

the Accounting Manual in all respects. They prepare an annual budget and annual operational plan for the Association in consultation with other members of the Association's Executive Committee. It is the Treasurer's responsibility to keep accurate accounts of receipts and expenditure.

16.3 Authority of Executive Committee in Matters of Urgency

- 16.3.1 The Executive Committee may, by a majority vote of the Executive Committee, take any necessary action regarding urgent matters relating to the performance of the Association's functions.
- 16.3.2 The Executive Committee may not remove a person as a member or an Officer of the Association.
- 16.3.3 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.
- 16.3.4 Full particulars of the action taken by the Executive Committee under clause 16.3.1, must be tabled at the next scheduled general meeting of the Association or at a special meeting called for that purpose. However, a failure by the Executive Committee to comply with this clause, does not affect the validity of the action.

17 SUBCOMMITTEES

- 17.1 The Association may establish subcommittees it considers appropriate for purposes consistent with the objectives and functions of the Association (including for example, subcommittees for special purposes such as a swimming club or tuckshop).
- 17.2 Subcommittees may only act within the scope of the authority given to the subcommittee by the Association and must follow any direction given by the Association to the subcommittee.
- 17.3 Without limiting section 17.2, subcommittees will operate under the general supervision of the Association, and will be subject to conditions the Association considers appropriate.
- 17.4 Subject to clause 17.6, the Association must appoint particular members of the Association to be the Chairperson, Secretary and, if funds are to be raised or spent by the subcommittee, Treasurer of the subcommittee.
- 17.5 Officers of the Association are eligible to hold positions on subcommittees.
- 17.6 The Chairperson or Secretary of the subcommittee cannot be the Treasurer of the subcommittee.
- 17.7 Each subcommittee of the Association will, subject to a contrary direction by the Association, provide a written report of its progress to every general meeting of the Association. If the subcommittee is authorised by the Association to raise or spend funds, then the Treasurer of the subcommittee will present a written financial statement, at every general meeting of the Association. The subcommittee accounts will be subject to an audit as part of the Association's accounts.
- 17.8 The timing and frequency of meetings of each subcommittee will, subject to an alternative direction by the Association, be determined by a majority of the votes of the members present of the relevant subcommittees.
- 17.9 Matters arising at a meeting of a subcommittee are decided by a majority of the votes of members present at the subcommittee meeting, where each member present has a vote on the matter. If the votes on a question are equal, the person presiding at the meeting also has a casting vote.

- d) an employee of a public sector entity (as defined in the *Auditor-General Act 2009 (Qld)*) who has the commercial skills and experience to audit the accounts of the Association, or
 - e) an employee of an insurance company, financial institution or other financial or commercial organisation, who has the commercial skills and experience to audit the accounts of the Association.
- 24.2.4 The Auditor is to be appointed in an honorary capacity provided that, where this is not possible, the [Executive Committee] will negotiate and confirm the Auditor's fees prior to the Auditor's appointment.
- 24.2.5 The [Executive Committee] should review the Auditor periodically to ensure independence is maintained.
- 24.2.6 The Association's choice of Auditor cannot be:
- a) an employee or Executive Committee member of the Association
 - b) a member of the Association
 - c) a relation of an Executive Committee member of the Association, or
 - d) the service provider of another service to the Association.
- 24.2.7 As soon as practicable after the appointment of the Auditor, the President will give written notice to the Regional Director for the School, of the Auditor's name, address and qualifications.

24.3 Annual Audit

- 24.3.1 As soon as practicable after the end of the financial year, but prior to the annual general meeting, the Treasurer will submit to the Auditor, and the Auditor will examine, the books and accounts of the Association and its sub-committees, which include:
- a) minutes of meetings
 - b) records of collections
 - c) records of payments
 - d) cashbooks
 - e) records of assets and liabilities
 - f) such other records of the Association, as the Auditor considers appropriate.
- 24.3.2 The Auditor must verify with financial institutions with which the Association has accounts (the "**Financial Accounts**") the financial balance held or owing at the end of the relevant financial year, so as to be able to certify whether or not, in the Auditor's opinion:
- a) the Association's financial statements are in agreement with the Financial Accounts and in a form that complies with the Accounting Manual and the requirements of the Director-General in relation to the keeping of accounts by the Association
 - b) the financial statements have been prepared to present a true and fair view of the Association's transactions for the relevant financial year, and the Association's financial position at the end of that year, on a basis consistent with the basis for preparing the Association's financial statements for the preceding financial year.

- 24.3.3 Upon completion of the audit, the audited financial statements, with all signed certificates appended, will be presented to the President and Officers and, as soon as practicable thereafter, to the annual general meeting of the Association.
- 24.3.4 The Secretary must, by 31 May of the year following the financial year, give, by post or email, a copy of the Association's audited financial statements for the financial year to the Regional Director.

25 HANDING OVER OF ACCOUNTS TO SUCCESSORS

- 25.1 The Treasurer of the Association, or of a subcommittee, must transfer to the successor-in-office all records and accounts of the Association and its subcommittees in their possession, custody or control as soon as practicable after that successor has been appointed.
- 25.2 If the Treasurer of the Association, or of a subcommittee, resigns or is removed during their term of office, the Association will arrange for an audit of the records and accounts of the Association or its subcommittees to be carried out as soon as practicable and the incoming Treasurer to be provided the financial records and accounts of the Association to allow business to continue.

26 NO DISTRIBUTION TO MEMBERS

No portion of the Association's funds, income or assets will be distributed, paid, or transferred directly or indirectly to members of the Association, provided that the Association may transfer employee payments and entitlements to a member who is a paid employee of the Association or subcommittee of the Association.

27 RECORDS

- 27.1 The Association must store and maintain all records (including financial records and accountable forms) in a safe and secure location (preferably at the School) which may only be accessed by duly authorised persons.
- 27.2 The Association must keep complete and accurate financial records and accountable forms in accordance with the Accounting Manual.

Part VI – Adoption and Amendment of Constitution

28 ADOPTION OF CONSTITUTION

- 28.1 This Constitution has no effect unless it is approved by the Director-General.

29 AMENDMENT OF CONSTITUTION

- 29.1 The Association may resolve to amend this Constitution by a resolution passed by a majority of its members present at an annual general meeting or special meeting of the Association.
- 29.2 The Association must have regard to this Constitution and any subsequent model constitution for P&C Associations prepared under section 38(3) of the Regulation prior to amending this Constitution.
- 29.3 The Association must also have regard to the Act and the Regulation prior to amending this Constitution.
- 29.4 The Principal should notify their supervisor of any approved amendments.

29.5 Amendments to this Constitution are effective from the date of approval by the Director-General and such amendments will have no effect unless and until approved by the Director-General.

Part VII – Dissolution of the Association

30 DISSOLUTION

30.1 The Association is dissolved if:

- a) the School is closed
- b) the number of members of the Association is two or less, or
- c) the question of dissolution is put and resolved in the affirmative on a three-fourths (75%) majority vote of its members present and entitled to vote at a special meeting of the Association called to consider the question.

30.2 An Association which is the approved provider for an outside school hours care service must provide a minimum of four weeks' notice to the Principal upon its decision to dissolve.

30.3 On dissolution of the Association, the Principal's supervisor must, as directed by the Minister, deal with all property in the name of the Association and the Association's funds, after payment of any expenses lawfully incurred by the Association.

SCHEDULE 1– P&C ASSOCIATION MEMBERSHIP REGISTER

THE FOLLOWING IS AN EXAMPLE TEMPLATE FOR YOUR P&C ASSOCIATION MEMBERSHIP REGISTER

PARENTS AND CITIZENS' ASSOCIATION

YEAR:

Name	Email OR Address	Date membership first commenced*	Date membership ceased (if relevant)	Member is: (Choose A or B) A. a school staff member or parent of child attending the school; OR B. not a school staff member or parent of child attending the school – record current Blue Card number	Phone	Signature

* Where a member is granted honorary life membership, please note the date the honorary life membership was awarded and the reason it was awarded on a separate sheet and attach it to this record of membership.

SCHEDULE 2 – CODE OF CONDUCT FOR P&C ASSOCIATION

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.

CODE OF CONDUCT FOR CALOUNDRA SHS P&C ASSOCIATION

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct (attached).

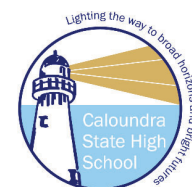
Read by: _____ (print name)

Signed: _____

Date: _____

Parent and Community Code of Conduct




Supporting learning, wellbeing and safety in our school



We welcome parents¹ and other members of our diverse community into our school.

Working together with the school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 <p>Communication</p>	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited
 <p>Collaboration</p>	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
 <p>School Culture</p>	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹ The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

SCHEDULE 3– EXAMPLE APPLICATION FOR P&C MEMBERSHIP

Application for P&C Membership for 2024
Caloundra State High School P&C Association

Please complete and return to the P&C Secretary (in person or by email: *insert email address*)

Name:

Address:

Email address:

Phone number:

I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare.

If you are an adult interested in the school's welfare, please provide:

- Current Blue Card number: _____
 - Expiry date: _____
 - Date of birth*: _____

If applicable, please provide details of your children who are students at [name of school]:

Name: _____ Class: _____

I am:

- applying for new membership
- a returning member.

I apply for membership of the Caloundra State High School] Parents and Citizens' Association and I undertake to:

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

Signature:.....

Date:.....

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature: Entered in P&C Register.

* Date of birth details are required to link with Blue Card portal