



Quick Member Info

P&C Association Membership

Who is eligible to be a member of our P&C Association?

- All parents and guardians of students enrolled at the school.
- All citizens within the school community.
- The Principal of the school, or the Principal's nominee, shall be a member, ex officio, of the P&C Association and its sub-committees.
- School staff may become members of the P&C Association.
- Employees of the P&C Association can be a member; however, they will need to understand the Conflict of Interests and be aware of potential conflicts when attending and participating in a meeting.

How do people become members of our P&C Association?

By paying the prescribed annual subscription (membership fee) to the Treasurer or nominee and their name recorded in the register of members. The register of members is updated at the close of a General Meeting and the close of the Annual General Meeting.

Do P&C Associations charge a membership fee?

Yes. Each P&C Association has an annual subscription (membership fee) payable for those individuals who meet the membership criteria and wish to be a member. A financial member is able to participate in the democratic decision making processes of the P&C Association.

Is the amount payable for Membership in the Constitution?

Yes. The two Ministerial approved constitutions, under which your P&C Association may operate: the Standard P&C Association Constitution or Prescribed Constitution for Incorporated Associations, provides for the annual subscription to be not less than fifty cents. The amount of the annual subscription must be recorded in the by-laws of your P&C Association.

What amount should we charge?

Each P&C Association may set the annual subscription (membership fee) to an amount they think appropriate, typically ranging between \$1-00 through to \$10-00, however, it must not be less than fifty cents. The annual subscription (membership fee) is per member per person.

If you require further information or clarification contact P&C Federation
mail@pandc.org.au or 1300 885 982

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If I attend a P&C Association meeting regularly and don't pay am I a member?

No. You will only be considered an observer and will not be able to participate in the procedures of the meeting. Only a financial member can participate in the democratic decision making processes of a P&C Association. It is the discretion of the chairperson to allow you to participate during the meeting.

Do I need to have proof that I paid my annual subscription (membership fee)?

Yes. The treasurer will issue you a receipt once you have paid your annual subscription and you must retain this receipt for the membership period as proof of payment.

I'm a Life Member do I need to still pay?

Yes. If you wish to participate in the democratic decision making processes of a P&C Association you will need to pay the annual subscription (membership fee). Life membership is an honorarium bestowed on you by the P&C Association. It does not entitle you to participate in the P&C Association as a member unless you are a financial member and have paid the annual subscription (membership fee).

Is the Principal a member of the P&C Association?

Yes. The Principal is always a member by virtue of their role as an ex officio member.

Does this preclude the Principal from paying the fee?

No. Many P&C Associations advise that their Principal as a member would pay the annual subscription (membership fee) just like all other members.

I am a new member and have paid my annual subscription (membership fee) for the first time at this meeting, can I vote?

No. A new member who pays their annual subscription (membership fee) for the first time at a P&C Association General or Annual General Meeting will not be eligible to vote at that meeting due to the register of members only being updated after each general meeting of the P&C Association. Once the register of members is updated they are considered a P&C Association member for voting purposes at the next P&C Association meeting.

What if I pay my annual subscription (membership fee) between meetings?

Annual subscription (membership fee) paid to the Treasurer between meetings, will only be recognised as financial at the close of the next P&C Association General Meeting when the

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register of members is updated, and the person will be able to vote at all P&C Association meetings thereafter.

How long is my annual subscription (membership fee) valid for?

Once annual subscription (membership fee) is paid and the register of members is updated, the members will remain current until the rise (close) of the next Annual General Meeting.

What is the membership year?

Membership year for the P&C Association is from the rise (close) of one Annual General Meeting until the rise (close) of the next Annual General Meeting. The register of members is updated at the close of the Annual General Meeting and members remain current until the rise (close) of the next Annual General Meeting.

Who updates the register of members?

The Secretary or Secretary's nominee records the names on the register of members after each general meeting of people who have paid their membership fee since the last general meeting.

Must I be a financial member to be nominated for a position with the P&C?

Yes. A person must be a financial member and their name is to appear on the register of members to be nominated and accept the nomination for any position for Officer Bearer or member of the Executive Committee of a P&C Association.

Can P&C Association employees be nominated for Office Bearer or Member of the Executive Committee positions?

No. Employees or persons considered to be employees e.g. ongoing contractor, of a P&C Association cannot be nominated or hold an Office Bearer or be a member of the Executive Committee. Employees can only be members of the P&C Association.

Can P&C Association employees be nominated for sub-committed positions?

Yes. Employees can be a member of a sub-committee where they are not employed e.g. a Canteen employee can be a member of the Uniform Shop subcommittee.

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I work as a Canteen Supervisor can I hold an Office Bearer position or be a member of the Executive Committee?

A Canteen Supervisor in a paid position cannot hold an Office Bearer position or be a member of the Executive Committee.

A Canteen Supervisor who is a volunteer can hold an Office Bearer position or be a member of the Executive Committee.

I hold an Office Bearer or Executive Committee member position and I have changed my working role, I am now Acting Principal, what do I do?

You will need to resign from the Office Bearer or Executive Committee position, in writing. An Acting Principal is an ex-officio member of a P&C Association and all its sub-committees, and cannot hold an Office Bearer position or be a member of the Executive Committee. This will create a casual vacancy and can be filled by a ballot of the members of the P&C Association at any general meeting.

I am an Office Bearer or Executive Committee member and have taken on the paid position as an employee of the P&C Association, what should I do?

You will need to resign from the Office Bearer or Executive Committee position, in writing, before the application process begins. This ensures clear transparency to the employment process.

The vacated position creates a casual vacancy, which can be filled at a general meeting.

To become a member are there any forms to be filled out?

P&C Associations can use a membership interest form if they choose. [Sample Membership Interest Form](#). Also available at www.pandc.org.au/fags.

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