P&C ASSOCIATION TURNER SCHOOL
Constitution

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TURNER SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED

Association No:A01244

CONSTITUTION

Based on the Model Rules prescribed in the Schedule in Regulation 15, Associations Incorporation Regulations and complying with Section 32, Associations Incorporation Act 1991: "Rules other than model rules".

NAME

The name of the Association shall be the Turner School Parents and Citizens Association Incorporated.

OBJECTS

Turner School Parents and Citizens Association Inc. shall operate as a non-profit organisation:

1. In general, to support Turner School and provide a forum for the furtherance of the educational and social needs of the students and the community at large.
2. To draw to the attention of the appropriate authorities, including the Turner School Board, administrative and other matters which relate to such things as education, and the well-being of the Turner school community.
3. To receive and raise money by any appropriate practical means to enable the aims of the Turner School Parents and Citizens Association to be affected.
4. To stimulate interest in the concepts, aims and problems of education generally and those of Turner School in particular.
5. To initiate projects and co-operate with other organisations in projects involving Turner School , and concerned with promoting community interests.
6. To provide the means by which community members or P&C representative members may be elected to the Turner School Board in accordance with the Act and Regulations relating thereto and to present views from the Parents and Citizens Association to the Board.
7. To provide a canteen or lunch order service in accordance with current guidelines and requirements when the Association deems it appropriate to do so .

8. To provide additional services to further enhance the education and social development of children including but not limited to a library fund .
9. To take such other action as is consistent with the provisions herein.

RULES

Part 1 - *Preliminary*

1 Definitions

In these rules:

Note: a definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

Association means the Turner School Parents & Citizens Association Incorporated

financial year means the year ending on 31 December.

School means Turner School.

School Board means Turner School Board.

member means a member, described at section 3 (1), of the Association.

ordinary committee member means a member of the committee who is elected as an ordinary committee member at an annual general meeting and attends committee meetings without holding an office.

office-bearer means a member of the committee who is elected at an annual general meeting to those named positions stated in the constitution at section 14 (2).

committee means those elected or appointed under section 14, including ordinary committee members and office bearers.

secretary means the person holding office under these rules as secretary of the Association or, if no such person holds that office, the public officer of the Association.

the Act means the *Associations Incorporation Act 1991*.

the regulation means the *Associations Incorporation Regulation 1991*.

1A Application of *Legislation Act 2001* (ACT)

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

1B Common Seal

The association is to hold and securely store a common seal. The seal may only be applied to a document by resolution of a general meeting. A document to which the seal is applied must be signed by either the president or secretary and by the public officer.

Part 2 - *Membership*

2 Membership qualifications

A person is qualified to be a member if:

(a) a parent and/or guardian of a student enrolled at ***Turner School***, ACT; or

(b) any other interested citizen.

3 Nomination for membership

(1) A person being qualified for membership of the Association shall be deemed to be admitted to membership:

(a) on being entered into the school's student parent database and until removed from the same or

(b) on written declaration of membership to the Secretary who shall then enter the declaration into the membership register. The membership register is available at all general meetings.

No other form of nomination is required.

(2) A declaration of membership consists of the Member's signature, printed name, residential address, postal address, criterion of membership eligibility, and date on which the declaration was made.

(3) Ex Officio members may be appointed by the P&C committee. The school Principal may be so appointed.

4 Membership entitlements not transferable

A right, privilege or obligation that a person has because of being a member of the Association:

(a) cannot be transferred or transmitted to another person; and

(b) terminates on cessation of the person's membership.

5 Cessation of Membership

A person ceases to be a member of the Association:

(a) if the person dies; or

(b) on ceasing to meet the membership eligibility requirements; or

(c) on deleting the membership declaration from the membership register and signing and dating the deletion; or

(d) by providing notice in writing to the public officer, who shall then delete the person's membership declaration from the membership book.

(e) on removal from the school student parent database unless a membership application (declaration) has been submitted and approved by the P&C committee.

6 Resignation of membership

A member may resign from the Association in accordance with 5(d).

7 Fees, subscriptions

No annual membership fee is required to be paid.

8 Members' liabilities

The liability of a member 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 is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by section 7.

9 Disclosure of members interests

(1) In accordance with sections 65 and 65A of the Act, a member must disclose a material personal interest in a matter under consideration by the association as soon as possible to:

  (a) the committee; and

  (b) must be recorded in the minutes of a general meeting.

(2) A member does not need to disclose a material personal interest:

  (a) that exists **only** because the member:

    (i) is an employee of the association; or

    (ii) is a member of a class of people for whose benefit the association is established; or

  (b) where the interest is one held in common with all, or a substantial proportion of, the members of the association.

