



Constitution

The Lakes College Community Association September 2023

This document provides rules and guidelines for TLCCA members to follow when conducting meetings or activities on behalf of TLCCA.

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Foreword

We acknowledge the time and effort that has been provided by past members of TLCCA in making the organisation what it is today. We also thank future volunteers, who continue the wonderful traditions and values established at the creation of TLCCA for the benefit of the College community.

The following are a set of guiding principles to be considered in conjunction with the constitution as a mechanism to drive the social activities and direction of TLCCA:

- To create a sense of community involvement and engagement between the parents, friends, past students and staff of The Lakes College.
- To provide support to the Principal on issues that affect the education and welfare of the student body.
- To develop increased collaboration between parents/carers of The Lakes College and its staff.
- To support activities that encourage students to create and build lasting friendships and promote TLC values.

We look forward to welcoming new parents and friends to TLCCA.

Kind regards,

Nicole Gregory

Principal

Corrinne Britz

TLCCA President

1 NAME

- 1.1 The name of the association shall be "The Lakes College Community Association".
- 1.2 The Lakes College Community Association may also be known as the "TLCCA" or "TLC Community Association".

2 OBJECTIVES

- 2.1 The objectives for which TLCCA was established are:
 - 2.1.1 To support the College's goal to provide an environment of total care for all students.
 - 2.1.2 To create a sense of community involvement and engagement between the parents, friends and staff of The Lakes College (hitherto referred to as "TLC").
 - 2.1.3 To provide support to the Principal on issues that affect the education and welfare of the student body.
 - 2.1.4 To assist in fundraising for projects and activities in line with TLC needs.
 - 2.1.5 To develop increased collaboration between parents/carers of TLC and its staff.
 - 2.1.6 To provide a conduit for alumni to form a network of ongoing connection and opportunity.

3 POWERS OF THE LAKES COLLEGE COMMUNITY ASSOCIATION

- 3.1 The powers of TLCCA are as detailed in clause 4.
- 3.2 The TLCCA may engage in commercial activity as follows:
 - 3.2.1 Sell, invest, improve, manage and otherwise deal with all or any part of the property and assets of TLCCA.
- 3.3 Employees
 - 3.3.1 TLCCA may appoint or remove any employees, bookkeepers, professional advisors and other persons as may be necessary or convenient for the purposes of TLCCA.
- 3.4 Gifts, Donations and Subscriptions
 - 3.4.1 TLCCA may accept any gift, property or donation.
 - 3.4.2 TLCCA may take such steps, by personal or written appeals, public meeting or otherwise, as may be deemed expedient for the purpose of procuring contributions to the funds of TLCCA in the shape of donations, annual subscriptions or otherwise.
 - 3.4.3 TLCCA may make donations for charitable or community purposes consistent with the objects of TLCCA.

3.5 Publications

3.5.1 TLCCA may print and publish any newsletters, books, or leaflets that TLCCA may think desirable for the promotion of its objects.

3.6 TLCCA may do all such other things as are incidental or conducive to the attainment of the objects of TLCCA.

4 AWARDS AND BURSARIES

4.1 The TLCCA may provide funding for awards and bursaries as it sees fit.

4.2 Provision for annual funding, as determined by the Executive Committee, shall be made each year for the following Award:

4.2.1 House Spirit Award.

4.2.2 Coordination of the award will be provided by TLC.

5 RESTRICTIONS OF TLCCA

5.1 TLCCA does not have the power to:

5.1.1 Purport to speak on behalf of TLC.

5.1.2 Bind TLC in relation to any financial matter or to any contractor arrangement.

5.1.3 Interfere in the operations of TLC or give directions to staff of TLC.

6 MEMBERSHIP

6.1 Ordinary Members

6.1.1 The membership of TLCCA shall consist of Ordinary Members and Honorary Life Members. The Principal (or his/her nominee) shall be an Ex-Officio Member.

6.1.2 The number of Ordinary Members shall be unlimited.

6.1.3 Ordinary membership shall be available to all parents/carers and "friends" of TLC.

6.1.4 Parents and carers with legal custody of students enrolled at TLC shall be granted ordinary membership automatically and without application for the period of enrolment of their student.

6.2 Honorary Life Members

6.2.1 Honorary life membership shall be made available to any Ordinary Member who in the opinion of the Committee has served the TLCCA with dedication and honour.

6.2.2 The number of Honorary Life Members shall be limited to fifty or such other number as the TLCCA decides.

6.3 Alumni

6.3.1 Alumni membership shall be made available to any graduating student of TLC.

6.4 Refusal of membership

6.4.1 It will be grounds for refusal of membership of a person if the person has, at the time of application for membership, committed any act which, if the person was already a member of TLCCA, would be grounds for removal under clause 6.2.

7 TERMINATION OF MEMBERSHIP

7.1 A member may resign from TLCCA at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice when it shall take effect on that later date.

7.2 The Committee shall consider a member's termination if that member:

7.2.1 is convicted of an indictable offence

7.2.2 fails to comply with any of the provisions of this Constitution

7.2.3 has membership fees in arrears for a period of two months or more

7.2.4 conducts his or herself in a manner considered to be injurious or prejudicial to the character or interests of TLCCA

8 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

8.1 Written Notice of Appeal

8.1.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof lodge with the Secretary written notice of their intention to appeal against the decision of the Committee.

8.2 General Meeting to determine Appeal

8.2.1 Upon receipt of a notification of intention to appeal against a rejection or termination of membership, the Secretary shall convene, within three months of the date of receipt of such a notice, a General Meeting to determine the appeal.

8.2.2 At any such meeting the applicant shall be given the opportunity to fully present their case and the Committee shall likewise have the opportunity to present its case. The appeal shall be determined by the vote of members present at such a meeting.

9 REGISTER OF MEMBERS

9.1 The Secretary shall cause a Register to be kept in which shall be entered the names of friends and date of admission to TLCCA and full contact information.

- 9.2 The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

10 MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- 10.1 The Executive Committee of TLCCA shall consist of a President, one Vice-President, Secretary and Treasurer, all of whom shall be members of TLCCA.

10.2 Suitability for Working with Children Check

- 10.2.1 All members of the Executive Committee must undergo a suitability for working with children check and obtain a Blue Card within three months of having taken office, have received clearance from the College regarding their financial standing.

10.3 Maximum term of Executive Committee Members

- 10.3.1 The positions of President, Vice-President, Secretary and Treasurer shall have a maximum term of four (4) consecutive years for each position.
- 10.3.2 At the expiration of a consecutive four-year term, the incumbent will be ineligible to re-nominate for the same position until the following Annual General Meeting. That member may, however, nominate for any other positions available on the Executive Committee or Standing Sub-Groups.

10.4 Resignation from Executive Committee

- 10.4.1 Members of the Executive Committee may resign from membership of the Executive Committee at any time by giving notice in writing to the Secretary. Such resignation will take effect at the time notice is received by the Secretary, unless a later date is specified in the notice when it shall take effect on that date.

10.5 Removal from office

- 10.5.1 Members of the Executive Committee may be removed from office if it is deemed that the member has conducted him or herself in a manner considered to be injurious or prejudicial to the character or interests of TLCCA.
- 10.5.2 Requests for removal must be presented to the Executive Committee member 3 days prior to the next General Meeting of the TLCCA.
- 10.5.3 Committee members shall have the right to appeal the request for removal at the next General Meeting of the TLCCA.
- 10.5.4 The removal of an Executive Committee member shall be subject to a vote of Members present at the General Meeting.

11 ELECTION OF EXECUTIVE COMMITTEE MEMBERS

- 11.1 Nominees for President

- 11.1.1 All members who wish to nominate themselves for the position of President must submit a nomination form, which must be in writing and signed by the member, a proposer and a seconder. This should be lodged with the Secretary at least seven days before the Annual General Meeting.
- 11.1.2 Nominees for President must meet with the Principal one week prior to the Annual General Meeting to discuss their suitability for candidature.
- 11.2 Nominees for positions on the Executive Committee
 - 11.2.1 Nominees for the Executive Committee should submit a nomination form to the TLC HR Officer 3 days prior to the Annual General Meeting.
- 11.3 The election of officers and the other members of the Executive Committee shall take place in the following manner:
 - 11.3.1 Prior to the Annual General Meeting, balloting lists shall be prepared containing the names of the candidates in alphabetical order.
 - 11.3.2 At the Annual General Meeting, all the members of the Executive Committee must retire from office.
 - 11.3.3 The Principal of The Lakes College or the Principal's representative shall take over proceedings until the new Executive Committee is sworn in.
 - 11.3.4 Prior nominations for the Executive Committee shall be read from the balloting list. Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting. Any members of TLCCA shall be at liberty to nominate any other member to serve as an officer or other member of the Executive Committee.
 - 11.3.5 Provision for nominations from the floor does not apply to the position of President.
 - 11.3.6 Each member present at the Annual General Meeting shall be entitled to vote for their preferred candidate/s.

12 VACANCIES ON COMMITTEE

- 12.1 Subject to clause 9, the Executive Committee shall have power at any time to appoint any member of TLCCA to fill any casual vacancy on the Committee until the next Annual General Meeting.
- 12.2 If the casual vacancy being filled is for the role of President, the appointment must be approved by the Principal.
- 12.3 If a casual vacancy arises and the Executive Committee is reduced below the number pursuant to this Constitution as the necessary quorum of the Executive Committee, the continuing members may act to increase the number of members of the Executive Committee or to summon a General Meeting of TLCCA, but for no

other purpose.

13 FUNCTIONS OF THE EXECUTIVE COMMITTEE

13.1 Except as otherwise provided by these Rules and subject to resolutions of the members of TLCCA carried at any General Meeting, the Executive Committee shall have authority to:

- 13.1.1 Control and manage the administration of the affairs, property and funds of TLCCA.
- 13.1.2 Act as signatories (dual) on The Lakes College Community Association bank accounts.
- 13.1.3 Meet and make extraordinary decisions as required at such short notice.
- 13.1.4 Interpret the meaning of these Rules and any matter relating to TLCCA on which these Rules are silent.
- 13.1.5 Terminate any membership whereby a member has met the conditions of clause 6.2.

13.2 The Executive Committee may exercise all the powers of TLCCA:

- 13.2.1 To invest in such a manner as the members of TLCCA may from time to time determine.

13.3 Authority of Executive Committee in Matters of Urgency

- 13.3.1 The Executive Committee may, by majority vote of the Executive Committee, take any necessary action regarding urgent matters relating to the performance of TLCCA functions.
- 13.3.2 The Executive Committee may, by unanimous vote of the Executive Committee, authorise expenditure or donations of up to \$500 without a vote at a general meeting
- 13.3.3 The Executive Committee must use its best endeavours to consult with all Officers of TLCCA prior to exercising its rights under clause 11.
- 13.3.4 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.
- 13.3.5 Full particulars of actions taken by the Executive Committee as matters of urgency must be tabled at the next scheduled General Meeting of TLCCA or at a special meeting called for this purpose.

14 SUB-GROUPS

14.1 Establishment of Sub-Groups

- 14.1.1 TLCCA may establish Sub-Groups for the purposes it considers appropriate and consistent with the objectives and functions of TLCCA, including Sub-

Groups for special purposes. All Sub-Groups acting in accordance with the constitutional objectives shall be deemed to be part of TLCCA.

14.1.2 The Executive Committee may delegate any of its powers to a Sub-Group consisting of such members of TLCCA as the Executive Committee thinks fit.

14.1.3 Any Sub-Group so formed shall in the exercise of powers so delegated conform to any regulations that may be imposed on it by the Executive Committee.

14.2 Sub-Group Functions

14.2.1 A Sub-Group may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes, the Sub-Group Chairman shall have the casting vote.

14.2.2 Sub-Groups may only act within the scope of the authority given to the Sub-Group by TLCCA and must follow any direction given by TLCCA to the Sub-Group.

14.2.3 Without limiting clause 15, Sub-Groups will operate under the general supervision of, and will be subject to conditions imposed by, TLCCA, which include ratification by TLCCA of specific decisions.

14.2.4 Where appropriate, each Sub-Group shall choose from its Membership a secretary and, if needed, a treasurer.

14.2.5 The timing and frequency of meetings of each Sub-Group will be determined by a majority of the votes of the members of the relevant Sub-Groups.

14.3 Sub-Groups to report at General Meetings

14.3.1 Each Sub-Group of TLCCA will provide a report of its progress to every Annual and General Meeting of TLCCA.

14.4 Sub-Group fundraising

14.4.1 If the Sub-Group is authorised by TLCCA to raise or spend funds, then the Treasurer of the Sub-Group will present a written financial statement, at every annual and General Meeting of TLCCA. The Sub-Group accounts will be subject to an audit as part of TLCCA's accounts.

