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KORUMBURRA SECONDARY COLLEGE
ALUMNI ASSOCIATION

CONSTITUTION

Name

1. The name of this Association shall be KORUMBURRA SECONDARY COLLEGE ALUMNI ASSOCIATION.

Interpretation

2. In these rules, unless the contrary intention appears:

- Annual General Meeting means a general meeting of members of the Association convened in accordance with the rules herein.
- Committee means the Committee of Management of the Association.
- Financial Year means the year ending on the 31st December.
- General Meeting means any meeting convened for the members of the Association.
- Friend means a person who has had an association with Korumburra Secondary College or High School or Higher Elementary School.
- Member means a member of the Association.
- Officer means a Committee Member who holds the office of President, Vice-President, Secretary or Treasurer.
- Ordinary Committee Member means a member of the Committee of Management who is not an officer of the Association pursuant to the rules herein.
- Quorum (a) General Meeting – means fifteen members personally present.
  (b) Committee Meeting – means one more than one half of the duly elected members of the Committee, of whom one shall be the President or the Vice-President.
  (c) Executive Meeting – means three members of the executive of whom one shall be the President or the Vice-President.
- Special General Meeting means any General Meeting convened for the members of the Association other than the Annual General Meeting.
- Year means the year ending on the last day of December.

Purpose of the Association

3. The objects of the Association shall be:

(a) To promote the welfare of the College and the community.
(b) To facilitate and promote the continuity of friendships between our members with one another, with the College and its current students and staff and with the wider community.
(c) To provide and or facilitate social gatherings amongst past Students and Staff
(d) To give financial assistance to the College and support college projects
(e) To provide a source of mentoring and career advice for current students.
(f) To keep members informed about what is happening at the school.
Eligibility for Membership

4. A person who has been a student, member of staff or friend/associate at the Korumburra Higher Elementary, Korumburra High School or Korumburra Secondary College and who is approved for membership as provided in these rules is eligible to be a member of the association upon payment of the annual subscription.

Register of Members

5. The Secretary shall keep and maintain a register of members in which shall be entered the full names, address and date of entry of the name of each member together with any notation relating to a resignation or lapsing of membership due to failure of paying the applicable subscription.

Application for Membership

6. An application for membership of the association shall:
   (a) be in writing in the form set out in appendix 1 hereof, or any other form, as may be determined from time to time by the Committee, and
   (b) be lodged with the secretary of the Association.

7. When an application for membership has been submitted to the secretary, it shall be referred to the Committee at the next scheduled Committee meeting, and the Committee shall determine whether or not to approve such application.

8. Upon an application being approved by the Committee, the secretary shall, as soon as practicable, notify the applicant of his or her approval for membership and request payment of the subscription fee applicable within 28 days.

9. Upon receipt of payment of the applicable subscription fee, the secretary shall enter the applicants name in the register of members, whereupon the nominee becomes a member of the association.

Resignation of Membership

10. A member of the association who has paid all monies due and payable may resign from the association by giving to the secretary a notice in writing of his or her intention to resign. Any such notice of resignation shall be tabled at the next scheduled Committee meeting, and thereafter, the secretary shall make an entry in the Members register, noting the resignation, after which the member shall cease to be a member of the association.

Categories of Membership

11. The membership of the association shall comprise:
   (a) **Annual members** shall be those who pay to the association the annual subscription as determined from time to time by the Committee.
   (b) **Associate members** shall be parents or friends of former or present students who shall apply in writing to the secretary for such membership, and pay the annual subscription applicable to annual members.
   (c) **Fixed term member** shall be any person who is eligible to be a member of this association, and who pays the corresponding fixed term subscription for a particular fixed term as determined from time to time by the Committee.
Exit student member shall be any past student from Mirboo-North Secondary College who has ceased to be a student at the said college in the twelve months immediately preceding his or her application for membership.

Honorary member shall be a person who has been nominated and approved by a majority vote of the Committee in recognition of valuable service to the Association. Such member shall not be required to pay a subscription fee and shall be an honorary member of the Association for the period of time as shall be determined by the Committee at the time of his or her nomination and approval. Honorary membership may be a life membership, which is automatically achieved after twenty years of active membership of the association, or by a decision of the committee in recognition of meritorious service to the association.

Management of the Association

12. The management of the association shall be vested in a Committee of Management.

Committee of Management

13. (a) The Committee shall be constituted by no less than five and no more than eleven duly elected members of the Association who shall serve for a period of two years.

  (b) The officers of the Committee shall be:

      ➢ President
      ➢ Vice-President
      ➢ Secretary, and
      ➢ Treasurer

(c) Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but shall be eligible for re-election.

(d) In the event of a casual vacancy in any office referred to above, the Committee may appoint one of its members to the vacant office.

(e) The immediate past-President shall be a member of the Committee for the twelve months following the elections.

