

# CONSTITUTION OF EPPING BOYS' HIGH SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

14 October, 2002

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## 1. NAME

This body shall be known as the Epping Boy's High School Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

## 2. OBJECTS 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.
- (ii) 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. 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 [*or guardians*<sup>1</sup>] 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.

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<sup>1</sup> The words in italics are required by the constitution prescribed under the Education Act, but were omitted from this EBHS P&C constitution.

## 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<sup>2</sup>*] 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<sup>2</sup>*] 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); and
- (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 NSW Federation of Parents and Citizens' Associations within one month of the Annual General Meeting at which it is adopted.

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<sup>2</sup>The words in italics are required by the constitution prescribed under the Education Act but are omitted from this EBHS P&C constitution.

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 ten 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 5.

## **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. SUB-COMMITTEES**

The Association may establish sub-committees, however styled, to carry out specific functions on its behalf. Any sub-committees 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<sup>3</sup> which qualified for exemption under Item 110 of the First Schedule of the Sales Tax (Exemptions and Classifications) Act or the Department of Education and Training as determined by a resolution of members. 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.
- (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's 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.

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<sup>3</sup> The prescribed constitution now states '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. 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.

## RULES AND BY-LAWS

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1. These rules are made under the constitution of the Epping Boys' High School Parents and Citizens' Association.
2. The Association is formed for the benefit of the students of the school, which will:
  - (a) participate as much as possible in the activities of the school and communicate with all members of the school community.
  - (b) co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales.
  - (c) promote the interests of public education.
3. The financial year of the Association will close on 31 December each year.
4. The Annual General Meeting of the Association will be held in March of each year. An ordinary general meeting of the Association will be held immediately following the Annual General Meeting. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.
5. No person will serve more than four consecutive years in the same Official position.
6. A general meeting of the Association will be held on the first Monday of each month during term time at 7.30 pm, unless otherwise stated in the notice issued by the Secretary.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$1.00 to the Treasurer or nominee of the Treasurer after any general meeting. Membership will remain current until the close of the Annual General Meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
8. At a general meeting the quorum will be in accord with rule 10 of the constitution [for a membership of 50 or more the quorum is 11]. Where that rule does not specify a number the number will be one plus one-tenth of the number of members.
9. If a meeting for which due notice has been given does not achieve a quorum within fifteen minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the Association.
10. In the absence of the Secretary the remaining members of the Executive or any five members of the Association may call a meeting, giving due notice of the business proposed for the meeting.
11. All meetings will be conducted in accordance with the standing orders of the Association.
12. A group of members of the Association equal to the quorum for the meeting may require that particular items of new business without notice be placed on notice for the next meeting.
13. The Association may elect representatives who will be responsible to represent the Association on committees or at events. Members who are elected to represent the Association are required to report regularly to a general meeting of the Association.
14. A general meeting of the Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
15. Any motion to expend Association monies exceeding \$500 must be placed on notice for the meeting at which it is to be considered. The provisions of this rule should not hamper subcommittees from expending those monies necessary for normal running costs.

16. The Association may confer the honour of Life Membership or Outstanding Service on a member of the Association or a volunteer who has made a significant contribution to the work of the Association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

