

**CONSTITUTION OF
THE CAMPBELL PRIMARY SCHOOL
PARENTS' AND CITIZENS'
ASSOCIATION INCORPORATED**

Amended February 2015

(Replacing the previous Constitution originally adopted 12 June 1978)

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PART A: PRELIMINARY

A1. NAME

- (1) The name of the organisation is the Campbell Primary School Parents' and Citizens' Association Incorporated.
- (2) The organisation may also be referred to as the Campbell Primary School P&C.

A2. INTERPRETATION AND DEFINITIONS

- (1) Except as provided in this clause, this constitution is to be interpreted by reference to the A.C.T. Interpretation Act and, where necessary, to the A.C.T. Associations Incorporation Act.
- (2) In this constitution, unless the contrary intention appears:
 - “Act” means the Associations Incorporation Act of the A.C.T.;
 - “AGM” means annual general meeting;
 - “Association” means the organisation established under this constitution;
 - “Council” means the ACT Council of Parents and Citizens Associations Incorporated;
 - “Model Rules” means the Model Rules under the Act;
 - “Objectives” means the objectives of the association established by this constitution;
 - “Parents”, in relation to membership of the association, includes de facto parents and guardians of students at the school;
 - “Principal” means the principal or acting principal of the school;
 - “Registrar” means the person holding this office under the ACT Associations Incorporation Act;
 - “School” means Campbell Primary School;
 - “School Board” means the school board of the school;
 - “Special resolution” means a resolution passed at a special general meeting.
- (3) Part and clause titles [but not the table of contents] are included in the text of this constitution and may be used in its interpretation.
- (4) The table of contents, the index and annexures are not part of the text of this constitution.

A3. PUBLIC OFFICER

- (1) At each AGM the Association is to appoint a public officer.
- (2) The public officer must be a resident of the ACT and must be eighteen years of age or more.

- (3) A retiring public officer and former public officers are not excluded from eligibility for appointment.
- (4) In addition to carrying out any duties conferred on the public officer by this constitution, the public officer is also to perform any statutory duties required by or under the Act.

A4. COMMON SEAL

- (1) The association is to hold and securely store a common seal.
- (2) The seal may only be applied to a document by resolution of a general meeting.
- (3) A document to which the seal is applied must be signed by either the president or secretary and by the public officer.

PART B: FUNCTION AND OBJECTIVES

B1. FUNCTION

The function of the Association is to promote parent and community participation in the school and to enable parents and members of the community to contribute to the school.

B2. OBJECTIVES

The objectives to be pursued in the undertaking of this function may include:

- (a) to promote the interests of the school;
- (b) to encourage the close collaboration of teaching staff, parents, students and citizens;
- (c) to provide a forum where members can contribute to the development of the goals and policies of the school;
- (d) to concurrently provide a forum where members can contribute to formulation of policies and programs for ACT public schooling;
- (e) to provide parents with a means of raising and discussing matters of general concern and interest in regards to the school community;
- (f) to provide a means by which parent members of the school board keep in touch with parent views, receive input on matters to be decided and report back on decisions taken;
- (g) to affiliate with the Council and to actively participate in its work;
- (h) to affiliate or cooperate with such other organisation as would assist in the pursuit of these objectives;
- (i) to make representations to appropriate authorities relating to the well-being and safety of students;
- (j) to provide a range of services for use by students, staff and visitors including but not limited to the provision of a canteen the provision of an outside school care

- facility and to facilitate in the provision of the music programme within the school;
- (k) to provide a forum for social activities;
 - (l) to assist with the provision of equipment for educational, recreational and sporting use; and
 - (m) to identify such other objectives as would assist in the carrying out of the association's function.

