

[These guidelines were adopted at the General Meeting of the Lindfield Learning Village Parents and Citizens Association on 21 February 2019]

LINDFIELD LEARNING VILLAGE P&C ASSOCIATION [ABC] SUB-COMMITTEE RULES

1. Name

The sub-committee shall be known as the Lindfield Learning Village P&C Association [ABC] sub-committee.

2. Aims

- (a) To provide a service to children and school community at a reasonable cost.
- (b) To provide a source of revenue for the Lindfield Learning Village P&C Association, whilst encouraging parental involvement in the school community.
- (c) To provide(describe activities of the sub committee)

3. Membership of the [ABC] sub-committee

The [ABC] sub-committee shall consist of at least three (3) members elected annually at the Annual General Meeting of the Lindfield Learning Village P&C Association (P&C Association). Membership will consist of: a Convenor, a Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer or nominee and where there is a bookkeeper employed by the P&C Association it can be this person) and at least two (2) other financial members of the P&C Association. The Principal and President shall be ex-officio members of the [ABC] sub-committee.

No person shall serve more than 2 consecutive years in any position unless approved at the Annual General Meeting. If at an Annual General Meeting a position remains vacant, then it may be filled by the person who has held that position previously for 2 consecutive years for a further one year only.

4. Duties of the [ABC] sub-committee

- (a) The [ABC] sub-committee shall organise and control the administration of its activity under these rules and the Constitution and By laws of the P&C Association. However, the [ABC] sub-committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the [ABC] 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. The Notice of Motion for actions 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 Lindfield Learning Village 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 [ABC] sub-committee, via the Convenor, shall present a written report to at least 1 general meeting of the P&C Association per term or as requested by the Executive Committee. The report shall be submitted to the Secretary of the P&C Association at least 5 working days before the general meeting.

- (c) The Treasurer's representative must lodge with the P&C Association's Treasurer a current financial statement and reconciled bank statement for presentation to at least 1 general meeting of the P&C Association per term. The documents must be submitted to both the Secretary and Treasurer of the P&C Association at least 5 working days before the general meeting.

5. Meeting of the [ABC] sub-committee

- (a) The [ABC] sub-committee shall meet at least twice a school term.
- (b) The quorum for all meetings shall be 2 members not including the ex-officio members.
- (c) A special meeting may be summoned by the Convenor on a written request signed by at least three (3) members of the [ABC] sub-committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the [ABC] sub-committee including ex officio members.

6. Budget

The [ABC] sub-committee will submit a detailed budget each year for the operation of the sub-committee. The budget for a new financial year must be submitted for approval by a general meeting prior to the end of the current financial year. The budget documents must be submitted to the Treasurer and Secretary at least one calendar month prior to the general meeting at which the budget will be submitted for approval.

The financial report of the [ABC] sub-committee which is required to be produced at at least 1 general meeting per term and must include an updated budget statement for the year to that date and such report shall also contain comparative figures for the previous year.

7. Funds

All money received by the [ABC] sub-committee shall be deposited in an account in the name of the [ABC] 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.

All income received by the [ABC] sub-committee shall be given to the general funds of the P&C Association at the end of each financial year. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Stock, replacement assets and the purchase of additional equipment for the efficient running of the sub-committee.
- (c) Purchases or expenditure exceeding \$250 which have not been approved under the budget must secure prior approval from the P&C Association or the P&C Association Executive Committee.

The Executive Committee of the P and C Association in conjunction with the Convenor shall as part of the budget approval process set a limit for funds to be held in bank accounts maintained by the sub-committee. Funds in excess of such limits must be transferred to the Association's general accounts.

8. Contracts

- a) All members of the sub-committee shall declare to the Executive Committee any conflict of interest involving a potential supplier to the Association. The Executive Committee is empowered to substitute the conflicted member with another member of the Association for the purpose of negotiating any contract.
- b) All contracts for the procurement of goods or services greater than \$2,000 in a financial year shall require:
 - (i) the written recommendation of the relevant Convenor; and
 - (ii) the approval of the Executive Committee and ratification at a general meeting.
- c) The written recommendation of the relevant Convenor to enter into a contract for goods or services should, as a general rule, contain two or more quotes from different suppliers. In cases where that is not practical, the Convenor must make a statement and explanation to that effect.
- d) The Treasurer shall maintain a register of all contracts to which the Association is a party.

9. Employees

- (a) No employee of the Lindfield Learning Village 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 [ABC] sub-committee may employ staff as necessary and as agreed in advance by the Executive Committee of the P&C Association. The Convenor in conjunction with the Executive Committee 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 [ABC] sub-committee for the proper conduct of the sub-committee and the adherence to the P&C Associations policies.
- (d) The [ABC] sub-committee Convenor shall ensure that the P&C Association has all appropriate insurance and other mandatory legal cover including workers compensation insurance to cover all employees.
- (e) The [ABC] sub-committee shall utilise the insurance cover provided by the Parents & Citizens Federation where possible and will request the Treasurer to utilise existing policies held by the P&C Association in the first instance.
- (f) The Convenor will liaise between all staff and report any legal and financial issues of concern to the President and Principal. The Convenor will ensure that all [ABC] sub-committee reports are tabled at each general meeting of the P&C Association.

10. Audit

The accounts of the sub-committee shall be audited annually as part of the audit of the P&C Associations accounts. The [ABC] sub-committee will surrender all minutes, financial records and other appropriate materials to the Lindfield Learning Village P&C Association Treasurer no later than

fourteen (14) days following the end of the P&C Association's financial year or at the request of the President.

11. Alterations

No application for alterations shall be made to these rules without formal notice for the Agenda of a general meeting of the P&C Association. Any proposed changes to these rules shall be decided upon at the general meeting following the one at which the application was made and shall be ratified at the subsequent Annual General Meeting.

Signed by:

A handwritten signature in cursive script, appearing to read "Jill McLachlan", is written on a light grey rectangular background.

Jill McLachlan
LINDFIELD LEARNING VILLAGE P&C ASSOCIATION PRESIDENT

Witnessed By:

A handwritten signature in cursive script, appearing to read "Melinda Sukhla", is written in black ink.

Melinda Sukhla
LINDFIELD LEARNING VILLAGE P&C ASSOCIATION SECRETARY