14. The person who holds the office of Principal of Korumburra Secondary College from time to time, shall be deemed to be a duly elected member of the Committee, and shall for all intents and purposes function as a Committee member in accordance with these rules, with the exception that such persons tenure as a Committee member shall be directly linked to his or her holding the office of Principal, and not to the rules set out in clause 13 above.

General Powers of the Committee of Management

15. The Committee shall control and manage the affairs of the Association and without limiting the generality of same, shall

  (a) Exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meeting of the members of the Association.

  (b) Have the power to perform all such acts and things as they appear to the Committee to be essential for the proper management of the business and affairs of the Association, including the appointing of Sub-Committees responsible to the Committee.
The Association’s financial accounts will be operated as a part of the College’s accounting system.

Committee Meetings

16. The Committee shall meet not less than three times per year, at such place and such time as it may determine.

17. Meetings of the Committee may be convened by the President or by at least four members of the Committee.

18. At least seven days notice of any meeting of the Committee specifying the general nature of the business to be transacted and the place, date and time of such meeting shall be given to all members of the Committee.

19. A meeting of the Committee cannot proceed unless there is a quorum of members.

20. Motions arising at a Committee meeting shall be determined on a show of hands or, if a member requests, by a poll taken in such manner as the person presiding at that meeting may determine. Each member present at a meeting of the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any motion, the person presiding may exercise a second or casting vote.

The Executive

21. The executive of the Committee shall be constituted by the President, Vice-President, Secretary, Treasurer and the immediate past President.

22. The functions of the executive shall be to exercise such powers and discretions as do not require consideration by the Committee and any other powers and or discretions as determined from time to time by the Committee. An executive meeting cannot proceed unless there is a quorum of three members.

Elections

23. Any member of the Association may stand for election to the Committee.

24. Nominations of candidates for election to the Committee shall:
   (a) be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) and
   (b) be delivered to the secretary of the Association not less than seven days before the date fixed for the holding of the Annual General Meeting at which the election is to be held

25. If the number of nominations received is less than or equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected to the Committee.

26. If the number of nominations received is more than the number of vacancies to be filled, then a ballot shall be conducted as at the Annual General Meeting.

27. At the conclusion of the Annual General Meeting, the duly elected members of the Committee shall meet and hold a ballot for the election of officers. The ballot shall be conducted in such usual and proper manner as the Committee may direct.
Annual General Meeting

28. The Association shall in each year convene an Annual General Meeting of its members, at such time and on such day as the Committee determines.

29. The Ordinary business of the Annual General Meeting shall be:
   
   (a) To confirm the minutes of the preceding Annual General Meeting and of any Special General Meeting held since that meeting.
   
   (b) To receive from the Committee reports upon the transactions of the Association during the last preceding financial year including an audited financial report.
   
   (c) Where positions on the Committee have become vacant, to elect members to fill those vacant positions on the Committee.

30. The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

31. The Annual General Meeting shall be in addition to any other general meetings that may be held in the same year.

Special General Meeting

32. All general meetings other than the Annual General Meeting shall be called Special General Meetings.

33. The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.

34. The Committee shall, on the requisition in writing of fifteen members, convene a Special General Meeting of the Association.

35. The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the members making the requisition and sent to the address of the secretary and may consist of several documents in a like form, each signed by the members making the requisition.

Convening of General Meetings

36. The secretary shall, at least 21 days before the date fixed for holding a general meeting of the Association, send to each member of the Association at the address appearing in the register of members, a notice by post (or electronic mail) stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

37. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

38. A member who wishes to bring any item of business before the meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after the receipt of the notice.

Procedure of General Meetings

39. All business that is transacted at a Special General Meeting and at the Annual General Meeting with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Business shall be deemed to be special business.
40. No item of business shall be transacted at a General Meeting unless a quorum of members entitled to vote under these rules are present.

41. The President, or in his absence, the Vice-President, shall preside as chairman at each General Meeting of the Association. If the President and the Vice-President are both absent from a General Meeting, the members present shall elect one of their number to preside as Chairman at the meeting.

42. If at the appointed time for the commencement of a General Meeting, a quorum is not present, the meeting if convened upon the requisition of the members shall be dissolved, and in any other case shall be postponed to the same day and at the same time in the next week. If at the postponed meeting the quorum is not present, the members present (being not less than (5) five) shall be a quorum.

Voting at General Meetings

43. A question arising at a general meeting of the Association shall be determined on a show of hands and upon a declaration by the Chairman that a resolution has on a show of hands been carried, carried unanimously, carried by a particular majority or lost. An entry to that effect shall be made in the Minute book of the Association. A poll may be demanded prior to a vote being put to the members or after a vote being put but before a declaration of the result being made by the Chairman.

