

Samuel Gilbert Public School Parents & Citizens Association

Uniform Committee Rules

August 2009

Name

1. This committee shall be known as the Samuel Gilbert Public School (SGPS) Parents and Citizens (P&C) Association Uniform Committee.

Status

2. The Uniform Committee is a standing subcommittee of the SGPS P&C Association.

General

3. These rules are made under the SGPS P&C Association Constitution and accompanying rules.
4. The Uniform Committee shall adhere to these rules and they shall be interpreted with reference to the Constitution and its accompanying rules.
5. The Uniform Committee is fully accountable to SGPS P&C Association membership for the way its management is exercised and it will abide by decisions of the Association.

Functions

6. The Uniform Committee will:
 - a. Operate and manage, at a profit, the Uniform Shop.
 - b. Provide a quality school uniform at reasonable cost
 - c. Provide advice to Samuel Gilbert Public School about the uniform, uniform policy and enforcement of the uniform policy.
 - d. Provide an opportunity for the school community to participate in decision concerning the operation of the uniform shop.

Committee Membership

7. The Committee shall consist of up to nine members. It will consist of
 - a. Uniform Shop Coordinator
 - b. Officers of the Association (President, Treasurer, Secretary and Vice Presidents)
 - c. Three other members of the P&C Association
8. Committee members must be financial members of SGPS P&C Association as listed on the Association's membership register.
9. The Committee Members will be elected at the SGPS P&C Association Annual General Meeting (AGM). Vacancies filled outside the AGM shall be affirmed by way of a vote at a General Meeting of the P&C Association.
10. The Principal or their nominee shall be an ex-officio member of the Committee.

Committee Meetings

11. The Uniform Committee shall meet at least once per term.
12. The quorum is five provided that at least three Officers of the Association are present.
13. A special meeting can be summoned by the Uniform Shop Coordinator on a written request by at least 2 members of the Committee.
14. Meetings need to be minuted and a copy provided to the next general meeting of the P&C for endorsement.
15. Decisions can be made by a majority of the Committee via electronic media. These decisions must be reported at the next meeting of the Uniform Committee.
16. The Committee will provide a report to each P&C General Meeting.

Funds

Administration

17. All financial operations shall be managed according to "An Operational Guide for P&C Treasurers" and "Fact Sheet 14: Role of the Treasurer" published by the Federation of Parent's and Citizens Association of New South Wales.

18. The President, Treasurer and Uniform Shop Convenor shall be authorised to operate the account of the Uniform Committee.
19. The Uniform Committee will produce a monthly report detailing actual financial activity against the annual budget and cash flow. The reports are to be presented to the P&C General Meeting.
20. The Financial Year of the Association and Uniform Committee shall close on 30 September each year.
21. The accounts of the Uniform Committee shall be audited annually as part of the audit of the Associations accounts.

Income

22. All money received by the Uniform Committee shall be deposited weekly in an account in the name of the Committee.
23. All income received by the Uniform Committee shall be given to:
 - a. Replacement of stock
 - b. Running costs
 - c. The provision of honorariums as required
 - d. The general funds of the Association

Expenditure

24. All payments are to be made by cheque, except for the purpose of obtaining a cash float for the Uniform Shop.
25. An annual budget and cash flow shall be prepared by the Uniform Committee, and presented to the first General P&C Meeting after the AGM for adoption by the Association. Adoption of the Annual Budget and cash flow by a General Meeting of the Association will constitute approval for the expenditures budgeted therein.
26. A modified budget must be approved at a General Meeting of the P&C before alternate expenditure can occur.
27. Capital purchases expenditures exceeding \$500 must be approved by a General Meeting of the Association.

Duties

28. The Uniform Committee will develop and maintain a Uniform Shop Policy & Procedures document that details how the shop will be operated and managed. This document is to be reviewed annually.
29. The Uniform Committee shall undertake a stock take at the end of each term.
30. The Uniform Committee shall maintain an asset register.
31. The shop will only keep enough stock to meet demand. The aim being to minimise the value of stock on hand.
32. The Uniform Committee will keep a record of past sales that shall be used for the prediction of future orders.
33. All stock purchases need to be justified and based on previous sales.
34. All orders are to be approved by a majority of the Uniform Committee and issued to suppliers on a purchase order.
35. The Uniform Committee in selecting an item to stock must consider multiple suppliers and review the proposed items with respect to fit with the current uniform policy, cost, manufacturing quality, supplier requirements, durability, and profitability.
36. Changes to the supplier of an item or the supply of a new item stocked in the Uniform Shop will be approved by the Uniform Committee, school and general meeting of the Association.
37. All discounts, allowances, complimentary articles, gift concessions and the proceeds therefore from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the SGPS P&C Association and be properly accounted for.

Rule Making

38. These Rules shall not be added to or amended except at a General Meeting of members, and after due notice of seven days has been provided.
39. The Uniform Committee will review the Rules annually and suggested amendments will be forwarded to a P&C general meeting for discussion.