

PARENTS & CITIZENS' ASSOCIATION CONSTITUTION

FOR

PAYNE ROAD STATE SCHOOL

APPROVAL

PRINCIPAL: STEPHEN ROWE

DATE: 17 MARCH 2016

TABLE OF CONTENTS

Preamble	3
Part I – Functions and Powers	3
1 NAME	3
2 OBJECTIVES	3
3 FUNCTIONS	3
4 PERFORMANCE OF FUNCTIONS	3
5 GENERAL POWERS	4
6 BUILDING FUNDS	5
7 CONSTITUTION SUBJECT TO APPLICABLE LAWS	6
8 CONSENT OF THE CHIEF EXECUTIVE FOR CERTAIN ACTIVITIES	6
9 AUTHORITY OF ASSOCIATION	6
10 LEGAL PROCEEDINGS	6
Part II – Members, Officers and Bodies	7
11 MEMBERSHIP	7
12 OFFICERS OF THE ASSOCIATION	9
13 EXECUTIVE COMMITTEE	11
14 SUBCOMMITTEES	12
15 FINANCIAL INTEREST	13
16 REMOVAL OF MEMBERS AND OFFICERS OF AN ASSOCIATION	14
Part III – Meetings and Voting	16
17 MEETINGS	16
18 VOTING	19
Part IV – Finance, Audit and Records	19
19 FINANCE	19
20 AUDIT	21
21 HANDING OVER OF ACCOUNTS TO SUCCESSORS	23
22 NO DISTRIBUTION TO MEMBERS	23
23 RECORDS	23
Part V – Adoption and Amendment of Constitution	23
24 ADOPTION OF CONSTITUTION	23
25 AMENDMENT OF CONSTITUTION	23
Part VI – Dissolution of the Association	23
26 DISSOLUTION	23
Part VII – General	25
27 DEFINITIONS	25
SCHEDULE 1 – P&C ASSOCIATION MEMBERSHIP REGISTER	26
SCHEDULE 2 – CODE OF CONDUCT FOR P&C ASSOCIATION	27
SCHEDULE 3 – EXAMPLE APPLICATION FOR P&C MEMBERSHIP	28

Preamble

The *Education (General Provisions) Act 2006(Qld)*(the Act) states that all Parents & Citizens' Associations must have a constitution and that such constitutions will have no effect unless approved by the Director-General of the Department of Education and Training. Under section 36 of the *Education (General Provisions) Regulation 2006 (Qld)*, the Director-General of the Department may prepare a model constitution for P&C Associations. This model constitution (the Constitution) has been prepared under that section and will replace your current constitution.

Part I – Functions and Powers

1 NAME

The name of the Association is the Payne Road State School Parents and Citizens' Association (the Association).

2 OBJECTIVES

The objectives of the Association are to promote the interests of, and facilitate the development and further improvement of the School¹, for example, by promoting parent participation and encouraging collaboration between parents, students, school communities and non-government entities to foster a commitment to achieving the best educational outcomes for children and young people.

3 FUNCTIONS

In pursuit of the Association's objectives, the functions of the Association are to:

- 3.1 foster community interest in educational matters
- 3.2 try to bring about closer co-operation between the parents of children attending the School and other members of the community, staff members of the School and students of the School
- 3.3 if asked by the principal, give advice and recommendations about:
 - 3.3.1 issues relating to persons who receive educational instruction at the School
 - 3.3.2 the general operations and management of the School
- 3.4 give, or assist in the giving of, financial or other resources or services for the benefit of persons who receive educational instruction at the School
- 3.5 perform any other functions, not inconsistent with the Act, as the Minister may decide.

4 PERFORMANCE OF FUNCTIONS

In the performance of its functions, the Association must comply with the Act and any written directions the Minister may give the Association about:

- a) complying with Departmental policies that apply to the Association, or

¹The term "school" is used in this Constitution for ease of reference and should be read in conjunction with the definition set out in clause 27.

- b) any matter relevant to the performance of the Association's functions.

5 GENERAL POWERS

- 5.1 The Association has the powers conferred on it by, or derived by it from, the Act, the *Statutory Bodies Financial Arrangement Act 1982 (Qld)* (SBFA Act) and any other legislation (including subordinate legislation) relevant to Parents & Citizens' Associations including the powers listed in this clause.
- 5.2 The Association may conduct at the premises of the School a tuckshop or other amenity if the Association reasonably believes the tuckshop or amenity is likely to:
 - a) help staff members of the School in their professional duties, or
 - b) help students of the School in their studies.
- 5.3 The Association may employ such persons as considered necessary for the purposes of the Association, subject to relevant laws, industrial awards and employment agreements.
- 5.4 If a school council exists at the School, the Association may:
 - a) elect parent members to the school council at a meeting held for that purpose in accordance with clause 12.4
 - b) approve the draft school council constitution in accordance with sections 109(4) and 109(6) of the Act
 - c) suggest strategic issues and proposals for consideration by the school council
 - d) facilitate consultation with the members of the Association on behalf of the school council.
- 5.5 The Association may enter into Relevant Agreements provided that:
 - a) where the Association alone proposes to enter into the Relevant Agreement, it has the written approval of the Minister generally for the type of Relevant Agreement or for the particular Relevant Agreement
 - b) the Association deals with any money it receives under the Relevant Agreement as the Minister may direct or, otherwise, as the Association believes appropriate, consistent with its objectives, and
 - c) the Relevant Agreement contains any conditions required by the Minister by notice given to the Association or published in the gazette.
- 5.6 The Association may establish subcommittees in accordance with clause 14.
- 5.7 The Association may commence proceedings in the name of the Association in accordance with clause 10.
- 5.8 Subject to and in accordance with the SBFA Act, the Association may:
 - a) borrow money
 - b) invest money
 - c) operate a deposit and withdrawal account with a financial institution
 - d) establish a school building fund in accordance with clause 6, and
 - e) enter into certain other transactions or arrangements in accordance with the SBFA Act, subject to any necessary approvals being obtained as required under the SBFA Act.