44. Each member shall have one vote. All votes shall be given personally or by proxy.

45. In the case of equality of voting on a question, the Chairman of the meeting is entitled to exercise a second or casting vote.

46. If a poll on any question is demanded by no less than three members, it shall be taken at that meeting in such a manner as the Chairman may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

47. A member is only entitled to vote at any general meeting if all dues and subscription fees payable have been paid.

Proxy Voting at General Meetings

48. Each member eligible to vote shall be entitled to appoint another member as his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

49. The notice appointing the proxy shall be in the form set out in Appendix 2.

Execution of Documents

50. Any document which requires execution by the Association shall be executed only with the authority of the Committee and attested by the signatures of two Executive Officers of the Committee of which one shall be the President or the Vice-President.

Conflict of Interest

51. A member of the Committee who has any direct or indirect pecuniary interest in a contract or proposed contract with the Association, must, as soon as he or she becomes aware of the conflict of interest, disclose the
nature and extent of his or her interest to the Committee and to the
members at the next general meeting.

52. A member of the Committee who has any direct or indirect pecuniary
interest in a contract or proposed contract must not take part in any
decision of the Association with respect to that contract, but subject to
prior disclosure of the interest to the Committee, may take part in any
deliberations with regard to that contract.

Disposal of Assets

53. In the event of the winding up or the disbanding of the Association, the
assets and property after payment of all just debts and liabilities shall not
be distributed to members but shall be distributed to Korumburra
Secondary College.

Amendment of this Constitution

54. This Constitution cannot be amended save by a three-quarters majority of
members present at an Annual General Meeting or Special General
Meeting called for this purpose.

55. A Notice of motion to amend this Constitution must be in writing and must
reach the members at least twenty-one days prior to the Annual General
Meeting or Special General Meeting called for such purpose.

**********************
************

This Constitution was confirmed and adopted as the first Constitution of the
Korumburra Secondary College Alumni Association at a meeting of the Committee
on ............

(President).................................

(Vice President)..............................

(Secretary).................................

(Treasurer).................................

(Chief Executive Officer)...........................

(Principal).................................

Members.................................
KORUMBURRA SECONDARY COLLEGE

ALUMNI ASSOCIATION

Korumburra Secondary College welcomes all past students, friends and staff. The College is a community of learning that has enjoyed an excellent reputation as a public school since its opening in 1954. In that time over 5000 students and 500 staff who, along with numerous parents and friends have been a vital part of its community, helping to establish and maintain its heritage.

As a past student, staff member or friend/associate, this is an opportunity to re-establish links with the school by becoming a member of the Korumburra Alumni Association.

Aims

The aims of the Association are to:

- To promote the welfare of the College and the community.
- To facilitate and promote the continuity of friendships between our members with one another, with the College and its current students and staff and with the wider community.
- To provide and or facilitate social gatherings amongst past Students and Staff.
- To give financial assistance to the College and support college projects.
- To provide a source of mentoring and career advice for current students.
- To keep members informed about what is happening at the school.

Activities

Some initial activities -

- (help)maintain and build the database of past students and staff and the College archive.
- provide information about the College through e.g. the regular newsletter, website.
- promote reunions and, from time to time, extend invitations to other school events.
- establish and maintain a section on the College website to include e.g. reunion photos, stories, anecdotes, gatherings and events.
- Provide assistance for a specific College project which is relevant to both past and current College members as well as their future such as Building an Environmentally Sustainable School.

Cost: The annual fee is $10.

You are warmly invited to join!

Simply complete the Application Form or contact the College on 56551566.
KORUMBURRA SECONDARY COLLEGE
ALUMNI ASSOCIATION

Title ........Given Name ..................................Surname..............................

Preferred first name:................... Maiden Name ..................................... M/F

POSTAL ADDRESS
..................................................................................................................
........................................................................................................Post Code: .................

CONTACT NUMBERS/EMAIL

Phone: .............................Mobile: ............................. Email..................................................

KSC DETAILS

Staff: Teacher, Non Teaching, Grounds, Canteen: ........................................

For staff or friend:

Year began ..................... Year finished .........................

For past students:

Year level entered .............. Year level completed .............

POST KSC OPTIONAL INFORMATION

Awards/Qualifications .................................................................
.................................................................................................
.................................................................................................

Occupation (current or prior) .................................................................

Achievements (including parenting) .............................................................
.................................................................................................

Membership (Bodies/clubs/organisations/etc) .........................................
.................................................................................................

PAYMENT:  ☐ Cheque,  ☐ Cash,  ☐ Visa,  ☐ Mastercard,  ☐ Bankcard

Card details....._ _ _ _  _ _ _ _  _ _ _ _  _ _ _ _

Cardholder’s Name: _______________________________ Expiry Date: _ _ /_ _

Cardholder’s Signature: _______________________________

Please return form and money to
KSC Alumni Association
Private Bag 2
Korumburra
Vic 3950