## STANDING ORDERS FOR ALL MEETINGS

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1. The order of business shall be in accordance with the agenda in the notice published by the Secretary, as interpreted by the Chair.
2. The operation of standing order 1 may be suspended for a specific time for a specific purpose upon the carrying of a motion without notice by a two-thirds majority.
3. For each section of the agenda, time shall be as allocated by the Chair.
4. Motions:
  - (a) All substantive motions shall be moved and seconded by a member entitled to vote.
  - (b) A member moving or seconding a motion or any amendments thereto shall have the right to speak only when so moving or seconding, and shall be held to have spoken to the question by reason of such moving or seconding whether they contribute to the debate or not.
  - (c) A motion or amendment having been submitted to the meeting may not be withdrawn without the consent of the meeting.
  - (d) If two motions are submitted, one proposing that a certain course of action be followed, the other that it not be followed, the issue shall come before the meeting in the affirmative form.
  - (e) Before any motion or amendment is put to the meeting, the Chair may require that it be submitted in writing.
5. Amendments:
  - (a) One amendment only shall be considered at a time.
  - (b) The mover of an amendment has no right of reply.
  - (c) More than one amendment may be moved by the same person provided that each such amendment refers to a different part of the motion.
  - (d) Amendments shall be taken in the order in which they affect the terms of the motion.
  - (e) An amendment must be relevant to the substantive motion - it may not be a simple negation of the motion.
  - (f) The mover of the original motion may exercise a right of reply.
  - (g) Following the putting of all amendments, the original motion as amended shall be put.
6. Notices of motion shall be provided in accordance with By-Law 15. The Secretary shall publish the agenda of business to the school community at least two days prior to each general meeting. Any member may place a motion on notice by providing the words to be included on the agenda to the Secretary at least seven days prior to the general meeting. Motions not included on the agenda may be raised as 'Other Business' at the meeting, at the discretion of the Chair.
7. Recommittal:
  - (a) Any motion may be recommitted at the same meeting at which it was carried provided the motion for recommittal is carried by a two-thirds majority.
  - (b) Such recommittal shall take the form of putting the question to the vote again, and no further debate of any kind shall be allowed.

8. Any matter already decided at a previous meeting may be resubmitted if a two-thirds majority of members present and entitled to vote are in favour.
9. Rescission:
  - (a) Notice in writing, signed by a quorum of members, must be given to the Secretary of an intention to raise a rescission motion, which the Secretary shall place on the notice paper for the next meeting.
  - (b) When notice of rescission is received, action to implement the original motion shall be deferred until the rescission motion has been resolved.
  - (c) This clause shall not apply to resolutions which were the subject of a notice of motion.
10. Procedural motions:
  - (a) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved.
  - (b) Procedural motions may be moved and put to the meeting during the course of a debate on a substantive motion.
  - (c) The Chair shall have discretion to refuse a procedural motion.
11. Responsibilities:
  - (a) A member shall stand to speak, address the Chair, and confine debate to the question under discussion, avoiding personalities and unbecoming language.
  - (b) A member when speaking shall not be interrupted except by the Chair or by a member raising a point of order.
  - (c) The Chair's ruling shall be final unless challenged by a motion of dissent.
12. Chairperson's rights and duties:
  - (a) The Chairperson shall have the right of debate but must first call upon a deputy to take the Chair and not resume until the question has been resolved.
  - (b) The Chair shall preserve order so that the business may be conducted in due form and with propriety.
  - (c) In the case of disorder the Chair shall have the power to take necessary action including adjourning the meeting to a nominated time and place.
13. Voting:
  - (a) All questions except where otherwise specified in the by-laws shall be decided by simple majority.
  - (b) Voting on any question shall be decided by a show of hands.
14. Any matter not dealt with in these Standing Orders shall be governed by the customary procedures at meetings as specified in the most recent edition of N.E. Renton's Guide for Meetings and Organisations.

## WORK, HEALTH AND SAFETY POLICY

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The Epping Boys High School Parents & Citizens Association is committed to providing a safe and healthy workplace for its P&C Association members, volunteers to the P&C Association and employees of the P&C Association. The EBHS P&C Association believes that the health and safety of P&C Association members, volunteers to the P&C Association and employees of the P&C Association is vital to the successful operation of the P&C Association. The EBHS P&C Association recognises the need to comply with the relevant Acts and Regulations to ensure that the workplace is safe.

### Responsibilities:

Promoting and maintaining Work, Health and Safety (WH&S) is the responsibility of any 'person conducting a business or undertaking', including the EBHS P&C Association and any of its sub-committees. To achieve a good work, health and safety environment, it is important that everyone accepts responsibility for the health and well-being of all P&C Association members, volunteers to the P&C Association, and employees of the P&C Association.

All P&C Association members, volunteers to the P&C Association, employees of the P&C Association should promote the concepts of WH&S. Practical measures, where possible, should be implemented to ensure that the activities of the P&C Association are undertaken in a safe manner.

