



Constitution

The Lakes College Community Association

September 2017

This is a comprehensive document providing rules and guidelines for TLCCA members to follow when conducting meetings or activities on behalf of TLCCA.

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Foreword

The constitution has been amended in the aim of clarifying the role and purpose of The Lakes College Community Association. In doing this we acknowledge all the time and effort that has been provided by past, current and future members of TLCCA for making TLCCA what it is today. The amendments seek to continue the wonderful traditions and values established at the creation of TLCCA are continued through to new parents, friends, students and staff coming into the school community.

The following are a set of guiding principles to be used 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 affects the education and welfare of its student body.
- To develop increased collaboration between Parents/Carers of The Lakes College and its staff.
- To support activities which encourage students to create and build lasting friendships and promote Christian values

We look forward to welcoming new Parents and Friends to TLCCA.

Kind Regards,

Simon Armstrong
Principal

Andrew Rowland
Acting President TLCCA

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".
- 1.3 The Lakes College Community Association may also be known as the "TLCCA Parents and Friends", "Parents and Friends of TLC" or other appropriate and endorsed variations. Endorsement is to be minuted in a TLCCA General Meeting and can be raised by any attendee and endorsed through the voting process detailed in section 14.6.5.

2 OBJECTIVES

- 2.1 The objectives for which TLCCA is 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
 - 2.1.3 To provide support to the Principal on issues that affects the education and welfare of its student body.
 - 2.1.4 To assist in fundraising activities thereby contributing to the resourcing of projects and activities in line with TLC needs.
 - 2.1.5 To complement the activities and policy initiatives of the Board.
 - 2.1.6 To develop increased collaboration between Parents/Carers of The Lakes College and its staff.
 - 2.1.7 To foster a Christian environment within the College and promote the principles of Christian education.
 - 2.1.8 To provide a conduit for alumni to form a network of ongoing connections and opportunity across the globe.

3 POWERS OF THE LAKES COLLEGE COMMUNITY ASSOCIATION

- 3.1 Subject to the decisions of the Board and its Policies as determined from time to time, the powers of TLCCA are as detailed in this clause 4.
- 3.2 To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of TLCCA, provided that TLCCA shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its
- 3.3 income and property among its members to an extent at least as great as that imposed on TLCCA or become a member of or be affiliated with any political party.
- 3.4 Commercial Activity

- 3.4.1 In furtherance of the objects of TLCCA to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the purposes of advancing the objectives of TLCCA and supporting the activities of The Lakes College.
 - 3.4.2 To invest and deal with the money of TLCCA not immediately required in such manner as may from time to time be thought fit.
 - 3.4.3 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
 - 3.4.4 In furtherance of the objects of TLCCA to sell, improve, manage, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of TLCCA.
- 3.5 Employees
- 3.5.1 To appoint, employ, remove or suspend any bookkeepers, professional advisors and other persons as may be necessary or convenient for the purposes of TLCCA; provided such persons are employees of TLCCA.
- 3.6 Gifts, Donations and Subscriptions
- 3.6.1 To take any gift or property whether subject to any special trusts or not, for any one or more of the subjects of TLCCA.
 - 3.6.2 To take such steps by personal or written appeals, public meeting or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of TLCCA, in the shape of donations, annual subscriptions or otherwise.
 - 3.6.3 To make donations for patriotic, charitable or community purposes consistent with the objects of TLCCA and with the support of The Lakes College.
- 3.7 Publications
- 3.7.1 To print and publish any newspapers, periodicals, books, or leaflets that TLCCA may think desirable for the promotion of its objects.
 - 3.7.2 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of TLCCA.

4 RESTRICTIONS OF TLCCA

- 4.1 TLCCA does not have the power to:
 - 4.1.1 purport to speak on behalf of or bind The Lakes College in relation to any matter or to any contractor arrangement; or
 - 4.1.2 interfere in the operations of The Lakes College or give directions to staff of The Lakes College.

5 MEMBERSHIP

5.1 Ordinary Members

- 5.1.1 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.
- 5.1.2 The number of Ordinary Members shall be unlimited.
- 5.1.3 Ordinary membership shall be available to all Parents/Carers and Friends.
- 5.1.4 Parents and carers with legal custody of students enrolled at The Lakes College shall be granted ordinary membership automatically and without application for the period of enrolment of their student.

5.2 Friends of The Lakes College

- 5.2.1 To register, a prospective Friend must attend a general or Annual General Meeting of the Association and complete an Application for Membership form available from The Lakes College.
- 5.2.2 All applications for membership of Friends will be approved by a majority of votes of the members present at the completion of business of that TLCCA meeting.
- 5.2.3 Full voting rights are conferred upon Friends up to and including the next Annual General Meeting.
- 5.2.4 All Friends currently enrolled at the commencement of each Annual General Meeting shall be eligible for approval of continuing membership until the next Annual General Meeting.

