

# **ANNANDALE NORTH PUBLIC SCHOOL P&C ASSOCIATION BAND AND STRINGS SUB-COMMITTEE RULES**

## **1. Name**

The committee shall be known as the Annandale North Public School P&C Association Band and Strings Sub-Committee (BSP S-C). It is a sub-committee of the P&C Association.

## **2. Aims**

The Annandale North Primary School P&C Association runs the P&C Band and Strings Program (BSP) in recognition of the value of music education and the enrichment it brings to the entire school community through regular performances and ongoing cooperation between students of different years and interests. To that end, the aims of the BSP S-C are to:

- (a) provide ANPS students with an opportunity to learn an instrument and participate in instrumental music ensembles;
- (b) encourage participation in music and community involvement; and
- (c) ensure equitable access to the benefits of music education.

## **3. Membership of the sub-committee**

The sub-committee shall consist of a Band and Strings Convenor, elected annually at the Annual General Meeting of the Annandale North Primary School P&C Association, and at least five (5) members as nominated to a General Meeting of the P&C from time to time by the BSP Convenor in consultation with the BSP S-C.

(a) The subcommittee comprises:

- BSP Convenor
- BSP Secretary
- BSP Treasurer
- BSP Membership Secretary
- BSP Instruments Coordinator
- BSP Uniform Coordinator
- BSP Catering Coordinator
- BSP Parent Coordinator

(b) The P&C President shall be an ex-officio member of the sub-committee. The president may nominate an alternate from the P&C Executive.

(c) The P&C may at its AGM elect a BSP sub-committee representative as an "other member" position on the P&C executive. If vacant the position may be filled as a casual vacancy.

(d) If the BSP subcommittee representative position on the ANPS P&C executive is vacant, the P&C executive may nominate a member of the executive to liaise with the sub-committee. This representative shall be the first point of contact for communications between the sub-committee and executive. This representative is empowered to take decisions for the BSP S-C only to the extent delegated by the S-C.

#### **4. Duties of the sub-committee**

- (a) The sub-committee shall organise and control the full administration of the BSP. The sub-committee is responsible in all its actions to the Annandale North Public School P&C Association which may reorganise, disband or close the sub-committee, such decisions to be supported by a majority vote at a general meeting, or special meeting of the P&C Association called for that purpose. A notice of motion proposing 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 Annandale North Public School P&C Association. Such notice must be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, through the BSP Treasurer or their nominee, shall present an annual operating budget to the general meeting of the Annandale North Public School P&C Association in March each year. If circumstances prevent this, notice explaining the delay must be provided in writing to the P&C.
- (c) The sub-committee, through the BSP Treasurer or their nominee, will present an annual report on the financial position of the BSP in Term 4 of each year.
- (d) The sub-committee, through the Convenor or their nominee, shall report to the general meeting of the Annandale North Public School P&C Association once each term (4 times per year) informing members of the activities of the BSP.

#### **5. Meeting of the sub-committee**

- (a) The sub-committee shall meet at least once each school term.
- (b) Minutes will be kept of each meeting, tabled at the subsequent P&C general meeting, and made available to any member of the P&C on request.
- (c) The quorum for all meetings shall be five (5) members
- (d) A special meeting shall be called by the BSP Secretary on a written request signed by at least three (3) members of the sub-committee. Seven (7) days notice of any such meeting, stating the business of the meeting, shall be given to all members of the sub-committee including ex officio members.

#### **6. Funds**

- a) All money received by the sub-committee shall be deposited in the Annandale North Public School P&C Band Account.
- b) All financial transactions are to be undertaken by any two (2) of the office bearers of the P&C Association.
- c) An approved operating budget shall remain in force for the purpose of authorizing expenditure until superseded by the subsequent operating budget.
- d) The funds for the administration and operation of the BSP shall be derived from the following sources:
  - (i) Membership Fees: Annual membership fees shall be invoiced to each student taking part in the program. These are determined annually on the basis of covering expenses including but

not limited to: conductor costs, music, performance fees, instrument purchase, music workshops, music breakfasts, music night and administration costs.

- (ii) Uniform Charges: The Annandale North BSP uniform t-shirts shall be produced and sold as part of the program. Students shall be charged a price to cover the cost of production.
- (iii) Camp Fees: Students in the BSP shall be charged a fee to cover the cost of the annual overnight music camp.
- (iv) Instrument Hire: The BSP shall charge a fee for the rental of instruments. These fees shall be used to meet the cost of instrument insurance, repair, servicing, and additional instrument purchases.
- (v) P&C Contribution: The Annandale North Public School P&C Association may make an annual contribution to the BSP from general funds in order to support the aims of the program and its accessibility for all students.
- (vi) Other income. This includes donations such as for catering, instrument sale, instrument purchase or other as specified by the treasurer in term 4 financial report.

### **7. Band and Strings Program operation**

The sub-committee is authorised to operate the BSP according to the annual operating budget adopted by the P&C Association and the P&C Office Bearers are authorised to release funds in accordance with the approved budget. Reasonable variations for operational reasons or changes of circumstance are permitted provided these are reported to the P&C at the next general meeting and do not alter the overall budgetary position.

### **8. Audit**

The accounts of the BSP sub-committee shall be audited annually as part of the audit of the Annandale North Public School P&C Association's accounts and presented to the AGM. The BSP Treasurer, on behalf of the sub-committee, will ensure that the BSP is ready for audit by the end of the P&C's financial year.

### **9. Insurance**

The BSP shall on behalf of the P&C Association ensure that at all times there is adequate insurance held to cover musical instruments and equipment owned or held by the P&C, and for events and employees, including public liability. This may be through a separate policy or under other policies held by the P&C Association, or a combination.

### **10. Application of P&C Association Rules**

The Constitution and the Rules of the Annandale North P&C Association apply as relevant to the BSP S-C and shall prevail in the event of any inconsistency.

### **11. Amendment**

No amendments shall be made to these rules without formal notice for the Agenda of a general meeting of the Annandale North Public School P&C Association.

BAND AND STRINGS PROGRAM CONVENOR

Print Name:

Signature:

P&C ASSOCIATION PRESIDENT

Print Name:

Signature:

P&C ASSOCIATION SECRETARY

Print Name:

Signature:

