

# LAURIES COMMUNITY COMMITTEE

## CHARTER

Adopted at Annual General Meeting Monday, 13 October 2025

Amended \_\_\_\_\_ [insert date of meeting when amended]

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**1. NAME**

The name of the Lauries Community Committee shall be: Lauries Community Committee.

**2. INTERPRETATION**

In this Charter unless the context otherwise requires:

- a. **“LCC”** means the Lauries Community Committee described in clause 1;
- b. **“Executive”** means the members of the Lauries Community Committee Executive, as determined from time to time in accordance with this Charter;
- c. **“Ex-officio Members”** are members of the Executive of the Lauries Community Committee by virtue of the office they hold, who shall have full voting rights;
- d. **“Friends”** are College teachers, staff and other members of the College community interested in pursuing the objectives of the Lauries Community Committee by their regular attendance at meetings, the names of whom are to be agreed at an annual general meeting or a regular meeting of the Lauries Community Committee;
- e. **“Ordinary Member”** is a current or former parent/caregiver of a child enrolled at the College;
- f. **“Parent/caregiver”** means the natural parents, legal custodians or people who are ‘in loco parentis’ i.e. someone who is legally acting in place of a parent on behalf of a minor;
- g. **“College”** means St Laurence’s College, South Brisbane;
- h. **“Sub-Committees”** means those “Ordinary Members” elected or appointed to particular committees to fulfil specific roles and/or tasks that are agreed as required; and
- i. **“The Executive”** means those “Ordinary Members” elected or appointed to fill the positions of President, Vice President, Secretary, Treasurer and College Principal as elected to be “Executive Members”.

**3. OBJECTIVES**

3.1. The Objectives of the Lauries Community Committee is to participate in the optimum spiritual, intellectual, social and physical development of pupils in the College by:

- (a) providing a medium of support, information and involvement of parents/caregivers in their children’s education and the College community;
- (b) developing collaboration between parents/caregivers and College staff;
- (c) promoting the principles of Catholic education;

(d) fostering a distinctive Christian environment in the College.

3.2. The Lauries Community Committee will:

(a) do all things necessary to cooperate with the administration of the College in supporting all aspects of the College's operation;

(b) not affiliate with any political body or party;

(c) not affiliate with any association whose objectives are inconsistent with the objectives stated in clause 3.1;

(d) not be considered as a separate legal entity, and as such, shall not:

(i) have the capacity to sue or be sued in its own name;

(ii) have the capacity to hold property in its own name; and

(e) be established and operate as an advisory committee to the College.

#### **4. LAURIES COMMUNITY COMMITTEE MEMBERSHIP**

4.1. The membership of the Lauries Community Committee shall consist of:

(a) the parents and caregivers of all children enrolled or previously enrolled at the College who shall be called Ordinary Members;

(b) the Principal or their nominees who shall be called Ex-Officio Members;

(c) the Friends of the College.

4.2. **Register of Members**

(a) In the case of those qualifying for Ordinary Membership as parents or caregivers of children currently on the College roll, the College roll shall be considered as the register of Members.

(b) The Executive shall cause a register to be kept in which shall include the names of all persons admitted to membership of the Lauries Community Committee as "Friends". The minutes of a meeting may be used as the register. Membership of a 'friend' shall be reviewed each year.

#### **5. EXECUTIVE MEMBERSHIP**

5.1. Membership of the Executive shall consist of:

(a) a President, a Vice-President, a Secretary, a Treasurer and Delegates;

(b) the College Principal or their nominees as Ex-Officio Members; and

(c) other representatives made up of Ordinary Members, as agreed by the Lauries Community Committee from time to time.

## 5.2. Election of the Executive

- (a) At each annual general meeting of the Lauries Community Committee, all Ordinary Members of the Executive shall retire from office, but shall be eligible for re-election or re-appointment subject to the terms of this Charter.
- (b) The President and Vice President shall be appointed at the Principal's discretion during the Annual General Meeting. The President and Vice President will then subsequently elect the remaining members of the Executive Committee from the Ordinary Members. These Executive roles include Treasurer, Secretary, Chair of Faith in Action, Chair of Sport Development, Chair of Music and the Arts and Chair of Special Events.
- (c) The term of office for any elected members to the Executive, but excluding Ex-Officio Members, shall be limited to one year with the right to serve a maximum of three consecutive full terms in the one position.
- (d) Subject to clause 6.2(a), a person may only hold one position on the Executive.
- (e) The Executive must:
  - (i) consist of at least three Ordinary Members, and not more than eight.
- (f) If a member has served their maximum term in one position on the Executive pursuant to clause 5.2(c):
  - (i) they may be elected for another position on the Executive in accordance with clause 5.2(b); or
  - (ii) if no other eligible person nominates to be appointed to their previous position, they may be re-appointed to that position in accordance with clause 5.2(b).

## 6. VACANCIES ON EXECUTIVE

- 6.1. Any member of the Executive may resign at any time from membership of the Executive by giving notice in writing to the Secretary. Such resignation shall take effect at the time when it is received by the Secretary unless some later date is specified in the notice, in which case, the resignation shall take effect on that later date.
- 6.2. If a member of the Executive resigns in accordance with clause 6.1, or is removed in accordance with clause 7.1, the Executive may:
  - (a) subject to the requirements under clause 5.2(e), appoint a member, who may or may not already be a member of the Executive, to fill the vacancy caused by the resignation or removal of an office bearer, on the Executive until the next Annual General Meeting; or

(b) call a general meeting to fill the vacancy.

6.3. Where a member is appointed under clause 6.2(a), such appointment shall be ratified at the next scheduled general meeting of the Lauries Community Committee.

## **7. TERMINATION OF MEMBERSHIP OF EXECUTIVE**

7.1. Any member of the Executive may be removed from office by Ordinary Resolution at a general meeting of the Lauries Community Committee called for that purpose if the member:

(a) fails to comply with any of the provisions of this Charter; or

(b) conducts themselves in a manner considered to be injurious and prejudicial to the character or interests of the Lauries Community Committee or the College.

7.2. In respect to any proposed motion to remove the member under clause 7.1:

(a) the Executive shall give the member at least 14 days' notice to respond to the proposed motion before calling any meeting;

(b) the member concerned shall otherwise be afforded procedural fairness in respect to any proposed decision.

7.3. If the Lauries Community Committee decides to remove the member from the Executive under this clause 7, the Lauries Community Committee must give the member notice of the decision within 7 days of the date the decision is made.

## **8. FUNCTIONS OF THE EXECUTIVE**

8.1. The Executive shall be responsible for working with the Principal to build community and family engagement with the College and support initiatives in respect to student learning and wellbeing.

8.2. The Executive shall only have the power to make recommendations concerning how funds collected by the College for the purposes of the Lauries Community Committee are to be administered by the College in accordance with this Charter.

## **9. FUNCTIONS OF THE PRINCIPAL AND THE COLLEGE**

9.1. The College shall be responsible for the general management and administration of the affairs of the Lauries Community Committee.

9.2. Any expenditure of funds collected by the College for the purposes of the Lauries Community Committee in accordance with this Charter, is subject to the recommendations made by the Lauries Community Committee and must have the approval of the Principal.

## **10. SUB-COMMITTEES**

- 10.1. The Executive shall have the authority to appoint Sub-Committees to undertake such tasks as it may determine from time to time. All Sub-Committees acting in accordance with the charter objectives shall be deemed to be a part of the Lauries Community Committee and must report back to the Lauries Community Committee.
- 10.2. Each Sub-Committee shall choose from its membership a chairperson and secretary.

## **11. MEETINGS OF THE EXECUTIVE**

- 11.1. The Executive may meet separately as required during its term of office to exercise its functions. Decisions made at meetings of the Executive shall be tabled at the Lauries Community Committee's next annual general meeting for ratification or reporting purposes.
- 11.2. Without limiting clause 11.1, a meeting of the Executive must be convened by the President or in their absence, the Secretary, upon the request of a simple majority of members of the Executive, or by written request of the Principal. Such request shall clearly state the reason why such meeting is being convened and the nature of the business and motions to be considered at the meeting.
- 11.3. The President shall be Chairperson or in their absence, the Vice President and in the absence of both, a Chairperson shall be elected by majority vote of the members present at the meeting.
- 11.4. At every Executive meeting, a quorum is at least half of the number of voting members of the Executive.
- 11.5. The Executive may meet, subject to this Charter, and regulate its proceedings as it thinks fit, provided that if questions arising at any meeting of the Executive shall be decided by consensus. Should a deadlock occur, a vote of all members present will be taken, and a majority decision shall apply.
- 11.6. Every member of the Executive shall be entitled to one vote in respect to any motion submitted under this Charter. Where a vote is tied, the motion will not pass. Nothing in this clause prevents any failed motion from being submitted at a future meeting.
- 11.7. Voting shall be counted by a show of hands, or such other reasonable method nominated by the Chairperson.
- 11.8. If, in respect to a motion, there has been a tie of votes or any deadlock on more than one consecutive occasion, the motion may be referred to the College Advisory Council for determination.

## **12. LAURIES COMMUNITY COMMITTEE MEETINGS**

12.1. Meetings of the Lauries Community Committee consist of:

- (a) annual general meetings, which shall be held in the month of October in each year; and
- (b) general meetings, which shall be held once per term exclusive of the annual general meeting, at such times that are determined by the Executive.

## **13. AGENDA OF ANNUAL GENERAL MEETING**

13.1. The business to be transacted at every annual general meeting shall include:

- (a) the reading of the minutes of the previous annual general meeting;
- (b) business arising from the minutes;
- (c) the receiving of the President's report;
- (d) the election of members of the Executive;
- (e) the appointment of Delegates;
- (f) the appointment of Sub-Committees;
- (g) review and distribution of applicable College policies and procedures, so far as they apply to the Lauries Community Committee;
- (h) the notification to Catholic School Parents Queensland (CSPQ), in writing (email/contact form) within 30 days of the annual general meeting of the details of the office bearers for the Lauries Community Committee.

## **14. QUORUM**

14.1. At an annual general meeting eight members shall constitute a quorum and at a general meeting five members shall constitute a quorum.

## **15. CALLING OF MEETINGS**

15.1. The President or in their absence, the Secretary, shall convene all meetings under this Charter by giving not less than 14 days' notice of such meetings. The Executive shall determine the manner by which such notice is given.

## **16. CONDUCT OF MEETINGS**

16.1. Unless otherwise provided by this Charter, at every meeting convened under this Charter:

- (a) the President shall be Chairperson or in his/her absence, the Vice President, and in the absence of both, a Chairperson shall be elected by resolution of a majority of the members present at the meeting;
- (b) the Chairperson shall conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings;
- (c) every question, resolution or decision shall be decided by consensus, but should a deadlock occur, a vote of all members of the Lauries Community Committee present will be taken and a majority decision shall apply;
- (d) should a vote be required, every member present shall be entitled to one vote, and where a vote is tied, the motion lapses so that the status quo is maintained;
- (e) voting shall be by show of hands or a division of members, unless a simple majority of members present move that a secret ballot be conducted, in which case, the Chairperson shall appoint two Members to conduct the secret ballot in such manner as he/she shall determine, and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (f) the Secretary shall ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive, any annual general meeting, general meeting and special meetings, are available digitally. Such documents are to be open for inspection at all reasonable times by any member of the community who applies to the Secretary for that inspection.

## 17. ALTERATION OF CHARTER

- 17.1. Notice of any proposed amendment to this Charter shall be given in writing to the Principal. Subject to clause 17.2, this Charter may not be amended by the Lauries Community Committee without the Principal's prior written consent.
- 17.2. The following clauses of this Charter may not be amended by the Lauries Community Committee:
  - (a) clause 5.2 b and c
  - (b) clause 8;
  - (c) clause 9;
  - (d) clause 17;
  - (e) clause 18;
  - (f) clause 19; and
  - (g) clause 20.

- 17.3. Upon receipt of the Principal's written consent in accordance with clause 17.1, notice of any proposed amendment shall be given in writing to the Secretary. Immediately following receipt of such notice, the Secretary shall notify the terms to all Ordinary Members of the amendment.

## **18. FUNDS**

- 18.1. The income collected and any property acquired in connection with this Charter shall:
- (a) be managed solely by the College;
  - (b) only be used and applied solely in promotion of the objectives under this Charter.
- 18.2. The financial year of the Lauries Community Committee shall be from 1 January to 31 December.
- 18.3. The funds of the Lauries Community Committee shall be banked by the College in an account or sub-account including the name of the Lauries Community Committee, so far as is reasonably practicable.
- 18.4. The College shall provide such reports evidencing the transactions and balance relevant to the Lauries Community Committee at such times as are reasonably required at the written request of the Executive.

## **19. NO AGENCY OF THE COLLEGE**

- 19.1. The Lauries Community Committee will not hold itself out as agent of the College and has no authority to bind the College.
- 19.2. All legal dealings in connection to the Lauries Community Committee and its operations shall be done in the College's name.

## **20. COMPLIANCE WITH COLLEGE POLICIES AND PROCEDURES**

- 20.1. The Lauries Community Committee must comply with the College's reasonable directions, policies and procedures notified to the Lauries Community Committee from time to time in relation to:
- (a) the safety, security and operational requirements for the College; and
  - (b) the conduct of the Lauries Community Committee, including but not limited to the conduct of each individual member, in connection with this Charter.

## **21. DISSOLUTION**

- 21.1. The Lauries Community Committee shall be dissolved:
- (a) if the Membership is less than three persons; or
  - (b) if a resolution to that effect is carried by a vote of  $\frac{3}{4}$  majority of the members present at a meeting convened to consider the question.

- 21.2. In such event, the property and other assets of the Lauries Community Committee remaining after the payment of all expenses and other liabilities shall, be handed over to the College.

**CERTIFICATION**

We certify that this is a true and correct copy  
of the Charter of the Lauries Community Committee



\_\_\_\_\_  
(PRESIDENT)



\_\_\_\_\_  
(SECRETARY)

DATE: 14 October 2025

## BY-LAWS

Attach your LCC Lauries Community Committee's by-laws on this page.

*A by-law is a law made by your local Lauries Community Committee pertaining to a particular issue. They must relate to functions and powers of the LCC Lauries Community Committee.*

*Examples:-*

- 1. Meeting of the LCC Lauries Community Committee must not be longer than 1½ hours without a motion from the meeting being passed to allow for special circumstances. [25 May 2023].*