed to a motion which has duly been seconded.

49) Presence of Stranger(s)

If any member objects to any stranger being present at the meeting the question of that stranger’s

continued presence shall forthwith be decided by the meeting. *For the purposes of this by-law, a stranger is defined as someone who is not a member of the association.*

50) Suspension of member

The meeting may by motion suspend any member named by the Chair for having been disorderly or for having shown disrespect to the Chair.

51) One Motion at a time

Only one substantive motion shall be before the meeting at any one time.

52) Adoption of Recommendations

No recommendation in any report shall be taken as adopted by a meeting unless a specific motion on the subject matter of that recommendation has been carried.

53) Attendance

All members attending any meeting shall sign the attendance sheet.

54) Behaviour of Members

- (a) Members shall address their remarks to the Chair, shall use restrained and courteous language, and shall speak relevantly to the matter under discussion
- (b) Members shall respect the authority of the Chair at all times.

55) Foreshadowed Motions

Motions arising out of any debate may be foreshadowed at any time. Foreshadowed motions shall be considered, unless the meeting resolves otherwise, in the order in which they were foreshadowed, and at the conclusion of the debate the foreshadowed motions may be referred to briefly but shall not be discussed in detail.

56) Amendment of Motion on Notice

A motion on notice may be amended, provided that the form of motion resulting from the amendment is within the scope of the notice.

57) No Reflecting on Votes or Rules

No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Rule, except in a motion (of which due notice has been given) to amend or repeal such Rule.

58) Validity of Decisions

Notwithstanding anything herein before contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these By-Laws which was not detected till after the decision had been made.

59)Committee of the Whole

A general meeting may at any time during the discussion of a motion or an amendment resolve itself to a Committee of the whole.

60)Matters not covered in by-laws

Any matters not dealt with in the above By-Laws shall be governed by the principles set out in the latest edition of “Guide for Meetings” by N.E. Renton⁴

⁴ This is a two volume set called “Guide for Meetings and Organisations”, total current cost approx. \$205

Motions Register

Meeting Date	Motion	Status
11-Nov-14	That the P&C accept the proposed by-laws distributed 2 September 2014.	Passed
11-Nov-14	That the P&C ratify the decision of the Executive Committee to spend up to \$2,000 on new hardware and installation of new software for the Uniform Shop	Passed
11-Nov-14	That the P&C approve the recommendation of the Executive Committee for the November 2014 elections to the NSW P&C Federation	Passed
2-Sep-14	That the P&C accept the quotes for audit preparation of \$2,970 and \$3,050 for 2012 and 2013 respectively	Passed
27-May-14		
8-Apr-14	That the P&C create a paid role of book-keeper for the P&C and its committees, which will go out to public tender in the second half of 2014	Passed
8-Apr-14	That the P&C subscribe to the Xero cloud-based accounting software package at a maximum cost of \$50 per month, per ledger, for a maximum of six ledgers	Passed
8-Apr-14	That in order to facilitate (the motion re book-keeper) the P&C approve a payment of maximum \$4,000 to Eight Books for a one-off project that will finalise implementation of Xero, GST reporting and other outstanding issues prior to going to tender; and ongoing accounting to keep the records up to date until the tender is finalised	Passed
8-Apr-14	That the P&C approve \$100 to become a member of Voluntary Parents Services Co-Operative (VPS).	Passed
8-Apr-14	That the P&C ratify the payment of \$1,750 for preparation of GST documentation for Creative Workshops, incurred prior to the commencement of Term 1, 2014 and after Term 4, 2013	Passed
8-Apr-14	That the P&C authorise the canteen to spend up to \$3,000 on a new commercial freezer	Passed
11-Mar-14	That the LEPS P&C agrees that the BASC continues to operate as a non-profit 'incorporated body' under a tenancy licence granted by the Department of Education	Passed
11-Mar-14	That the LEPS P&C trial a 2 year "Health and Well Being" working party to support and promote a healthy school environment...	Passed
11-Mar-14	That the P&C donates to the school \$40,000 for the employment of a specialist technology teacher to implement computer lessons for all K-4 students. This role will also involve technological administrative support... This (amount) covers all employee on-costs	Passed
11-Mar-14	That the P&C donates to the school \$10,000 for the purchase of a mobile rack for laptops used by years 5 - 6	Passed
11-Mar-14	That the P&C donates to the school \$85,000 for the employment of Learning Assistance Teachers that provide support for all K-6 students and teachers with literacy and numeracy programs. This (amount) covers all employee on-costs	Passed
19-Mar-13	The P&C make funds available to the amount of \$11,000, to be used for paying for the rides for the Fete of 2013....	Passed

Meeting Date	Motion	Status
19-Mar-13	The P&C donates to the school \$35,000 for the employment of a specialist technology teacher to implement computer lessons for all K - 4 students...	Passed
19-Mar-13	The P&C donates to the school \$20,000 for the purchase of computer tablets and storage for Years 5 - 6.	Passed
19-Mar-13	The P&C donates to the school \$85,000 for the employment of (STLAs) and resources that provide assistance for K – 6 students with literacy and numeracy skills	Passed
19-Mar-13	The P&C donates to the school \$15,000 for the purchase of computer tablets for K – 4.	Passed
12-Feb-13		
4-Dec-12	That the P&C make up to \$9,000 available for the Welcome Back Night 2013	Passed
6-Nov-12	That \$30,000 be transferred to the Building Fund	Passed
14-Aug-12	That the P&C fund the employment of a dedicated music teacher, whose duties would include running the bands	Discussed
14-Aug-12	That the P&C pay the annual insurance premiums for the band's musical instruments	Passed
20-Mar-12	That the P&C Bank accounts be moved to the Bendigo Bank	Passed
20-Mar-12	That the P&C make up to \$3,500 available for costs related to organising the Major Fund Raising event on Saturday 11 Aug 2012	Passed
20-Mar-12	That the P&C approve payment of Mr Charles, uniform supplier, in respect of all outstanding invoices up to an including an amount of &12,160	Passed
21-Feb-12	That the P&C donates to the school \$32,000 for the employment of a specialist technology teacher (Cheryl Hill) to implement computer lessons for all K-4 students and also program lessons and train all K-6 staff	Passed
21-Feb-12	That the P&C donates to the school \$20,000 for the purchase of a mobile rack of classroom laptops for years 5-6	Passed
21-Feb-12	That the P&C donates to the school \$82,000 for the employment of Support Teach Learning Assistance Teachers (STLA) and resources that provide assistance for K-6 students with literacy and numeracy skills	Passed
29-Nov-11	That the Creative Workshop hire someone on a casual basis to manage the volume of administrative work required to set up the CW.	Passed
29-Nov-11	That the P&C authorise expenses up to \$14,000 for expenses relating to the February 2012 Welcome Back	Passed
8-Nov-11	That the P&C authorise the transfer of the profit from the LEPS spectacular (\$3,948) to the Building Fund account	Passed

Meeting Date	Motion	Status
13-Sep-11	That the LEPS P&C constitution be amended to reflect that the executive positions President, Vice President, Treasurer and Secretary be held for a maximum of 2 consecutive years, with the provision to extend to three years in total	Passed
24-May-11	That the P&C authorise expenses up to \$1,500 for expenses relating to the walkathon	Passed
15-Mar-11	None	
15-Feb-11	That the P&C donates to the school \$40,000 for the employment of a specialist technology teacher to implement computer lessons for all K-4 students and also program lessons and train all K-6 staff	Passed
15-Feb-11	That the P&C donates to the school \$72,000 to purchase and install 8 interactive whiteboards for K-6 classrooms	Passed
15-Feb-11	That the P&C donates to the school \$80,000 for the employment of Support Teach Learning Assistance Teachers (STLA) and resources that provide assistance for K-6 students with literacy and numeracy skills	Passed
15-Feb-11	That the P&C donates the school \$4,500 to maintain the employment of an additional SAO (School Administrative Officer) for half a day per week	Passed
20-Oct-09	To spend up to \$6000 to complete the Library Computer Lab	Passed
20-Oct-09	That up to \$1500 be allocated to repair the Tennis Court fence	Passed
20-Oct-09	To form a new sub-committee of the P&C for the String Ensemble	Passed
18-Aug-09	That up to \$500 be allocated to the Athletics carnival for catering for volunteers and teachers	Passed
18-Aug-09	That up to \$1000 be allocated to the Walkathon for ice blocks for participants and other minor expenses recommends further expenditure on design documentation and consultant reports should be temporarily suspended. Once cash flow from funding sources (Government, LMP, other ongoing fundraising etc.) is established and more predictable then expenses can be resumed	Passed
16-Jun-09	That the sole purpose for the LEPS Market Place initiative is to raise funds for the Lyrebird Centre	Passed
16-Jun-09	That all excess funds over \$5000 received by the LEPS Market Place initiative be transferred to the LEPS Building Fund 1/4ly	Passed
19-May-09	That up to \$1000 be allocated for the deposit on tables and postage for the 80th Anniversary event	Passed
19-May-09	That a new P&C subcommittee be established for the LEPS Market Place initiative	Passed
19-May-09	That up to \$1500 be allocated for the design and establishment of a website for the LEPS Market Place	Passed
19-May-09	That up to \$47000 be allocated to purchase six Interactive Whiteboards for Kindy - Year6 classrooms (\$22,000 from Feb)	Passed

Meeting Date	Motion	Status
19-May-09	That up to \$16000 be allocated for the construction of the Library Computer Lab recently completed	Passed
19-May-09	That up to \$5000 be allocated to the purchase of Stage 2 and 3 class novels	Passed
17-Feb-09	That the P&C donates to the school up to \$25,000 for the employment of a specialist technology teacher for K – 6	Passed
17-Feb-09	That the P&C donates to the school up to \$80,000 for the employment of STLA teachers to provide assistance for K – 6	Passed
17-Feb-09	That the P&C donates to the school up to \$22,000 to purchase and install, five Interactive White Boards for Year 1 – 6 classes	Passed
21-Oct-08	That the P&C spend up to \$67000 for the upgrade of the canteen pending approval of specific quote	Passed
21-Oct-08	That the P&C spend an additional \$2000 for the completion of the school signage	Passed
15-Sep-08	That the P&C spend up to \$20k for expenses and float for the Foodie Fun Fair	Complete
15-Sep-08	That the P&C spend up to \$200 for the rental of costume for the Safe Parking Drive	Complete
19-Aug-08	That the P&C spend up to \$5k for the initial expenses of the Foodie Fun Fair	Complete
19-Aug-08	That the P&C spend up to \$5K for the purchasing of gifts for the Father's Day Stall	Complete
27-May-08	That the P&C spend up to \$20K for a Stage 3 (years 5, 6) STLA teacher to assist students with literacy and maths issues	Complete
29-Apr-08	That the P&C spend up to \$13K for the upgrade of library facilities including whiteboards, cabling, electricity, desks and chairs	Complete
29-Apr-08	That the P&C spend up to \$4K for a paved permanent barbeque area for use at fundraising and other functions	Complete
29-Apr-08	That the P&C spend up to \$50K for the construction of a multi-purpose activity area for cricket, games, sport, performance practice, etc. This is to supplement the \$30K in external funding already secured.	Complete
18-Mar-08	That the P&C spend up to \$2000 for the initial setup of Casino Night Fundraiser	Complete
18-Mar-08	That the P&C spend up to \$5000 for the purchase of gifts for the Mother's Day Stall fundraiser	Complete
18-Mar-08	That \$10129 be used to fulfil the 2007 commitment for a new sound system and painting for the hall	Complete

Meeting Date	Motion	Status
11-Dec-07	That the P&C reallocate \$50,000 be allocated to the Lindfield East Building Fund	Passed
11-Dec-07	That the P&C allocate \$1,500 in expenses for the 2008 Welcome Back Celebration	Complete
11-Dec-07	That the P&C allocate \$80,000 for the upgrade of electricity to the Lindfield East PS grounds by Energy Australia	Passed
20-Nov-07	That \$4000 be allocated to a new fixed BBQ and paved area adjacent to the staffroom	Complete
20-Nov-07	That \$13,140 be allocated to the repair and replacement of outdoor seating	Complete
23-Oct-07	That the P&C allocate \$5,000 in expenses for the Night of Celebration	Complete
23-Oct-07	That the P&C allocate \$1,500 for expenses associated with the Election Day Cake Stall and Sausage Sizzle	Complete
18-Sep-07	That the P&C allocate \$5,000 in expenses for the Children's Art Exhibition to be held on Saturday, November 3, 2007	Complete
18-Sep-07	That the P&C allocate \$500 for the costs associated with the School Clean-up Day BBQ to be held on Sunday 23rd September.	Complete
18-Sep-07	That the P&C allocate \$2,000 for the retention of a graphic artist for the purpose of creating graphic artwork, to be used in all marketing communications to the wider LEPS community regarding the Lyrebird Cultural Centre	Complete
18-Sep-07	That the P&C allocate \$7,500 for increased technology needs of TV's, DVD players and security cameras	Complete
18-Sep-07	That the P&C reallocate \$7,000 of the unspent funds previously allocated for Maths resources to the P&C general funds	Complete
18-Sep-07	That the P&C allocate \$2,000 for English resources	Complete
18-Sep-07	That the P&C allocate \$5,000 for Hall improvements	Complete
18-Sep-07	That \$17,500 be allocated for the Library Facilities Upgrade. (For further text of this motion see Note)	Complete
24-Jul-07	That the P&C spend a total of \$350 per annum on (a) leasing the domain and (b) hosting the P&C website on a commercial provider, to be determined by the P&C Executive Committee	Repassed
24-Jul-07	That the P&C allocate \$350 for the printing of Lindfield East P&C Building Fund stationery	Complete
15-May-07	That the P&C allocate \$45 for the purchase of tickets for 3 members of the P&C to attend the P&C Federation Information Day on 6 June 2007	Passed