PART C: POWERS AND CHARACTER OF OPERATIONS

C1. POWERS

- (1) The Association may do all things permitted at law and by this constitution which are necessary or helpful in the pursuit of the Association's function and objectives.
- (2) Subject in particular to the provisions of this constitution relating to financial management, the capacities of the association under this constitution include powers:
 - (a) to consider and determine courses of action to be taken in pursuit of the objectives;
 - (b) to make statements or to implement other action as required for this purpose;
 - (c) to initiate projects or co-operate with other organisations concerned with promoting community interests involving the school or its students;
 - (d) to raise funds in the form of subscriptions, sponsorships, fund-raising activities, interest on investments or other forms of income;
 - (e) to manage the investment and expenditure of the association's funds;
 - (f) to make gifts, subscriptions or donations for purposes consistent with the objectives;
 - (g) to provide a canteen services, outside school hours care service or such other services as are consistent with the objectives;
 - (h) to enter into contractual arrangement in connection with such services and facilities or otherwise;
 - (i) to affiliate with the Council and to participate in its work;
 - (j) to choose representatives and delegates for purposes consistent with the objectives;
 - (k) to establish such subcommittees, task forces and working groups as are convenient from time to time;
 - (l) to conduct the election of the School Board members representing parents and citizens, as required by the Education Act 2004.

C2. CHARACTER OF OPERATIONS

- (1) The operations of the association must at all times be undertaken in a manner which is conducive to the inclusion of all parents in the work and decision-making of the association.
- (2) To this end office bearers of the association must place high importance on keeping parents informed of the work of the association and of the issues it is addressing.

- (3) Wherever possible, active use is to be made of the school's newsletter for this purpose, in addition to utilisation of direct circulars, general meetings and other means of communication with members.
- (4) The operations of the association are also to be based on the policies of the association arrived at in accordance with this constitution.

PART D: MEMBERSHIP

D1. BASIS OF MEMBERSHIP

- (1) Subject to this clause, the membership of the association consists of:
 - (a) all parents of students at the school; and
 - (b) other citizens who elect to be members of the association;
- (2) Any parent of a student at the school who has religious or other objections to membership of the association is not a member.
- (3) Citizens who are not parents of students at the school and elect, in writing or by attendance at a general meeting, to be members of the association, become such members on acceptance by the parent body, and continue to be members during the currency of such acceptance.
- (4) Where the administrative committee or a general meeting is of the view that a member of the association has persistently acted in a manner which is prejudicial to the association, action may be taken in accordance with clause 9 of the model rules with respect to the courses available, the procedures and processes to be followed, the rights of appeal which may be utilised, and the like.
- (5) The rights, privileges and obligations of membership are not transferable.

D2. REGISTER OF MEMBERS

- (1) The Association must keep a register of the names of members.
- (2) The register is to be kept at the school and is to be available for inspection by any members at such times as the association specifies after consultation with the school staff.
- (3) In the interests of confidentiality, the addresses of members for the purposes of the register are deemed to be care of the school.

D3. MEMBERSHIP FEES AND MEMBERS' LIABILITIES

- (1) Any fee set must be voluntary and decisions as to whether or not to invite payment of such a fee must be considered as part of the wider financial arrangements for which provision is made in this constitution.

- (2) Except in the cases dealt with in the following subclause members are liable to contribute to the payment of debts of the association only to the extent that they have unpaid membership fees.
- (3) Where a debt has been incurred through the illegal action of the member, that member is liable for that debt.

PART E: POLICY

E1. DETERMINATION AND RECORDING

- (1) The policies of the association are to be determined by wide consultation with the whole membership.
- (2) In determining its policies the association is to have regard to the policies of the Council.
- (3) Policies arrived at are to be recorded in a policy manual, in an annexe to this constitution or in other durable form to facilitate communication between successive generations of members.

E2. UTILISATION

- (1) In taking action to implement the objectives of the association the administrative committee is to be guided by the policies endorsed as provided for in the preceding clause.
- (2) The administrative committee is to report to a special general meeting, or to an ordinary general meeting if held promptly, in any case where it believes that departure from these policies is required in relation to any matter being pursued.

PART F: DIRECTION-SETTING AND MANAGEMENT

F1. DIRECTION-SETTING

- (1) The overall direction of the association is vested in the membership at large.
- (2) The consequential right to participate in the management of the association and to set policies is therefore likewise vested in the membership at large.

F2. MANAGEMENT

- (1) This direction is to be exercised through general meetings where possible and through the consideration and adoption of annexes to this constitution as provided for in Part L.
- (2) This direction may also be exercised through the election of representatives of the membership to undertake the administration of the association, and through the provision of guidelines for such representatives.

