

# Rules of the Executive Committee of the Aurora College Parents and Citizens' Association

(Version 1.0, adopted 16/12/2020)

## 1. Introduction

- 1.1. These **Rules of the Executive Committee** are made under the **Constitution of The Aurora College Parents and Citizens' Association** and its **Rules of Association**. The **Constitution** and **Rules of Association** shall have overall binding authority, and any rules herein which are contrary to any clause of the **Constitution** or the **Rules of Association** shall **not** override those rules.
- 1.2. Any text in this document enclosed by square brackets [*such as this*] is for explanatory purposes only and has no force in its interpretation. Such explanatory text may be added to, amended or removed by resolution of the **Executive Committee** of the **Association** without affect upon the interpretation of these rules, and any such changes are not substantive changes to these rules.
- 1.3. Any substantive changes to these rules shall occur only by resolution of the **Association** at a Special or General Meeting for which 14 days notice of the proposed changes has been given.
- 1.4. Upon substantively changing these rules, the major version number and adoption date at the head of this document shall be updated. [*e.g., V1.0 -> V2.0*] Upon changing only the explanatory text or correcting minor errors, the minor version number should be updated. [*e.g., V1.0 -> V1.1*]

## 2. Interpretation

These rules shall be interpreted in accordance with Rule 2 of the Rules of Association. Additionally:

- **Executive Rule x** means the so numbered rule of these Rules of the Executive Committee.
- **Department** means the NSW Department of Education.

## 3. Objectives

The **Executive** is formed to act in accordance with the **Constitution**, the **Rules**, and the resolutions and directives of the **Association**, to manage the operations of the **Association**, and to fulfil its responsibilities and obligations. The **Executive** is at all times accountable to the **Association**.

## 4. Membership

- 4.1. In accordance with Clauses 5, 6 & 7 of the **Constitution** and Rule 5.1 of the Rules of Association, the **Executive** consists of the **Officers**, the **Principal** [*ex-officio*], and the holders of such other **Executive** positions as may be established from time to time by resolution of the **Association**.
- 4.2. A **Member** eligible to serve on the **Executive** may nominate for an **Executive** position by sending a duly completed nomination form to the **Association** at least 2 days before a General Meeting, in the case of a casual vacancy, or at least 7 days before an Annual General Meeting, and in the latter case, shall pay the membership fee prospectively at least 3 days before the meeting.
- 4.3. A **Member** on first taking up an **Officer** position shall provide to the President or the Secretary their date of birth and such other identifying details as are necessary to comply with the notification and reporting obligations of the registrations and affiliations of the **Association**.

- 4.4. Nominating for multiple **Executive** positions is permitted, but only one such position may be taken up at any one time.
- 4.5. A **Member** shall **not** be permitted to become President or a Vice President if they are a member of the same family as [*i.e., a parent, partner, in-law, sibling or child of*] the President or a Vice President [*to avoid domination of the Chair by one family*], **nor** to become President or Treasurer if they are a member of the same family as, respectively, the Treasurer or the President. [*to avoid signatories to the bank accounts of the Association being members of the same family*] [*Note: when there are multiple vacancies, as at an Annual General Meeting, the effects of any applications of this rule may depend on the order in which the vacancies are filled.*]

## 5. Responsibilities

- 5.1. The **Executive** shall be responsible for maintaining the privacy of Member's personal information and safeguarding the integrity of all documents, registers, records, and data of the **Association**, in accordance with a privacy policy and such other policies as are adopted by the **Association**.
- 5.2. In communicating with the **Executive** or storing documents of the **Executive** or the **Association** containing personal information or other sensitive data, members of the **Executive** shall not use email or data storage services over which any other body, except the **College**, the **Department**, and the Federation of P&C Associations of NSW, claims a right of access to the information sent, received, or stored. [*Executive members may for example only use their work email address as their personal contact email address if they are an employee of the College or the Department.*]
- 5.3. The Treasurer and other **Officers** signatory to the **Association's** accounts [*as per Clause 16*], shall be responsible for safeguarding the monies in their charge against fraud, loss, and malfeasance, in accordance with a financial risks management policy and such other relevant rules, policies, and procedures as are adopted by the **Association**.
- 5.4. The President, the Treasurer, and the Secretary shall be jointly responsible for maintaining all registrations and affiliations of the **Association** and ensuring that all notification and reporting obligations to other bodies are met in a timely manner.
- 5.5. **Members** holding non-officer **Executive** positions are not legally responsible for the **Association**. [*They are not Associated Persons or Responsible Persons under governing rules of other bodies.*]

## 6. Meetings

- 6.1. Meetings of the **Executive** shall be held in accordance with Rule 7 of the Rules of Association.
- 6.2. **Executive** members shall usually be given at least 7 days notice of meetings of the **Executive** or such notice as is determined from time to time by a resolution of the **Executive**, however meetings of the **Executive** may be called without notice to deal with critically urgent business.
- 6.3. The quorum at an **Executive** meeting shall be a simple majority of its membership which shall include at least 3 **Officers** except when any **Officer** position is vacant.

## 7. Powers of the Executive

7.1. The **Executive** and the **Officers** may exercise such powers and authorities, time-limited or indefinite, as are permitted by the **Constitution** and Rules of Association, or are delegated to the **Executive** or to its individual members from time to time by resolutions of the **Association**.

FOR adoption