

# **Normanhurst Public School Parents and Citizens' Association Constitution 2015**

## **1. Name**

This body shall be known as the Normanhurst Public School Parents and Citizens' Association, a body corporate under the Parents and Citizens' Associations Incorporation Act 1976.

## **2. Object and Functions**

The objects and functions of this association shall be those set out in Section 116 of the Education Act 1990, which include:

(i) The objects:

- (a) to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation; and
- (b) to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

(i) The functions:

- (a) to report, when requested by the Minister for Education and Training, on the material requirements of the school and to advise on the subject of maintenance of the school, alterations and additions to school facilities, and the selection of new sites;
- (b) to assist and co-operate with the teaching staff in public functions associated with the school;
- (c) to be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school to ensure consistency with any guidelines for elections issued by the Director-General of Education and Training;
- (d) to assist in any matters in which the Minister may seek the co-operation of the association and to exercise such other functions as may be prescribed by the regulations (under the Education Act 1990).

## **3. School Staff**

The association shall not exercise any authority over the teaching staff or any matter relating to the control or management of the school. School staff may become members of the association. The Principal of the school, or the Principal's nominee, shall be a member, ex-officio, of the association and all its committees.

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### **4. Membership**

Membership will be open to all parents and guardians of pupils attending the school and to all citizens within the school community. The association shall maintain a register of members. A person whose name appears in the register and who has paid the annual subscription shall be a member of the association.

The register shall be updated after each general meeting by the Secretary or the Secretary's nominee. If the name of a person has been omitted from the register when that person is otherwise entitled to be a member and their name should have been recorded in the register, then that person shall be a member of the association.

### **5. Office Bearers**

- (a) The executive committee, which shall be constituted of the Officers of the association and up to six other members, shall carry out the decisions of the association. Members of the executive committee shall not receive any remuneration or other material benefit by reason of their position in the association. A member of the Executive Committee may be removed from office by resolution of the association carried at a properly convened general meeting or special meeting, providing at least seven days' notice has been given to members.
- (b) The Officers shall consist of President, two Vice-Presidents, Treasurer and Secretary, and shall be elected at the annual general meeting.
- (c) The President shall preside at all meetings except that, in the absence of the President one of the Vice-Presidents shall preside and, in the absence of the President and Vice-Presidents, the committee shall elect a Chairperson.
- (d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary.
- (e) The Treasurer shall receive and deposit monies, maintain records, draw cheques and present accounts to each General Meeting; present all records for auditing each year and shall hand over all records to the incoming Treasurer on relinquishing office. The requirements for handling money, keeping records, etc in the School Manual on Financial Management shall be followed. Should it be necessary during the unavoidable absence of the Treasurer, another Officer of the association may receive any monies, issue receipts and either deposit the monies in an association account or hand the monies to the Treasurer within two business days, taking a receipt for same.

### **6. Casual Vacancies**

Any casual vacancy on the Executive shall be filled by a ballot of the members of the association at any general meeting. A casual vacancy shall have arisen where a member of the Executive Committee:

- (a) dies;
- (b) resigns from the committee by notice in writing;

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- (c) ceases to be a member of the association;
- (d) is removed under clause 5(a); or
- (e) has a continuing and long-term incapacity to fulfill the functions of the position.

### **7. Annual General Meeting**

An annual general meeting shall be held once each calendar year at a date specified in the rules. At this meeting all Officer and other positions will become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association. The audited statement of income and expenditure and Annual Report will be presented. A copy of the audited statement of income and expenditure, certified by the auditor, is to be forwarded to the Federation of Parents and Citizens' Associations of New South Wales within one month of the annual general meeting at which it is adopted. An auditor for the ensuing year who is not an office bearer of the association shall be appointed. The appointed auditor shall possess appropriate skills and experience in auditing and financial record management together with an appreciation of the issues of probity as they relate to the role of association auditor. In particular, the auditor must not have or appear to have any conflict of interest arising, for example, from a personal or business relationship with an officer of the association.

### **8. General Meetings**

A general meeting shall be held at least once during each school term.

### **9. Special Meetings**

A special meeting shall be called by the Secretary at any time upon written request signed by at least 10 members or on the authority of the Executive Committee. The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven days' notice of the meeting which notice shall also state the business of the meeting.

### **10. Quorum**

Where the association has a current membership of 50 or more, the quorum at all meetings of that association shall be 11 members. Where the association has a current membership of less than 50, the quorum shall be set according to the rules of that association but shall not be less than five.

### **11. Liability**

- (a) A member or Officer of the association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.
- (b) The association must effect and maintain approved public liability insurance, unless the association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance, which an association incorporated



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under the associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

### **12. Subscriptions**

The annual subscription shall be set by the rules but shall not be less than 50 cents.

### **13. Subcommittees**

The association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the association and follow any directions received from the association. The association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the association.

### **14. Dissolution**

- (a) The association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.
- (b) The association shall be dissolved if the number of members falls below the quorum or the school to which the association is attached is closed.
- (c) Where the association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the association. In particular, where the association maintains a deductible gift fund (such as a School Building Fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the association. Any records given to a kindred organization will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the association, and only after the books of account have been audited as provided under Clause 16. If the association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the association's Business Activity Statement.
- (d) Where the association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

### **15. Rule-Making Power**

The association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this Constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the association for which a month notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

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### **16. Accounts**

The funds of the association shall be banked in the name of the association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more officers of the association delegated in that behalf by the association. No commitment shall be entered into for the expenditure of association funds, except by resolution of a meeting of the association. The association must make such financial reports about its affairs (including reports of its auditors) as are required by its rules or by the Minister for Education and Training.

### **Prescribed Constitution for Incorporated Associations**

Section 117 of the Education Reform Act 1990 requires that the prescribed constitution for Parents and Citizens' associations incorporated under the Federation of Parents and Citizens' Association of New South Wales Incorporation (Amendment) Act 1991, be published by the Minister in the Education Gazette.

This constitution is the prescribed constitution.

P&C ASSOCIATION PRESIDENT

Print Name: Steve Clark

Date: 8<sup>th</sup> February 2016

Signature:



P&C ASSOCIATION SECRETARY

Print Name:

Joe Maisano

Date:

8-2-2016

Signature:



# Normanhurst Public School Parents and Citizens' Association By Laws

## To accompany the Prescribed Constitution

1. These rules are made under the constitution of Normanhurst Public School Parents and Citizens Association.
2. The P&C Association is formed for the benefit of the students of the school, which will;
  - (a) participate as much as possible in the activities of the school and communicate with all members of the school community;
  - (b) co-operate in the activities of the Federation of Parents and Citizens Associations of New South Wales; and
  - (c) promote the interests of public education.
3. The financial year of the association will close on 30 September each year.
4. The annual general meeting of the P&C Association will be held in November of each year. An ordinary general meeting of the P&C Association will be held immediately following the annual general meeting. The agenda of the annual general meeting shall include setting the membership fee of the P&C Association for the next year and nominating the person to conduct the audit of the financial records of the P&C Association.
5. No person will serve more than three consecutive years in the same position unless agreed to by the Association.
6. A general meeting of the P&C Association will be held on the second Monday of each month during the school term at 8 pm.
7. Any person eligible for membership may become a member or renew membership by paying the required membership fee of \$2.00 to the Treasurer, after any general meeting. Membership will remain current until the close of the annual general meeting in the following year. The Secretary shall be responsible for maintaining an up-to-date register of membership.
8. At a general meeting the quorum will be in accord with Rule 10 of the constitution. Where that rule does not specify a number the number will be one plus one-tenth of the number of members.
9. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time the Secretary will, or in the absence of a Secretary remaining members of the Executive will call a further meeting. Failing that any five members of the P&C Association may call a further meeting with a lapse of not more than 28 days of term time to carry on the business of the P&C Association.
10. In the absence of the Secretary the remaining members of the Executive or any five members of the association may call a meeting, giving due notice of the business proposed for the meeting to the school community.



*Normanhurst Public School Parents and Citizens' Association By Laws*

11. All meetings will be conducted in accordance with the rules and policies of the P&C Association. Members will conduct themselves accordingly.
12. Each meeting of the P&C Association will be conducted as follows;  
Welcome and formal opening of meeting  
Apologies  
Minutes of the previous meeting (Receipt/Amendments/Adoption)  
Business arising from the previous meeting Minutes  
Correspondence  
Reports [including Treasurer/sub-committee/Principal's/representative]  
General Business [motions to put on notice or those already notified to members]  
Meeting Close
13. The P&C Association may elect representatives who will be responsible to represent the P&C Association on committees or at events. Members who are elected to represent the P&C Association are required to produce a written report to the next general meeting of the P&C Association.
14. A general meeting of the P&C Association may declare any Officer who has been absent for three successive meetings, to have vacated their position and to have created a casual vacancy to be dealt with by means of Rule 6 of the constitution.
15. Any motion to expend P&C Association monies must be placed on notice for the meeting at which it is to be considered.
16. The P&C Association may confer the honour of Life Membership or Outstanding Service on a member of the P&C Association or a volunteer who has made a significant contribution to the work of the association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also ordinary members.

P&C ASSOCIATION PRESIDENT

Print Name: Steve Clark

Date: 8<sup>th</sup> February 2016

Signature: 

P&C ASSOCIATION SECRETARY

Print Name: Joe Maisano

Date: 8-2-2016

Signature: 

## **NORMANHURST PUBLIC SCHOOL P&C ASSOCIATION CANTEEN SUB-COMMITTEE RULES**

### **1. Name**

The committee shall be known as Normanhurst Public School P&C Association Canteen sub-committee.

### **2. Aims**

- (a) To provide balanced and nutritious food in line with the Nutrition in School Policy as implemented by the Department of Education and Communities.
- (b) To provide a service to children and school community at a reasonable cost.
- (c) To maintain legislative standards of health care in relation to the preparation, supply and service of food at the canteen.

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

The sub-committee shall consist of at least five (5) members elected annually at the Annual General Meeting of the Normanhurst Public School P&C Association. Membership will consist of: a Canteen Convenor, a Canteen Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer where there is a bookkeeper employed by the P&C Association it shall be this person) and at least two (2) other financial members of the Normanhurst Public School P&C Association. The Principal and President shall be ex-officio members of the sub-committee.

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

- (a) The sub-committee shall organise and control the full administration of the Canteen. However, the sub-committee shall be responsible in all its actions to the Normanhurst Public School P&C Association which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action 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 Normanhurst Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the Normanhurst Public School P&C Association.
- (c) The Treasurer's representative 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.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Canteen Convenor 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.



## *Normanhurst Public School Parents and Citizens' Association Canteen Sub-Committee*

### **6. Funds**

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the P&C Association Account.

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.

All income received by the Canteen shall be given to the general funds of the P&C Association at the end of each term. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Canteen maintenance and replacement of stock or equipment and the purchase of additional equipment for the efficient running of the Canteen.
- (c) Capital purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

### **7. Canteen operation rules**

- (a) A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Normanhurst Public School P&C Association.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Canteen shall remain the sole property of the Canteen and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with the mandatory guidelines developed under the Nutrition in School Policy. All P&C Association operated canteens must adhere to these guidelines.

### **8. Employees**

- (a) No employee of the Normanhurst 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 sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of the Canteen and the adherence of the Normanhurst Public School P&C Associations policies.
- (d) The sub-committee Convenor shall ensure that the Normanhurst Public School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association Canteen and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Normanhurst Public School P&C Association.

*Normanhurst Public School Parents and Citizens' Association Canteen Sub-Committee*

**9. Audit**

The accounts of the Canteen committee shall be audited annually as part of the audit of the Normanhurst Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Normanhurst Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

**10. Alterations**

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

CANTEEN COORDINATOR

Print Name: *RUTH ARCHER*

Date: *8/12/16*

Signature: *Rer*

P&C ASSOCIATION PRESIDENT

Print Name: *Steve Clark*

Date: *8<sup>th</sup> February 2016*

Signature: *Steve Clark*

P&C ASSOCIATION SECRETARY

Print Name: *Joe Maisano*

Date: *8-2-2016*

Signature: *Joe Maisano*

## **NORMANHURST PUBLIC SCHOOL P&C ASSOCIATION UNIFORM SHOP SUB-COMMITTEE RULES**

### **1. Name**

The committee shall be known as the Normanhurst Public School P&C Association Uniform Shop sub-committee.

### **2. Aims**

- (a) To provide a service to children and school community at a reasonable cost.
- (b) To provide stock that complies with the community adopted school uniform policy.
- (c) To provide a source of revenue for the school, whilst encouraging parental involvement in the school community.

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

The sub-committee shall consist of at least five (5) members elected annually at the Annual General Meeting of the Normanhurst Public School P&C Association. Membership will consist of: a Uniform Shop Convenor, a Uniform Shop Minute Taker, a representative of the Treasurer (this can be the P&C Association Treasurer where there is a bookkeeper employed by the P&C Association it shall be this person) and at least two (2) other financial members of the Normanhurst Public School P&C Association. The Principal and President shall be ex-officio members of the sub-committee.

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

- (a) The sub-committee shall organise and control the full administration of the Uniform Shop. However, the sub-committee shall be responsible in all its actions to the Normanhurst Public School P&C Association which shall have the right to reorganise, disband or close the sub-committee, such decisions to be supported by a majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action 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 Normanhurst Public School P&C Association. Further, such notice shall be circulated to all financial members at least seven (7) days in advance of the general or special meeting.
- (b) The sub-committee, via the Convenor shall present a written report to each general meeting of the Normanhurst Public School P&C Association.
- (c) The Treasurer's representative 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.
- (b) The quorum for all meetings shall be five (5) members
- (c) A special meeting may be summoned by the Uniform Shop 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.



## *Normanhurst Public School P&C Association Uniform Shop Sub-Committee*

### **6. Funds**

All money received by the sub-committee shall be deposited in an account in the name of the sub-committee or the P&C Association Account.

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.

All income received by the Uniform Shop shall be given to the general funds of the P&C Association at the end of each term. Recognition shall be given for;

- (a) The provision of employer obligations such as superannuation and/or long service leaves, as may be required.
- (b) Uniform Shop stock and the purchase of additional equipment for the efficient running of the Uniform Shop.
- (c) Purchases exceeding \$1000 (one thousand dollars) must secure prior approval from the P&C Association or the P&C Association Executive Committee.

### **7. Uniform operation rules**

- (a) A stock-take shall be affected at the end of each term and an asset register tabled to the next general meeting of the Normanhurst Public School P&C Association.
- (b) All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the Uniform Shop shall remain the sole property of the Uniform Shop and be properly recorded and later accounted for at the time of stock-taking.
- (c) In accordance with legislations and Department of Education and Communities guidelines relevant to school uniforms.

### **8. Employees**

- (a) No employee of the Normanhurst 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 sub-committee may employ staff as necessary and as agreed by the P&C Association Executive. The Convenor shall act on behalf of the P&C Association and will determine rates of remuneration, conditions of engagement and shall terminate such arrangements as suitable provided that all relevant legislation is adhered to.
- (c) The Convenor shall be responsible to the sub-committee for the proper conduct of the Uniform Shop and the adherence of the Normanhurst Public School P&C Associations policies.
- (d) The sub-committee Convenor shall ensure that the Normanhurst Public School P&C Association has obtained workers compensation insurance to cover all employees and public liability insurance.
- (e) The Convenor will liaise between all staff of the P&C Association Uniform Shop and report to the P&C Association President any issues. The Convenor will ensure that a sub-committee report is tabled to each general meeting of the Normanhurst Public School P&C Association.

## *Normanhurst Public School P&C Association Uniform Shop Sub-Committee*

### **9. Audit**

The accounts of the Uniform Shop committee shall be audited annually as part of the audit of the Normanhurst Public School P&C Associations accounts. The sub-committee will forfeit all Minutes, financial records and other appropriate materials to the Normanhurst Public School P&C Association Treasurer no later than fourteen (14) days following the end of the P&C Association's financial year.

### **10. Alterations**

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

#### **UNIFORM SHOP COORDINATOR**

Print Name: Leigh Hulse

Date: 8/2/2016

Signature:



#### **P&C ASSOCIATION PRESIDENT**

Print Name: Steve Clark

Date: 8th February 2016

Signature:



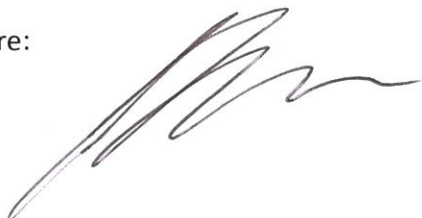
#### **P&C ASSOCIATION SECRETARY**

Print Name: Joe Maisano

Date:

8-2-2016,

Signature:



# **Normanhurst Public School Parent & Citizen Association**

## **Band Sub-Committee**

### **Roles and Responsibilities**

The Committee shall be known as the Normanhurst Public School Parents & Citizens Association Band Sub-Committee.

#### **Aims**

- To give all children at Normanhurst Public School the opportunity to read and play music in the relaxed company of their friends within a safe school environment
- To provide a structured and inclusive framework within a disciplined environment where children can learn music and play an instrument at their own level of competence
- To provide an integrated music program within the school offering including:
  - At least two bands for children in Years 3 to 6
  - Specialist ensemble groups for children (such as Strings Ensemble, Recorder Group, Year 6 Ensemble, etc) as deemed appropriate by the Sub-Committee and Musical Director from time-to-time
- To develop an understanding and appreciation of a wide range of musical styles
- To develop all bands and ensembles to a standard where they can be entered in competitions and represent Normanhurst Public School through planned public performances
- To promote musical confidence and pride in individual and group performance
- To guide members of the Band toward becoming competent musicians for the transition to high school bands
- To provide a high quality of musical leadership, guidance and mentoring for students
- The Sub-Committee must operate on a self-funding basis

#### **Membership of the Sub-Committee**

- a) The Sub-Committee shall consist of members provisionally elected annually at the Annual General Meeting (AGM) of the Band Sub-Committee. Provisionally elected members shall be confirmed as elected at the AGM of the P&C Association that is held after the Band Sub-Committee AGM.
- b) The Sub-Committee membership will, at least, consist of:
  - Band Chairperson
  - Band Treasurer
  - Band Secretary
  - Band Librarian
  - Band Roster Coordinator
  - Band Fundraising Coordinator
  - Band Instrument Coordinator
  - Band Camp Coordinator
- c) The Principal and/or their delegate shall be ex-officio member(s) of the Sub-Committee
- d) All Sub-Committee members must be financial members of the P&C Association



## *Normanhurst Public School Parents and Citizens' Association Band Sub-Committee*

### **Duties of the Sub-Committee**

- a) The Sub-Committee shall organise and control the full administration of the Band. However, the Sub-Committee shall be responsible in all its actions to the P&C Association which shall have the right to reorganise, disband or close the Sub-Committee, such decisions to be supported by majority vote at a general or special meeting of the P&C Association called for that purpose. Notice of Motion for action to reorganise, disband or close must be given in writing to the secretary of the P&C Association and must be signed by six (6) financial members of the P&C Association. Further such notice shall be circulated to all members of the P&C Association, to reach them at least seven (7) days in advance of the general or special meeting. As per the P&C Federation's procedure for reorganisation, disbandment and closure.
- b) The Sub-Committee shall present a report quarterly to the P&C Association
- c) The Band Treasurer or their representative must lodge quarterly with the Association's Treasurer a current financial statement to be presented at general meetings of the Association.

### **Meeting of the Sub-Committee**

- a) The Sub-Committee shall ideally meet twice per term, with a minimum requirement of one meeting per term
- b) The quorum for all meetings shall be five (5) members of the Sub-Committee
- c) The Chairperson shall preside at all meetings except that, in the absence of the Chairperson, the Treasurer shall preside, and in the absence of both the Chairperson and Treasurer, the Sub-Committee shall elect a Chairperson for that meeting only.
- d) The Secretary shall attend meetings and keep a record of all business conducted. On relinquishing office the Secretary shall hand over records, minutes, account books, etc. to the incoming Secretary. In the absence of the Secretary at a meeting, the Sub-Committee shall elect a Secretary for that meeting only.
- e) A special meeting may be summoned by the Band Chairperson on a written request signed by at least two (2) 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.