6 BUILDING FUNDS

- 6.1 Subject to obtaining any necessary approvals under the Act or the SBFA Act, where consistent with achieving the Association's objectives and performing the Association's functions, and subject to resolution passed by a majority of members at a duly constituted meeting, the Association may establish, maintain and operate a school building fund in accordance with the following rules:
- 6.2 The Association may apply for endorsement as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997 (Cth)* (or as amended from time to time or under any legislative provision enacted in substitution for those provisions) for the operation of a School building fund.
- 6.3 The public must be invited to contribute gifts of money or property to the fund.
- 6.4 The Association must maintain a gift fund for the principal purposes of the school building. To avoid any doubt, the gift fund forms part of the school building fund. A separate bank account can be the 'gift fund'.
- 6.5 The Association must credit monetary gifts, interest earned, deductible contributions and proceeds of sale of gifted property to the gift fund. For example, interest earned on the gift fund bank account must be credited back to that gift fund bank account.
- 6.6 The Association must not credit money or property other than gifts into the gift fund.
- 6.7 The school building fund must be controlled by a subcommittee of the Association, the majority of whom must be Responsible Persons such that the fund satisfies the requirements to be a public fund. Responsible Person means an individual who:
- performs a significant public function
 - is a member of a professional body having a code of ethics or rules of conduct
 - is officially charged with spiritual functions by a religious institution
 - is a director of a company whose shares are listed on the Australian Stock Exchange
 - has received formal recognition from government for services to the community, or
 - is an office holder of a community organisation (e.g. President of Parent and Citizens' Association).
- 6.8 The Association must use the fund solely for the acquisition, construction or maintenance of a building used, or to be used, as a school or college by the School.
- 6.9 The Association may use the money in the fund to pay for the reasonable costs of managing the fund. Examples of costs include bank fees and charges, stationery costs and accounting and audit fees relating directly to the fund.
- 6.10 The Association must not distribute directly or indirectly any portion of the fund or its income to its members or their associates.
- 6.11 If the Association issues a receipt for a gift to the school building fund, the Association must ensure that the receipt states:
- a) the name of the fund
 - b) the Australian Business Number of the Association
 - c) the fact that the receipt is for a gift
 - d) the amount of gifts of money
 - e) a description of any gifts of property, and
 - f) the date of the gift.

- 6.12 The Australian Taxation Office must be notified of any changes made to this constitution that affect the fund's rules or dissolution or winding up provisions.
- 6.13 The Australian Taxation Office must be notified at the first occurrence of:
- a) the winding up of the fund
 - b) the dissolution of the Association, or
 - c) dissolution of the gift fund.
- 6.14 On the winding up or dissolution of the fund, or if the endorsement of the Association as a deductible gift recipient of the fund is revoked by the Australian Taxation Office, any surplus assets of the fund, including contents of the gift fund, must be transferred to the school building fund of another P&C Association to which tax deductible gifts can be made under Subdivision 30-15 of the *Income Tax Assessment Act 1997 (Cth)*.

7 CONSTITUTION SUBJECT TO APPLICABLE LAWS

This Constitution (including the powers of the Association referred to in it) is subject to, and must be read in conjunction with, all applicable laws, including:

- a) the Act
- b) the SBFA Act
- c) the *Auditor-General Act 2009 (Qld)*.

8 CONSENT OF THE CHIEF EXECUTIVE FOR CERTAIN ACTIVITIES

If the object of an activity of the Association is, or includes, one or more of the following matters, the consent of the Director-General must be obtained before the activity is carried out:

- a) the construction of improvements to the premises of the School
- b) the addition of a fixture to the premises of the School
- c) the purchase of furniture for the School.

9 AUTHORITY OF ASSOCIATION

The Association may, without derogating from the authority of the Principal in the Principal's capacity as the person in charge of the School, exercise the authority in relation to the School that is consistent with the functions of the Association, **provided that** the Association must not exercise any authority over the teaching staff, or over the control or management, of the School.

10 LEGAL PROCEEDINGS

- 10.1 Subject to clause 10.2, a proceeding may be started and conducted in the name of the Association by:
- a) the Association's President, or
 - b) another member of the Association appointed in writing for that purpose by the President.
- 10.2 The Association must obtain the Minister's approval before starting any proceeding.
- 10.3 If a document starting a proceeding against the Association (including for example, a notice of claim) or any other document relevant to a proceeding is served on a member of the Association's executive committee, that person must give the Director-General a copy of the document as soon as practicable.

- 10.4 The Minister may give the Association a written direction about a proceeding started by or against the Association under this clause and the Association must comply with the direction.

Part II – Members, Officers and Bodies

11 MEMBERSHIP

11.1 Eligibility

- 11.1.1 The following persons are eligible to be members of the Association:
- a) a parent of a child/student attending the School
 - b) staff member of the School, or
 - c) an adult who is interested in the school's welfare
- 11.1.2 The Principal of the School is automatically a member of the Association.
- 11.1.3 An employee of the Association is eligible to be a member of the Association.

11.2 Membership of the Association

- 11.2.1 A person must apply for membership of the Association by completing and submitting an application for membership to the Association in the form of the example at Schedule 3.
- 11.2.2 A person who applies for membership of the Association is taken to be a member if membership is not refused by the Association within two months after the person applies for membership.
- 11.2.3 The Association must vote (as per the process established at clause 18) to decide whether an applicant will be refused membership.
- 11.2.4 A person is refused membership of the Association if the Association gives the person notice of the refusal **and** the reasons for the refusal within two months after the person applies for membership.
- 11.2.5 However, membership is not refused if the person receives notice of the Association's refusal of the application but does not receive notice of the reasons for the refusal within two months after the application is made.
- 11.2.6 Membership of the Association is renewable each year (except honorary life membership) at the annual general meeting of the Association. A member who wishes to reapply for membership must complete and submit a new application for membership to the Association in the form of the example at Schedule 3 prior to or at, the annual general meeting.
- 11.2.7 The Association may refuse an application for membership if it passes a resolution in favour of refusing the membership application at a duly constituted meeting. For example, it may be a ground for refusal of membership of a person if the person has, at the time of application for membership, committed any act or done anything which, if the person was already a member of the Association, would be grounds for removal under clause 16.