5.3 Honorary Life Members

- 5.3.1 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.
- 5.3.2 The number of Honorary Life Members shall be limited to fifty or such other number as the TLCCA in General Meeting from time to time decides.

5.4 Alumni

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

5.5 Refusal of membership

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

6 TERMINATION OF MEMBERSHIP

- 6.1 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.
- 6.2 If a member:
 - 6.2.1 is convicted of an indictable offence; or
 - 6.2.2 fails to comply with any of the provisions of this Constitution; or
 - 6.2.3 has membership fees in arrears for a period of two months or more; or
 - 6.2.4 conducts his or herself in a manner considered to be injurious or prejudicial to the character or interests of TLCCA,
 - 6.2.5 the Committee shall consider whether their membership shall be terminated.
- 6.3 The member concerned shall be given a full and fair opportunity of presenting their case and if the Committee resolves to terminate their membership, it shall instruct the Secretary to advise the member in writing accordingly.

7 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 7.1 Written Notice of Appeal
 - 7.1.1 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.
- 7.2 General Meeting to determine Appeal
 - 7.2.1 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.

- 7.2.2 At any such meeting the applicant shall be given the opportunity to fully present their case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of members present at such a meeting. The nomination, which shall be in writing and signed by the member and the proposer and seconder, shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place. Within one week of lodgement of nominations with the Secretary, nominees for the position of President must meet with and have their nomination approved by the Principal.
- 7.2.3 A list of the candidates' names in alphabetical order, with the proposers' and seconders' names shall be posted in a conspicuous place in the office or usual place of meeting of TLCCA for at least seven days immediately preceding the Annual General Meeting.
- 7.2.4 Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- 7.2.5 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.
- 7.2.6 Provision for nominations from the floor does not apply to the position of President.
- 7.3 Maximum term of Executive Committee Members
- 7.3.1 The positions of President, Vice-President, Secretary and Treasurer shall have a maximum term of four (4) consecutive years for each position.
- 7.3.2 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 position available on the Executive Committee or Standing Sub-Groups.
- 7.4 Resignation from Executive Committee

- 7.4.1 Any member of the Executive Committee may resign from membership of the Executive Committee at any time by giving notice in writing to the Secretary but 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 or such member may be removed from office at a General Meeting of TLCCA where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a General Meeting.

8 REGISTER OF MEMBERS

- 8.1 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.
- 8.2 Particulars shall be also entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Committee or the members at any General Meeting may require from time to time.
- 8.3 The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

9 MEMBERSHIP OF THE EXECUTIVE COMMITTEE

- 9.1 The Executive Committee of TLCCA shall consist of a President, two Vice-Presidents, Secretary and Treasurer all of whom shall be members of TLCCA.
- 9.2 Suitability Card
- 9.2.1 All members of the Executive Committee must obtain a suitability for working with children card within three months of having taken office, have received clearance from the College regarding their financial standing with the College within one month of taking office, and continue to demonstrate commitment to the vision of the College throughout the term of their office.
- 9.3 Election of Executive Committee Members
- 9.3.1 All members who wish to nominate themselves for the position of President must meet with the Principal one week prior to the Annual General Meeting to discuss clause 9.2.
- 9.3.2 At the Annual General Meeting of TLCCA, all the members of the Executive Committee for the time being retire from office, but shall be eligible upon nomination for re-election, subject to clause 7.3 hereof.

- 9.4 The election of officers and the other members of the Executive Committee shall take place in the following manner:
- 9.4.1 Any two members of TLCCA shall be at liberty to nominate any other member to serve as an officer or other member of the Executive Committee. However, the Principal or any other member of the staff of The Lakes College shall be ineligible to hold office on TLCCA or any of its Sub-Groups.
- 9.5 The Executive Committee shall have the general control and management of the administration of the affairs, property and funds of TLCCA.
- 9.6 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 be called as required by the President, to generate a wider body of expertise from key office bearers within TLCCA, for the purpose of discussion and decision making on the important management and administration matters.

10 VACANCIES ON COMMITTEE

- 10.1 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.
- 10.2 If the casual vacancy being filled is for the role of President the appointment must be approved by the Principal.
- 10.3 The continuing members of the Executive Committee may act notwithstanding any casual vacancy in the Executive Committee, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the Executive Committee, the continuing member or members act for the purpose of increasing the number of members of the Executive Committee to that number or of summoning a General Meeting of TLCCA, but for no other purpose.

11 FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 11.1 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:
- 11.1.1 Interpret the meaning of these Rules and any matter relating to TLCCA on which these Rules are silent,
- 11.1.2 Terminate any membership whereby a member has met the conditions of clause 6.2;
- 11.1.3 Act as signatories (dual) on The Lakes College Community Association Bank Accounts;

- 11.1.4 Meet and make extraordinary decisions as required at such short notice.
- 11.2 The Executive Committee may exercise all the powers of TLCCA:
 - 11.2.1 to invest in such a manner as the members of TLCCA may from time to time determine.
- 11.3 Authority of Executive Committee in Matters of Urgency
 - 11.3.1 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.
 - 11.3.2 The Executive Committee must use its best endeavours to consult with all Officers of TLCCA prior to exercising its rights under clause 11.
 - 11.3.3 All Officers of the Executive Committee have an equal vote when voting on matters of urgency.
 - 11.3.4 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 the purpose.

12 SUB-GROUPS

- 12.1 Establishment of Sub-Groups
 - 12.1.1 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 such as sports. All Sub-Groups acting in accordance with the constitutional objectives shall be deemed to be part of TLCCA.
 - 12.1.2 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.
 - 12.1.3 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.
- 12.2 Sub-Group Functions
 - 12.2.1 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.
 - 12.2.2 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.

- 12.2.3 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.
 - 12.2.4 Only members of TLCCA are eligible to be members of a Sub-Group.
 - 12.2.5 Where appropriate each Sub-Group shall choose from its Membership a secretary and, if needed, a treasurer.
 - 12.2.6 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.
- 12.3 Sub-Groups to report to Annual and General Meetings
- 12.3.1 Each Sub-Group of TLCCA will provide a report of its progress to every annual and General Meeting of TLCCA.
- 12.4 Sub-Group Fundraising
- 12.4.1 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.
 - 12.4.2 Any funds raised or handled by a Sub-Group shall be, for all purposes, funds of TLCCA.

13 MEETINGS

- 13.1 Where required the following meeting guidelines are to be followed when conducting formal meetings.
- 13.2 The Executive Committee shall meet as is deemed necessary by the President from time to time.
- 13.3 Calendar
 - 13.3.1 The Executive Committee must use its best endeavours to establish a meeting calendar for the following year by no later than end of The Lakes College's fourth Term. In doing so, the Executive Committee is to take into consideration:
 - 13.3.2 Events detailed on The Lakes College calendar;
 - 13.3.3 Potential conflict between Executive Committee, Board, and Sub-Group meeting dates and times; and
 - 13.3.4 Meetings and events the Principal is required to attend.
- 13.4 Special Meetings

13.4.1 A special meeting of the Executive Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Committee, which clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

13.5 Notice of Meetings

13.5.1 The Secretary shall give not less than fourteen (14) days notice to members of any special meeting of the Executive Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

13.6 Meeting Process

13.6.1 The President shall preside as Chairperson at every meeting of the Executive Committee, or if there is no President, or if at any meeting is not present within ten minutes after the time appointed for holding the meeting, one of the VicePresidents shall be Chairperson or if neither of the Vice-Presidents is present at the meeting then the meeting shall be cancelled and rescheduled to be held within fourteen days.

13.6.2 If within half an hour from the time appointed for the commencement of an Executive Committee meeting a quorum, see clause 14.4, is not present, the meeting, if convened upon the requisition of members of the Executive Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such a other day and at such other time and place as the

13.6.3 Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

13.6.4 All acts done by any meeting of the Executive Committee or of a Sub-Group or by any person acting as a member of the Executive Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Executive Committee or person acting as aforesaid, or that the members of the Executive Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Executive Committee.

14 ANNUAL GENERAL MEETING

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

14.2 The business to be transacted at every Annual General Meeting shall be:

- 14.2.1 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;
 - 14.2.2 the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - 14.2.3 the election of members of the Executive Committee;
 - 14.2.4 the appointment of the auditor; and
 - 14.2.5 approval of membership applications.
 - 14.2.6 Chairpersons of standing Sub-Groups will be elected at the Annual General Meeting.
- 14.3 The Secretary shall convene a special meeting:
- 14.3.1 when directed to do so by the Executive Committee; or
 - 14.3.2 on the requisition in writing signed by not less than one-third of the members presently on the Executive Committee or not less than the number of ordinary members of TLCCA which equals double the number of members presently on the Executive Committee plus one. Such requisition shall clearly state the reason why such a special meeting is being convened and the nature of the business to be transacted thereat; or
 - 14.3.3 on being given notice in writing of an intention to appeal against the decision of the Executive Committee to reject an application for membership or to terminate the membership of any person.
- 14.4 Quorum
- 14.4.1 At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Executive Committee plus one.
 - 14.4.2 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.
 - 14.4.3 If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive Committee of TLCCA, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Executive Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed from the meeting, the members present shall be a quorum.

14.4.4 The Chairperson may, with the consent of the meeting at which a quorum is present (and shall do so if directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

14.5 Notice of Meetings

14.5.1 The Secretary shall convene all General Meetings of TLCCA by giving not less than fourteen days notice of any such meeting to the members of TLCCA.

14.5.2 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. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.

14.6 Unless otherwise provided by these Rules, at every General Meeting:

14.6.1 the President shall preside as Chairperson, or 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 or if neither of the Vice-Presidents is present or willing to act then the meeting shall be cancelled and rescheduled to be held within fourteen days;

14.6.2 the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

14.6.3 every question, matter or resolution shall be decided by a majority of votes of the members present;

14.6.4 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;

14.6.5 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;

14.6.6 a member may vote in person only;

14.6.7 the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every

14.6.8 Executive Committee meeting shall be signed by the Chairperson of the meeting or the Chairperson of the next succeeding Executive Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairperson of that meeting : Provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting or Annual General Meeting.

14.7 General Meeting Rules

14.7.1 At every meeting of the Executive Committee a simple majority of a number equal to the number of members elected as at the close of the last General Meeting of the members, shall constitute a quorum.

14.7.2 Subject as previously provided in this Rule, the Executive Committee may meet together and regulate its proceedings as it thinks fit; Provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and, in the case of equality of votes, the President shall have the casting vote.

14.8 Conflicts of Interest

14.8.1 A member of the Executive Committee shall not vote in respect of any contract or proposed contract with TLCCA in which they are interested, or any matter arising thereof, and if they do so vote their vote shall not be counted.

14.9 Power of Veto

14.9.1 The Principal shall have the power to veto any decision made at any meeting in relation to matters that impact on the internal operations of The Lakes College.

15 BY-LAWS

15.1 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.

16 ALTERATION OF RULES

- 16.1 The Constitution shall be reviewed by the Executive Committee after every four years as a minimum.
- 16.2 These rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Board.

17 FUNDS AND ACCOUNTS

- 17.1 The funds of TLCCA shall be deposited in the name of TLCCA in such Bank or Permanent Building Society as the Executive Committee may from time to time direct.
- 17.2 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 TLCCA and the particulars usually shown in books of a like nature.
- 17.3 All monies shall be deposited as soon as practical after receipt thereof.
- 17.4 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.
- 17.5 Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.
- 17.6 The Executive Committee shall determine the amount of petty cash that shall be kept on the imprest system.
- 17.7 The use of Petty Cash will be reported in the Treasurer's Report at each General Meeting of TLCCA.
- 17.8 Accounts for payment shall be presented and passed at an Executive Committee meeting and subsequently endorsed by the next General Meeting.
- 17.9 All expenditure shall be approved or ratified at the Management meetings.
- 17.10 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of:
 - 17.10.1 the income and expenditure for the financial year just ended; and
 - 17.10.2 the assets and liabilities and of all mortgages, charges and securities affecting the property of TLCCA at the close of that year.
- 17.11 The Executive Committee shall recommend to the Board an auditor of TLCCA. Once approval by the Board is received, the Executive Committee may appoint the auditor.

17.12 All such statements shall be examined by the auditor who shall present their report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.

17.13 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.

17.13.1 However, nothing in this sub-rule shall prevent the good faith payment to any member of TLCCA of:

17.13.2 interest on any moneys owing to that member by TLCCA;

17.13.3 remuneration for services rendered to TLCCA by that member;

17.13.4 approved out of pocket expenses which that member has, or will incur on TLCCA business;

17.13.5 the capital on any money lent to TLCCA by that member;

17.13.6 reasonable and proper charges for any goods hired by TLCCA from that member;

17.13.7 reasonable and proper rent on premises demised or let to TLCCA by that member.

17.14 The Treasurer of TLCCA or of a Sub-Group will hand to the successor in office all records and accounts of TLCCA or SubCommittee, as soon as the successor has been appointed.

17.15 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.

18 DOCUMENTS

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

18.2 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.

19 NOT AGENCY OF THE COLLEGE

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

20 FINANCIAL YEAR

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

21 DISTRIBUTION OF SURPLUS ASSETS

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

Glossary

“**Alumni**” means the past graduating students of TLC

“**Board**” means the Board of The Lakes College.

“**Executive Committee**” consists of the five (5) Office Bearers of TLCCA as per clause 9 consisting of the President, two VicePresidents, 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.

“**Friends**” are all persons other than a parent/carer of a child enrolled at The Lakes College over the age of 18 granted membership of TLCCA.

“**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**” and “**College**” means the school operating at College Street, North Lakes.

“**TLCCA**” is The Lakes College Community Association.