14.4.2 Any funds raised or handled by a Sub-Group shall be, for all purposes, funds of TLCCA.

15 MEETINGS

15.1 Where required, the following meeting guidelines are to be followed when conducting formal meetings.

15.2 Calendar

- 15.2.1 The Executive Committee must use its best endeavours to establish a meeting calendar for the following year by no later than the end of The Lakes College's fourth Term. In doing so, the Executive Committee is to take into consideration:
 - 15.2.2 Events detailed on The Lakes College calendar;
 - 15.2.3 Potential conflict between Executive Committee, Board, and Sub-Group meeting dates and times; and
 - 15.2.4 Meetings and events the Principal is required to attend.
- 15.3 Quorum
 - 15.3.1 At any General Meeting, the number of members required to constitute a quorum shall be four executive members plus four non-members. Should there be fewer than four non-members in attendance, two executive members can refrain from voting. A quorum can then be reached with two executive members and two non-members.
 - 15.3.2 No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
 - 15.3.3 If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting may continue but no decisions may be undertaken.
 - 15.3.4 The Chairperson may, with the consent of the quorum, adjourn the meeting.
- 15.4 Notice of Meetings
 - 15.4.1 The Secretary shall convene all General Meetings of TLCCA by giving not less than seven days' notice of any such meeting to the members of TLCCA.
 - 15.4.2 The manner by which such notice shall be given shall be determined by the Executive Committee, provided that the notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of their membership by the Executive Committee shall be given in writing.
 - 15.4.3 Meetings can be conducted virtually and are subject to the same meeting procedures.
- 15.5 Unless otherwise provided by these Rules, at every General Meeting:
 - 15.5.1 The President shall preside as Chairperson. If there is no President, or if the President is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, either Vice-President shall be the Chairperson. If neither of the Vice-Presidents is present or willing to act the meeting shall be cancelled and rescheduled to be held at a later date.

- 15.5.2 The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- 15.5.3 Every question, matter or resolution shall be decided by a majority of votes of the members present.
- 15.5.4 Every member present shall be entitled to one vote and, in the case of an equality of votes, the Chairperson shall have a second or casting vote.
- 15.5.5 Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two members to conduct the secret ballot in such a manner as the Chairperson shall determine and the result of the secret ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the secret ballot was demanded.
- 15.5.6 A member may vote in person or virtually.
- 15.5.7 The Secretary shall produce full and accurate minutes of the proceedings of every Executive Committee meeting and General Meeting, which will be made available to members via the College app.
- 15.5.8 Executive Committee meeting minutes shall be voted on as an accurate record of proceedings at the next General Meeting.
- 15.6 Conflicts of Interest
 - 15.6.1 A member of the Executive Committee shall not vote in respect of any matter with TLCCA in which they have a vested interest and if they do vote their vote shall not be counted.
- 15.7 Power of Veto
 - 15.7.1 The Principal shall have the power to veto any decision made at any meeting in relation to matters that impact the internal operations of The Lakes College.
- 15.8 Special Meetings
 - 15.8.1 A special meeting of the Executive Committee shall be convened by the Secretary on requisition in writing, signed by not less than one-third of the members of the Committee, which clearly states the reasons for the meeting and the nature of the business to be transacted.
- 15.9 The Executive Committee shall meet as is deemed necessary by the President.

16 ANNUAL GENERAL MEETING

- 16.1 The Annual General Meeting shall be held within three months of the end of TLCCA financial year.

- 16.2 The business to be transacted at every Annual General Meeting shall be:
- 16.2.1 The receiving of the Executive Committee report, Sub-Group report, the statement of income and expenditure, assets and liabilities affecting the property of TLCCA for the preceding financial year.
 - 16.2.2 The receiving of the auditor's report upon the books and accounts for the preceding financial year.
 - 16.2.3 The election of members of the Executive Committee.
 - 16.2.4 The election of Chairpersons of standing Sub-Groups.
 - 16.2.5 The appointment of the auditor.
 - 16.2.6 Approval of membership applications.

17 BY- LAWS

- 17.1 The Executive Committee may from time to time make, repeal by-laws, not consistent with these Rules, for the internal management of TLCCA and any by-laws be set aside by a General Meeting of members.

18 ALTERATION OF RULES

- 18.1 The Constitution shall be reviewed by the Executive Committee after every three years.
- 18.2 These rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting.

19 FUNDS AND ACCOUNTS

- 19.1 The funds of the TLCCA shall be deposited in the name of the TLCCA in such Bank or Permanent Building Society as the Executive Committee may from time to time direct.
- 19.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the TLCCA and the particulars usually shown in books of a like nature.
- 19.3 All monies shall be deposited as soon as practical after receipt thereof.
- 19.4 All amounts of one hundred dollars or over shall be authorised and paid by any two of the President, Vice-Presidents, Secretary or Treasurer or other member authorised from time to time by the Executive Committee.
- 19.5 Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoument's which may be open.
- 19.6 The Executive Committee shall determine the amount of petty cash that shall be kept in the imprest system and in the Secondhand Uniform Shop float.
- 19.7 The Executive Committee will determine the method by which Petty Cash will be kept and distributed.

- 19.8 The use of Petty Cash will be reported in the Treasurer's Report at each General Meeting
- 19.9 A full report showing the Secondhand Uniform Shop accounts will be presented at each General Meeting.
- 19.10 Accounts for payment will be recorded in the Treasurer's Report, authorised by two Executive Committee members and subsequently endorsed at the next General Meeting.
- 19.11 As soon as practicable after the end of each financial year the Treasurer shall prepare a statement containing the particulars of:
- 19.11.1 The income and expenditure for the financial year just ended.
- 19.11.2 The assets and liabilities and of all mortgages, charges and securities affecting the property of the TLCCA at the close of that year.
- 19.12 The Executive Committee will recommend and appoint the auditor of its choosing.
- 19.13 The Auditor's Report will be presented at the Annual General Meeting following the financial year in respect of which such audit was made.
- 19.14 All income and property of TLCCA shall be used and applied only to promote its objects and in the exercise of its powers. No portion of it shall be paid or transferred directly or indirectly by way of dividend, bonus or profit to or among any of the members of TLCCA.
- 19.15 Nothing in this sub-rule shall prevent the good faith payment to any member of TLCCA of:
- 19.15.1 Interest on any moneys owing to that member by TLCCA.
- 19.15.2 Remuneration for services rendered to TLCCA by that member.
- 19.15.3 Approved out of pocket expenses which that member has or will incur on TLCCA business.
- 19.15.4 The capital on any money lent to TLCCA by that member.
- 19.15.5 Reasonable and proper charges for any goods hired by TLCCA from that member.
- 19.15.6 Reasonable and proper rent on premises demised or let to TLCCA by that member.
- 19.16 The Treasurer of TLCCA or of a Sub-Group will hand to the successor in office all records and accounts of TLCCA or Sub-Committee as soon as the successor has been appointed.
- 19.17 If a Treasurer of TLCCA or of a Sub-Group resigns during the term of office, the Executive Committee shall arrange for an audit of the records and accounts of TLCCA or Sub-Group to be carried out before handing these to the new Treasurer.

20 FINANCIAL YEAR

20.1 The financial year of TLCCA shall end on 30 September.

21 DOCUMENTS

21.1 The Executive Committee shall provide for the safe custody of books, documents, instruments of title and securities of TLCCA.

21.2 The Executive Committee members must deliver to any new incoming members all records associated with vacated positions as soon as the new member/s are appointed.

22 AGENCY OF THE COLLEGE

22.1 TLCCA will not hold itself out as agent of the College and has no Authority to bind the College.

23 DISTRIBUTION OF SURPLUS ASSETS

23.1 If TLCCA shall be wound up, the disbursement of such surplus assets shall be decided by the TLC Board.

Glossary

"**Alumni**" means the past graduating students of TLC

"**Board**" means the Board of The Lakes College.

"**Executive Committee**" consists of the four (4) Office Bearers of TLCCA as per clause 9 consisting of the President, one Vice-President, Secretary, and Treasurer.

"**Ex-Officio Members**" are Members of the Executive of TLCCA by virtue of the office they hold. They shall have full voting rights.

"**Governing Body**" of the College is the Board.

"**Ordinary Member**" is a member that is a parent/carer of a child enrolled at The Lakes College or a Friend.

"**Parent/Carer**" means the natural parent, legal guardian, 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.

"**Policies**" means policies of the Board established for the operation and governance of The Lakes College.

"**Principal**" means the Principal of The Lakes College.

"**Sub-Groups**" mean those ordinary members elected or appointed to particular committees (e.g. tuckshop, uniform, sporting) to fulfil specific roles and/or tasks that are agreed as required.

"**The Lakes College**", "**College**" and "**TLC**" means the school operating at College Street, North Lakes.

"**TLCCA**" is The Lakes College Community Association.