PART G: ADMINISTRATIVE ARRANGEMENTS

G1. STRUCTURE

- (1) The day to day administration of the association is vested in:
 - (a) an administrative committee elected in accordance with this constitution; and
 - (b) the office bearers provided for in this constitution.
- (2) The administrative committee consists of the office bearers, together with representatives of subcommittees, task forces and working groups established by the association.
- (3) The office bearers consist of:
 - (a) a president;
 - (b) a vice president;
 - (c) a secretary;
 - (d) a treasurer;
 - (e) a Convenor of the School Canteen Sub-Committee
 - (f) A Convenor of the Campbell After School Activity Centre
 - (g) A Convenor of the Campbell Preschool

G2. ROLES

- (1) The role of the administrative committee is to act as agent of the membership at large and to be accountable to the membership at large.
- (2) A statement of the specific roles of each office bearer, as decided from time to time by general meetings, is to be annexed to this constitution.

G3. TENURE

- (1) Office bearers may not hold the same office on the committee for more than two consecutive years, unless no other nominations for the position is received.

PART H: ELECTIONS

H1. ADMINISTRATIVE COMMITTEE

- (1) The administrative committee is to be elected from membership as a whole.
- (2) The election is to be held at the annual general meeting.
- (3) Notification of the election is to be circulated to all members in conjunction with the notice of the annual general meeting.
- (4) Nominations are to be invited at the annual general meeting and are to be on the basis of

self-nomination.

H2. VOTING

- (1) In any election voting may be in person or by proxy.
- (2) Voting is to be by ballot and, where there is more than one candidate, the candidate with a simple majority is elected.

H3. CASUAL VACANCIES

- (1) A casual vacancy arises when an officer or a member of the administrative committee:
 - (a) dies;
 - (b) resigns in writing;
 - (c) fails to attend three consecutive meetings without tendering an apology.
- (2) The notification is to invite interested members to nominate themselves for the vacancy,
- (3) If the number of nominations exceeds the places available the administrative committee is to determine the successful candidate or candidates by voting in a ballot.

H4. QUORUM AND PROCEDURE

- (1) At any meeting of the administrative committee a quorum is to be one half of its members.
- (2) The administrative committee shall meet at least twice each school term.

PART I: GENERAL MEETING

I1. ROLE

General meetings are the basic management structure of the association. Their purpose is to facilitate interaction between the administrative committee and the rest of the membership.

I2. ANNUAL GENERAL MEETINGS

- (1) An annual general meeting is to be held in February each year, where possible.
- (2) Notice is to be given in writing to all members of the school community at least one week prior to the date of the meeting.
- (3) Notice may be given in the school's newsletter or by direct circular to the home.
- (4) The following documents must be presented at the AGM:
 - * the audited financial statements of the previous year;

- * the auditor's report to the association for the previous year;
- * a report signed by two members of the administrative committee stating:
 - * the name of each member of the committee during the previous year,
 - * the changes if any on the membership of the committee in the previous year,
 - * the principal activities of the association during the previous year,
 - * any significant change which occurred in those activities in the previous year,
 - * a statement of net profit and loss.

I3. ORDINARY GENERAL MEETINGS

- (1) The administrative committee is to arrange for an ordinary general meeting to be held at least twice a term. These can be held in conjunction with meetings of the administration committee.
- (2) Notifications of ordinary general meetings are to be given in the same way as notifications of AGMs.
- (3) A schedule of anticipated ordinary general meetings is to be prepared and circulated to all members of the association as early as possible in the first term.
- (4) The schedule is to be updated and re-circulated as often as is judged helpful in soliciting maximum member participation.

I4. SPECIAL GENERAL MEETINGS

- (1) Where an issue of major or urgent nature cannot conveniently be discussed as an ordinary general meeting, a special general meeting is to be convened to deal with it.
- (2) A special general meeting may be called by:
 - (a) the president;
 - (b) any three members of the administrative committee; or
 - (c) any five members of the association.
- (3) Subject to the following subclause, notifications of special general meetings must be given in the same way as for AGMs.
- (4) Only seven days notice of a special general meeting is required except in the case of a proposed change to the constitution.
- (5) Only business of which notice has been given in the notification of the meeting may be dealt with at a special general meeting.

