



FEDERATION OF PARENTS AND CITIZENS' ASSOCIATIONS

OF NEW SOUTH WALES

LOCKED BAG 40, GRANVILLE 2142

PHONE: 1300 885 982 FAX: 1800 655 866 E MAIL: insurance@pandc.org.au

MR/415

Secretary P&C Association

Dear Secretary,

RE: INCORPORATION FOR P&C ASSOCIATIONS

Thank you for your recent enquiry regarding incorporation for P&C Associations and kindred bodies under the auspices of the *Federation of Parents and Citizens Associations Incorporation Act, 1976*.

Enclosed please find the following documentation;

- Incorporation for P&C Associations and Kindred Bodies: Some Questions and Answers
- Prescribed Constitution for Incorporated P&C Associations
- Suggested Rules or By-laws to accompany the prescribed constitution for P&C Associations
- A form letter addressed to the President of the Federation of Parents and Citizens' Associations of New South Wales
- An application form addressed to the Minister for Education and Training
- A copy of Federation's "Standing Orders for the Conduct of Annual Conference, Regional Conferences and all Meetings".

All Associations seeking incorporation must use the enclosed prescribed constitution. This constitution cannot be altered or amended. The enclosed Rules or By-laws however, are a model only and may be altered, by majority vote at a general meeting, to suit particular requirements -. These rules or by-laws may not negate or conflict with the endorsed constitution.

The model Rules or By-laws refer to incorporated Associations "functioning under Federation's Standing Orders for the Conduct of Annual Conference, Regional Conferences and all Meetings". These are enclosed for your members' consideration.

If you decide to become incorporated, we ask that the pro forma letter to the President of the Federation of Parents and Citizens' Associations of New South Wales is typed or hand written on *your* P&C Association letterhead and duly signed by one of your officers.

The application form to the Minister, which will accompany the letter to Federation's President, must also be typed or hand written on your Association's letterhead, and signed by BOTH the President AND Secretary of your Association.

PLEASE DO NOT POST THE APPLICATION FORMS DIRECT TO THE MINISTER. Please forward all documentation to the Federation of P&C Associations together with a cheque for **\$100.00**. This cheque is a one-off payment, which offsets the costs associated with incorporation and helps to pay for the production of a *Certificate of Incorporation*.

Incorporation through the Federation of P&C Associations means that there are no annual incorporation fees or ongoing charges. The prescribed constitution requires that an incorporated association maintains its affiliation with the Federation of P & C Associations and that it sends the Federation a copy of its annual financial statements within one month of the Annual General Meeting.

If you have any further enquiries about the process of incorporation please do not hesitate to contact the Federation at your earliest convenience.

Yours sincerely

DIANNE GIBLIN

President

**FEDERATION OF PARENTS AND CITIZENS' ASSOCIATIONS
OF NEW SOUTH WALES**

INCORPORATION FOR P&C ASSOCIATIONS AND KINDRED BODIES

☛ SOME QUESTIONS AND ANSWERS ☚

Q. WHY BECOME INCORPORATED?

A. Incorporation gives a school parent body a “legal personality”.

This means that an incorporated school parent body may enter into legal agreements, own assets and borrow money from financial institutions as an Association. Individual members will not be required to act as guarantors and personal signatories to contracts or legal agreements.

If an Association is incorporated any debt or liability will be against the Association itself, rather than its individual members.

Q. DOES THE FEDERATION OF PARENTS AND CITIZENS' ASSOCIATIONS RECOMMEND INCORPORATION FOR THE SCHOOL PARENT BODIES?

A. Yes.

Federation highly recommends incorporation for all associations but especially for those who employ staff eg canteen supervisors, uniform shop co-ordinators etc.

The choice to become incorporated is however left to the discretion of each affiliate. The decision should be based on a majority vote at a general or special meeting.

Q. IS INCORPORATION EXPENSIVE?

A. No.

The amendment to Federation's Act of Incorporation imposes a one-off administration fee, of \$100.00 to cover the administrative costs involved. This amount also covers the cost of the *Certificate of Incorporation* and copies of the relevant legislation, which are sent to each Association upon incorporation.

Incorporation through Federation's Act frees the association from ongoing fees and does not require lodgement of an annual public report.