- 11.2.8 A person who is refused membership of an association may make a submission to the Minister about the refusal, and apply, as provided under the *Queensland Civil and Administrative Tribunal (QCAT) Act*, to QCAT for a review of the decision to refuse membership, as if the person had been a member of the association and been removed from the association.
- 11.2.9 Persons applying for membership, at an annual general meeting of the Association need not be present at the annual general meeting, to have their application considered.
- 11.2.10 Persons applying for membership at a general meeting must be present at the meeting of the Association at which their application is considered except where an applicant member can demonstrate exceptional circumstances in writing as to why they cannot be present at the meeting at which their application is considered.

11.3 Register

- 11.3.1 A register of members of the Association (Schedule 1) must be maintained and must contain the following information:
- a) each member's name and address
 - b) the date each member became a member
 - c) for a person who ceases to be a member, the date the person ceased to be a member, and
 - d) for honorary life members, the date life membership was awarded and the basis for the award.
- 11.3.2 In addition, the register of members of the Association must contain one of the following for each member who is not a parent of a student attending the School:
- a) details of the member's date of birth
 - b) a record that the member has stated the member is 18 years or more, or
 - c) a record by the secretary or other person responsible for making entries in the register that the member appears to be 18 years or more.
- 11.3.3 The register of members should be available at each meeting of the Association.

11.4 Membership Fees

Members of the Association are not required to pay a membership fee.

11.5 Resignation

A member may resign from the Association at any time by giving notice in writing to the Secretary of the Association. A notice of resignation takes effect when the notice is given or, if a later time is stated in the notice, the later time.

11.6 Award of Honorary Life Membership

- 11.6.1 The Association, other than an interim P&C Association, may decide to award a person who is or was a member of the Association honorary life membership of the Association only on the basis that person has given long and meritorious service to the Association.

- 11.6.2 Honorary life membership may be proposed by any member of the Association in confidence through the Executive Committee or as otherwise determined by the Association at a general meeting.
- 11.6.3 The decision to award a person honorary life membership must be made by a two-third majority vote of the members present at an annual general meeting of the Association.
- 11.6.4 A person who is the subject of a proposed resolution to award the person honorary life membership:
 - a) must not be present during discussions about the proposal, or voting on it, at a meeting of the Association
 - b) must not vote on the proposal.

12 OFFICERS OF THE ASSOCIATION

12.1 Officers and Eligibility to Hold Office

- 12.1.1 Subject to clauses 12.1.3, 12.1.4 and 12.3 below, at each annual general meeting of the Association, the members of the Association must elect the following Officers from its members:
 - a) a President
 - b) at least one Vice-President
 - c) a Secretary
 - d) a Treasurer
 - e) any additional Officers as decided by the Association.
- 12.1.2 The Officers of the Association hold office in an honorary capacity.
- 12.1.3 The office of Treasurer must not be held by either the current President or Secretary of the Association.
- 12.1.4 The Principal may not hold a position as an Officer of the Association.
- 12.1.5 Subject to the restrictions elsewhere in this Constitution, a retiring Officer or former Officers are eligible for re-election.
- 12.1.6 Subject to the restrictions elsewhere in this Constitution, School staff are eligible for election as an Officer, although the number of relevant staff members of the School must not be more than one-third of the number of members of the executive committee.
- 12.1.7 No employee (including a contractor) of the Association is eligible to hold a position as an Officer or as an executive member of a subcommittee.

12.2 Vacancies

- 12.2.1 The position of an Officer becomes vacant if the Officer:
 - a) dies
 - b) resigns his or her Office by signed notice given to:
 - i) in the case of the President - a Vice-President or the Secretary or Treasurer, or
 - ii) in the case of another Officer - the President
 - c) is absent from three consecutive meetings of the Association where:
 - i) there is a quorum for each meeting not attended

- ii) the member has been given notice of the meetings in accordance with this Constitution
 - iii) the absences have been without the Association's leave and without reasonable excuse.
- 12.2.2 For the purpose of calculating whether the Officer has been absent from three consecutive meetings, if the Officer attends a meeting during the relevant period, where there is no quorum, this is counted as attendance at a meeting.
- 12.2.3 A notice under clause 12.2.1(b) takes effect on the date the notice is given or, if a later time is stated in the notice, the later time.
- 12.2.4 An election to fill a casual vacancy in the position of an Officer of the Association may be held at a general meeting of the Association.
- 12.2.5 A position which is not filled at an annual general meeting may be filled by election at the next general meeting of the Association.

12.3 Election

- 12.3.1 At each annual general meeting of the Association, members of the Association at the meeting must elect Officers of the Association.
- 12.3.2 Officers of the Association may only be elected as follows:
 - a) any two members of the Association (the **Nominating Members**) may nominate another member (the **Candidate**) to be an Officer
 - b) the nomination may be made:
 - i) in person, by the Nominating Members, at the relevant meeting, or
 - ii) if the Candidate cannot be present at the relevant meeting, by giving the Secretary, before the meeting, a nomination in writing signed by the Nominating Members and the Candidate
 - c) if there is only one nomination for a position the Candidate will be elected to the relevant office if the candidate receives the votes of a majority of the members at the meeting
 - d) if there is more than one nomination for a position the Candidate who receives the majority of the votes will be elected to the relevant office.

12.4 Election of School Council Members

- 12.4.1 If a school council exists for the School, the Association may elect parent members for the council as follows:
 - a) prior to holding a meeting for the purpose of electing parent members, the Association must ascertain from the principal the number of parent members to be elected to the school council
 - b) any two members of the Association (the **Nominating Members**) may nominate any parent of a child at the school (the **Candidate**) to be an elected parent member of the council
 - c) the nomination may be made:
 - i) in person, by the Nominating Members, at the relevant meeting, or
 - ii) if the Candidate cannot be present at the relevant meeting, by giving the Secretary, before the meeting, a nomination in writing signed by the Nominating Members and the Candidate

- d) if there is only one nomination for a position, the Candidate will be elected to the position if the Candidate receives the votes of a majority of the members at the meeting
- e) if there is more than one nomination for a position, the Candidate who receives the majority of the votes will be elected to the relevant office.

12.5 Notification of Officers

The Secretary of the Association must, as soon as practicable upon the formation of the Association and after each annual general meeting (or, in the case of an election to fill a casual vacancy, the relevant general meeting), give to the Director-General and to P&Cs Qld notice of the names and addresses of the elected Officers.

13 EXECUTIVE COMMITTEE

13.1 Executive Committee

13.1.1 The Association has an Executive Committee that is comprised of the following Officers of the Association:

- a) the President
- b) the Vice-President or Vice-Presidents
- c) the Secretary
- d) the Treasurer.

13.1.2 When Officers of the Association are elected at an annual general meeting, the number of relevant staff members of the School who may be members of the Executive Committee must not be more than one-third of the total number of members of the Executive Committee. In this clause 13.1.2, the term "relevant staff member" means a staff member of the School who is not a parent of a child attending the School

13.1.3 Clause 13.1.2 does not apply to the Association if the Director-General reasonably believes that complying with that requirement would prevent all of the positions of the Executive Committee being filled and the Director-General notifies the Association that it is not required to comply with that clause or its statutory equivalent (being section 126(2) of the Act).

13.2 Description of Executive Committee

13.2.1 The following describes the key functions of the Association officers:

- The **President** provides leadership and is the accountable officer of the Association. Their role is to act as a representative of the Association, encourage communication between the Association, School administration and the community and encourage participation in the Association. The President will be the Chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing Association operations. The President is an official member of the school council for the School, if one exists.
- The **Vice-President** provides essential support for the President and possibly other members of the Executive Committee. They will Chair those meetings from which the President is absent and carry out any duties that have been delegated by the President. They should also be familiar with the rules, constitution and other documents governing Association operations.

- The **Secretary** collates the agenda papers for each meeting, (including subcommittee reports) and assists the President in preparing an agenda for each meeting. They prepare and present minutes of the Association's meetings, record and deal with correspondence in/out as directed and generally organise, record and maintain information pertaining to the activities of the Association.
- The **Treasurer** has the overall responsibility for the financial management of the Association, including all subcommittee accounts. In their role they must comply with the Accounting Manual for P&C Associations in all respects. They prepare an annual budget and Annual Operational Plan for the Association in consultation with the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

13.2.2 Under the School Planning, Reviewing and Reporting Framework, the Association is involved as a representative of the local school community. The Executive Officers are encouraged to ensure that they are synchronising their budget process with the school's to facilitate a global budgeting approach within the school.

13.2.3 All Executive Officers should ensure that all official information is securely stored.

13.3 Authority of Executive Committee in Matters of Urgency

13.3.1 The Executive Committee may, by majority vote of the Executive Committee, take any necessary action regarding urgent matters relating to the performance of the Association's functions.

13.3.2 The Executive Committee may not remove a person as a member or an Officer of the Association.

13.3.3 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.

13.3.4 Full particulars of actions taken by the Executive Committee as matters of urgency must be tabled at the next scheduled general meeting of the Association or at a special meeting called for that purpose.

14 SUBCOMMITTEES

14.1 The Association may establish subcommittees it considers appropriate for purposes consistent with the objectives and functions of the Association (including for example, subcommittees for special purposes such as a swimming club or tuckshop) and the number of subcommittee members that constitute a quorum.

14.2 Subcommittees may only act within the scope of the authority given to the subcommittee by the Association and must follow any direction given by the Association to the subcommittee.

14.3 Without limiting section 14.2, subcommittees will operate under the general supervision of the Association, and will be subject to conditions the Association considers appropriate.

14.4 Only members of the Association are eligible to be members of a subcommittee and the members will be appointed by the Association.

- 14.5 Subject to clause 14.7, the Association must appoint particular members of the subcommittee to be the Chairperson, Secretary and, if funds are to be raised or spent by the subcommittee, the Treasurer of the subcommittee.
- 14.6 Officers of the Association are eligible to hold positions on subcommittees.
- 14.7 The Chairperson or Secretary of the subcommittee may not be the Treasurer of the subcommittee.
- 14.8 Each subcommittee of the Association will, subject to a contrary direction by the Association, provide a written report of its progress to every general meeting of the Association. If the subcommittee is authorised by the Association to raise or spend funds, then the Treasurer of the subcommittee will present a written financial statement, at every general meeting of the Association. The subcommittee accounts will be subject to an audit as part of the Association's accounts.
- 14.9 The timing and frequency of meetings of each subcommittee will, subject to an alternative contrary direction by the Association, be determined by a majority of the votes of the members of the relevant subcommittees.
- 14.10 Matters arising at a meeting of a subcommittee are decided by a majority of the votes of members present at the subcommittee meeting, where each member present has a vote on the matter. The Chairperson of the subcommittee, or, if the Chairperson is not present at the meeting, the person presiding at the meeting, has a deliberative vote and if the votes on a matter are equal, a casting vote.
- 14.11 If a quorum is not present at a subcommittee meeting, the meeting will adjourn to a date determined by its members, subject to an alternative direction by the Association.
- 14.12 The tenure of each subcommittee is at the discretion of the Association.

15 FINANCIAL INTEREST

- 15.1 In this clause 15, "**relevant entity**" means:
- the Association, or
 - the Executive Committee, or a subcommittee, of the Association.
- 15.2 If a member of a relevant entity (the "**Interested Member**") has a direct or indirect financial interest in an issue being considered, or about to be considered, by the relevant entity which could conflict with the proper performance of the Interested Member's duties in relation to the consideration of the issue then, as soon as practicable after the relevant facts come to the Interested Member's knowledge, the Interested Member must disclose the nature of the interest to a meeting of the relevant entity. The disclosure must be recorded in the relevant entity's minutes.
- 15.3 Unless the relevant entity directs, the Interested Member must not be present when the relevant entity considers the issue or take part in a decision of the relevant entity about the issue.
- 15.4 The Interested Member must not be present when the relevant entity considers whether to give a direction under clause 15.3.
- 15.5 If there is another member of the relevant entity (the "**Second Member**") who must, under clause 15.2, also disclose an interest in the issue, the Second Member must not:
- be present when the relevant entity is considering whether to give a direction under clause 15.3, or
 - take part in making the decision about giving the direction.
- 15.6 If:

- a) because of this clause 15, a member of the relevant entity is not present at a meeting of the relevant entity for considering or deciding an issue, or for considering or deciding whether to give a direction under section 15.3, and
- b) there would be a quorum for the relevant entity if the member were present, then, the remaining members of the relevant entity present are a quorum for the relevant entity for considering or deciding the issue, or for considering or deciding whether to give the direction, at the meeting.

