

Rules & Regulations

Tanarata Community Club

[Tanarata International Schools]

Dated 5th October 2013

Approved and Adopted by TCC 2013/2014



TCC RULES & REGULATIONS

Rules & Regulations of Tanarata International Schools Tanarata Community Club

A. NAME

The community club of Tanarata International Schools (TiS) shall be known as Tanarata Community Club, hereinafter referred to as "TCC". TCC shall observe provisions set forth in the Tanarata International Schools Rules & Regulations. Tanarata Community Club (TCC) is not a Registered Society and cannot charge fees for membership.

B. PLACE OF BUSINESS

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

C. NON-PROFIT, NON-POLITICAL CHARACTER

The TiS TCC shall not be conducted or operated for its own profit, and no part of the net earnings of the TCC shall benefit any individual. The TiS TCC shall, in its aims and activities, be politically neutral. It shall recognize the diversity of cultures and nationalities that constitutes TiS, and shall act to foster harmony by recognizing common concerns.

D. 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, provide educational support and parent involvement where required.
- b. Advance the moral, academic, and physical growth of the students and to promote the well-being and international image of The School and by sponsoring or supporting events/activities;
- c. Raise funds to support TiS and its students through activities and projects,
- d. Promote community service in all areas of social interaction; and
- e. Promote understanding and cooperation among students, parents, and teachers.

E. MEMBERSHIP



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1. The parents or legal guardians of students presently enrolled at TiS are automatically eligible for membership (a family is entitled for one membership) in TCC, as are the present school management, administrators, teachers and staff members.
2. Eligibility for membership will continue for parents for as long as the son or daughter is enrolled at TiS. Membership for present school management, administrators, teachers, and staff members will be for as long as they are employed by TiS.

F. NOMINATION

1. 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 nominator and seconder
 - Names of children of nominator and seconder
2. Five members, Chairman, School Principal, Secretary and two other committee members shall form the Nomination Committee (NC). The Chairman of the TCC shall be the Chairman of the NC. The NC will open the nominations and designate whether the parent to stand as an international or local candidate and the age range that he/she represent prior to the AGM.

G. 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.



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H. 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 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.

I. RESPONSIBILITIES OF THE TCC EXECUTIVE COMMITTEE

1. The Principal or his/her designee shall serve as a direct liaison between the TiS TCC and TiS Management.
2. The Teacher Representative shall serve as a direct liaison between the TCC members and the TiS teachers.



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3. The Chairman shall during his term of office, preside at all general meetings and all meetings of the committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved.
4. The Secretary shall conduct the business of the committee in accordance with the Rules and Regulations. He/She shall be responsible for conducting all correspondence and keeping all books, documents and paper except the accounts and financial records. He/She shall attend all meetings, record all proceedings and sign the minutes of each meeting. In the absence of the Secretary, the committee members present at the meeting shall elect a secretary of the meeting among themselves to record all proceedings and sign the minutes of meeting.
5. The Treasurer shall keep careful accounts of the TCC funds and submit a report at each TCC meeting. The treasurer and the TiS Principal shall be the co-operators of an account under the name of TCC.
6. The Principal shall serve as a direct liaison between the TCC Executive Committee and the Board of Directors.

J. FINANCIAL PROVISION

1. The TCC Executive Committee is authorized to vote on fund appropriations up to Ringgit Malaysia Five Thousand (RM5,000). Allocations in excess of Ringgit Malaysia Five Thousand Only (>RM5000) shall be voted upon at a general meeting. Advance notice should be given at least two weeks prior to the meeting at which the vote is to take place.
2. If bank account is opened, all cheques or withdrawal notices on TCC account shall be signed jointly by as follow:
3. Two authorized signatories who shall be the President and the Treasurer for amount more than Ringgit Malaysia One Thousand (RM1,000).

K. AMENDMENTS

These Rules and Regulations may not be amended except by resolution of a general meeting. Such amendments shall take immediate effect and the approved amended Rules and Regulations shall be circulated to all TCC members through email or newsletter.

L. PROCEDURES

All meetings will be conducted in the English language only.



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M. DISSOLUTION OR LIQUIDATION

1. 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.
2. TiS reserve the right to dissolve TCC by issuing notice of dissolution to all TCC members.

Tanarata Community Club (TCC) Rules and Regulations is approved and adopted by 5th TCC Annual General Meeting dated 5th October 2013 and to be regulated with immediate effect.

This is confirmed by

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Mr. Kevin Tan
Chairman

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Mrs. Barnali Guha
Principal

Verified by

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Ms Aarti Khandhar
Secretary