(3) Disclosure of material personal interest(s) to the committee and general meeting must detail:

  (a) the nature and extent of the interest; and

  (b) the relation of interest to the activities of the association; and

  (c) identify any interest in a contract or proposed contract.

(4) A member with a material personal interest in a matter under consideration of the Association must not:

  (a) be present while the matter is being considered, or

  (b) vote on the matter.

(5) Where a disclosure has been made or not required in accordance with section 9 of these rules:

  (a) a contract is not liable to be avoided by the association on any ground arising from the fiduciary relationship between the members and the association; and

  (b) the member is not liable to account for profits derived from the contract.

10 Dispute resolution procedure

(1) This procedure will be used to resolve a dispute arising between:

  (a) a member and another member of the association; or

  (b) a member and the association

(2) A member must not initiate a dispute resolution procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure is complete.

(3) Once a dispute resolution procedure is initiated, disciplinary action cannot begin until the dispute is resolved.

(3) Parties must attempt to resolve a dispute between themselves within 14 days of the dispute coming to the attention of each party.

(4) If parties are unable to resolve the dispute between themselves within 28 days, all parties must within 10 days:

(a) notify the committee of the dispute; and

(b) agree to or request the appointment of a mediator; and

(c) attempt in good faith to resolve the dispute by mediation.

(5) The mediator must be:

(a) a person chosen by agreement between the parties; or

(b) where the parties cannot agree on a mediator:

(i) a person appointed by the committee for disputes between a member and another member; or

(ii) a person appointed by the ACT Council of Parents & Citizens Associations

(6) The mediator appointed may be a member or former member of the association, but must not be a person who:

(a) has a personal interest in the dispute; or

(b) is biased in favour of or against any party.

(7) The mediation process must:

(a) give each party every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is provided to the parties throughout the mediation process.

(8) The mediator must not determine the dispute.

(9) If mediation does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

11 Disciplining of members

(1) If the committee is of the opinion that a member:

(a) has persistently refused or neglected to comply with a provision of these rules; or

(b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;

the committee may, by resolution propose:

(c) to expel the member from the Association; or

(d) to suspend the member from the rights and privileges of membership of the Association that the committee may decide for a specified period.

(2) Once a resolution under subsection (1) is passes, the secretary must, as soon as practicable, serve a written notice on the member:

(a) setting out the resolution of the committee and the grounds on which it is based; and

(b) advising that the member may address the committee at a meeting to be held between 14 days and 28 days after service of the notice; and

(c) stating the date, place and time of that meeting; and

(d) informing the member that the member may do either or both of the following:

(i) attend and speak at that meeting;

(ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.

(3) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must:

(a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and

(b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and

(c) by resolution decide whether to confirm or revoke the resolution of the committee made under subsection (1).

(4) If the committee confirms a resolution under subsection (3), the secretary must, within 7 days after that confirmation, by written notice inform the member of that confirmation and of the member's right of appeal under section 10.

(6) A resolution confirmed by the committee under subsection (3) does not take effect:

(a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or

(b) if within that period the member exercises the right of appeal -unless and until the association confirms the resolution in accordance with section 10 (4).

12 Right of appeal of disciplined member

(1) A member may appeal to the Association in general meeting against a resolution of the committee that is confirmed under section 9 (3), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.

(3) Subject to the Act, section 50, at a general meeting of the Association called under subsection (2):

(a) no business other than the question of the appeal may be transacted; and

(b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and

(c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.

(4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

Part 3 - *Committee*

13 Powers of the P&C Association Committee

(1) The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the Association in general meeting:

(a) controls and manages the affairs of the Association; and

(b) may exercise all functions that may be exercised by the Association other than those functions that are required by these rules to be exercised by the Association in general meeting; and

(c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the Association; and

(d) may make By-laws for the Association.

14 By-laws

(1) The P&C Committee may make and amend By-laws not inconsistent with these rules, prescribing matters which by this constitution are required or permitted to be required or which may be necessary or expedient for the conduct and management of the affairs of the Association.

(2) Such by-laws and amendments shall be notified to members of the Association as soon as practicable after being made and shall not become effective until 28 clear days after the date of advising of the new By-laws or amendments.

(3) By-laws may also be amended or overturned by passing of an appropriate motion at a general meeting.

15 Committee membership

(1) The committee consists of:

(a) the office-bearers of the Association;

(b) the Turner School Principal or a member of the Turner School staff delegated by the Principal;

(c) the community members of the Turner School Board;

(d) P&C Council delegates as required;

(e) the public officer of the Association; and

(f) any number of ordinary committee members as determined at an annual general meeting;

each of whom must be elected under section 14 or appointed in accordance with subsection (4).

(2) The office-bearers of the Association are:

(a) the president; and

(b) not more than 2 vice-presidents; and

(c) the treasurer; and

(d) the secretary.

