



## TOOWOOMBA GRAMMAR SCHOOL OLD BOYS' ASSOCIATION INC.

### CONSTITUTION

#### NAME

1. (1) The name of the incorporated Association shall be The Toowoomba Grammar School Old Boys' Association Inc.
- (2) In these Rules the expressions, The School, The Association, The Board of Trustees, and The Headmaster shall mean respectively and for the time being  
  
The Toowoomba Grammar School  
The Toowoomba Grammar School Old Boys' Association Inc.  
The Toowoomba Grammar School Board of Trustees  
The Toowoomba Grammar School Headmaster

#### OBJECTS

2. The objects of the Association are:
  - ( a ) to promote the best interest of the School, having particular regard to its stated aims as a Great Public School of Queensland;
  - ( b ) to co-operate with and support the Board of Trustees and the Headmaster in their administration of the School;
  - ( c ) to assist the School financially or otherwise in order to enable the School to further its aims and objectives in providing students of the school with the best possible opportunities for their personal development in the academic, cultural and sporting endeavours;
  - ( d ) to foster camaraderie between past students of the School;
  - ( e ) to promote friendship between past and present students of the School;
  - ( f ) to co-operate with the Past Students Associations of other Schools in matters of common interest;
  - ( g ) to co-operate with other Toowoomba Grammar School Auxiliary Bodies;
  - ( h ) to do all such other things as are incidental to or conducive to the attainment of any or all of the above objectives.

#### POWERS

3. (1) The Association shall have, in the exercise of its affairs, all the powers of an individual.
- (2) The Association may:
  - ( a ) enter into contracts;
  - ( b ) acquire, hold, deal with and dispose of any property;
  - ( c ) make charges for services and facilities it supplies;
  - ( d ) do all things incidental to or conducive to be done in carrying out its affairs.  
( REFER ALSO to By-Laws attached )

## **PATRON**

4. The Patron of the Association shall be the Headmaster of the Toowoomba Grammar School or such other person or persons as the Association may decide.

## **CLASSES OF MEMBERS**

5. (1) The membership of the Association shall consist of:
- ( a ) Ordinary Members
  - ( b ) Honorary Life Members
  - ( c ) Honorary Members
- (2) Ordinary membership of the Association shall be open only to past students of the School
- (3) The number of Ordinary Members shall be limited by the number of past students of the School.
- (4) Ordinary Members who have given outstanding and meritorious service or who have made an extraordinary contribution to the advancement of Association may be granted Honorary Life Membership or Honorary Membership of the Association. Longevity of service shall not in itself be sufficient reason for a member to be granted Honorary Life Membership of the Association.
- (5) Nominations for any person to be granted Honorary Life Membership or Honorary Membership of the Association shall be in writing and forwarded to the Secretary, supported by reasons for the nomination. Such nominations shall be placed on the agenda for the next Management Committee Meeting at which such nominations shall be considered and then decided by a two-thirds majority of votes of the members present and eligible to vote.
- (6) Only Ordinary Members and Honorary Life Members shall have voting rights at a Meeting of the Association.

## **MEMBERSHIP**

6. (1) Ordinary membership of the Association shall be for life, except for those persons who were, at the date of incorporation of the Association, members for less than life and in respect to those members, membership shall be until the expiry of their existing membership.
- (2) An application for membership shall be made in writing, signed by the applicant and shall be in such form as the Management Committee from time to time prescribes.

## **MEMBERSHIP FEES**

7. The membership fees for ordinary membership shall be such sum, as the members shall at an Annual General Meeting so determine, and shall be payable at such time and in such manner as the Management Committee shall determine.

## **ADMISSION AND REJECTION OF MEMBERS**

8. (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for ordinary membership, such application shall be considered by the Management Committee, who shall then decide upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is considered shall be accepted as an ordinary member of the Association.
- (3) Upon the acceptance or rejection of an application for ordinary membership, the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

## **TERMINATION OF MEMBERSHIP**

9. (1) A member may resign from the Association at any time by giving notice in writing to the Secretary and 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.
- (2) If a member:
  - (a) is convicted of an indictable offence; or
  - (b) fails to comply with any of the provisions of these rules; or
  - (c) conducts himself in a manner considered to be injurious or prejudicial to the character or interest of the Association;then the Management Committee may consider whether that member should have his membership terminated.
- (4) The member concerned shall be given a full and fair opportunity of presenting his case, and if the Management Committee resolves to terminate his membership, it shall instruct the Secretary to advise the member in writing accordingly.
- (4) Any member whose membership is terminated shall not be entitled to any refund of fees paid.

## **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

10. (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 his intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of notification of intention to appeal against rejection or termination of membership, the Secretary shall convene, within three months of the date of receipt of such notice, a General Meeting to determine the appeal.

- (3) At any such meeting, the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership subsequently shall likewise have the opportunity of presenting its or their case.
- (4) The appeal shall be determined by the vote of the members present at such meeting.
- (5) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

### **REGISTER OF MEMBERS**

11. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission. Particulars of the Register shall be obtained by arrangement with the School.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

### **SECRETARY**

12. (1) The Association shall at the Annual General Meeting elect a Secretary and his duties shall include:  
Dealing with and filing the correspondence of the Association  
Keeping a full and accurate record and minutes of all questions, matters, resolutions and other proceedings of every Committee Meeting, Annual Meetings and General Meetings which shall be entered into a book to be provided for that purpose. Such book will be open for inspection at all reasonable times by any member who previously applies to the Secretary for that inspection
- (2) If a vacancy happens in the office of Secretary, the members of the Management Committee must appoint or elect a Secretary within 14 days after the vacancy happens.
- (3) The Management Committee may appoint or remove the Secretary at any time.