Incorporated Associations are, however, required to submit to the Federation of P & C Associations of NSW a copy of their annual financial statements within one month of the annual general meeting.

Q. WHAT TYPE OF CONSTITUTION WILL INCORPORATED P&C ASSOCIATIONS BE REQUIRED TO ADOPT?

A. The enclosed constitution has been drawn up, after many hours of discussion, between Federation and legal personnel from the Ministry for Education and Training and the New South Wales Department of Education and Training. Any P&C Association wishing to become incorporated will be obliged to adopt this constitution without amendment.

Q. HOW WILL OUR ASSOCIATION PROCEED WITH INCORPORATION?

A. Federation will handle all details relating to incorporation. Any association wishing to become an incorporated body should refer to the enclosed documents.

It is simply a matter of reproducing the enclosed letter to Federation's President, and filling out the application form to the New South Wales Minister for Education and Training, Ms Verity Firth.

PLEASE NOTE: The application form to the Minister must be signed by the Association's President AND Secretary, and sent to Federation's Office.

Q. WHAT NAME SHALL OUR ASSOCIATION ADOPT AFTER INCORPORATION?

A. The name of a Parents and Citizens Association incorporated under the Act is to be known as "*name of relevant government* school Parents and Citizens Association". There is no need to add the letters "Inc" or the word "Incorporated" after your Association has become incorporated.

Q. DOES AN INCORPORATED ASSOCIATION NEED A REGISTRATION NUMBER?

A. No.

Q. DO WE NEED TO REPORT TO THE DEPARTMENT OF FAIR TRADING?

A. No.

Q. DO WE NEED TO APPOINT A PUBLIC OFFICER?

A. No.

Q. DO WE NEED AN AUSTRALIAN BUSINESS NUMBER (ABN)

A. Yes. All Associations whether they are incorporated or not require an ABN. Without one they are liable for income tax on all profits.

P&C ASSOCIATION LETTERHEAD

This letter must be typed on the letterhead of the P&C Association which is seeking incorporation.

The President
Federation of Parents & Citizens'
Associations of NSW
Locked Bag 40
GRANVILLE NSW 2142

Dear President,

I write on behalf of the(full name of school) P&C Association which wishes to become an incorporated body under the Federation of Parents & Citizens Associations of New South Wales Incorporation Act, 1976.

In advising you of this we assure you that this resolve has been supported by a majority of members at a properly convened meeting of our Association and after careful consideration of the Act and the constitution which we will be obliged to adhere to after our incorporation has been gazetted.

We fully appreciate that, after we become an incorporated body, we will not be at liberty to seek amendments to our constitution and all clauses within that constitution will be binding on our Association.

In particular, we note the obligation on our Association, as an incorporated body, to submit to the Federation of P & C Associations of NSW, copy of our annual financial statements within one month of the annual general meeting.

We have furnished you with a copy of the attached application form, which is to go to the Minister for Education and Training, and the President and Secretary of our Association have signed this form in keeping with the requirements of the 1976 Act.

We understand that you will notify us when the gazettal notice of our incorporation has been published.

We enclose an administration fee of **\$100.00** to assist Federation acquit these tasks on our Association's behalf.

Yours faithfully

President

Secretary

Date:.....

PLEASE SIGN ABOVE POSITION AND PRINT OR TYPE NAME UNDER POSITION

APPLICATION FORM

This letter must be typed on the letterhead of the P&C Association which is seeking incorporation.

Ms Verity Firth
Minister for Education and Training
GPO Box 33
SYDNEY NSW 2001

PLEASE NOTE: THIS LETTER IS <u>NOT</u> TO BE POSTED TO THE MINISTER. PLEASE POST TO P&C FEDERATION LOCKED BAG 40 GRANVILLE NSW 2142
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Dear Ms Firth,

This is to inform you that the(full name of school) P&C Association wishes to become an incorporated body under the Federation of Parents & Citizens' Associations of New South Wales Incorporation Act, 1976.

In advising you of this we assure you that this resolve has been supported by a majority of members at a properly convened meeting of our Association and after careful consideration of the Act and the constitution which we will be obliged to adhere to after our incorporation has been gazetted.

We fully appreciate that, after we become an incorporated body, we will not be at liberty to seek amendments to our constitution and all clauses within that constitution will be binding on our Association.

In particular, we note the obligation on our Association, as an incorporated body, to submit to the Federation of P & C Associations of NSW, a copy of our annual financial statements within one month of the annual general meeting.

We assure you that we are currently affiliated with the Federation of Parents and Citizens Associations of New South Wales and, as a consequence of this affiliation, our Association has at least \$10 Million public liability insurance.

We undertake to continue our affiliation and to maintain this level of public liability insurance.

We understand that you will notify the Federation of Parents and Citizens Associations of New South Wales when the gazettal notice of our incorporation has been published.

We thank you for your kind assistance with respect to this matter.

Yours faithfully

President
Date:.....

Secretary

PLEASE SIGN ABOVE POSITION AND PRINT OR TYPE NAME UNDER POSITION

PREScribed CONSTITUTION FOR INCORPORATED PARENTS AND CITIZENS' ASSOCIATIONS

1. NAME

This body shall be known as the(name of 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 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.

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 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 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 fulfil 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 of New South Wales within one month of the Annual General Meeting at which it is adopted.

An auditor for the ensuing year who is not an officer 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 sub-committee at any time.

Any funds raised or handled by a sub-committee 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 organization 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. 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. 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.
- (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 for Education and Training.

Adopted on the (day) (month) (year) by resolution at a general/special meeting of the Parents & Citizens' Association.

Signed on behalf of the Association by:

.....
President (print name)

.....
Secretary (print name)

**SUGGESTED RULES OR BY-LAWS TO ACCOMPANY THE
PRESCRIBED AND STANDARD CONSTITUTIONS FOR P&C ASSOCIATIONS**

1. These rules are made under the constitution of.....
.....(full name of School) Parents' and Citizens' Association.
2. The Association is formed for the benefit of the pupils of the school and to that end it 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 & Citizens' Associations of New South Wales and its District and Regional Councils, and
 - (c) do such other things as may promote the interests of public education.
3. The Financial Year of the Association shall close on (31 December) . . each year.
4. The Annual General Meeting of the Association shall be held in (February) .. of each year, in conjunction with and preceding the Ordinary General Meeting for that month. The agenda of the Annual General Meeting shall include setting the membership fee of the Association for the ensuing year.

NOTE: Federation has limits on eligibility to serve consecutive terms in the same (Federation Executive) office. Associations can decide whether such a rule is appropriate for their needs.

SAMPLE RULE: No person shall serve more than(three consecutive years).... in the same office.

5. A General Meeting of the Association shall be held (on the third Tuesday of each month during term time at 8 pm.).
6. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$..... to the Treasurer or nominee of the Treasurer after any general meeting. Membership shall remain current until the close of the Annual General Meeting in the following year. [(The Secretary or An Assistant Secretary)] Shall be responsible for maintaining an up-to-date register of membership.

NOTE: The provisions of this rule are to do with membership. For insurance purposes the categories of "member" and "volunteer" are distinct. A list of members is a legal necessity. For insurance purposes each Association is strongly advised to maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there should be a list of names of volunteers, who need not be members, associated with each occasion.

7. At a general meeting the quorum shall be in accord with rule 10 of the constitution. Where that rule does not specify a number the number shall be(one plus one-tenth of the number of members).

8. 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 shall, or in the absence of a Secretary remaining members of the Executive shall, and 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.
9. In the absence of the Secretary the remaining members of the Executive or any five members of the Association may call any meeting that is required, giving due notice of the business proposed for the meeting.
10. All meetings of the Association shall be conducted in accordance with the appropriate By-laws of Federation "Standing Orders for the Conduct of All Meetings".

NOTE: The By-Laws of Federation specifically provide for reference where necessary to N. E. Renton's Guide for Meetings and Organisations". Associations will find it convenient to keep the Federation Handbook and that reference book handy. Copies of Renton can be purchased from Federation.

The Standing Orders forming part of the By-Laws of Federation provide for a particular order of business for some meetings. Associations may wish to adopt a standard rule about the order of business. A special provision may be necessary in a busy Association to ensure that any unfinished business of one meeting is taken up early in the next.

SAMPLE RULE: The order of business shall follow that for Federation Council, Standing Order 1 C. Unfinished business on notice at the previous meeting shall be dealt as "1 C (c) Matters arising from the Minutes".

Some Associations have considered it necessary to have some protection against a meeting being "stacked". It is probably sufficient protection if a quorum of the membership has the power to require that any particular item of new business introduced without prior notice at a meeting be placed on notice for a further meeting.

SAMPLE RULE: As well as the provisions of Federation Standing Order 6 "Notices of Motion" 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. Associations may appoint persons to represent them. There should then be provision for such Representatives to report on these activities at meetings of the Association.

SAMPLE RULE: The Association may elect representatives who will be responsible to the Association in the same way that Federation Representatives are responsible to Federation under section 4B of Federation Policy. The Association may decide at the time of election what form of reporting is required.

Federation provides that the seat of any officer absent for three consecutive meetings without cause shall be declared vacant. If an Association adopts such a rule it should be stated to create a "Casual Vacancy" to be dealt with under rule 6 of the constitution.

SAMPLE RULE: A General Meeting of the Association may declare any officer who has been absent for three successive meetings, as set out in Federation By-law 4 (r) (iii), to have vacated their position and to have created a casual vacancy to be dealt with by means of rule 6 of the constitution.

Associations must ensure that important and irregular financial decisions are brought to the attention of members and all expenditure, beyond normal running costs, receives majority support from members at a general or special meeting.

SAMPLE RULE: Any motion to expend Association monies must be placed on notice for the meeting at which it is to be considered.

The provisions of such a sample rule should not hamper sub-committees from expending those monies necessary for normal running costs. In fact, a sub-committee's powers to expend monies should be defined by the Association when the sub-committee is set up, eg., an Auxiliary may need to buy materials for some fundraising activities. Under the guidelines for incorporation, all funds belong to the Association, and expenditure must be authorised by the Association. A sub-committee must not expend funds for any purpose outside those allowed by the Association. There is nothing, however, to prevent an Association setting up a sub-committee to raise funds for some particular goal, or a sub-committee recommending a particular use for the funds it has raised.

11. The Association may confer the honour of Life Membership on a member who has made an outstanding 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 in terms of rule 6 in these rules.

STANDING ORDERS FOR THE CONDUCT OF ANNUAL CONFERENCE,
REGIONAL CONFERENCES AND ALL MEETINGS

1. ORDER OF BUSINESS

- A. This section applies to Annual Conference only.
- (a) Such opening address as may be arranged by the Council.
 - (b) The conferring of awards by Federation, such as Life Memberships etc.
 - (c) Admissibility of late delegates.
 - (d) Receipt and adoption of the Annual Report of Federation.
 - (e) Receipt and adoption of the Treasurer's Report, Statement of Receipts and Expenditure and Balance Sheets.
 - (f) Receipt and adoption of a report from the Returning Officer regarding the conduct of the elections for Executive Officers and Councillors.
 - (g) Motions of which notice has been given. In this regard the Chair shall have discretion to put these motions in such order as may be recommended by the Agenda Committee at the opening of the Annual Conference.
 - (h) Such other addresses, discussion periods and the like as may be determined by the Agenda Committee, and to be inserted into the Order of Business on the recommendation of the Agenda Committee.
 - (i) Such other business as the Annual Conference may decide.
 - (j) General Business: Motions without notice may be considered by Annual Conference providing leave is given by a two-thirds majority.
 - (k) Declaration of the poll and introduction of new office bearers.
- B. This section applies to Regional Conferences only.
- (a) Election of the Chair.
 - (b) Such opening address as may be arranged.
 - (c) Reports.
 - (d) Motions of which notice has been given.
 - (e) Such other business as the Conference may decide.
- C. This section applies to meetings of the Council only.
- (a) Opening and apologies.
 - (b) Receipt and adoption of the Minutes of the previous meeting. In this regard the only permissible discussion on the motion for confirmation of the Minutes shall be as to the accuracy of the reporting. Objections on this score must be moved, seconded and voted upon.
 - (c) Matters arising from the Minutes.
 - (d) Reports:
 - (i) Treasurer
 - (ii) Other
 - (e) Correspondence.
 - (f) Motions of which notice has been given.
 - (g) General Business.
 - (h) Notices of Motion.

2. SUSPENSION OF STANDING ORDERS

The operation of Standing Order No. 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. TIME LIMITS

- A. This section applies to Annual and Regional Conference only.
- (a) For each section of the Agenda, such time as is allocated by the Committee preparing the Agenda.
 - (b) For each speaker making a report—5 minutes.