Meeting Date	Motion	Status
15-May-07	That the P&C allocate \$1,600 for expenses for our Trivia Night to be held on June 2nd	Complete
15-May-07	That the P&C allocates \$2,000 for purchase of a remote monitoring system for Sick Bay	Complete
15-May-07	That the P&C allocate \$6,000 for the purchase of a POS sale system for the Uniform Shop, including installation and training of bar-coding and EFTPOS	Complete
20-Mar-07	That the P&C spend \$500 on expenses for the Election Day Cake Stall and Sausage Sizzle to be held on 24 March 2007	Complete
20-Mar-07	That the P&C spend \$100 on hire charges for use of the Killara High School Hall for our Trivia Night	Complete
20-Mar-07	That the P&C allocate \$4,000 for the purchase of gifts for the Mother's Day stall	Complete
20-Mar-07	That the P&C donates to the school up to \$1,013.04 for purchase of home reading books made up of \$109.22 for K-2 and \$903.82 for years 3-4, back-ordered from 2006	Complete
20-Feb-07	That the P&C allocate \$1,900 for shelving in the new storage area in the primary toilets	Complete
20-Feb-07	That an additional sum of \$18,000 be allocated for the employment of a Support Learning Teacher, which would be a total allocation of \$58,000. (See note for further text)	Complete
20-Feb-07	That the P&C donates to the school up to \$13,000 for upgrading of school Hall facilities. (See note for further text)	Complete
20-Feb-07	That the P&C donates to the school up to \$12,000 for Mathematics resources. (See note for further text)	Complete
20-Feb-07	That the P&C donates to the school up to \$7,000 for the purchase of new Home Readers for K-2 students.	Complete
20-Feb-07	That the P&C donates to the school up to \$1,000 for the purchase of dictionaries and atlases for additional primary class	Complete
20-Feb-07	That the P&C donates to the school up to \$1,000 for the training sessions for parents in the Jolly Phonics program for K-2 students	Complete
20-Feb-07	That the P&C donates to the school up to \$1,500 to purchase "Science in a Box" for years 1 and 2 students	Complete
20-Feb-07	That the P&C donates to the school up to \$9,000 to purchase replacement technology equipment. (See note for further text)	Complete
20-Feb-07	That the P&C donates to the school up to \$4,000 to purchase resilience training program "Bounce Back". This includes cost for Parent Training sessions.	Complete
20-Feb-07	That the P&C donates to the school up to \$4,000 to purchase yard games and activities for students	Complete

Meeting Date	Motion	Status
20-Feb-07	That the P&C donates to the school up to \$1,000 to purchase "Peer Mediation" training videos for students	Complete
20-Feb-07	That the P&C donates to the school up to \$1,000 to purchase student awards	Complete
20-Feb-07	That the P&C allocates \$15,000 for the installation of lights on the school tennis courts pending appropriate approvals	Expired
21-Nov-06	That the P&C accounts the expenditure of the STLA and Technology teachers to reflect the school financial year which ends on 30th November each year	Passed
21-Nov-06	That the P&C acknowledge the need for a permanent, multi- purpose facility to accommodate the specific physical and logistical requirements of the school's bands and other Special Interest Groups (SIGs) in a purpose- built cultural learning centre	Passed
21-Nov-06	That the P&C form a Major Capital Works committee to undertake the tasks required to implement the building of the purpose-built cultural learning centre	Passed
21-Nov-06	That the P&C allocate \$3000 for expenses incurred by the Night of Celebration	Expired
21-Nov-06	That the P&C allocate up to \$40,000 for a Technology Teacher for 2007	Complete
21-Nov-06	That the P&C allocate up to \$40,000 for STLA for 2007	Complete
24-Oct-06	That the Rebel Sport Merchandise purchased through credits received from the MVP program be decided upon by the teachers and will benefit the children of Lindfield East Public School	Passed
24-Oct-06	That the P&C allocate \$6190.00 for the cost of cabling new computers in the computer room	Expired
24-Oct-06	That the P&C allocate \$12,000 for the purchase and installation of rain water tanks for the Primary toilet blocks	Expired
24-Oct-06	That the P&C allocate \$5150.00 for the purchase of sporting equipment including volley balls, soccer balls, witches hats, discus and sports bags	Expired
24-Oct-06	That the P&C allocate \$8000.00 for the purchase and installation of up to 4 chilled, filtered water bubblers for the Primary and Infant playground areas, initially acquiring 2	Expired
24-Oct-06	That the P&C allocates \$1350.00 for the installation of a long jump pit	Expired
24-Oct-06	That the P&C allocates \$2814.00 for the purchase and installation of additional silver seats for Infants playground	Expired
15-Aug-06	That the P&C By- Laws be amended to include a clause which states the Voluntary Funds paid to the P&C are non-refundable	Passed
15-Aug-06	That the P&C remove the references to the Safety House Program from the Safety Committee Rules	Passed

Meeting Date	Motion	Status
15-Aug-06	That the P&C allocates \$2,500 for the purchase of a drinks fridge for the canteen	Expired
15-Aug-06	That the P&C allocates \$8,000 for the purchase of a collator, compatible with the existing school multi-copy equipment	Expired
20-Jun-06	That Dolomites Accounting firm be accepted as the honorary LEPS P&C auditor for 2006	Passed
20-Jun-06	That the P&C adopt the LEPS P&C Operational Procedures dated 20/6/06.	Passed
20-Jun-06	That the P&C employs a book- keeper to maintain the Canteen accounts and reporting requirements (job description, yet to be finalised)	Passed
20-Jun-06	That the P&C fund the purchase of 10 new trestle tables to the amount of \$520.	Expired
20-Jun-06	That the P&C allocates \$1,000 for the costs associated with running the Walkathon	Expired
20-Jun-06	That the P&C allocates \$80,000 for the purchase and installation of air conditioning for the classrooms, library and hall at LEPS. This amount is in addition to the \$17,422.90 set aside from the 2005 Trivia Night by the P&C for air conditioning.	Expired
16-May-06	That the P&C allocates \$1,560 for the installation of new sinks and paint arresters in the demountable classrooms	Expired
16-May-06	That the P&C allocates \$16,200 for the implementation of the Jolly Phonics program for years K to 2	Expired
16-May-06	That the P&C allocates \$17,000 for the purchase of Home Reading material for years K to 3.	Expired
16-May-06	That the P&C allocates \$18,400 for expenses incurred in holding the 2006 LEPS fete	Expired
16-May-06	That the P&C allocates \$18,600 for the purchase of Dictionaries and Thesauruses.	Expired
16-May-06	That the P&C allocates \$20,000 for the purchase of Mathematics resources for years K to 6	Expired
16-May-06	That the P&C allocates \$3,500 for the purchase of guided reading material	Expired
16-May-06	That the P&C allocates \$6,000 for the purchase of mathematics storage equipment	Expired
16-May-06	That the P&C allocates \$4,450 for the purchase of storage cabinets	Expired
11-Apr-06	The local specialist children's bookshop, Lindfield Children's Bookshop, be selected to run the Lindfield East Reader Leaders Bookclub program for a period of 12 months, according to the particular details outlined in the written presentation at the last	Passed