Work, Health and Safety will be addressed at general meetings of the EBHS P&C Association on request of any member in writing or as set on the Agenda by the President or the Secretary.

This Work Health and Policy is as adopted by the EBHS P&C Association general meeting on 7 December 2015.



## CANTEEN SUBCOMMITTEE RULES

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### 1. Name

The committee shall be known as the Epping Boys High School P&C Association Canteen Subcommittee.

### 2. Aims

- (a) To provide balanced and nutritious food in line with the Nutrition in School Policy as implemented by the Department of Education.
- (b) To provide a service to children and school community at a reasonable cost.
- (c) To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen.

### 3. Membership of the subcommittee

The subcommittee shall consist of at least five (5) members elected annually at the Annual General Meeting of the Epping Boys High School P&C Association. Membership will consist of: a Canteen Convenor, a Canteen Secretary, a representative of the Treasurer (Canteen Treasurer) and at least two (2) other financial members of the Epping Boys High School P&C Association. The Principal and President shall be ex-officio members of the subcommittee.

### 4. Duties of the subcommittee

- (a) The subcommittee shall organise and control the full administration of the Canteen. However, the subcommittee shall be responsible in all its actions to the Epping Boys High School P&C Association which shall have the right to reorganise, disband or close the subcommittee, such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the Epping Boys High School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The subcommittee, via the Convenor shall present a written report to each general meeting of the Epping Boys High School P&C Association.
- (c) The Treasurer's representative (Canteen Treasurer) must lodge with the P&C Association's Treasurer a current financial statement for each term.

### 5. Meeting of the subcommittee

- (a) The subcommittee shall meet at least once a school term.
- (b) The quorum for all meetings shall be five (5) members.
- (c) A special meeting may be summoned by the Canteen Convenor on a written request signed by at least three (3) members of the subcommittee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the subcommittee including ex officio members.

### 6. Funds

All money received by the subcommittee shall be deposited in an account in the name of the subcommittee or the P&C Association Account.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer or any two (2) of the following; Canteen Convenor, Canteen Secretary, or Canteen Treasurer.

All income received by the Canteen shall be given to the general funds of the P&C Association at the end of each term or retained in an account in the name of the subcommittee . Recognition shall be given for:

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Canteen maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the Canteen.
- (c) Capital purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

7. Canteen operation rules

- (a) A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Epping Boys High School P&C Association.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the Nutrition in School Policy. All P&C Association operated canteens must adhere to these guidelines.
- (d) The Canteen shall comply with the Work, Health and Safety Policy adopted by the Epping Boys High School P&C Association.
- (e) The Canteen shall comply with applicable policies of the Department of Education and applicable standards of Epping Boys High School.

8. Employees

- (a) No employee of the Epping Boys High School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).
- (b) The subcommittee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to. Employee performance management actions and employment terminations shall be agreed by the P&C Association Executive.
- (c) The Convenor shall be responsible to the subcommittee for the proper conduct of the Canteen and the adherence of the Epping Boys High School P&C Associations policies.
- (d) The subcommittee Convenor shall ensure that the Epping Boys High School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association Canteen and report to the P&C Association President any issues. The Convenor will ensure that a subcommittee report is tabled to each general meeting of the Epping Boys High School P&C Association.

9. Audit

The accounts of the Canteen committee shall be audited annually as part of the audit of the Epping Boys High School P&C Associations accounts. The subcommittee will forfeit all Minutes, financial records and other appropriate materials to the Epping Boys High School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

10. Alterations

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Epping Boys High School P&C Association.

## LIFE MEMBERSHIP AND OUTSTANDING SERVICE AWARD POLICY

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1. In accordance with Bylaw 16, Epping Boys High School P&C Association may confer the honour of Life Membership or Outstanding Service.
2. Life Membership

Life Membership of the Association is an honour awarded to current or former members in recognition of the exceptional contribution they have made to the wellbeing of the Association or school community, well beyond that of a typically active member.
3. Criteria for Life Membership

The determination of the Panel and the decision of the Association may be guided by consideration of:

  - (a) Exceptional level of commitment, years of service and outstanding contribution.
  - (b) Exceptional achievements for the wellbeing of current and future students.
  - (c) Exceptional achievements for the wellbeing of the Association.
  - (d) Financial contributions (above annual membership) shall not be considered.

