

TCC AGM Procedure

A. GENERAL MEETING

1. 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 business of the annual general meeting shall be:-
 - a. To receive the minutes of the previous annual general meeting;
 - b. To receive the Committee's report on the overview of activities during the previous year;
 - c. To receive the Treasurer's Report for the previous year;
 - d. Election of New Committee.
 - e. To deal with such other matters as may be put before it if any.
2. Date of annual general meeting shall be published in the school calendar. Notice of annual general meeting together with the copies of minutes and reports for the previous year shall be sent to members at least two weeks prior to the meeting date.
3. A quorum for voting purposes shall exist when 25 parent members are present. If a quorum is not present half an hour after the appointed time for the meeting, the present members shall have the power to proceed with the business of the day.
4. Each family regardless of number of children attending the school is entitled for one voting right only.

B. EXECUTIVE COMMITTEE

1. TCC shall elect an Executive Committee consisting of the following sixteen (16) members who shall be termed as the Committee Members of TCC, shall be elected every year at the annual general meetings:-
 - i. Three representatives from lower primary (Years 1 to 3)
 - ii. Three representatives from upper primary (Years 4 to 6)
 - iii. Three representatives from lower secondary (Years 7 to 9)
 - iv. Two representatives from upper secondary (Years 10 to 11)
 - v. One parent representing the schools special needs children (All Years)
 - vi. Three teacher representatives appointed by the school, and
 - vii. The principal.
2. At least fifty percent (7 members) of the committee shall comprise parents or legal guardians of international students. However this shall not exceed sixty percent (9 members) of the parents or legal guardians committee. The remaining 3 members should be Malaysian parents. No committee shall serve for longer than two consecutive years.
3. TCC Executive Committee shall be headed by a Chairman who shall be elected from the Executive Committee and approved at the annual general meeting. A Secretary shall be appointed by the elected Committee Members and a Treasurer shall be appointed by the principal from one of the teacher committee members at a subsequent committee meeting.
4. Election will be decided by a simple majority vote of the members at the annual general meeting. Election may be by show of hands or by secret ballot as may be decided by the Annual General Meeting. All the committee members shall be eligible for re-election. In the

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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.

5. The Committee shall meet at least twice every term, a seven (7) days notice of each meeting shall be given to the Committee members.
6. In the event of death or resignation of a committee member, the Executive Committee may appoint any other TCC member to fill the vacancy until the election in the next annual general meeting.