I5. CONDUCT AND PROCEDURE

- (1) The quorum for all general meetings, including special general meetings, is five members of the association.
- (2) The President shall preside at all meetings. In his or her absence, the Vice President

shall act in his or her stead. In the absence of the President or the Vice President, the meeting shall elect a Chair.

- (3) At any general meeting the chair has a substantive vote and also a casting vote.
- (4) Voting by proxy on issues before a general meeting is permitted.
- (5) A general meeting may be adjourned by simple majority of those present and voting.
- (6) Notification of the date, time and place of the resumed meeting is to be given in writing to all members of the association within seven days of the adjournment and at least seven days prior to the date on which the adjourned meeting will be resumed.
- (7) Procedure at a general meeting in other respects is to be as specified in an annex to this constitution or in the absence of such an annex or provided for in the model rules.

PART J: FINANCE

J1. FINANCIAL YEAR

The financial year of the association is the calendar year.

J2. BUDGET AND FINANCIAL PLANNING

- (1) The treasurer may prepare a draft budget as soon as possible after each AGM.
- (2) The budget, if one has been drafted, is to be considered at, and may be endorsed by, the next held ordinary general meeting of the association or at a special general meeting called for the purpose.
- (3) The purpose of the budget is, in particular, to provide guidance to the administrative committee and to provide an opportunity for the general membership to consider issues of priorities and planning.
- (4) In addition, the administrative committee, as part of the budgeting process and financial planning, may recommend to members that a voluntary fee of a specified amount be paid to the association by members to assist it in its work.

J3. INCOME AND EXPENDITURE RESTRICTIONS

- (1) The association must not pursue any form of fundraising or income generation which is, or might be, in conflict with the function or objectives of the association.
- (2) The association must not make any form of investment or deposit, with a financial institution or otherwise, which is, or might be, in conflict with the function or objectives of the association.
- (3) The association must not accept bequests or gifts in any form if conditions are attached

which are or might be in conflict with the principles, function or objectives of the association.

- (4) The association must not make gifts, grants, subscriptions or donations for purposes which are, or might be, in conflict with the function or objectives of the association.
- (5) Payments made on behalf of the committee must be signed by two office members, one of which must be an office bearer.
- (6) The designated sub-committees of the association are to maintain their own bank accounts. Payments to be signed by two members, one of which must be an office bearer.

J4. ANNUAL ACCOUNTS

- (1) The administrative committee must ensure that the annual financial statements are prepared setting out:
 - * an income and expenditure statement for the year past;
 - * a statement of the assets and liabilities of the association at the end of the previous financial year;
 - * any mortgages or securities affecting any property of the association;
 - * any trust established or operated by the association.
- (2) The annual financial statements may in addition contain such further information as the treasurer or the administrative committee consider desirable or as a general meeting directs.

J5. AUDIT

- (1) The financial statements and financial records of the association must be audited at least annually.
- (2) The committee must ensure that the audit of accounts is completed at least 14 days prior to the Annual General Meeting.
- (3) The accounts must be audited by a person who is not an officer, employee or employee of an officer of the association and who not prepared or assisted with the preparation of the accounts.
- (4) In any year when the association has gross assets in excess of \$150,000, has gross income in excess of \$150,000, holds a licence issued under the Liquor Act 1975 or has membership of 1000 or more, the auditor must hold one of the following qualifications:
 - * Member, the Institute of Chartered Accountants in Australia;
 - * Member, the National Institute of Accountants;
 - * Member, the Australian Society of Certified Practising Accountants; or
 - * a person registered as an auditor under the Corporations Law.

- (5) In any year when the association has gross assets less than \$150,000, has gross income less than \$150,000, doesn't hold a licence issued under the Liquor Act 1975 or has a membership of less than 1000, the accounts may be audited by a person who:
- * is not on the administrative committee; and
 - * has not helped prepare the accounts.

