



## WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274  
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

# Winston Hills Public School P&C Association

## Band By-Laws 2022



## WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274  
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

### WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION BAND SUB-COMMITTEE RULES

#### 1. Name

The Winston Hills Public School Band is operated by a sub-committee of the Winston Hills Public School Parents and Citizen's (P&C) Association.

The committee shall be known as the Winston Hills Public School P&C Association School Band Sub-committee, herein referred to as the Band Sub-committee.

#### 2. Aims

- (a) To foster an appreciation of music by students of WHPS and the school community by maintaining a tiered band program consisting of training, intermediate and performance bands.
- (b) To provide an opportunity for students to learn instruments at an individual level and a group level with performances both within and outside of the school environment.
- (c) To provide a cost-effective music program which encourages all children to participate in the band program.
- (d) Ensure the band program does not operate at a financial loss so that future generations of students can benefit from the band program.
- (e) Ensure that band equipment and instruments are maintained and replaced so that future generations of students have the benefit of access to instruments and equipment without significant financial costs
- (f) Encourage parental involvement in the school community by participating in the running of the band program.

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

The sub-committee shall consist of at least three (3) members elected (annually at the Annual General Meeting of the Winston Hills Public School P&C Association. Each member may only stand for re-election in the same position three (3) times, except at the discretion of the P&C association

Membership will consist of:

- a) a Band Coordinator,
- b) a Band Minute Taker, and
- c) a Band Treasurer as the P&C Association Treasurer's Representative.
- d) Individual band coordinators for the training/intermediate/performance bands
- e) The band Director (ex-officio)
- f) Teacher liaison (ex-officio)
- g) The school Principal (ex-officio)



## WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274  
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

- h) The P&C President (ex-officio)

### 4. Duties of the sub-committee

- (a) The sub-committee shall organise and control the full administration of the Band program. However, the sub-committee shall be responsible in all its actions to the Winston Hills Public School P&C committee.
- (b) The band coordinator and Treasurer of the sub-committee, via the band coordinator shall present a written report to each general meeting of the Winston Hills Public School P&C Association.
- (c) The band sub-committee Treasurer must lodge with the P&C Association's Treasurer a current financial statement for presentation to each general meeting of the P&C Association.

### 5. Meeting of the sub-committee

- (a) The sub-committee shall meet at least once a school term. The date and venue of each meeting is to be advised to members of the Band Sub-Committee with at least seven (7) days' notice.
- (b) Sub-Committee meetings should be held two weeks prior to any scheduled P&C Association General meeting so that issues can be raised and provided as part of the Band committee's report in time for such meetings, and minutes.
- (c) Voting rights extend only to elected Sub-Committee Members who are also financial members of the Association.
- (d) The quorum for all sub-committee meetings shall be three (3) members
- (e) A special meeting of the sub-committee may be summoned by the Band Coordinator 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.
- (f) All meetings of the Sub-Committee must be minuted and those minutes stored in a secure location. A copy of the minutes of all Sub-Committee meetings is to be provided to the P&C Association Secretary (either in hard copy or by e-mail) within one week of a meeting being held.

### 6. Sub-Committee Meeting Order of Business

At all Band Sub-Committee meetings the order of business shall be:

- (a) Introductory remarks
- (b) New members
- (c) Attendance and Apologies
- (d) Acceptance of minutes of the previous meeting
- (e) Business arising from the minutes of the previous meeting
- (f) Correspondence
- (g) band coordinator's report



## WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274  
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

- (h) Treasurer's report
- (i) Band Director's report
- (j) General business
- (m) Close

### 7. Funds

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

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. If the Band Sub-Committee Treasurer is not one of these positions, then the Band Treasurer will initiate the transaction and any two of the above can authorise it.

Purchases exceeding \$200 (two hundred dollars) for anything other than the expenditure noted below must secure prior approval from the P&C Association or the P&C Association Executive Committee.

Expenditure by or on behalf of the Band Sub-Committee shall only be for the following purposes:

- (a) Instrument maintenance and replacement
- (b) The purchase of additional instruments and equipment as and when required
- (c) The purchase of sheet music, music books and other supplies
- (d) The employment of a Band Director
- (e) The payment of conductors and tutors for specific band rehearsals and workshops
- (f) The annual band camp and end of year band celebration
- (g) The cost of entry into band competitions or eisteddfods

### 8. Band sub-committee operation rules

The Band sub-committee is permitted to do the following:

- (a) Form, rearrange or disband band groups as the need arises
- (b) Remove children from any band group for continued absence, failure to pay band fees or instrument hire or, for unsuitable behaviour.
- (c) Employ or dismiss the Band Director in the name of the Association, in consultation with the P&C Association committee.
- (d) Purchase instruments, equipment or music
- (e) Delegate to the Band Director, the musical direction of the school bands.
- (f) Issue invoices and collect fees in relation to the band program
- (g) Hire instruments to members of the bands.



## WINSTON HILLS PUBLIC SCHOOL P&C ASSOCIATION

Hillcrest Avenue, Winston Hills NSW 2153 T: 02 9639 8518 F: 02 9686 3274  
winstonhil-p.school@det.nsw.edu.au www.winstonhil-p.schools.nsw.edu.au

ABN 80 590 290 601

- (h) Completing a stock-take of instruments, music and equipment at the end of each school year.

### 9. Employees

- (a) No employee of the Winston Hills Public School 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 band coordinator shall be responsible to the sub-committee for the proper conduct of the band sub-committee and the adherence of the Winston Hills Public School P&C Associations policies.
- (c) The sub-committee coordinator shall ensure that the *Winston Hills Public School P&C Association* has obtained workers compensation insurance to cover all employees and public liability insurance.
- (d) The band coordinator will liaise between all members of the P&C Association band sub-committee and report to the P&C Association President any issues. The band coordinator will ensure that a sub-committee report is tabled to each general meeting of the Winston Hills Public School P&C Association.

### 10. Audit


The accounts of the Band sub- committee shall be audited annually as part of the audit of the Winston Hills Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Winston Hills Public School P&C Association Treasurer no later than thirty (30) days following the end of the P&C Association's financial year.

### 11. Alterations

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

#### BAND COORDINATOR

Print Name: Alexandra Rowe

Signature: 

#### P&C ASSOCIATION PRESIDENT

Print Name: Belinda Schuster

Signature:  17/3/22

#### P&C ASSOCIATION SECRETARY

Print Name: Di Oxenham

Signature:  1/5/22.