- (c) For each speaker moving a motion—3 minutes.
- (d) For each speaker in debate—2 minutes.
For each mover of a motion speaking in reply — 2 minutes.
- (e) Extension of time, per speaker—2 minutes.
- (f) No speaker to any motion shall be granted more than one extension of time.
- (g) The number of speakers on any motion relating to Constitution or By-Laws shall be limited to six, including the mover and seconder—3 in favour and 3 against, with the mover having the right of reply.

B. This section applies to meetings of the Council only.

- (a) For each speaker making a report—5 minutes.
- (b) For each speaker moving a motion—3 minutes.
- (c) For each speaker in debate—2 minutes.
- (d) For each mover of a motion speaking in reply — 2 minutes.
- (e) Extension of time, per speaker—2 minutes.
- (f) Debates on any motion shall not exceed 30 minutes without the express permission of the meeting.

4. MOTIONS

- (a) All substantive motions shall be moved and seconded.
- (b) A member moving or seconding a motion or any amendment 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.
- (f) Each delegate in the case of a Conference, or member in the case of Council, shall have the right to speak once only to any motion and to each subsequent amendment with the exception of the mover, who shall have the right of reply but shall not introduce any new matter therein. See also Standing Order 5(f).

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, and if its effect is to negate the motion it must include an alternative course of action.
- (f) The mover of the original motion may exercise the right of reply only at the end of the debate on the first amendment and may not move an amendment but may speak to all amendments, and may speak to the first amendment without prejudice to the normal right of reply.
- (g) Following the putting of the first amendment further amendments may be dealt with, having regard to sub-clauses 4(c)-(f). When all amendments have been disposed of, the original Motion (in its now possibly amended form) shall be put.

6. NOTICES OF MOTION

A. This section applies to Annual Conference only.

Notices of motion shall be received and placed on the Agenda in accordance with By-Law 3.

B. This section applies to Regional Conferences only.

Notices of motion shall be received and placed on the Agenda in accordance with By-Law 8.

C. This section applies to meetings of the Council only.

- (a) All notices of motion except notices of rescission shall be in writing and must be presented to the Council at a meeting previous to the one at which they are to be dealt with.

- (b) Motions of which notice have been given shall be dealt with in the order in which they are received by the General Secretary.

7. RECOMMITTAL

- (a) Any motion may be recommitted at the same meeting at which it was carried provided the motion for recommitment is carried by a two-thirds majority.
- (b) Such recommitment shall take the form of putting the question to the vote again, and no further debate of any kind shall be allowed.

8. RESUBMISSION

Either two Council meetings shall have been held or a two-thirds majority of members present and entitled to vote shall be in favour before any matter already decided by Council can be resubmitted.

9. RESCISSION

- (a) Notice in writing must be given to the General Secretary of intention to move for rescission of any Resolution of Council. Such notice shall be signed by no fewer than three members of Council and shall be given at least two weeks before the meeting at which it is to be dealt with, and shall be placed on the business paper for that meeting.
- (b) When notice of rescission has been received, action to implement the original motion shall be deferred until the rescission motion has been resolved, but this sub-clause shall not apply to resolutions which were themselves 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) The following procedural motions may be moved: received, and put to the meeting during the course of a debate on a substantive motion:
 - (i) For permission to withdraw a motion or amendment;
 - (ii) That the question be now put;
 - (iii) To proceed to next business;
 - (iv) To defer consideration of the matter for a stated time (adjournment of debate);
 - (v) To refer the matter elsewhere;
 - (vi) To discuss the action of a member who has been named by the Chair;
 - (vii) To extend the time limit;
 - (viii) That the motion or communication lie on the table;
 - (ix) To go into committee of the whole;
 - (x) To divide the Motion into separate parts;Motions (i) to (iii) shall have precedence in the order given. All procedural motions except (b) (ii) and (b) (iii) may be debated.
- (c) The Chair shall have discretion to refuse the following procedural motions:
 - (b) (ii) That the question be now put;
 - (b) (iii) To proceed to next business;if it is considered that there has been inadequate opportunity for debate on the motions to which they refer. AND
 - (b) (vii) To extend the time limit;
 - (b) (viii) That the motion or communication lie on the table.
- (d) It shall not be permissible for anyone who has spoken in the debate to move the following procedural motions:
 - (b) (ii) That the question be now put;
 - (b) (iii) To proceed to next business;
 - (b) (v) To refer elsewhere;
 - (b) (viii) That the motion or communication lie on the table.
- (e) If procedural motion (b) (ii) That the question be now put is carried, the mover of the original motion shall have the right of reply before the motion is put. subject to the provision of Clause 5(f).

