

**Normanhurst Public School**  
**P&C ASSOCIATION**  
**UNIFORM SHOP SUB-COMMITTEE RULES**

**1. Name**

The committee shall be known as the *Normanhurst Public School* P&C Association Uniform Shop Sub-committee.

**2. Aims**

- (a) To provide a service to the 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 *Normanhurst Public School* P&C Association.

Membership will consist of: a Uniform Shop Convenor, a Uniform Shop Minute-taker, a representative of the Treasurer (this can be the P&C Association Treasurer; where there is a bookkeeper employed by the P&C Association it shall be this person), and at least two (2) other financial members of the *Normanhurst 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 *Normanhurst Public School* P&C Association which shall have the right to re-organise, 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 re-organise, 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 *Normanhurst 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 sub-committee, via the Convenor, shall present a written report to each general meeting of the *Normanhurst Public School* P&C Association.

(c) 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 a minimum of three (3) 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**

(a) All money received by the sub-committee shall be deposited in a bank account in the name of the Sub-committee of the P&C Association Account.

(b) Daily and/or weekly bank deposit transactions (from proceeds of the uniform shop) are to be undertaken by the Uniform Shop Manager, with pre-approval from the Uniform Shop Convenor, or any two (2) of the following P&C Association Office-bearers: President, Secretary, Vice President/s, or Treasurer.

(c) Surplus of income received by the Uniform Shop shall be given to the general funds of the P&C Association at the end of the P&C Financial year. The agreed amount is to be nominated, decided and voted on at a Sub-committee meeting prior to the general meeting. Recognition shall be given for:

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

(d) Any operating expenses exceeding \$2000 (two thousand dollars) must secure pre-approval in writing (email is acceptable) from the Uniform Sub-committee Convenor and a P&C Association Executive Committee member.

(e) Any capital expenses exceeding \$1000 (one thousand dollars) must secure pre-approval in writing from the P&C Committee first.

(f) During School term, a weekly sales report and cash handling report is to be submitted to the Uniform Shop Convenor to check and file for audit purposes.

## **7. Uniform Shop operation rules**

(a) An inventory stocktake shall be conducted at least twice a year, one of those being at the end of the P&C financial year (end of September); and an asset register tabled to the next general meeting of the *Normanhurst 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.

(c) In accordance with legislations and Department of Education and Communities guidelines relevant to school uniforms.

## **8. Employees**

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

(b) 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.

(c) The Convenor shall be responsible to the sub-committee for the proper conduct of the Uniform Shop and the adherence of the *Normanhurst Public School P&C Associations* policies.

(d) The sub-committee Convenor shall ensure that the *Normanhurst Public School P&C Association* has obtained workers compensation insurance to cover all employees and public liability insurance.

(e) 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 *Normanhurst 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 *Normanhurst Public School P&C Associations* accounts. The sub-committee will make available all minutes, financial records and other appropriate materials to the *Normanhurst Public School P&C Association's* Treasurer no later than thirty (30) days following the end of the P&C Association's financial year.

## **10. Alterations**

No alterations shall be made to these rules without four (4) weeks formal notice for the Agenda of a general meeting of the *Normanhurst Public School P&C Association*, and will only be passed with a majority vote at that meeting.

UNIFORM SHOP CONVENOR

Print Name:

Signature:

P&C ASSOCIATION PRESIDENT

Print Name:

Signature:

P&C ASSOCIATION SECRETARY

Print Name:

Signature: