



Quick Member Info

Incorporation

What is incorporation?

Incorporation is the creation of a legal entity which has rights and liabilities separate from its members.

Should our P&C Association become incorporated?

Yes. The P&C Federation recommends that all P&C Associations become incorporated. An incorporated body can apply for government grants, may enter into legal agreements, own assets and borrow money from financial institutions. If a P&C Association is incorporated any debt or liability will be against the entity, rather than individual members.

Does our Constitution change?

Yes, you will operate under the [Prescribed Constitution](#). This constitution has been endorsed by the Minister for Education and cannot be amended in any way.

Do we still have by-laws?

Yes. You will still have to adopt a set of by-laws. Remember your by-laws are to complement not contradict the Constitution.

How does our P&C Association become incorporated?

Your P&C Association can resolve to become incorporated. Your Secretary completes application correspondences to P&C Federation and the Minister for Education (available on our website, [click here](#)) and sends them both directly to P&C Federation along with your payment. Please contact the office on 1300 885 982 if you need support or assistance completing the request to become incorporated.

Is becoming incorporated expensive?

No. Not if your P&C Association chooses to become incorporated under the the Federation of Parents and Citizens Associations Incorporation Act 1976. A one-off administration fee of \$100.00 is all you have to pay.

What do we receive when we become incorporated

When you become incorporated you will receive a Certificate of Incorporation, a copy of the Prescribed Constitution and the relevant legislation.

Do we have to fill out a whole heap of compliance forms each year?

No. You are required to send a copy of your audited annual financial statements to P&C Federation within one month of your annual general meeting. This information will be kept on your P&C Association record for seven years.



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If we become incorporated do we have to remain members of P&C Federation?

Yes. It is stated in the Parents and Citizens Associations Incorporation Act 1976 that P&C Associations need to maintain their membership with the P&C Federation.

What happens if we are no longer members of P&C Federation?

If a P&C Association ceases to be a member of the P&C Federation the Minister may cancel the incorporation.

Our P&C Association can't find our incorporation number?

Your P&C Association does not receive an incorporation number. This is because you are incorporated under statute, an act of parliament.

We are completing a grant application and it is asking for the incorporation number.

This is common for a lot of online grant submissions. Where you see this request place "N/A" in the form field, this will then allow you to complete the form.