Charlestown Public School
Parents and Citizens Association
Life Membership Policy

Life membership of the Charlestown Public School P & C Association is an honour awarded to members in recognition of the outstanding contribution they have made to the current and future wellbeing of the P&C and school community, well beyond that of a typically active member. It is therefore only to be awarded in exceptional circumstances.

The Charlestown Public School P&C Association may confer life membership on not more than two persons in any calendar year. Nominations are only to be accepted for consideration upon receiving the completed nomination form.

Life Membership Awards Panel
The Life Membership Award Panel will consist of the following 3 persons:

- The Principal
- Two representatives of the P&C Executive

The Panel must not include a person who has nominated someone for Life Membership or anyone who may have a potential conflict of interest with a nominated person (eg, a spouse).

The Life Membership Panel will examine nomination submissions, to ensure basic compliance with the nomination process. It is not the role of the Panel to approve a person for Life Membership, only to determine whether the person has met the minimum requirements, in order for the submission to then be referred to the Association for determination. The ultimate decision rests with the P&C Association’s financial members. If the Panel cannot reach a unanimous decision on a person’s eligibility, a summary of the deliberations must be provided to the Association, for their private consideration in the voting process.

The recommendation is then presented to the Association with approval of Life Membership being determined by a majority vote. This vote will be conducted via silent ballot and must gain the approval of a minimum of two thirds of the membership present. No proxy voting will be allowed. The nominee must not be present during discussions about the nomination, nor are they able to vote on it at a meeting of the Association. The Panel will only be convened in years in which nominations have been received.

Criteria Considerations
Applicants should demonstrate attainment of the minimum service requirements and other details of exemplary service. Applicants must comply with the nomination process.

The nominee must meet ALL of the following criteria:

- An ongoing commitment and outstanding contribution, well beyond that of a typically active member, to the Charlestown Public School P&C Association and the school community for 6 or more years.
- Contributions to the Charlestown Public School P&C Association which have enhanced its standing within its membership and the wider community.
- A high level of recognition from Charlestown Public School P&C Association and the school community of the nominee’s work
- An officer bearer, executive member or other position holder of the Charlestown Public School P&C Association for more than 4 years
- Must have been a financial member of the Charlestown Public School within 12 months of the nomination being received. For example, a nomination can be accepted if the nominee was a financial member til February 2015 and the nomination was received by the 1st November 2015. The nomination would not be successful if it was received in 2016.
The points to be taken into account when considering any nomination should include:

- The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the Association and school.
- Commitment to the principles of good citizenship
- Valued leadership and good role modelling that reflects credit upon the Association and school community.

Members cannot self-nominate.

**Nomination Process**

The Life Membership nomination process is:

- The Association is to invite nominations for Life membership.
- Nomination forms are to be available on request or on the school website.
- Nominations are open throughout the year and will close on the 1st of November each year.
- Nomination forms should be forwarded to the P&C Secretary no later than the 1st of November each year.
- Life membership nominations are to be prepared in writing by either a P&C member or a community member, with the supporting signature of at least 1 current financial P&C member.
- The Life Membership Panel will assess all nominations and only put forward those nominations that are considered eligible for consideration of Life Membership.
- Nominations are to remain confidential until Life Membership is confirmed.
- The final list of endorsed nominations for the award of Life Membership will be submitted to all members of the P&C for agreement. A vote will be held at the November meeting of the calendar year, and a two third majority vote is required for the nomination to be successful.
- Where a two third majority vote is not reached, or the application fails to be endorsed by the Panel, the nominator will be advised in writing of the unsuccessful nomination.
- Life Membership is to be conferred at the School Presentation Day held in December each year.

**Benefits of Life Membership**

In addition to the status of membership of a select group within the Association, Life Membership will be recognised by:

- Award of a NSW P&C Federation badge and Certificate.
- Life members may be called upon to assist in presentations at various forums and, where applicable, the skills of a Life Member could be called upon to assist in current school community projects.

Retraction of a Life Membership Award may occur where the recipient has conducted him/herself in a manner that reflects directly and adversely on the image and activities of the P&C Association and/or school community. This provision will only be exercised in exceptional circumstances and will require the full support of the Charlestown Public School P&C Association to be enacted. As part of the deliberations, the Life Member in question is also to be given the opportunity to present their case for retention of their Life Membership status.

This policy will be reviewed two years after introduction.
Charlestown Public School
Parents and Citizens Association
Life Membership Nomination Form

WHO ARE YOU NOMINATING?

Name: ........................................................................................................................................................................

Contact Details (Phone/Email): ........................................................................................................................................

Nomination Criteria: Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria. If there is insufficient space below, please attach additional paper.

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Years of Service: ................................................................................................................................................................

Positions Held: .............................................................................................................................................................

NOMINATOR DETAIL

I declare that the information in this form is true to the best of my knowledge and propose the nominee be considered for life membership of the CPS P&C Association.

Name: ........................................................................................................................................................................

Contact Details (Phone/Email): ........................................................................................................................................

Signature: ........................................................................................................................................................................ Date: ........................................

SECONDER DETAIL

I declare that the information in this form is true to the best of my knowledge and propose the nominee be considered for life membership of the CPS P&C Association.

Name: ........................................................................................................................................................................

Contact Details (Phone/Email): ........................................................................................................................................

Signature: ........................................................................................................................................................................ Date: ........................................

Nominator or Seconder must be a current financial member of the CPS P&C Association.