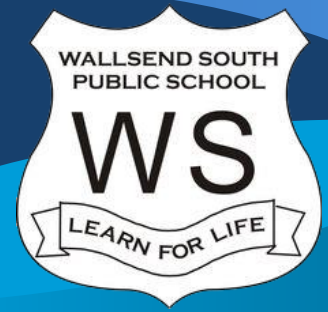


Wallsend South Public School P&C



Uniform Shop Sub-Committee Rules

1. NAME

The committee shall be known as the Wallsend South Public School P&C Association Uniform Shop sub-committee.

2. AIMS

- a) To provide a service to children and school community at a reasonable cost.
- b) To provide stock that complies with the community adopted school uniform policy.
- c) To provide a source of revenue for the school, whilst encouraging parental involvement in the school community.

3. MEMBERSHIP OF THE SUB-COMMITTEE

The sub-committee shall consist of at least five (5) members elected annually at the Annual General Meeting of the Wallsend South Public School P&C Association. Membership will consist of: a Vice President Uniform Shop, who will act as the Convenor and representative of the Treasurer, the Uniform Shop Assistant and at least three (3) other financial members of the Wallsend South Public School P&C Association. The Principal and President shall be ex-officio members of the sub- committee.

4. DUTIES OF THE SUB-COMMITTEE

- a) The sub-committee shall organise and control the full administration of the Uniform Shop. However, the sub-committee shall be responsible in all its actions to the

Wallsend South Public School P&C Association which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the Secretary of the P&C Association and must be signed by five (5) financial members of the Wallsend South Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.

- b) The uniform shop assistant will take minutes and attendance of all sub-committee meetings.
- c) The sub-committee, via the Convenor shall present a written report to each general meeting of the Wallsend South Public School P&C Association.
- d) The Treasurer's representative must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

5. MEETING OF THE SUB-COMMITTEE

- a) The sub-committee shall meet at least once a school term.
- b) The quorum for all meetings shall be four (4) members
- c) A special meeting may be summoned by the Uniform Shop Convenor on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the sub-committee including ex officio members.

6. FUNDS

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the P&C Association Account.

The sub-committee shall maintain a float of \$100 to facilitate the running of the shop.

All financial transactions are to be undertaken by any two (2) of the following P&C Association Office-bearers; President, Secretary, Vice Presidents, or Treasurer.

Any income received by the Uniform Shop may be given to the general funds of the P&C Association at the end of each term or at such other time as deemed necessary by the P&C Association Executive to support a financial contribution (donation) to the school by the P&C Association.

Recognition shall be given to;

- a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- b) Uniform Shop stock on order and future requirements and/or the purchase of additional equipment for the efficient running of the Uniform Shop.

- c) Purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

7. UNIFORM OPERATION RULES

- a) A stocktake shall be affected at the end of each term and an asset register tabled to the next general meeting of the Wallsend South Public School P&C Association.
- b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the Uniform Shop and be properly recorded and later accounted for at the time of stock-taking.

8. EMPLOYEES

No employee of the Wallsend South Public School P&C Association shall hold an Officer or position of the elected Executive members; this is as per the P&C Association's Constitution 5(a).

The sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to

The Convenor shall be responsible to the sub-committee for the proper conduct of the Uniform Shop and the adherence of the Wallsend South Public School P&C Associations policies.

The Convenor shall ensure that the Wallsend South Public School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.

The Convenor will liaise between all staff of the P&C Association Uniform Shop and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Wallsend South Public School P&C Association.

9. AUDIT

The accounts of the Uniform Shop committee shall be audited annually as part of the audit of the Wallsend South Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials for the audit to the Wallsend South Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year or at a later time if agreed in advance with the treasurer.

10. ALTERATIONS

No alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the Wallsend South Public School P&C Association.

Document Created by Kellie Cathcart 17th February 2022

Document to be reviewed in February 2023