



Model Farms High School Parents & Citizens' Association Incorporated Uniform Shop Sub-Committee Rules

Legal

These Rules of Association (*Rules*) are made under the *Constitution* of Model Farms High School Parents and Citizens' Association and the applicable legislation which governs the operation and administration of parents and citizens associations in New South Wales. The *Constitution* of the *P&C Association* and applicable legislation will always have priority, and any *rules* in this document must always be read subject to the *Constitution* and applicable legislation.

These *rules* are to be read and implemented in conjunction with the "Sub-Committee Rules Guidance" document provided by P&C Federation.

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Definitions

In these rules:

<i>AGM</i>	means Annual General Meeting of the <i>P&C Association</i>
<i>Approved Budget</i>	a budget that has been approved by the <i>P&C Association members</i>
<i>Constitution</i>	the current constitution that the <i>P&C Association</i> is operating under
<i>Convenor</i>	the chairperson of the Uniform Shop <i>Sub-Committee</i>
<i>Delegated Authority</i>	means authority granted to the <i>sub-committee</i> to carry out specific actions on behalf of the <i>P&C Association</i> within the limits set by <i>P&C Association</i> policy and procedure noting that overall responsibility rests with the <i>Office Bearers</i>
<i>Executive</i>	means the <i>Executive</i> of the <i>P&C Association</i> consisting of the <i>Officer Bearers</i> and up to six additional elected <i>Members</i> of the <i>P&C Association</i>
<i>Ex Officio</i>	means by virtue of their position
<i>Financial Member</i>	<i>see definition of Member</i>
<i>Financial Year</i>	means the financial year of the <i>P&C Association</i> as defined in the by-laws
<i>Member</i>	means a financial <i>member</i> of the <i>P&C Association</i> ; a person who has paid the annual membership fee and whose name appears in the Register of <i>Members</i> of the <i>P&C Association</i>
<i>Office Bearer</i>	means a <i>Member</i> who currently holds the elected position of President, Vice-President's, Secretary or Treasurer of the <i>P&C Association</i>
<i>P&C Association</i>	means the Model Farms High School Parents & Citizens Association
<i>Principal</i>	means the <i>Principal</i> of the school or anyone acting in that capacity
<i>Quorum</i>	means the minimum number of members of the <i>Sub-Committee</i> necessary to conduct any official business
<i>Reportable Incidents</i>	incidents that need to be reported under law, including child protection, and work, health, and safety incidents.
<i>Rules</i>	means the <i>rules</i> of the <i>P&C Association</i> , and any <i>Procedural Rules</i> , or other rules adopted by the <i>P&C Association</i> .
<i>Service Operation</i>	A financial model only covering the costs of operation without a surplus
<i>Shop Manager</i>	the person(s) responsible for the day-to-day operation of the Uniform Shop
<i>Sub-Committee</i>	the <i>sub-committee</i> created by the <i>P&C Association</i> to help with the management of the Uniform Shop
<i>Surplus operation</i>	A financial model that generates funds surplus to the operating costs of the Uniform Shop.
<i>Uniform Shop</i>	refers to the Model Farms High School <i>P&C Association</i> Uniform Shop

Uniform Shop Sub-Committee Rules

1. Naming

The following official naming shall be used in regard to the Uniform Shop and the Sub-committee:

- a) The Sub-Committee shall be known as the Model Farms High School P&C Association Uniform Shop Sub-Committee
- b) The Uniform Shop shall be known as the Model Farms High School P&C Association Uniform Shop.

2. Governance

- a) The Uniform Shop is a wholly owned operation of the P&C Association
- b) The Uniform Shop will use the ABN of the P&C Association for all purposes
- c) The Office Bearers of the P&C Association, as the responsible persons under the law, have the primary responsibility for the operation of the Uniform Shop
- d) The Sub-Committee is a sub-committee of the P&C Association and is, therefore, bound by the Constitution, Rules policies, and procedures of the P&C Association
- e) The Sub-Committee shall follow all directions received from the P&C Association
- f) The Sub-Committee only has the delegated authority to act where such authority is granted within these rules.
- g) The use of school facilities is subject to Department of Education policy and licensing where applicable

3. Objectives of the *Uniform Shop*

- a) To provide a valued service to families of the Model Farms High School at a reasonable cost
- b) To provide a sustainable and quality service for the purchase and sale of uniforms for students
- c) To run as a [Service] [Surplus] operation. (Cross out the one that is not appropriate and remove this note)
- d) To encourage parental involvement in the school community.

4. Functions of the *Sub-Committee*

- a) To liaise with and support the *Shop Manager(s)* to:
 - i. Recruit and manage *Uniform Shop* employees, other than the Shop Manager(s), in accordance with the *rules* in this document and in accordance with the *P&C Association's* employment policy
 - ii. Recruit and manage volunteers in accordance with the P&C Associations Volunteer policy
 - iii. Monitor and maintain a sustainable and timely supply of uniform items within the specifications of uniform adopted by the school
 - iv. Assist in the management of stock
 - v. Ensure the Uniform Shop meets the requirements of the NSW Department of Education in regard to uniform
 - vi. Maintain the Uniform Shop to ensure a safe and functional workspace in accordance with the *P&C Association* WHS policy and WHS legislation
- b) To advise and support the *Officer Bearers* in regard to their specific responsibilities, including:
 - i. Maintenance of the *Uniform Shop* premises
 - ii. Work, health, and safety
 - iii. Child Protection
 - iv. Recruitment of employees (if applicable) and volunteers
 - v. Budgeting and stock management
 - vi. The Department of Education's Uniform policy
 - vii. Suppliers and inventory
 - viii. Complaints and feedback

- c) To make recommendations to the *P&C Association* in regard to:
 - i. Changes to the uniform based on supply and/or quality
 - ii. Quality and/or quantity of stock
 - iii. Suppliers and inventory management
 - iv. Staffing (Volunteer and/or employed)
 - v. Planned promotions or events that impact Uniform Shop finances
 - vi. Replacement of equipment or purchase of new equipment outside of the *Approved Budget*

5. Responsibilities of the *Sub-Committee*

The *Sub-Committee* is responsible:

- a) for abiding by the *Constitution* and *Rules* of the *P&C Association* and the *rules* described in this document at all times.
- b) to the *P&C Association* for all of its actions.
- c) for providing a report to each general meeting of the *P&C Association*
- d) for following any directions received from the *P&C Association*
- e) for reporting all *reportable Incidents* to the appointed *Office Bearers*
- f) for making recommendations to the *P&C Association* in relation to the operation and maintenance of the *Uniform Shop*
- g) for drafting the annual budget for the *Uniform Shop*

6. Membership of the *Sub-Committee*

- a) The *Sub-Committee* shall consist of a maximum of 8 *members* comprising:
 - i. up to five (5) elected *members*, and
 - ii. *three ex-officio members*
- b) Elected *sub-committee members* are *members* elected at the *P&C Association's AGM*
- c) The elected membership consists of:
 - i. a *Convenor*,
 - ii. a *Minute Taker*,
 - iii. the *P&C Association Treasurer* (or a *Treasurer's representative*), and
 - iv. up to two (2) other *Members* of the *P&C Association*
- d) The *Sub-Committee* must have a minimum of three (3) elected *members* to operate and must include a *Convenor*
- e) Elected positions on the *Sub-Committee* that are not filled at the *P&C Association AGM* or become vacant between two *AGMs* are considered casual vacancies and can be filled at any general meeting of the *P&C Association*
- f) The *ex-officio members* of the *Sub-Committee* shall be
 - i. The *Principal* of the School (or anyone acting in that capacity), and
 - ii. the *President* or an appointed *Office Bearer*, and
 - iii. the *Shop Manager*. If there is more than one *Shop Manager* one shall be designated as the primary attendee at meetings of the *Sub-Committee*.

