

## Application for P&C Membership

Please complete and return to Benowa SHS Administration Office.			
Name:			
Address:			
Contact Numbers:	(H)	(W)	(M)
Email:			
Membership:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	
I am a:	<input type="checkbox"/> Parent	<input type="checkbox"/> Carer	<input type="checkbox"/> Community Member (over 18 years of age)
<p>I agree to be bound by the constitution of the P&amp;C and by all valid resolutions passed by the Association. I agree to work within the boundaries of the Education (General Provisions) Act 2006. I agree to be bound by Education Queensland's Code of Conduct which includes the following:</p> <ul style="list-style-type: none"> <li>• Personal Privacy – information obtained as a P&amp;C representative MUST be considered confidential and treated accordingly</li> <li>• Courtesy, respect, dignity and fairness will be observed at all times</li> <li>• Discrimination against any person will not be tolerated (refer <u>Anti-Discrimination Act 1991</u>)</li> </ul>			
Signature			Date:

P&C Secretary Use			
Date received:		Date accepted:	
Secretary's signature:		Entered in P&C Register:	

Per the Parents' and Citizens' Association Constitution, the following applies to **Membership of the Association**:

- A person must apply for membership of the Association by completing and submitting an application for membership to the Association.
- The Association must vote to decide whether an applicant for membership will be accepted or refused.
- Membership of the Association is renewable each year at the annual general meeting of the Association. A member who wishes to reapply for membership must complete and submit a new application for membership to the Association, prior to or at, the annual general meeting.
- Persons applying for membership, at an *annual general meeting* of the Association need not be present at the *annual general meeting*, to have their application considered.
- Persons applying for membership at a *general meeting* must be present at the meeting of the Association at which their application is considered. except where an applicant member can demonstrate exceptional circumstances in writing as to why they cannot be present at the meeting at which their application is considered.
- Members who are listed as current members in the register of members are entitled to vote at any duly constituted meeting of the Association. (Note: New members submitted and accepted at a general meeting become eligible to vote at the next subsequent meeting).

## **SCHEDULE 2 – Code of Conduct for P&C Association**

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times.

This Code applies to each member of a P&C Association.

### **P&C Association members are to:**

- Act in the best interest of the total school community at all times
- Conduct and present themselves in a professional manner and act ethically and with integrity at all times
- Act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- Remain objective and avoid personal bias at all times
- Represent all members of the school community
- Engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- Declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- Make fair, transparent and consistent decisions
- Provide objective and independent advice
- Listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- Treat official information with care and use it only for the purpose for which it was collected or authorised
- Respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- Not use confidential or privileged information to further personal interests
- Be responsive to the requirements of the school community
- Seek to achieve excellence in educational outcomes for all students at the school
- Listen and respond to issues and concerns regarding strategy and policy
- Work within the boundaries of the Education (General Provisions) Act 2006, the Education (General Provisions) Regulation 2017 and the Department of Education's policies and procedures relevant to P&C Association operations.