(3) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election and are eligible for re-election. The president is eligible to be elected to the office for two consecutive one-year terms.

(4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

16 Election of committee members

(1) Nominations of candidates for election as office-bearers of the Association or as ordinary committee members:

(a) may be made in writing; or

(b) may be made orally to the returning officer, who shall be the Turner School Principal or any other person not standing for election appointed by the annual general meeting, prior to the closing of nominations at the annual general meeting.

(2) The election must be conducted in such a manner as the returning officer shall determine with the consent of a majority of members present at the annual general meeting.

(3) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.

(4) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.

(5) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.

(6) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.

(7) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.

17 Secretary

(1) The secretary of the Association must, as soon as practicable after being appointed as secretary, notify the Association of his or her address.

(2) The secretary, or nominated party, must keep minutes of:

(a) all elections and appointments of office-bearers and ordinary committee members; and

(b) the names of members of the committee present at a committee meeting or a general meeting; and

(c) all proceedings at committee meetings and general meetings.

(3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

(4) If no such person holds the position of secretary, the public officer of the Association.

18 Treasurer

(1) The treasurer of the Association must:

(a) collect and receive all amounts owing to the Association and make all payments authorised by the Association; and

(b) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

(c) prepare financial records for the financial reviewer or auditor.

19 Vacancies

(1) For these rules, a vacancy in the office of a member of the committee happens if the member -

(a) dies; or

(b) ceases to be a member of the Association; or

(c) resigns the office; or

(d) is removed from office under section 18 (Removal of committee members); or

(e) becomes bankrupt or personally insolvent; or

(f) suffers from mental or physical incapacity; or

(g) is disqualified from office under the Act, section 63 (1); or

(h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

20 Removal of committee members

The Association in general meeting may by resolution, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

(1) In proposing to remove a committee member, the Association must follow the disciplining of members at sections 9 and 10 of these rules.

21 P&C Committee meetings and quorum

(1) The committee must meet at least 4 times in each calendar year at the place and time that the committee may decide.

(2) Additional meetings of the committee may be called by any member of the committee.

(3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.

(4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.

(5) Any four members of the committee, as set out at section 14 (1), constitute a quorum for the transaction of the business of a meeting of the committee.

(6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.

(7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.

(8) At meetings of the committee -

(a) the president or, in the absence of the president, the vice-president presides; or

(b) if the president and the vice-president are absent, one of the remaining members of the committee may be chosen by the members present to preside.

(9) At meetings of the committee the usual order of business shall be:

(a) welcome to guests and acknowledgment of country;

(b) apologies;

(c) approval of previous minutes;

(d) matters arising from the minutes of previous meeting;

(e) correspondence;

(f) matters arising from the correspondence;

(g) reports from the President, Treasurer and Vice-President;

(h) Turner School Principal's report;

(i) Turner School Board report;

(j) P&C Council Delegate's report;

(k) subcommittee report(s);

(l) general business; and

(m) place, date & time of next meeting

except where the order of business is varied by resolution of the committee.

(10) The committee may authorise advertisements and communications.

(11) The committee may appoint paid officers and shall have the power to discontinue employment.

(12) The committee must:

(a) approve all expenses. Where practicable, the approval must be made prior to the expense being incurred.

(b) record expense approval in the minutes of the committee.

Expenses may be approved and minuted either as part of an annual budget or individually.

22 Voting and decisions

(1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.

(2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.

23 Appointment of proxies

(1) No proxy votes will be allowed.

24 Delegation by P&C committee to subcommittee

(1) The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than:

(a) this power of delegation; and

(b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the Association in general meeting.

(2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

(3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation. Despite any delegation under this section, the committee may continue to exercise any function delegated.

(4) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.

(5) The committee may, in writing, revoke wholly or in part any delegation under this section.

(6) A subcommittee may meet and adjourn as it considers appropriate.

(7) The president of the P&C committee or their representative, is automatically a member of any subcommittee/s.

25 Subcommittee reporting

All subcommittees of the Association must report to the P&C Committee and general meetings on:

(1) Key activities and

(2) decisions and

(3) Financial management (including position, income, expenditure and liabilities).

Part 4 - *General Meetings*

26 Holding of annual general meeting

(1) With the exception of the first annual general meeting of the Association, the Association must, at least once in each calendar year and within 5 months after the end of each financial year of the Association, call an annual general meeting of its members.

(2) The Association must hold its first annual general meeting:

(a) within 18 months after its incorporation under the Act; and

(b) within 5 months after the end of the first financial year of the Association.

(3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

27 Calling of, and business at annual general meeting

(1) The annual general meeting of the Association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.