### **Funds**

- a) All moneys received by the Sub-Committee shall be deposited in an account in the name of the Normanhurst P&C Association Band Committee.
- b) All accounts are to be paid by cheque or via online direct payment using the Normanhurst P&C Association Band Committee bank accounts. Cheques and online banking transactions are to be signed/authorised by any two (2) of the authorised Sub-Committee members as listed in the NPS Band Policy booklet.
- c) All income received by the Sub-Committee shall be given to:
  - 1) Payment of accounts presented by the Musical Director and other necessary staff.
  - 2) Maintenance and replacement of equipment and instruments, as deemed necessary by the Sub-Committee.
  - 3) The purchase of additional equipment or instruments for efficient running of the Band, as deemed necessary by the Sub-Committee.
  - 4) Other activities or items deemed necessary by the Sub-Committee (e.g. Music, Camps, Concerts, Courses, Performances, Competitions, Band shirts, Stationery, Website maintenance and development, Membership of Band Associations).

## *Normanhurst Public School Parents and Citizens' Association Band Sub-Committee*

- 5) The general funds of the P&C Association, leaving at least \$5,000.00 in the Sub-Committee account(s) for the following quarter's expenses.
- d) Capital Purchases exceeding the value of \$10,000.00 in a financial year must secure prior approval of the P&C Association or its Executive Committee.

### **Operation Rules**

- a) A stock take shall be effected at least once a year.
- b) All discounts, allowances, complimentary articles and the proceeds there of from any supplier of goods and services, directly or indirectly, to the Band remain the sole property of the Sub-Committee and must be properly recorded and later accounted for at the time of stocktaking.

### **Contractors**

- a) The Sub-Committee, in conjunction with the School Principal or their delegate, may appoint under contract a Musical Director and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, as it sees fit, in consultation with the P&C Executive, provided that any applicable State or Federal award is adhered to.
- b) The Musical Director's contract must be witnessed by the School Principal, the P&C President and the Band Chairperson and a copy given to the P&C records.
- c) The Sub-Committee, may employ additional necessary staff to the Musical Director as deemed necessary, and shall determine rates of remuneration and conditions of engagement and shall terminate such arrangements, as it sees fit, provided that any applicable State or Federal award is adhered to.
- d) The Musical Director and any other necessary staff appointed shall be responsible to the Sub-Committee.

### **Insurance and WWCC**

- a) The Sub-Committee shall ensure that Band activities are covered by public liability insurance held by the parent body (i.e. the P&C Association). The premium payable on any such policy or policies shall be charged to the parent body (i.e. the P&C Association).
- b) The Sub-Committee must assure that the Musical Director (contractor) and any other staff appointed has workers compensation insurance and the Working with Children Check, and be inducted with the school Work Health and Safety Induction program. The Sub-Committee shall hold at all times records of employed staff insurance and WWCC details.

### **Audit**

The accounts of the Sub-Committee shall be subject to independent audit annually, and a copy of the audited accounts shall be submitted for the P&C records. This audit shall be organised and coordinated by the Sub-Committee, and copy lodged with the parent body (i.e. the P&C Association).

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### **Policies**

The Sub-Committee is responsible for developing policies and procedures for daily administration of the Band. These policies and procedures must adhere to the intent of this document, and conform to the P&C Constitution.

### **Alterations**

Any proposed alterations to these rules must be accepted by P&C Association members and Sub-Committee members at a general or special meeting of the P&C Association.

#### **BAND COORDINATOR**

Print Name:

*James Stewart*

Date:

*1/3/2016*

Signature:

*James Stewart*

#### **P&C ASSOCIATION PRESIDENT**

Print Name:

*Steve Clark*

Date: *8<sup>th</sup> February 2016*

Signature:

*Steve Clark*

#### **P&C ASSOCIATION SECRETARY**

Print Name:

*Joe Maisano*

Date:

*8-2-16*

Signature:

*Joe Maisano*