7. Sub-Committee Meetings

- a) The *Sub-Committee* will meet prior to each general meeting of the *P&C Association* at a date that allows adequate time to compile a report for the next *P&C Association* general meeting
- b) The *Convenor* is responsible for calling *Sub-Committee* meetings
- c) Notice of a *Sub-Committee* meeting will have at least seven (7) days' notice and include an agenda
- d) Special consideration shall be given when *Sub-committee* meetings are scheduled as there may be additional payments, minimum hours, or overtime rates applicable to the *Shop Manager* or other employees attending under their award conditions.
- e) The *quorum* for all *Sub-Committee* meetings shall be three (3) members but must include at least two (2) elected *members*.
- f) The *Convenor* shall chair all meetings unless unable to attend in which case a chair shall be chosen from the *Sub-Committee* members present.
- g) Minutes of all *Sub-Committee* meetings must be taken and tabled as part of the report to the *P&C Association*
- h) A special meeting of the *Sub-Committee* may be called by the *Convenor* on a written request signed by at least four (4) *members* of the *Sub-Committee*.
- i) *Sub-Committee* meetings are considered closed meetings (for *Sub-Committee* members only). However, non-members may be invited to attend part of a meeting for which their knowledge, expertise or presence is appropriate to the topic under discussion.
- j) No confidential information shall be discussed with any person outside of the *Sub-Committee* membership unless it is with the *Office Bearers* of the *P&C Association*.
- k) No confidential information is to be discussed while non-members are present including personal details of children, parents, staff or any employment or related matters.
- l) A register of conflicts of interest will be maintained by the *Sub-Committee*. Where a potential or actual conflict is identified, the *Sub-Committee* shall determine if the person(s) with the conflict of interest need to be excluded from associated discussions. Any decision relating to a conflict of interest must be recorded in the minutes.
- m) The *Shop Manager* should be excluded from discussions relating to the *Shop Managers* remuneration.

8. Reporting

- a) The *Sub-Committee* is required to provide a written report to each general meeting of the *P&C Association*
- b) As a minimum, reports shall include the following items in relation to the *Service*:
 - i. Profit and loss (period and year-to-date) with variances to *Approved Budget*
 - ii. Summary of staff/volunteer attendance
 - iii. Stock levels and/or expected delivery dates
 - iv. Summary of any issues, promotions, and events

9. Funds

- a) All money received by the *Uniform Shop* shall be deposited in a *P&C Association-operated* account. This account must be specifically for the use of the *Uniform Shop* using the *P&C Associations* ABN.
- b) Only *Office Bearers* shall be signatories to accounts operated by the *Uniform Shop*.
- c) Any accounts setup for the use of the *Uniform Shop* must require at least two *Office Bearers* to authorise
- d) All funds raised or handled by the *Uniform Shop*, or the *Sub-Committee* shall be, for all purposes, funds of the *P&C Association*.

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- e) Any funds surplus to the operation of the *Uniform Shop* may be transferred to the general funds of the *P&C Association* subject to the following considerations:
 - i. The provision of employee entitlements such as superannuation and long service leave,
 - ii. Planned and approved maintenance and replacement of stock or equipment,
 - iii. Planned and approved purchase of additional equipment,
 - iv. Approved expenditure within the coming financial year (the year immediately following the close of the *P&C Association's* financial year),
 - v. sufficient cash reserves equivalent to the operating costs of at least two school terms as a buffer for general operational needs.