16 REMOVAL OF MEMBERS AND OFFICERS OF AN ASSOCIATION

16.1 Nominated Persons and Removed Persons

In this clause 16:

- a) **“Nominated Person”** means a person who is a member, or a member and Officer, of the Association
- b) **“Remove”** a Nominated Person means:
 - i) if the person is a member only of the Association – remove the person as a member of the Association, or
 - ii) if the person is a member of the Association and an Officer – remove the person as a member and Officer of the Association, or as an Officer of the Association only
- c) **“Removed Person”** means a Nominated Person who has been Removed by the Association under clause 16.4
- d) **“Notice of Removal”** means a notice, under clause 16.4.5, from an Association to a Nominated Person Removing the Nominated Person.

16.2 Removal of Nominated Person

The Association may only Remove a Nominated Person in accordance with this clause 16.

16.3 Grounds for Removal of Nominated Person

Each of the following is a ground for Removing a Nominated Person:

- a) the Nominated Person is convicted of an indictable offence
- b) the Nominated Person, without reasonable excuse; contravenes the Act or this Constitution
- c) for a Nominated Person who is an Officer, the Nominated Person, without reasonable excuse, fails to perform the duties of the office in a competent manner
- d) the Nominated Person, engages in conduct that is injurious or prejudicial to:
 - i) the promotion of the interests of, or the facilitating of the development and further improvement of the School, or
 - ii) the good order and management of the School.

16.4 Removal of a Nominated Person

16.4.1 If the Association considers a ground exists to Remove a Nominated Person, the Association must give the Nominated Person written notice stating:

- a) the action the Association intends to take
- b) the grounds for the proposed action
- c) an outline of the facts and circumstances forming the basis for the grounds

- d) an invitation for the Nominated Person to show, within a stated time of at least 14 days, why the action should not be taken.
- 16.4.2 The Association must consider all written representations made to it within the stated time and determine whether the Association still considers a ground to Remove the Nominated Person exists.
- 16.4.3 The Association will vote on the Removal of the Nominated Person by secret ballot at a general or special meeting of the Association and the decision to Remove the Nominated Person will be determined by majority of votes of the members present.
- 16.4.4 If, after considering all written representations made within the stated time, the Association still considers that a ground exists to Remove the Nominated Person then the Association may remove the Nominated Person.
- 16.4.5 The Association must notify the Nominated Person of the Association's decision to Remove the Nominated Person by written notice to the Nominated Person within 14 days after the Association makes its decision and the notice must state:
- a) the reasons for the decision
 - b) the date on which the Association's decision to Remove the Nominated Person takes effect in accordance with clause 16.4.6
 - c) that the person may make a submission to the Minister against the decision
 - d) the Minister's name and address
 - e) the way in which the submission may be made.
- 16.4.6 Subject to clause 16.4.7, the decision referred to in clause 16.4.3 takes effect on the day on which the notice is given to the Nominated Person, or if a later day is stated in the notice, the later day.
- 16.4.7 If the ground for the Removal of the Nominated Person is that the member is convicted of an indictable offence:
- a) the Removal does not take effect until:
 - i) the end of the time to appeal against the conviction
 - ii) if an appeal is made against the conviction, the appeal is finally decided
 - b) the Removal has no effect if the conviction is quashed on appeal.

16.5 Submissions Against Removal of Removed Person

- 16.5.1 A Removed Person may make a submission against their Removal to the Minister, which must:
- a) be in writing
 - b) include an address in Australia to which notices for the Removed Person may be sent
 - c) state fully the grounds for the submission and the facts relied on
 - d) include a copy of the Notice of Removal
 - e) be given to the Minister within 14 days of the Notice of Removal being given to the Removed Person, or, if the Minister allows, a later time for the giving of the submission.

- 16.5.2 Notwithstanding clause 16.5.1, a Removed Person who resigns or purports to resign from the Association as a member or Officer after receipt of the Notice of Removal may not make a submission against their Removal to the Minister.

Part III – Meetings and Voting

17 MEETINGS

17.1 Presiding at Meetings

- 17.1.1 The President of the Association must preside at all meetings of the Association at which the President is present.
- 17.1.2 If the President is absent from an Association meeting, but a Vice-President is present, a Vice-President nominated and confirmed by majority vote at the meeting must preside at that meeting.
- 17.1.3 If neither the President nor a Vice-President is present, or those offices are vacant, a member elected by those present at the meeting must preside.

17.2 Minutes of Meetings

The Secretary, or nominee, will record proceedings of any meeting of the Association by way of concise and accurate minutes. The person presiding at that meeting, or the person presiding at the next meeting, will sign the minutes of the meeting verifying the accuracy of the minutes as accepted by the Association.

17.3 Annual General Meetings

- 17.3.1 The annual general meeting of the Association must be held by 31 March in the year following the end of the preceding financial year of the Association.
- 17.3.2 Subject to clause 17.3.1, at the last general meeting (to be held before 31 December) the Association may determine the date of the following year's annual general meeting.
- 17.3.3 At least **14 days** before the day of the annual general meeting, notice will be given in writing of an annual general meeting personally, or by post to each member of the Association, or by a notice in the School newsletter and/or local newspaper. However, a resolution passed at the annual general meeting is not invalid merely because a member of the Association did not receive notice of the meeting.
- 17.3.4 A quorum for an annual general meeting of the Association is ten members of the association
- 17.3.5 No business of an annual general meeting will be conducted unless a quorum of members is present.
- 17.3.6 If a quorum is not present at an annual general meeting then the meeting will be adjourned and the Officers will determine another date for the meeting and the Secretary will give notice of the meeting in accordance with clause 17.3.3.
- 17.3.7 If a quorum lapses during an annual general meeting, the meeting will be adjourned to a later date as determined by the Officers and the Secretary will give notice of the meeting in accordance with clause 17.3.3.
- 17.3.8 A member may place an item of business of the Association on the agenda for an annual general meeting by notifying the Secretary prior to the meeting.

- 17.3.9 The order of business to be conducted at an annual general meeting of the Association must be undertaken in the following order:
- a) welcome to members and introduction of any special visitors
 - b) apologies
 - c) confirmation of minutes of the previous annual general meeting
 - d) business arising out of the minutes of the previous annual general meeting
 - e) receipt and adoption of the Association's audited annual financial statement and Treasurer's report (to include all relevant subcommittees' audited financial statements) [should the audit not be available the meeting cannot proceed and must be adjourned until such time as the audit is available for consideration by the members]
 - f) receipt and adoption of the President's annual report
 - g) receive applications for membership (to include renewal of existing membership and new membership)
 - h) election of Officers/Executive Committee
 - i) motion to change bank signatories to the newly elected Officers
 - j) confirmation of continuing subcommittees of the Association (including appointment of members of subcommittees)
 - k) appointment of the Association's Auditor
 - l) adoption of the Student Protection Risk Management Strategy
 - m) adoption of new model constitution (if any)
 - n) honorary life membership awards (if any)
 - o) general business.

17.4 General Meetings (other than Annual General Meetings)

- 17.4.1 General meetings of the Association will be held as the Association decides (usually held once each month) but a meeting of the Association must be held at least three times per semester.
- 17.4.2 During the first year after the formation of the Association, the Association will hold a sufficient number of general meetings in which to undertake the functions and business of the Association.
- 17.4.3 The scheduling of general meetings of the Association will be determined by a resolution of the Association.
- 17.4.4 A quorum for a general meeting of the Association is five members of the Association.
- 17.4.5 No business of a general meeting will be conducted unless a quorum of members is present.
- 17.4.6 If a quorum is not present at a general meeting then the meeting will be adjourned and the Officers will determine another date for the meeting and the Secretary will, at least seven days before the day of the meeting, give notice of a general meeting to each member of the Association. However, a resolution passed at a general meeting is not invalid merely because a member of the Association did not receive notice of the meeting.
- 17.4.7 If a quorum lapses during a general meeting, then the meeting will end. All unfinished business will be placed on the agenda for the next general meeting. Any matters of urgency may be considered by the Executive Committee.

- 17.4.8 A member may place an item of business of the Association on the agenda for a general meeting by notifying the Secretary prior to the meeting.
- 17.4.9 The order of business at a general meeting of the Association is as follows:
- a) apologies
 - b) confirmation of the minutes of the previous general meeting
 - c) business arising from the minutes of the previous general meeting
 - d) correspondence received since the previous general meeting- inward and outward
 - e) business arising from the correspondence
 - f) table Executive Committee's decisions (if any)
 - g) treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement
 - h) subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements
 - i) other reports
 - j) motions on notice
 - k) general business
 - l) applications for membership and recording of new members.

17.5 Special Meetings

- 17.5.1 The Secretary will, at least **7days** before the day of any special meeting, give notice of a special meeting personally or by post to each member of the Association or by notice in the School newsletter and / or local newspaper. However, a resolution passed at a special meeting is not invalid merely because a member of the Association did not receive notice of the meeting.
- 17.5.2 The purpose for which a special meeting is convened will be the only business of the meeting.
- 17.5.3 A quorum for a special meeting of the Association is seven members of the Association.
- 17.5.4 No business of a special meeting will be conducted unless a quorum of members is present.
- 17.5.5 If a quorum is not present at a special meeting, then the meeting will be cancelled and the Officers will determine another date for the meeting and the Secretary will give notice of the meeting in accordance with clause 17.5.1.
- 17.5.6 If a quorum lapses during a special meeting, the meeting will be adjourned to a later date as determined by the Officers and the Secretary will give notice of the meeting in accordance with clause 17.5.1.
- 17.5.7 A Special Meeting may only be convened for:
- a) the tabling of actions of the Executive Committee in dealing with matters of urgency
 - b) proposed amendments to this Constitution
 - c) proposed removal of a member of the Association
 - d) proposed removal of an Officer of the Association
 - e) proposed dissolution of the Association

- f) business determined by resolution of members of the Association at a general meeting of the Association to be dealt with at a special meeting
- g) business determined by the Officers of the Association to be dealt with at a special meeting, or
- h) business determined by written request to the Secretary of a majority of Association members to be dealt with at a special meeting.

18 VOTING

- 18.1 A question at an Association meeting is, subject to this Constitution, decided by a majority of the votes of the members present.
- 18.2 Members who are listed as current members in the register of members are entitled to vote at any duly constituted meeting of the Association.
- 18.3 Each member present at an Association meeting has a vote on each question to be decided and if the votes on a question are equal, the person presiding at the meeting of the Association has a casting vote.
- 18.4 Voting by proxy is **not** permitted.

Part IV – Finance, Audit and Records

19 FINANCE

19.1 Association is a Statutory Body

The Association is a statutory body under the SBFA Act and its financial powers and responsibilities are set out in both the Act and the SBFA Act. The Association's performance of its powers and responsibilities in this Part IV of this Constitution is subject to, and must be performed in accordance, with the Act and the SBFA Act.

19.2 Financial Year

The financial year of the Association is the period of twelve months starting on 1 January in a year and ending on 31 December in that year.

19.3 Accounting for P&C Associations

The Association and its members are bound to comply with the latest version of the Accounting Manual for P&C Associations (the Accounting Manual).

19.4 Responsibilities

- 19.4.1 The responsibilities of the Officers, Principal, subcommittees and members of the Association not set out in this Constitution are set out in the Accounting Manual.
- 19.4.2 The Officers are responsible for ensuring that the Association and its subcommittees follow appropriate financial management procedures and comply with the Accounting Manual.
- 19.4.3 Responsibility for the proper collection, management and disbursement of money of the Association rests with the President and Treasurer.
- 19.4.4 The Treasurer is responsible for complying with the financial accountability requirements of the Association in accordance with the Accounting Manual and must keep proper accounts in relation to the Association, including proper accounts of receipts and expenditure.

19.5 General Matters

- 19.5.1 All moneys raised by and on behalf of the Association will be provided to the Treasurer of the Association, to be managed in the name of the Association.
- 19.5.2 Subject to clauses 19.5.3 and 6, money received by the Association must be applied, at the direction of the Minister, to the following:
- a) firstly, in paying expenses lawfully incurred by the Association
 - b) secondly, in achieving the objectives and performing the functions of the Association.
- 19.5.3 The Association must deal with money it receives under a Relevant Agreement as the Minister may direct or, otherwise, as the Association believes appropriate, consistent with its objectives.
- 19.5.4 Subject to clauses 19.5.2 and 19.5.3, money raised by the Association for a particular purpose must be used for that purpose.
- 19.5.5 Proper books and accounts will be kept and maintained by the Association showing correctly the financial affairs of the Association.

19.6 Banking

- 19.6.1 The funds of the Association will be lodged in a basic institutional account with an approved financial institution or another institution determined at the annual general meeting of the Association and approved by the Minister.
- 19.6.2 The basic institutional account may be operated by any two Officers of the Association.
- 19.6.3 All moneys received by the Association, including by subcommittees of the Association, will be receipted and banked as soon as possible.
- 19.6.4 Electronic banking may be used where the financial institution's software provides necessary functionality and security.
- 19.6.5 Electronic funds transfer may be used where the functionality complies with the mandatory requirements set out in the Accounting Manual and where transactions occur via a secure website that conforms to Secure Socket Layer protocols (SSL).
- 19.6.6 The cheque account of the Association will be operated by signature of any two Officers of the Association.

19.7 Expenditure

- 19.7.1 No expenditure, except as a matter of urgency as approved by a majority of the Executive Committee, may be incurred without the prior approval of the Association.
- 19.7.2 All accounts must be submitted for approval of payment at a general meeting or special meeting of the Association.
- 19.7.3 If the Association resolves at an annual general meeting to have a petty cash fund, the amount of the petty cash fund of the Association will be \$100 or an amount as determined by resolution of the Association at the annual general meeting of the Association.

19.7.4 The Treasurer will maintain a record of expenditure from the petty cash fund together with receipts. The Treasurer will submit a report of expenditure from the petty cash fund to the general meeting of the Association.

19.7.5 All payments, other than from the petty cash fund, will be made by cheque or electronic funds transfer (EFT).

19.8 Borrowing and Investing

In borrowing or investing, the Association must comply with, in addition to the Act and SBFA Act, the Accounting Manual and any directions of the Minister.

19.9 Subcommittee Funds

19.9.1 Any funds raised by a subcommittee are the Association's funds and under the Association's control. Such funds are also subject to the provisions of clauses 19.5.2 to 19.5.4.

19.9.2 If a subcommittee is authorised by the Association to raise and spend funds, the Treasurer of the subcommittee must:

- a) be provided with all amounts received by the subcommittee and manage those amounts
- b) keep a proper record of receipts and expenditure of the subcommittee
- c) ensure amounts received by the subcommittee are deposited promptly in an account with a financial institution in the name of the subcommittee, or in another account, as directed by the Association.

19.9.3 If a subcommittee has been authorised by the Association to raise or expend funds, the Association will determine the operating funds of the subcommittee.

19.9.4 If a subcommittee is authorised to operate a bank account in its own name, the account will be held at the same bank as the Association and will be operated by any two of the Chairperson, Secretary and Treasurer of the subcommittee.

19.9.5 All income of the subcommittee in excess of its approved operating funds will be transferred to the primary bank account of the Association as and when the Association determines.

19.10 Mandatory Insurance Cover

The Association must purchase and maintain the insurance cover required by the Director-General by notice published from time-to-time in the gazette.

20 AUDIT

20.1 Association Must Be Audited

The accounts of the Association and its subcommittees for each financial year must be audited annually, in accordance with the Accounting Manual.

20.2 Appointment of Auditor

20.2.1 All of the accounts of the Association must be audited each year by a person (the "Auditor") who is appointed at the annual general meeting or a special meeting convened for that purpose.

20.2.2 A member of the Association may be the Auditor only with the approval of the Director-General.

- 20.2.3 The Auditor must, as far as is possible, be a local person aware of the activities of the Association and be:
- a) a member of CPA Australia who is entitled to use the letters 'CPA' or 'FCPA'
 - b) a member of The Institute of Chartered Accountants in Australia who is entitled to use the letters 'CA' or 'FCA'
 - c) a member of the National Institute of Accountants who is entitled to use the letters 'MNIA', 'FNIA', 'PNA' or 'FPNA'
 - d) an employee of a public sector entity who has the maturity, commercial skills and experience to examine the books and accounts of the Association, or
 - e) an employee of an insurance company, financial institution or other financial or commercial organisation, who has the maturity, commercial skills and experience to examine the books and accounts of the Association.
- 20.2.4 Where possible, the Auditor is to be appointed in an honorary capacity. However, where this is not possible, the Auditor's fees will be negotiated and confirmed prior to appointment.

20.3 Annual Audit

- 20.3.1 As soon as possible after the end of the financial year, but prior to the annual general meeting, the Treasurer will submit to the Association's Auditor, and the Auditor will examine, the books and accounts of the Association and its sub-committees, which include:
- a) minutes of meetings
 - b) records of income
 - c) records of payments
 - d) cashbooks
 - e) records of assets and liabilities
 - f) such other records, as the Auditor considers appropriate.
- 20.3.2 The Auditor must verify with financial institutions with which the Association has accounts (the "**Financial Accounts**") the financial balance held or owing, so as to be able to certify whether or not, in the Auditor's opinion:
- a) the Association's financial statements are in agreement with the Financial Accounts and in a form that complies with the Accounting Manual and the requirements of the Director-General in relation to the keeping of accounts by the Association
 - b) the requirements in subclause 20.3.2(a) have been substantially complied with
 - c) the financial statements have been prepared to present a true and fair view of the Association's transactions for the relevant financial year, and the Association's financial position at the close of that year, on a basis consistent with the basis for preparing the Association's financial statements for the preceding year.