Meeting Date	Motion	Status
11-Apr-06	That the P&C allocates \$1,400 for the purchase of a freezer for the Canteen	Expired
11-Apr-06	That the P&C allocates \$800 for the purchase of a warming oven for the Canteen	Expired
11-Apr-06	That the P&C allocates \$4,000 for the purchasing of items for the Mother's Day Stall	Expired
21-Mar-06	That an additional by-law be added to the Passed LEPS P&C Association By -Laws, stating as follows: The LEPS P&C or its members will not manage capital works projects at the school	Passed
21-Mar-06	That the P&C allocates \$3,500.00 annually on an ongoing basis for the purchase of 24 hour student insurance cover.	Repassed
21-Mar-06	That the P&C allocates \$595 for the purchase of MYOB Accounting Software Package to be used in the generation of P&C accounts	Expired
21-Mar-06	That the P&C collect all un-named items found in the lost property at the end of each term. All items will then be washed and either donated to the Clothing Pool or disposed of. This policy will be known as the Lost Property Policy.	Passed
21-Mar-06	That the P&C introduce a credit card surcharge on payments made by credit card (Bankcard, MasterCard & Visa) to the Uniform Shop. This will be on a sliding scale to reflect our Passed costs: (see note)	Passed
21-Mar-06	That the P&C allocates \$200 for the purchase of baskets to sort the lost property for distribution.	Expired
21-Mar-06	That the Parent's Auxiliary allocates up to \$1000 for the expenses incurred in preparation of the Election Day Sausage Sizzle and Cake Stall	Expired
21-Mar-06	That the P&C allocate the funds raised at the Election Day Cake Stall and Sausage Sizzle for the purchase of reference materials for the classrooms in conjunction with this year's school budget (\$2,004.60)	Expired
21-Mar-06	That the P&C allocates \$2000 towards deposits for rides for the School Fete to be held on the 9th September 2006.	Expired
21-Feb-06	That the membership fee be set at \$1.00 for 2006	Expired
21-Feb-06	That the P&C allocates up to \$2,068.00 for the repair/purchase of a new air-conditioning unit for the Canteen	Expired
21-Feb-06	That the P&C allocates the following funds for the school budget - \$15,000 for Quality Children's Literature; \$6,800 for Science in a Box equipment	Expired
13-Dec-05	That the following addition be made to the Fundraising Committee Rule (5) Part (g) - "Fundraising Committee cash income greater than \$200 should be banked within 48 hours"	Passed
13-Dec-05	That the management of the P&C Fundraising Committee be through the P&C Executive Committee	Passed
13-Dec-05	That the P&C allocates \$7,858.00 as an additional payment for the COLA	Expired

Meeting Date	Motion	Status
13-Dec-05	That the P&C allocates an additional \$10,000 (making a total of \$40,000 for 2006) for the employment of a Technology Teacher for the 2006 school year	Expired
13-Dec-05	That the P&C allocates up to \$23,000 as a final payment for the COLA	Expired
15-Nov-05	That LEPS P&C formally endorse the 2005 LEPS Multicultural Policy as put forward by the Multicultural policy	Passed
15-Nov-05	That the 2006 P&C Voluntary Contribution and Grounds, Library and Technology levies remain at the 2005 levels - Voluntary Contribution \$125 for first child and \$100 for each subsequent child, and Grounds, Library and Technology Levy \$15 each	Expired
15-Nov-05	That the LEPS P&C Association continues as a financial member of the Lane Cove River District P&C Association, the Passed annual fee being \$15.	Passed
15-Nov-05	That the P&C allocates \$30,000 for the employment of a Special Teacher Learning Difficulties for the 2006 school year.	Expired
15-Nov-05	That the P&C allocates \$30,000 for the employment of a Technology Teacher for the 2006 school year	Expired
15-Nov-05	That the P&C approve the expenditure of \$3000.00 to purchase food and drinks in advance for the night of celebration.	Expired
15-Nov-05	That the P&C funds the school to process the P&C's voluntary contributions and levies through the school's OASIS accounting system in 2006. The estimated cost is \$600.	Expired
20-Sep-05	That the P&C fund the establishment of a P&C Web-site (\$64.00) including domain name registration (\$69.00) and on- going monthly fee (\$39.95). Total for 12 months being \$612.40	Expired
20-Sep-05	That the P&C allocates the \$1500 for the purchase of a new frost free freezer for the Canteen	Expired
16-Aug-05	That \$120 be allocated to fund an Executive Committee member to attend the Responsible Service of Alcohol course	Expired
16-Aug-05	That the P&C allocates \$450 for the purchase of trestle tables	Expired
16-Aug-05	That the P&C allocates \$50 for the purchase of an Alcohol Serving Licence for the 2005 Art Show	Expired
16-Aug-05	That the P&C allocates \$6500 to fund the art exhibition at LEPS on 28th October 2005	Expired
16-Aug-05	That the P&C allocates \$3000 for the Father's Breakfast	Expired
21-Jun-05	That the P&C pay for Patricia Lockwood to attend a serving alcohol responsibly course	Expired
17-May-05	That the P&C supports the projects for Federal Governments' Investing in Our Schools initiative, developed at the P&C's May General Meeting	Complete

Meeting Date	Motion	Status
17-May-05	That the Canteen Supervisors are paid for additional hours of work outside their standard hours via timesheets submitted and approved to the Canteen Sub -Committee. This arrangement is to be effective from January 2005	Complete
17-May-05	That the P&C allocates \$1,000.00 for a plumbed laundry tub with a paint arrester for the portable classrooms	Expired
27-Apr-05	That the P&C enrol in the Rebel Sport MVP Program	Passed
27-Apr-05	That the excess funds from the allowance for the technology teacher in 2004 be allocated to the school for a colour laser printer (\$1700.00), a typing program (\$660.00) and e- mail a/c's subscription (\$490.00), total \$2,850.00	Expired
27-Apr-05	That the P&C allocates \$12,000 for completion of the Covered Outdoor Learning Area (COLA) in the playground between the Infants toilets and the demountable classrooms (for COLA)	Expired
15-Mar-05	That the P&C allocates \$500 for the purchase of a food processor for the Canteen	Expired
15-Mar-05	That the P&C allocates \$2000 for the P&C Trivia Night Fund Raising Event planned for 14th May 2005	Expired
15-Mar-05	That the profit from the Trivia Night be exclusively used for the provision of reverse cycle air - conditioning and upgrading of the primary toilet block (Net Profit = \$17,422.90)	Expired
15-Feb-05	That the membership fee be set at \$1.00 for 2005	Expired
14-Dec-04	That the P&C allocates \$75 per year ongoing for the provision of refreshments at the December general meeting.	Passed
14-Dec-04	That the P&C requests DET to remove asbestos from the Shell and to leave the back wall and concrete slab (if they are deemed structurally safe), and the electricity to be terminated. This will be at no cost to the P&C.	Expired
14-Dec-04	That the P&C allocates \$20.00 per month for a canteen volunteer incentive scheme.	Repassed
14-Dec-04	That the P&C fund \$142,000.00 for Curriculum Programmes in the school budget for 2005 as below: Class Resources (24 classes X \$100, Support teachers 6 X \$100) = \$3000 Technology = \$3000 (Furniture) Mathematics = \$8000 English - Writing/Big Book Stands/Opt	Expired
14-Dec-04	That the P&C funds capital works programmes for \$50,900.00 (excluding the Shell) in the 2005 School Budget as below: Improve air movement in Art Room = 5000 Playground Improvements = 21000 Replacement Technology - Fileserver and extra points for Office =	Expired
19-Oct-04	That the P&C ratifies the P&C Executive decision to spend \$316.00 for a phone line connection to the Canteen	Expired
21-Sep-04	That the by- laws for the P&C Safety Sub- committee dated August 2004 be adopted	Passed
21-Sep-04	That the P&C commits the necessary funds to the ongoing annual purchase of Worker's Compensation insurance	Passed
21-Sep-04	That the P&C commits the necessary funds to the ongoing purchase P&C Federation Affiliation and Insurance	Passed

Meeting Date	Motion	Status
21-Sep-04	That the P&C approves the P&C Band Sub -committee By- Laws dated June 2004	Passed
21-Sep-04	That the P&C allocates a \$100 donation from the fete budget to give to St John's Ambulance for providing an attendant at the LEPS fete	Expired
21-Sep-04	That the P&C ratifies the P&C Executive decision to allocate \$500.00 towards security issues for the September fete	Expired
21-Sep-04	That the P&C retrospectively approves the allocation of \$971.00 being additional expenses for the Diamond Anniversary Ball	Expired
21-Sep-04	That the P&C allocates \$5,000.00 to replace the outdoor seats/tables between the infants toilets and the demountable (for COLA)	Expired
17-Aug-04	That the P&C allocates \$3,500.00 for the purchase of 24 hour student insurance cover	Expired
17-Aug-04	That the P&C allocates \$2000.00 for the purchase of umbrellas to be sold at the September Fete	Expired
17-Aug-04	That the P&C allocates \$149.90 to cover the cost of paint for the curbs as suggested by the P&C Safety Committee and approved by Kuring-gai Municipal Council	Expired
17-Aug-04	That the P&C allocates \$9,000.00 to replace the barrel lock systems at the school with a master key system for all external doors and internal doors in Administration	Expired
17-Aug-04	That the P&C allocates up to \$1,000.00 for the installation of a card, and an answering machine for the school	Expired
20-Jul-04	That the P&C approves the General P&C By Laws dated June 2004, with the inclusion of an amendment with the following words to clause 65(f)- All fees paid by parents of band members shall be used for the purposes only of management and implementation of the band	Passed
15-Jun-04	That the P&C approves the P&C Canteen Sub - Committee By-Laws dated June 2004	Passed
15-Jun-04	That the P&C approves the P&C Creative Work-Shop Sub-Committee By-Laws dated June 2004	Passed
15-Jun-04	That the P&C approves the P&C Executive Sub-Committee By- Laws dated June 2004	Passed
15-Jun-04	That the P&C approves the P&C Fundraising Sub - Committee By- Laws dated June 2004	Passed
15-Jun-04	That the P&C approves the P&C Parent Auxiliary Sub-Committee By-Laws dated June 2004	Passed
15-Jun-04	That the P&C approves the P&C Tennis Court Hire Sub-Committee By-Laws dated June 2004	Passed
15-Jun-04	That the P&C approves the P&C Uniform Shop Sub-Committee By - Laws dated June 2004	Passed

Meeting Date	Motion	Status
15-Jun-04	That the P&C allocates \$11,000.00 for expenses incurred in holding the LEPS 75h Anniversary Fete	Expired
15-Jun-04	That the P&C allocates \$595.00 to employ administration staff for the processing of the P&C Voluntary Contributions	Expired
15-Jun-04	That the P&C allocates \$6,000 for rides at the 2004 Fete in September	Expired
15-Jun-04	That the P&C ratifies the P&C Executive's decision (taken on 19th May 2004) to allocate \$2,000.00 (of the total \$11,000) towards the LEPS 75th Anniversary Fete planned for 11th September 2004	Expired
15-Jun-04	That Kerrie Jeffreys employ a teacher to fill the role of STLD support for Terms 3 and 4 2004. The teacher need not be specifically STLD trained	Expired
18-May-04	That the P&C ratifies the P&C Executive's decision (taken on 20th April 2004) to allocate \$2,000.00 (of the total \$3,361.72) towards the Mother's Day Stall planned for 6th May 2004	Expired
18-May-04	That the P&C allocates \$250.00 to decorate the venue for the 75th Anniversary Ball	Expired
18-May-04	That the P&C allocates \$914.03 for the Walkathon to be held on 11th May 2004	Expired
18-May-04	That the P&C allocates \$3,361.72 for the Mother's Day Stall event planned for 6th May 2004	Expired
17-Feb-04	That the LEPS P&C Association approve an increase in the wage of the canteen supervisor of \$1.15 per hour effective from the commencement of Term 1, 2004	Complete
9-Dec-03	That the LEP P&C Association increase the voluntary contribution to \$125.00 for the first child and \$100.00 for every other child and levies to \$15.00 per levy	Complete
9-Dec-03	That the P&C is prepared to resource up to \$1,000.00 for the purpose of funding the costs associated with the 75th anniversary ball	Expired
18-Nov-03	That any funds allocated by the P&C will only be paid on presentation of invoice	Passed
18-Nov-03	That the P&C establish a fundraising committee	Passed
18-Nov-03	That the P&C pay \$500.00 deposit (to be refunded in March 2004) to Venues @ Macquarie to secure Atrium Function Centre for March 27th 2004 for 75th Anniversary Ball	Expired
18-Nov-03	That the P&C fund \$40,000.00 for Educational Programs as the school determines in 2004	Expired
18-Nov-03	That the P&C fund the specialist teachers in the technology and learning difficulties for the school in 2004 up to the sum of \$60,000.00.	Expired
16-Sep-03	That the LEPS P&C Association contributes \$200 to each of the two National PSSA representatives from LEPS, this being towards their expenses for the 2003 P.S.S.A National Athletics Carnival in Darwin from 10th to 15th September.	Expired

Meeting Date	Motion	Status
16-Sep-03	That the P&C funds up to an additional \$20,000.00 for the upgrade of the infants toilet block.	Expired
17-Jun-03	That any item of expenditure requiring expenditure of P&C money is required to be put as a motion with 7 days' notice	Passed
17-Jun-03	That the P&C (and sub-committees) not use its funds for the purchase of gifts. Thanks and appreciation should be acknowledged by letters of appreciation, certificates, P&C life membership, Lyrebird notices, ministerial awards and other written acknowledgement	Passed
17-Jun-03	That the LEPS Clothing Pool be renamed as the LEPS Uniform Shop	Passed
1-Apr-03	That the P&C donate \$700.00 to the school for the purchase of 2 backboards pre drilled plus hoops.	Expired
1-Apr-03	That the P&C gives \$2,000.00 to the Band Committee for the purchase of a French Horn	Expired
1-Apr-03	That the P&C gives \$6,500.00 to the Band Committee for 2003 operational expenses	Expired
1-Apr-03	That the P&C at LEPS donate \$147,800.00 as detailed	Expired