10. Agreements, Contracts, Grants, Licenses and Leases

- a) All agreements, contracts, licenses, leases, and grants must be approved by the *P&C Association* at a general or special meeting and can only be signed by the *Office Bearers*.
- b) The *Sub-Committee* may provide advice and guidance in relation to agreements, contracts, licenses, leases, and grants that are specific to the *Uniform Shop* and the role of the *Sub-Committee*

11. Delegated Authority

- a) The *Sub-Committee* may only exercise *delegated authority* specified in these *rules* and only then in cooperation with the *Shop Manager(s)*, and only in conjunction with applicable *P&C Association* policy and procedures
- b) The *Sub-Committee* has the *delegated authority* to undertake the following actions on behalf of the *P&C Association*

Volunteers (in accordance with the *P&C Associations* Volunteering Policy and Procedures)

- i. Recruitment of volunteers
- ii. Rostering of volunteers for duty in the *Uniform Shop*

Employment (in accordance with the *P&C Associations* Employment Policy and Procedures)

- i. Recruitment of new employees other than a management position, as part of an *Approved Budget* or with the written approval of the *P&C Association*
- ii. Recruitment to fill vacancies for existing paid positions, other than a management position, at the same level and pay rate

Inventory

- i. Seek suppliers and quotes for the supply of uniform inventory
- ii. Negotiate for the supply of inventory as part of an *Approved Budget*

Price List (subject to *P&C Association* approval)

- i. Setting and maintenance of the price list
- ii. Increasing the price of an individual item where the sale price of the item falls below the purchase price for the item

Maintenance & Purchase of Equipment

- i. as part of an *Approved Budget* or,
- ii. following approval of the *P&C Association* if outside of an *Approved Budget*.

12. Policies and Procedures

The *Sub-Committee* is required to follow all policies and procedures adopted by the *P&C Association* and support the *P&C Association* in ensuring compliance with applicable laws and regulations in the areas of child protection, employment, taxation, record-keeping, privacy, handling of funds and work, health and safety.

13. Audit and Finances

- a) The accounts of the *Uniform Shop* shall be audited annually as part of a consolidated audit of the *P&C Association* accounts.
- b) The *Sub-Committee* will ensure all minutes, financial records and other appropriate materials are provided to the *P&C Association* Treasurer no later than fourteen (14) days following the end of the *P&C Association's* financial year.
- c) The *Sub-committee* shall cooperate fully with the *P&C Associations* Treasurer or *Executive* in relation to any request for access to financial records of the *Uniform Shop*.
- d) The *Sub-committee* shall cooperate fully with any audit process undertaken by the *P&C Association*.

14. Adoption and Alterations

- a) These *rules* must be approved at a general meeting or a special meeting of the *P&C Association* and signed before becoming effective.
- b) No alterations shall be made to these *rules* without the endorsement of the *P&C Association* at a general meeting, or a special meeting convened specifically for the purpose of altering these *rules*.
- c) Formal notice of any alterations to these *rules*, including details of any changes, shall be provided for inclusion in the agenda of a general or special meeting of the *P&C Association* at which the changes to the *rules* will be discussed.
- d) Details of any amendments to the *rules* should be kept along with the minutes of the meeting at which any amendments were debated, accepted, or rejected in whole or in part.
- e) Any alterations to these *rules* must be lawful and not contradict the *P&C Association's* constitution, by-laws, policies or procedures

15. Dissolution

The *P&C Association* may dissolve the *Sub-committee*, provided that

- a) At least one month's notice is provided to members of the intent to dissolve the Sub-Committee
- b) Members are provided with a valid rationale for the dissolution of the Sub-committee, which shall consider the community, financial, operational or employment-related impacts of the dissolution
- c) The decision to dissolve the Sub-Committee is supported by a majority vote of members at a properly convened meeting at which a quorum is present.

16. Approval

These *rules* are hereby adopted by the *P&C Association* at the *AGM* held on Wednesday 1st November 2023 and remain current until superseded by amended *rules* endorsed by the *P&C Association* as per section 14 or, the *Sub-Committee* is dissolved.

_____	_____	_____
UNIFORM SHOP CONVENOR	P&C ASSOCIATION PRESIDENT	P&C ASSOCIATION SECRETARY
Print Name:	Print Name:	Print Name:
_____	_____	_____
_____	_____	_____