

MUIRFIELD HIGH SCHOOL P&C ASSOCIATION

UNIFORM SHOP SUB-COMMITTEE RULES

1. Name

The committee shall be known as the Muirfield High 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 three (3) members elected annually at the Annual General Meeting of the Muirfield High School P&C Association. Membership will consist of: a Uniform Shop Convenor, a Uniform Shop secretary and a 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). 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 Muirfield High 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 Muirfield High 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 Muirfield High 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 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

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.

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 as well as the uniform convenor or uniform treasurer.

Profits generated by the Uniform shop shall be given to the general funds of the P&C Association. The frequency of the payments and amounts given to the general funds of the P&C Association will be agreed upon by the Uniform shop committee and the P&C Office bearers (President, Secretary, Vice Presidents and Treasurer). Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Uniform Shop stock and the purchase of additional equipment for the efficient running of the Uniform Shop.
- (c) Purchases (excluding stock) 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 stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Muirfield High 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 Muirfield High 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).
- (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 Muirfield High School P&C Associations policies.
- (d) The sub-committee Convenor shall ensure that the Muirfield High 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 Muirfield High School P&C Association.

9. Audit

The accounts of the Uniform Shop committee shall be audited annually as part of the audit of the Muirfield High School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Muirfield High School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association’s financial year.

10. Alterations

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

UNIFORM SHOP CONVENOR

Print Name:

Signature:

Date:

P&C ASSOCIATION PRESIDENT

Print Name:

Signature:

Date:

