

2010

# TCC Constitution

(Tanarata Community Club  
Tanarata International Schools

[TIS - TCC Articles of Association]



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Tanarata Community Club  
September 2010



# TCC Constitution

CONSTITUTION of the

TANARATA INTERNATIONAL SCHOOLS TANARATA COMMUNITY CLUB

## ARTICLE I

### Name and Definition

The name of this association shall be “Tanarata Community Club”, hereinafter referred to as the “TCC”. The TCC shall observe provisions set forth in the Tanarata International Schools Constitution and Policy established by the schools Board of Directors (hereinafter referred to as the “BOD”).

## ARTICLE II

### Objectives and Purposes

The purpose of the TCC is to cooperate with Tanarata International Schools (hereinafter “TiS”) to advance the interests of the school and to promote the well-being of the students, parents, and teachers.

To this end it shall:-

- a. Broaden the dimensions of the TiS education through awareness of recent trends in education via communiqués, conferences, guest speakers, procurement of educational materials, etc.,
- b. Advance the moral, academic, and physical growth of the students by sponsoring or supporting activities organised to those ends,
- c. Raise funds to support TiS and its students through activities and projects,
- d. Promote understanding and cooperation among students, parents, and teachers.

## **ARTICLE III**

### **Non-Profit, Non-Political Character**

#### **Section I**

The TiS TCC shall be exclusively educational in character as delineated in Article II. It shall not be conducted or operated for its own profit, and no part of the net earnings of the TCC shall benefit any individual.

#### **Section II**

The TiS TCC shall, in its aims and activities, be politically neutral. It shall recognise the diversity of cultures and nationalities that constitutes TiS, and shall act to foster harmony by recognizing common concerns.

## **ARTICLE IV**

### **Membership**

#### **Section I: Eligibility**

The parents or legal guardians of students presently enrolled at TiS are automatically eligible for membership in the TCC, as are the present school management, administrators, teachers and staff members.

#### **Section II: Term of Membership**

Eligibility for membership will continue for parents for as long as the son or daughter is enrolled at TiS. Membership for administrators, teachers, and staff members will be for as long as they are employed by TiS..

# ARTICLE V

## Executive Committee and Officers

### Section I: Officers

The officers of the TCC shall be a Chairman Secretary, and Treasurer.

The Chairman of the TCC shall be elected from the committee members and will be chosen from the parent members. The treasurer of the TC will be appointed by the principal from one of the teacher committee members. The secretary shall be elected by the committee. No office bearer shall hold the position for more than two consecutive years. In the event that there is no other person wishing to fulfil any of the positions available then the committee may at its discretion appoint the current position holder for an additional term of office.

No individual may hold two offices simultaneously.

### Section II: Executive Committee

The TCC shall be governed by the executive committee. The executive committee will have a maximum of 15 members plus the school principal. The committee shall be constituted of the following minimum number of representatives:

Three representatives from lower primary

- At least fifty percent (7) of the committee shall comprise parents or legal guardians of international students. However this shall not exceed sixty percent (9) members of the committee. The remaining 3 members should be Malaysian parents.
- Three representatives from lower primary (Years 1 to 3)
- Three representatives from upper primary (Years 4 to 6)
- Three representatives from lower secondary (Years 7 to 9)
- Two representatives from upper secondary (Years 10 to 11)
- One parent representing the schools special needs children (All Years)
- Three teacher representatives appointed by the school.

In the event that there are not enough nominations to fill the committee positions then the AGM may approve any other parent member to fill the vacancy.

No committee member shall serve for longer than two consecutive years. If in the event of unfilled positions on the committee the AGM may approve an additional term of office for a retiring committee member.

The TCC Executive Committee in turn will be governed by the schools' Board of Directors (BOD).

### **Section III: Term**

The term of both TCC Executive Committee members (except the Principal) and officers of the TCC shall be for one year. The committee members will be elected at the annual general meeting of the TCC to be held in September or October of each year. No committee member may serve for more than three consecutive years

### **Section IV: Nominations and Elections**

The Nominating Committee shall be composed of five members, The Chairman, School Principal and three TCC committee members agreed by the committee. The Chairman of the TCC shall be the Chairman of the nominating committee.

Parents are nominated for the committee by obtaining signatures of two other families who are members of the TCC. The nomination form will contain the following information:

- Name of person being nominated
- Name and year of child/children
- Declaration of willingness to stand
- Name and signature of nominees
- Names of children of nominees

The nominations committee will review the nominations and designate whether the parent is standing as an international or local student parent and the age range that they represent.

The nominations committee will prepare, if necessary the required ballot papers for the AGM or a list of those for appointment if insufficient nominations are received.

Nominations will open upon notice of the meeting being given and close 5 days before the AGM

### **Section V: Responsibilities of the TCC Executive Committee**

- a. The Principal or his/her designee shall serve as a direct liaison between the TiS TCC and TiS Administration.
- b. The Teacher Representative shall serve as a direct liaison between the TCC members and the TiS Faculty.

- c. The Charmain shall be responsible for calling the meetings and, in conjunction with the TCC Executive Committee, for setting the agenda. The Chairman shall be an ex-officio member of all committees.
- d. The Secretary shall conduct the correspondence of the TCC and shall be responsible for keeping accurate minutes of all TCC meetings, including meetings of the TCC Executive Committee.
- e. The Treasurer shall keep careful accounts of the TCC funds and submit a report at each TCC meeting. He or she will also present a projected budget for the coming year at the AGM, and shall indicate projects that have been forwarded for consideration for TCC funding. The treasurer and the current TiS Principal shall be the co-operators of an account under the name of the TCC.
- f. The TCC Executive Committee representative to the schools Board of Directors shall be the Principal who will attend all Board of Director meetings and serve as a direct liaison between the TCC Executive Committee members and the Board of Directors.

#### **Section VI: Distribution of Funds**

The TCC Executive Committee is authorized to vote on fund appropriations up to RM 5,000. Allocations in excess of RM 5,000 should be voted upon at a general TCC meeting. Advance notice should be given at least two weeks prior to the meeting at which the vote is to take place.

#### **Section VII: Vacancies**

In the event that committee member resigns, the Executive Committee may fill such by invitation from amongst the parents who are eligible to serve, until the election at the next AGM is held.

## **ARTICLE VI**

### **Liabilities of Members**

No member of the TCC or its officers shall have any personal obligation in respect to TCC liabilities.

## **ARTICLE VIII**

### **Dissolution or Liquidation**

No part of the net income, revenue, or donations to the TCC shall benefit any member, officer, or any other private individual (except that reasonable compensation may be paid for services rendered in connection with one or more of the TCC's purposes), and no member, officer, or any private individual shall be entitled to share in the distribution of any part of the assets of the TiS TCC, on its dissolution or liquidation. In the event of such a dissolution or liquidation, the assets shall be transferred to the TiS general fund.

## **ARTICLE VIII**

### **Amendments**

These articles and or the accompanying by-laws may be amended by a special EGM to be called upon whereby a two-thirds majority vote of the current membership shall take place.

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# **BY-LAWS**

## **Article I: Address**

The business address of the TCC shall be the address of TiS.

## **Article II: Meetings**

An Annual General Meeting (AGM) shall be held in September/October with other meetings called during the year at times determined by the TCC Executive Committee. The agenda for the AGM shall include election of committee members, budget appropriations, and financial reports. Except in cases of urgent business, notification of the time and place of general and executive meetings shall be published in the school calendar or written notification shall be sent to members at least two weeks prior to the meeting date.

## **Article III: Quorum**

A quorum for voting purposes shall exist when 25 parent members are present. If there are insufficient number of parents, meeting will be adjourned to a later date. At the second AGM, if there is still insufficient number of parents (less than 25 members) meeting may be conducted as sufficient notice has been given

## **Article IV: Procedures**

All meetings will be conducted in the English language only.

## **Article V: Dues and Special Fees**

Subscriptions fees, if any, to the TCC shall be in accordance with current rules of TiS and shall be paid by all members. In the event of membership fees being introduced only members who have paid will be entitled to attend and vote at General Meetings. Each family regardless of number of children attending the school shall have one vote.

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