Recipients must be or have been financial members of the Association.
4. Certificate of Appreciation for Outstanding Service

A Certificate of Appreciation for Outstanding Service is an honour awarded to any person in recognition of the significant and substantial contribution they have made to the wellbeing of the Association or school community, beyond that of a typically active member of the school community or the Association.
5. Criteria for Certificate of Appreciation for Outstanding Service

The determination of the Panel and the decision of the Association may be guided by consideration of:

  - (a) Substantial level of commitment, years of service and outstanding contribution beyond that of a typically active member of the school community
  - (b) Significant achievements for the wellbeing of past, current or future students.
  - (c) Significant achievements for the wellbeing of the Association.
  - (d) Exceptional achievements for the wellbeing of past, current and future students well beyond that of a typically active member of School staff.
  - (e) Exceptional achievements for the wellbeing of the Association well beyond that of a typically active member of School staff.
6. Nominations
  - (a) Each nomination must be made by a financial member of the Association and shall be seconded by two financial members of the Association.
  - (b) The nomination shall be forwarded to the P&C Secretary and shall provide the following information:
    - (i) Name of the nominee.
    - (ii) The honour nominated for.
    - (iii) The exceptional or significant contribution made and its benefit to the School and/or the Association with sufficient detail for the Panel to make a determination.
    - (iv) Name of the nominator and the seconders.

- (c) The P&C Secretary shall confirm the bona-fides of the nomination with both the nominator and the seconders. The P&C Secretary may reject or seek correction of any incomplete or incorrect nomination. The P&C Secretary must forward any complete and correct nomination to the Principal within seven calendar days.
- (d) Nominations and the nomination progress shall be confidential.

#### 7. Honours Awards Panel

- (a) In consultation with the President, the Principal shall select and convene an Honours Awards Panel for an appropriate date during the year.
- (b) The Panel will consist of four members:
  - (i) The Principal (or delegate)
  - (ii) The President (or delegate)
  - (iii) One member of the P&C Executive (who is not a P&C official)
  - (iv) One financial P&C member (who is not a member of the P&C Executive or official).

The Panel must not include a person who has nominated or seconded someone for an honour or anyone who may have a potential conflict of interest with a nominated person.

- (c) Probity and confidentiality provisions of similar school-based panels are to be used as the guiding standard, as directed by the Principal.
- (d) The Panel will assess all nominations to determine whether the nominee has met the criteria.
- (e) The Principal shall advise the P&C Secretary which nominations have been endorsed by the Panel.
- (f) The Principal shall advise the P&C Secretary which nominations are not endorsed by the Panel and provide an exact explanation why not.

#### 8. Award

- (a) The ultimate award decision is for the P&C Association's financial members at a general meeting with a simple majority vote in accordance with standing orders.
- (b) For endorsed nominations, the P&C Secretary shall inform the nominee that they have been nominated and, if they accept the nomination, include the nomination on the agenda for the next P&C general meeting.
- (c) For nominations that are not endorsed, the P&C Secretary shall provide to the nominator the exact explanation provided following the Panel's decision.

#### 9. Benefits

In addition to the status of membership of a select group within the Association, awardees will be recognised by:

- (a) Award of the applicable P&C badge
- (b) Award of the applicable P&C certificate
- (c) The right to be identified as the holder of the award.

#### 10. Retraction

Retraction of a Life Membership award may occur where the recipient has conducted themselves in a manner that reflects directly and adversely on the P&C Association, the School and/or school community. This provision will only be exercised at the written recommendation of the Principal and with a two-thirds majority secret ballot at a general meeting. As part of any deliberations, the Life Member in question shall be given the opportunity to present their case for retention of their Life Membership status.

A Certificate of Appreciation for Outstanding Service is not subject to retraction.