20.3.3 Upon completion of the audit, the audited financial statements, with all signed certificates appended, will be presented to the President and Officers and, as soon as practicable thereafter, to the annual general meeting of the Association.

20.3.4 The Secretary must, by 31 May of the year following the financial year, forward a copy of the Association's audited financial statements for the financial year to the Director-General.

21 HANDING OVER OF ACCOUNTS TO SUCCESSORS

21.1 The Treasurer of the Association, or of a subcommittee, will transfer to the successor-in-office all records and accounts of the Association, or subcommittee, as the case may be, in their possession, custody or control as soon as practicable after that successor has been appointed.

21.2 If the Treasurer of the Association, or of a subcommittee, resigns or is removed during their term of office, the Association will arrange for an audit of the records and accounts of the Association or subcommittee to be carried out before handing these to the successor-in-office.

22 NO DISTRIBUTION TO MEMBERS

No portion of the Association's funds, income or assets will be distributed, paid, or transferred directly or indirectly to members of the Association.

23 RECORDS

The Association will store and manage all records and accountable forms of the Association (preferably at the School) according to the Accounting Manual.

Part V – Adoption and Amendment of Constitution

24 ADOPTION OF CONSTITUTION

24.1 This Constitution has no effect unless it is approved by the Director-General.

25 AMENDMENT OF CONSTITUTION

25.1 The Association may resolve to amend this Constitution by a resolution passed by a majority of its members present at an annual general meeting or special meeting of the Association.

25.2 The Association must have regard to this Constitution and any subsequent model constitution for P&C Associations prepared under section 36(3) of the *Education (General Provisions) Regulation 2006* prior to amending this Constitution.

25.3 The principal should notify their supervisor of any approved amendments.

25.4 Amendments to this Constitution are effective from the date of approval by the Director-General and such amendments will have no effect unless and until approved by the Director-General.

Part VI – Dissolution of the Association

26 DISSOLUTION

26.1 The Association is dissolved if:

- a) the School is closed

- b) the number of members of the Association is two or less, or
- c) the question of dissolution is put and resolved in the affirmative on a three-fourths (75%) majority vote of its members present and entitled to vote at a special meeting of the Association called to consider the question.

26.2 On dissolution of the Association, the Principal's supervisor must, as directed by the Minister, deal with all property in the name of the Association and the Association's funds, after payment of any expenses lawfully incurred by the Association.

Part VII – General

27 DEFINITIONS

In this Constitution, unless the context otherwise requires:

“Accounting Manual” means the latest version of the document titled “Accounting for Parents and Citizens Associations” that is a dual badged document (DET and P&Cs Qld) published by the Department of Education and Training as amended from time to time.

“Act” means the *Education (General Provisions) Act 2006* and any subordinate legislation including the *Education (General Provisions) Regulation 2006* (Qld).

“Department” means the Department of Education and Training or the State government Department responsible for administration of the Act.

“Director-General” means the Director-General of the Department or such other person as may from time to time hold the position as chief executive of the State government Department responsible for administration of the Act and includes, where context permits, an Officer to whom the chief executive’s functions under the Act have been delegated in accordance with section 432 of the Act.

“Executive Committee” means the executive committee of the Association as referred to in clause 13.1.1.

“Minister” means the Minister responsible for administering the Act and includes, where context permits, an Officer to whom the Minister’s functions under the Act have been delegated in accordance with section 431 of the Act.

“Officers” mean the officers of the Association as elected in accordance with clause 12.1.1.

“Principal” means the Principal of the School.

“P&C Association” means a parents and citizens’ association formed under chapter 7 of the Act.

“Relevant Agreement” means an agreement benefiting persons who receive educational instruction at the School.

“Responsible Person” means, for the purpose of establishing and maintaining a school building fund, a person who has a degree of responsibility to the general community including, for example a person who:

performs a significant public function

- a) is a member of a professional body having a code of ethics or rules of conduct
- b) is officially charged with spiritual functions by a religious institution
- c) is a director of a company whose shares are listed on the Australian Stock Exchange
- d) has received formal recognition from government for services to the community, or
- e) an office holder of a community organisation (for example, the President of a P&C Association).

“SBFA Act” means the Statutory Bodies Financial Arrangements Act 1982 (Qld).

“School” means the [Payne Road State School], being the State instructional institution, as defined in the Act, for which the Association has been formed.

SCHEDULE 1- P&C ASSOCIATION MEMBERSHIP REGISTER

THE FOLLOWING IS AN EXAMPLE TEMPLATE FOR YOUR P&C ASSOCIATION MEMBERSHIP REGISTER

_____ PARENTS AND CITIZENS' ASSOCIATION YEAR: _____

Name	Address	Date membership first commenced*	Date membership ceased	Member is: (Choose A or B) A. Parent of child/student attending the school; Or B. If not a parent, member confirms he/she is 18 years or above. #	Phone	Signature

* Where a member is granted honorary life membership, please note the date the honorary life membership was awarded and the reason it was awarded on a separate sheet and attach it to this record of membership.

Where Option B is selected, please record the member's date of birth.

SCHEDULE 2 – CODE OF CONDUCT FOR P&C ASSOCIATION

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2006* and the Department of Education and Training's policies and procedures relevant to P&C Association operations.

SCHEDULE 3– EXAMPLE APPLICATION FOR P&C MEMBERSHIP

**Application for P&C Membership for 20[16
[Payne Road State School] P&C Association**

Please complete and return to the P&C Secretary

Name:

Address:

Home phone:

Mobile phone:

Email address:

I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school’s welfare, and my date of birth is:_____.

I am:

- applying for new membership
- renewing my membership.

I apply for membership in the [Payne Road State School] Parents and Citizens’ Association and I undertake to:

- a) promote of the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

Signature:.....

Date:.....

P&C Secretary Use	
Date received:/...../.....	Date accepted:/...../.....
Secretary’s signature:	Entered in P&C Register. <input type="checkbox"/>