



TURNER SCHOOL PARENTS AND CITIZENS ASSOCIATION INCORPORATED

Association No:A01244

BY-LAWS

1. ANNUAL GENERAL MEETINGS

- a. An annual general meeting is to be held not later than the last week in March in each school year.
- b. Notice is to be given in writing to all members of the Turner school community (via email, social media or school newsletter) at least three weeks prior to the date of the meeting.
- c. The following documents must be presented at the AGM:
 - i. the audited statement of the previous year's accounts;
 - ii. a copy of the auditor's report to the association for the previous year;
 - iii. President's annual report including previous years activities and milestones
 - iv. a report signed by two members of the administrative committee stating: - the name of each member of the committee during the previous year,
 - v. the changes if any on the membership of the committee in the previous year, - the principal activities of the association during the previous year,
 - vi. any significant change which occurred in those activities in the previous year, - a statement of net profit and loss.
- d. In practice, the minutes from the last meeting of the previous year will typically be finalised out of session, to enable the President to report that they can be signed by the person presiding at the next succeeding meeting.

2. BUDGET AND FINANCIAL PLANNING

- a. The new committee may prepare a draft budget as soon as practical at the beginning of each calendar year, taking into account the guidance of the prior year's committee members, students, and the Turner school community.
- b. The budget is to be considered at, and may be endorsed by, the first ordinary general meeting or the Annual General Meeting of the association in the calendar year or at a special general meeting called for that purpose.
- c. The purpose of the budget is, in particular, to provide guidance to the administrative

committee and to provide an opportunity for the general membership to consider issues of priorities, planning, the methods by which funds may be raised, to track multi-year commitments and requests to members to make voluntary contributions to the association.

3. INCOME AND EXPENDITURE RESTRICTIONS

- a. The association must not pursue any form of fundraising or income generation which is, or might be, in conflict with the principles, function or objectives of the association.
- b. The association must not make any form of investment or deposit, with a financial institution or otherwise, which is, or might be, in conflict with the principles, function or objectives of the association.
- c. The association must not accept bequests or gifts in any form if conditions are attached which are or might be in conflict with the principles, function or objectives of the association.
- d. The association must not make gifts, grants, subscriptions or donations for purposes which are, or might be, in conflict with the principles, function or objectives of the association.
- e. Cheques or electronic payments made out on behalf of the committee must be signed or otherwise authorised by two signatories authorised to do so by the most recent Annual General Meeting of the association. The Annual General Meeting may appoint any number of authorised signatories, any two of whom may sign or authorise a payment. Transfers between association bank accounts may be made by a single authorised signatory.

4. ANNUAL ACCOUNTS

- a. The Committee must ensure that an annual statement is prepared setting out:
 - i. an income and expenditure statement for the year past;
 - ii. a statement of the assets and liabilities of the association at the end of the previous financial year;
 - iii. any mortgages or securities affecting any property of the association;
 - iv. any trust established or operated by the association.
- b. The annual statement may in addition contain such further information as the Treasurer or the administrative committee consider desirable or as a general meeting directs.

5. AUDIT

- a. The accounts and financial records of the association must be audited at least annually.
- b. The accounts must be audited by a registered auditor who is a member of either:
 - i. the Institute of Chartered Accountants;
 - ii. the National Institute of Accountants; or
 - iii. the Australian Society of Certified Practising Accountants.

6. LIBRARY FUND

- a. The Association may maintain a fund, to be known as the Library Fund, in an account at a

bank, building society or credit union selected by the Association.

- b. The Library Fund shall be kept separate and apart from all other accounts of the Association and shall be audited annually.
- c. All donations and contributions which are directed to be paid into the Library Fund shall be deposited in the account maintained in accordance with sub-clause (6a) The Association may make such other payments into the Library Fund as it considers appropriate.
- d. All receipts issued in respect of money deposited into the Library Fund shall be marked clearly with the name of the Fund.
- e. Subject to sub-clause (6f) money deposited into the Library Fund shall only be used for the purpose of purchasing library books for the School library and library materials for use of the School library.
- f. Sub-clause (6e) does not prevent the Association from transferring money held in the Library Fund from one account to another account at the same or a different bank, building society or credit union provided that:
 - i. at all times the Library Fund remains separate and apart from all other funds and accounts of the Association; and
 - ii. at all times the Fund remains subject to the restrictions in sub-clause (6e).
- g. If the School is closed, and the Association is dissolved pursuant to clause 42 of the Turner School P&C Association Constitution, any funds outstanding in the Library Fund shall only be transferred to an organisation which has, or establishes, a fund with similar purposes to the Library Fund and shall only be deposited to the credit of that fund.
- h. All provisions of the Turner School P&C Association Constitution relating to the financial affairs of the Association apply to the Library Fund, except to the extent to which they are inconsistent with any provision of this by-law.

7. BUILDING FUND

- a. The Association may maintain a fund, to be known as the Building Fund, in an account at a bank, building society or credit union selected by the Association.
- b. The Building Fund shall be kept separate and apart from all other accounts of the Association and shall be audited annually.
- c. All donations and contributions which are directed to be paid into the Building Fund shall be deposited in the account maintained in accordance with sub-clause (7a). The Association may make such other payments into the Building Fund as it considers appropriate.
- d. All receipts issued in respect of money deposited into the Building Fund shall be marked clearly with the name of the Fund.
- e. Subject to sub-clause (7f) money deposited into the Building Fund shall only be used for the purpose of providing money for the acquisition, construction or maintenance of buildings which are to be used for the purposes of the School.
- f. Subclause (7e) does not prevent the Association from transferring money held in the Building Fund from one account to another account at the same or a different bank, building society or credit union provided that:
 - i. at all times the Building Fund remains separate and apart from all other funds and accounts of the Association; and
 - ii. at all times the Fund remains subject to the restrictions in sub-clause (5).
- g. If the School is closed, and the Association is dissolved pursuant to clause 42 of the Turner School P&C Association Constitution, any funds outstanding in the Building Fund

shall only be transferred to an organisation which has, or establishes, a fund with similar purposes to the Building Fund and shall only be deposited to the credit of that fund.

- h. All other provisions of the Turner School P&C Association Constitution relating to the financial affairs of the Association apply to the Building Fund, except to the extent to which they are inconsistent with any provision of this clause.

8. LODGEMENT OF ANNUAL RETURNS

- a. The administrative committee must lodge with the Registrar within six months of the start of each calendar year detailed statements relating to:
 - i. the name of the association;
 - ii. the registration number if any;
 - iii. the title of the document;
 - iv. the name, address and telephone number of the person on behalf whom the statement is lodged;
 - v. the audited statement of the association's accounts;
 - vi. a copy of the auditor's report;
 - vii. a statement signed by two members of the administrative committee certifying that preparation, auditing and presentation to the AGM complied with the requirements of the Act.

9. MEMBERS' COMPLIANCE RESPONSIBILITIES

- a. Members, including Committee members, need to be mindful of their legal and compliance obligations.
- b. These may include, but not be limited to, those under the *Working with Vulnerable People (Background Checking) Act 2011* (the WWVP Act), which requires those who work or volunteer with vulnerable people (including children) to have a background check and be registered.