11. DELEGATES' (at Annual/Regional Conferences) AND MEMBERS' (at Council meetings) RIGHTS AND 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) A member who has spoken may be asked through the Chair to explain certain statements or to clarify statements which have not been clearly understood. A member may, with permission from the Chair, volunteer an explanation where it is considered that the member's statement of the facts has been misrepresented. In making these explanations the member shall be prohibited from debating the merits or demerits of any proposal. Similarly, in asking for an explanation of any point a member shall not be permitted to debate the merits or demerits of any proposal, and the Chair may rule that the questioner has spoken in the debate if this requirement is breached.
- (d) A member requesting information or wishing to ask a question at a meeting shall do so through the Chair.
- (e) Any member may rise to a point of order against a speaker during debate, and the member against whom the point of order is raised shall cease speaking and sit down. The member raising the point of order shall state the reasons within one minute, then the Chair shall give a ruling without further discussion, and subject to each ruling the member who was speaking when the point of order was raised shall be allowed to proceed. However, before giving a ruling the Chair may ask the member raising the point of order to indicate which of the standing orders is alleged to have been breached. The Chair's ruling shall be final unless challenged by a motion of dissent.
- (f) A member dissatisfied with the Chair's ruling may move a motion of dissent in the following terms: "That the Chair's ruling be dissented from". Immediately a motion of dissent is moved the Chair shall call upon a Deputy to take the Chair. When the mover and the Chair (in that order) have stated their cases, each being allowed three minutes, the Deputy shall then put to the vote the question That the Chair's ruling be upheld '. The motion shall be decided by simple majority. The Deputy shall declare the outcome of the vote, whereupon the Chair shall resume control of the meeting and shall rule in accordance with the outcome of the 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 it until the question has been resolved.
- (b) It shall be the duty of the Chair to preserve order so that the business may be conducted in due form and with propriety, and to call to order speakers who violate any rule of debate.
- (c) The Chair shall call the attention of a speaker to continued irrelevance or tedious repetition, and may direct such member to discontinue speaking.
- (d) The Chair may name a member for disorder. and the meeting shall forthwith discuss what action shall be taken.
- (e) In the case of disorder arising the Chair shall have the power to adjourn the meeting to a nominated time and place, and upon the Chair being vacated the meeting is thereby terminated.
- (f) When more than one member rises at the same time to speak, the Chair shall decide who shall be heard first.
- (g) Within the time allowed for the debate on a motion, and subject to procedural motions, the Chair shall not put the question while any member who has not spoken wants to be heard. If the time for debate on the motion expires, the Chair shall permit any member speaking to exhaust the time allowed for such speaking, shall invite the mover of the motion to exercise the right of reply subject to Clause 5(f), and shall then put the question.

13. VOTING

- (a) All questions except when otherwise specified in the Constitution and By-Laws shall be decided by a simple majority.
- (b) Voting on any question shall be decided on the voices unless a prescribed majority is required or unless a show of hands is called for as soon as the Chair has announced the result.

- (c) When other than a simple majority is required, or when a count has been called for, the vote for and against shall be counted by at least two tellers appointed by the Chair, and the numbers voting for and against shall be announced by the Chair and recorded in the Minutes.
- (d) Upon the request of at least ten members in the case of Annual and Regional Conferences or of five members in the case of Council, a division shall be taken on any question. Upon a division being taken the names of those voting for and against the motion or amendment shall be recorded in the Minutes.
- (e) Members are entitled at their request to have their dissent or abstention recorded in the Minutes.
- (f) A simple majority is defined as when more votes are cast for the motion than against.
- (g) A two-thirds majority is defined as when at least twice as many votes are cast for a motion as against. Abstentions shall be counted as votes against.

14. FURTHER PROCEDURAL AUTHORITY

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 NE. Renton's "Guide for Meetings and Organisations".