(2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is:

(a) to approve the minutes of the last annual general meeting and of any general meeting held since that meeting; and

(b) to receive from the committee reports on the activities of the association during the last financial year; and

(c) to elect members of the committee, including office-bearers; and

(d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).

(3) An annual general meeting must be specified as such in the notice calling it in accordance with section 28 (Notice).

(4) An annual general meeting must be conducted in accordance with the provisions of this part.

28 Calling of general meetings

(1) The committee may, whenever it considers appropriate, call a special general meeting of the Association.

(2) General meetings may be held in person or by audio-visual conference.

(3) The committee must, on the requisition in writing of not less than 5% of the total number of members, call a special general meeting of the Association.

(4) A requisition of members for a special general meeting:

(a) must state the purpose or purposes of the meeting; and

(b) must be signed by the members making the requisition; and

(c) must be lodged with the secretary; and

(d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.

(5) If the committee fails to call a special general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a special general meeting to be held not later than 3 months after that date.

(6) A special general meeting called by a member or members mentioned in subsection (5) must be called as nearly as is practicable in the same way as special general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the Association for any reasonable expense so incurred.

29 Notice

(1) Except if the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, cause a notice to be put into the School Newsletter, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) If the nature of the business proposed to be dealt with at a special general meeting requires a special resolution of the Association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause a notice to be communicated to school parents (via email, social media or school newsletter), in the manner provided in section 27(1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice calling a special general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 26 (2).

(4) A member desiring to bring any business before a special general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

30 Procedure and quorum at general meetings

(1) The Committee may call one or more general meetings in addition to the annual general meeting, as it sees necessary.

(2) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.

(3) Five members present in person or attending an audio-visual conference (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.

(4) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

(5) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

31 Presiding member

(1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the Association.

(2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

32 Adjournment

(1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

33 Making of decisions

(1) A question arising at a general meeting of the Association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

(2) At a general meeting of the Association, a poll may be demanded by the person presiding or by any member present in person.

(3) If the poll is demanded at a general meeting, the poll must be taken:

(a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or

(b) in any other case - in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

34 Voting

(1) Subject to subsection (3), on any question arising at a general meeting of the Association a member has 1 vote only.

(2) A resolution shall be determined by counting member’s votes for and against a motion, with no accounting for abstentions.

(3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.

(4) Ex Officio members are not entitled to vote.

35 Appointment of proxies

(1) No proxy votes will be allowed.

Part 5 - *Other Matters*

36 Source of funds

(1) The funds of the Association shall be derived from courses run by the Association, operating the Turner School Canteen, donations and subject to any resolution passed by the Association in general meeting and subject to the Act, section 114, any other sources that the committee decides.

(2) All money received by the association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.

(3) The Association must, as soon as practicable after receiving any money, issue an appropriate receipt.

(4) The Associations financial year will be calendar year (to 31 December) .

37 Management of funds

(1) Subject to any resolution passed by the Association in general meeting, the funds of the Association must be used for the objects of the Association in the way that the committee decides.

(2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the Association, being members of the committee or employees authorised to do so by the committee.

(3) The Association shall hold a current insurance policy cover for Public Liability and Directors & Officers, with property, Workers Compensation and Voluntary Worker's Personal Accident' insurance as appropriate.

38 Alteration of objects and rules

Neither the objects of the Association mentioned in the Act (section 29) nor these rules may be altered except in accordance with the Act.

39 Custody of records

Subject to the Act, the regulation and these rules, the Secretary will arrange for the Turner School to provide safe and secure storage of all records, books, and other documents relating to the Association.

40 Inspection of books

The records, books and other documents of the Association must be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

41 Service of notice

For these rules, the Association may serve a notice on a member by giving it to the individual, sending it by post to the member at the member's address or emailing it to the member as shown in the register of members.

Note: For how documents may be served, see the Legislation Act, pt. 19.5.

42 Action required at first meeting

(1) At the first general meeting of the Association, the Association must pass a special resolution nominating:

(a) another Association for the Act, section 92 (1) (a); or

(b) a fund, authority or institution for the Act, section 92 (1) (b); in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.

(c) an Association nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

43 Dissolution of the P&C (winding up)

(1) The P&C Association shall be dissolved within 12 months should the following conditions apply:

(a) following the annual general meeting when it is not possible to fill the officer positions and after a special general meeting for that purpose fails to elect such officers and

(b) at an annual or special general meeting when 75% or more of the members present vote a special resolution to wind up the Association.

(2) The last elected officers of the Association will be responsible, along with the school Principal, for the winding up of the Association. This will include producing a final audited statement of financial affairs, paying of all debts, notification to the ACT Office of Regulatory Services, transfer of all assets to a like organisation as nominated in 39 above.

(3) The records of the Association should be retained in the safe custody of the school for at least 5 years.