PART K: ALTERATION OF CONSTITUTION

K1. NOTICE OF PROPOSED CHANGE

- (1) Notice of a proposed change to this constitution may be given by any of the members and groups of members able to call a special general meeting.
- (2) Notifications of proposed changes must be given in writing and must set out both the specific change sought and the reasons for the proposed change.
- (3) At least 21 days notice in writing, but not more than 42 days notice, is to be given to all members of any proposed change to the constitution.
- (4) Such notices are to be given within 21 days of the receipt of the notification of proposed change.
- (5) If a member or group of members opposing the proposed change so requests, a statement of the reasons for their opposition must likewise be circulated.
- (6) Subject to this clause, proposed changes can be considered at any general meeting whether annual, ordinary or special.

K2. DISCUSSION AND VOTING

- (1) Any member of the association may speak to the proposed constitutional change at the meeting at which it is considered.
- (2) When no further members wish to speak on a proposed change, the change will be voted on.
- (3) A change is passed if carried by three quarters of the members present and voting.

PART L: ANNEXES TO THE CONSTITUTION

L1. ROLE AND CONTENT

- (1) Annexes may be added to this constitution setting out policy positions of the association, or dealing with particular aspects of process or procedure, or otherwise relating to the implementation of matters provided for in this constitution.

(2) Their role is to provide an orderly way for the association to proceed with its business from year to year, and to keep track of decisions made, stances taken, or procedures established or utilised, which may be helpful in future years.

(3) Annexes must not be inconsistent with this constitution.

L2. ADOPTION, AMENDMENT AND REVOCATION

(1) Annexes may be adopted or changed by simple majority at any general meeting but notice, and proposed texts, must be circulated to all members at least seven days prior to the meeting.

PART M: CONCLUDING PROVISIONS

M1. LODGEMENT OF ANNUAL RETURNS

(1) The administrative committee must lodge with the Registrar within six months of the start of each calendar year detailed statements relating to:

- * the name of the association;
- * the registration number if any;
- * the title of the document;
- * the name, address and telephone number of the person on behalf whom the statement is lodged;
- * the audited statement of the association's accounts;
- * a copy of the auditor's report;
- * a statement signed by two members of the administrative committee certifying that preparation, auditing and presentation to the AGM complied with the requirements of the Act.

M2. CUSTODY AND INSPECTION OF RECORDS

(1) The administrative committee is to provide for the safe custody of all books and other records of the association.

(2) Any member may inspect any such record unless such inspections would create a conflict of interest or a breach of privacy, in which case the member will be provided with a written explanation or the reason access was not provided.

(3) A request from the association's auditor or public officer, or from the Registrar, must be met.

M3. WINDING UP

(1) The association may be wound up voluntarily by the association resolving by special resolution that this happen.

- (2) Any property remaining after meeting the debts and liabilities of the association, and paying the costs of winding up, is to be disposed of in accordance with the requirements of the Act at that time.

ANNEXURES

1 – ROLES OF OFFICE BEARERS

The management of all Association activities, other than that of the school canteen and the Campbell After School Activity Centre, shall be vested in the executive Committee.

PRESIDENT

The President shall:

1. preside at all meetings;
2. prepare the Annual Report for presentation to the Annual General Meeting;
3. arrange to keep members informed of the affairs of the Association by appropriate means;
4. fulfil other duties as necessary for the successful conduct of the Association.

The President may be an ex-officio member of all committees or groups formed by the Association.

VICE PRESIDENT

The Vice President shall assist the President as required to conduct the meeting and business of the Association.

SECRETARY

The Secretary shall:

1. attend all meetings;
2. assist the President in the preparation of the Annual Report;
3. be responsible for the minutes of meeting of the Association. The recording of minutes may be delegated;
4. be responsible for keeping records of all correspondence received by the Association and all correspondence issued by the Association;
5. arrange for the issue of all notices of all Executive Committee Meetings and General Meetings;
6. hand over to the President all records, minutes and correspondence on relinquishing office.

TREASURER

The Treasurer shall:

1. receive all monies, including any surpluses from Campbell After School Activity Centre and the canteen and shall arrange to keep a record of all monies received;
2. issue receipt for all monies received;
3. obtain vouchers for all monies paid from the Association's funds, other than funds from the canteen and Campbell After School Activity Centre, which shall be the responsibility of the respective sub-committee treasurers;
4. bank of have banked all monies in the Association's bank account;

5. have available for presentation at each General Meeting of the Association and each Executive Committee Meeting a statement of account showing receipts and expenditure since the last statement presented;
6. submit the audited Annual Financial Statements to the Annual General Meeting.

All books, receipts, vouchers and monthly statements shall be made available to the auditors in good time prior to the Annual General Meeting.

The Treasurer will hand over all records of accounts, books, receipts and vouchers to the President on relinquishing office.

2 – BUSINESS SUBCOMMITTEE

General

1. The Association's businesses – the Canteen and the Campbell After School Activity Centre (CASAC) – shall each be managed by a Convenor who shall be elected at the Association's AGM and shall be part of the Association's Executive. The Convenors shall have responsibility and authority for the management of their respective business, subject to the provisions of this Constitution.

Duties of Convenors

2. The Convenors shall be responsible in all their actions to the Executive of the P&C Association which shall have the right to reorganise, disband or close the subcommittee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose.
3. Subject to any direction by a General Meeting, and in accordance with the Annual Budget, the Convenors shall have authority to conduct the business of CASAC and the canteen respectively:
 - a. to employ full-time, part-time or casual staff for designated periods,
 - b. to pay wages to staff;
 - c. to set prices and fees of services provided and
 - d. to pay any operating or incidental costs necessarily incurred in operating these activities.
4. Any staff employed shall be responsible to the respective Convenor under conditions laid down by the Executive Committee or as determined at a General Meeting of the Association.
5. Convenors shall ensure that all decisions regarding staff remuneration and conditions of service are appropriately recorded and kept confidential.

Meeting of the committee

6. The Convenors are to provide a report on their businesses at each General Meeting of the Association.
7. The Convenors may, at their discretion, hold separate meeting with members, to discuss, consult and/or inform members of significant issues. At such meetings, the quorum shall be two Association office bearers (one of which will be the relevant Convenor) and three general members. One member shall be designated as scribe/minute taker.
8. The scribe/minute taker shall record all actions and decisions made at the subcommittee meetings and provide these records to the Treasurer for retention as part of the auditable records of the subcommittee. Any action or decision made out of session are to also be recorded and retained.

Financial Management

9. In respect of financial management, the Convenors shall:

- a. maintain appropriate accounts on behalf of the Association at appropriate financial institutions, and;
 - b. maintain appropriate financial records which provide a complete record of income and expenditure;
 - c. ensure all moneys belonging to the Association are received and deposited promptly into the appropriate account;
 - d. pay accounts promptly for all expenses properly and necessarily incurred in operations and related activities;
 - e. ensure wages paid to staff accord with the provisions of the relevant award and that other legal requirements and provisions relating to Tax Instalment Deductions, Long Service Leave, Superannuation etc as appropriate, are complied with;
 - f. ensure that appropriate Insurance arrangements are set in place;
 - g. present to the General Meeting at least once per term a statement of income expenditure and other liabilities;
 - h. ensure that all the books and accounts are audited at the end of each financial year and presented at the Annual General Meeting of the Association; and
 - i. frame financial and cash flow budgets for the following year.
10. A bookkeeper may be engaged to assist the Convenors with their financial management duties.
11. All accounts are to be paid by cheque or electronic bank transfer (including BPAY) and are to be signed by a minimum of two members, one of which must be an office bearer.
12. All income received by the businesses shall be used for:
- a. Employment of staff including wages, training and development expenses;
 - b. maintenance and replacement of inventory and equipment supporting the businesses;
 - c. the purchase of additional equipment to support the businesses;
 - d. donations, as cash or purchased goods, to Campbell Primary School; and
 - e. the general operations of the businesses including, as applicable, to the P&C Association for insurance, membership fees, etc.
13. Purchases exceeding \$1,000 (excluding legislative fees and employment costs) must secure prior approval from the P&C Association or its Executive Committee.

Duties of staff

14. Duties of the Convenors relating to the day-to-day operations of the businesses may be included within the roles and responsibilities of employed permanent staff. The duties to be set are to be determined at the discretion of the Convenors and the Executive, and within the following guidance.
15. In relation to financial duties:
- a. staff undertaking financial duties are to abide by the rules set down in this Constitution;
 - b. staff may incur expenses, make payments, receive receipts and all other necessary financial duties for the day-to-day operation of their respective business and in accordance with the budget approved by the Association;

- c. staff may determine prices and fees for services, but final agreement is to be made by the Convenors;
- d. where staff are authorised to make remuneration payments on behalf of the Convenor/Association, the second signatory must be an office bearer.
- e. regular reports on the financial matters of the business are to be made to the Convenor for inclusion within their report at General Meetings;
- f. regular audits shall be conducted by the Association Treasurer (or Assistant Treasurer as their representative) no less than once each school term.

16. In relation to staff:

- a. Permanent staff may recruit, engage and manage casual staff required to conduct the businesses within the budget approved by the Association;
- b. Regular reports on staff matters are to be made to the Association via the Convenor including for Workplace Health and Safety incidents, staffing ratios and qualifications and proposed attendance at training and development programs;
- c. Recruitment, engagement and management of all permanent staff is to be undertaken or approved by the Convenor, in consultation with the Executive (including for annual performance appraisals); and
- d. Annual review and approval of staff remuneration is to be undertaken by the Convenor.

3 - CAMPBELL PRESCHOOL SUBCOMMITTEE

General

1. A subcommittee shall be formed to represent the interests of the Campbell Preschool community and be called the "Campbell Preschool Subcommittee".
2. The Campbell Preschool Subcommittee shall comprise of at least 3 members, being:
 - a. a Convenor as Chair (elected at the Association's Annual General Meeting);
 - b. a Scribe/Minute Taker;
 - c. the Association's Treasurer, or Assistant Treasurer as their representative; and
 - d. at least 1 other general members.
3. The Principal and Preschool staff will be ex officio members of the subcommittee.
4. The Campbell Preschool Subcommittee shall operate under the terms of this Constitution and in accordance with the requirements issued by the relevant government.

Aims

5. The Campbell Preschool Subcommittee aims shall be to:
 - a. support the interests of the preschool in recognition of its unique, play based learning environment;
 - b. undertake fundraising activities to resource the preschool, either independent of, but in close consultation with, the P&C, or as part of the P&C's broader fundraising efforts on behalf of the preschool, to ensure the school and preschool fundraising efforts are complementary;
 - c. work closely with the preschool educators, to ensure the goals of the fundraising support and complement their education program / preschool needs.
 - d. organise social events such as welcome barbecues for preschool families, Working Bees with a particular focus on preschool needs and other activities throughout the year to encourage parent and community involvement in the preschool.

Duties of the subcommittee

6. The subcommittee shall organise and control the full administration of the subcommittee, including holding its own bank account.
7. The subcommittee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the subcommittee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose.
8. The subcommittee shall present a report to each general meeting of the P&C Association.
9. The Association Treasurer or their representative must lodge a current financial statement for presentation to each general meeting of the Association.

Meeting of the committee

10. The subcommittee shall meet at least once each school term and more often as required. Meetings may be held as part of the General Meeting of the Association. The quorum for all meetings shall be three (3) members.
11. The scribe/minute taker shall record all actions and decisions made at the subcommittee meetings and provide these records to the Treasurer for retention as part of the auditable records of the subcommittee.

Funds

12. All money received by the subcommittee shall be deposited in an account in the name of the subcommittee.
13. Funds raised through broader P&C activities by preschool families shall be distributed to the subcommittee by the P&C.
14. All accounts are to be paid by cheque or electronic bank transfer (including BPAY) and are to be signed by any two members (2) of the Preschool Subcommittee, one of which must be an Office Bearer.
15. All income received by the subcommittee shall be used for:
 - a. maintenance and replacement of preschool inventory and equipment;
 - b. the purchase of additional equipment for the preschool;
 - c. social functions for preschool families;
 - d. donations, as cash or purchased goods, to Campbell Preschool; and
 - e. the general operations of the subcommittee including, as applicable, to the P&C Association.
16. Purchases exceeding \$1,000 must secure prior approval from the P&C Association or its Executive Committee.