### **MEMBERSHIP OF MANAGEMENT COMMITTEE**

13. (1) The Management Committee of the Association shall consist of the following positions, all being members of the Association:
  - (a) A President
  - (b) Two Vice-Presidents
  - (c) A Secretary
  - (d) A Treasurer
  - (e) A maximum of ten other members of the Association.

- (2) No member shall hold the office of President for more than three consecutive years.
- (3) At the Annual General Meeting of the Association, all the members of the Management Committee shall retire from office, but shall be eligible upon nomination for re-election.
- (4) The election of officers and other members of the Management Committee shall take place in the following manner:
  - (a) Any two members of the Association may nominate any other member to serve as a member of the Management Committee;
  - (b) The nomination, which should be in writing and signed by the member and his 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;
  - (c) A list of the candidates' names in alphabetical order, with the proposers and seconders names, shall be available from the Secretary upon request for at least seven days immediately preceding the Annual General Meeting;
  - (d) If necessary balloting lists shall be prepared 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;
  - (e) Should there be an insufficient number of candidates nominated at the commencement of the meeting, nominations may be taken from the floor of the meeting.
- (5)
  - (a) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary, and 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.
  - (b) a member may be removed from office at a General Meeting of the Association where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such General Meeting.
- (6) There is no right of appeal against a member's removal from office under this section.

#### **VACANCIES ON MANAGEMENT COMMITTEE**

- 14.** (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members shall call a General Meeting of the Association for the purpose of increasing the number of members on the Management Committee to an appropriate number.

## **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

- 15.** The Management Committee shall:
- (a) have the general control and management of the administration of the affairs, property and funds of the Association; and
  - (b) have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent
  - (c) may exercise all the powers of the Association.

## **MEETINGS OF MANAGEMENT COMMITTEE**

- 16. (1)** The Management Committee shall
- (a) meet at least once every two calendar months to exercise its functions
  - (b) decide when and where a meeting shall be convened
  - (c) regulate its proceedings as it sees fit, provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes, and in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- (2) A quorum of the Management Committee shall be at least one half plus one of the number of members elected and/ appointed to the Management Committee as at the close of the last General Meeting of the members.
- (3) A member of the Management Committee shall not vote in respect of any contract or any proposed contract or any matter arising thereout with the Association in which he is interested, and if he does so vote his vote will not be counted.
- (4) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, a Vice-President shall be Chairman or if a Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (5) If within half an hour of the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management 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 other day and at such other time and place as the Management 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 meeting shall lapse.

## **VALIDITY OF ACTS**

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

A Resolution of the Management Committee may be passed by the execution of a document or copies thereof containing the Resolution and each signed by one or more of

the members of the Management Committee and shall be deemed as valid and effectual as if it had been passed at a duly convened meeting of such Management Committee.

### **SUB-COMMITTEES**

- 18.** (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit.
- (2) Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (3) The President shall be an ex-officio member of any sub-committee so formed.
- (4) A sub-committee shall elect a Chairman of its meetings, but if no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting
- (5) A sub-committee may meet and adjourn as it thinks proper.
- (6) Questions arising at any meeting of a sub-committee shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

### **ANNUAL GENERAL MEETING**

**19.**

- (1) The Annual General Meeting of the Association must be held:
- (a) at least once a year; and
  - (b) within three months after the end of the Association's previous financial year.
- (2) The following business must be transacted at every Annual General Meeting:
- ( a ) the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities, affecting the property of the Association for the last financial year;
  - ( b ) the receiving of the auditors report on the financial affairs of the Association for the last financial year;
  - ( c ) the presenting of the audited statements to the meeting for adoption;
  - ( d ) the election of members of the Management Committee;
  - ( e ) the appointment of an auditor;
  - ( f ) the setting of membership subscription fees for any past student who applies for membership during the following twelve months
- (3) A quorum for an Annual General Meeting shall be fifteen members.

### **SPECIAL GENERAL MEETING**

- 20.** (1) A Special General Meeting shall be convened for any of the following reasons:
- ( a ) On being directed to do so by the Management Committee; or
  - ( b ) On a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of

the Association which equals double the number of members presently on the Management Committee plus one; or

- (c) On there being lodged a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any member.
  - (d) The Secretary shall cause the Notice of Special Meeting to be sent to members within fourteen days of any of the above events
- (2) A Notice of Special meeting shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat.
  - (3) No business shall be transacted at a Special General Meeting other than the business stated in the Notice.
  - (4) A quorum for a Special General Meeting shall be fifteen members.

## **GENERAL MEETING**

- 21. (1) The Secretary shall convene all general meetings of the Association by giving not less than fourteen days' notice of any such meeting to the members of the Association. The manner in which such notice shall be given shall be determined by the Management Committee and the notice shall clearly state the business to be discussed thereat.
- (2) Notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the management Committee, shall be given in writing
- (3) At any General Meeting the number of members required to constitute a quorum shall be fifteen.
- (4) 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.
- (5) 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 Management Committee or the Association, 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 Management 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.
- (6) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so 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.
- (7) 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.
- (8) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.



## PROCEDURE AT MEETINGS

22. Unless otherwise stated by these Rules, at every Meeting of the Association:
- (1) The President shall preside as Chairman, or if there is no President, or if the President is not present within fifteen minutes after the time appointed for the commencement of the meeting or is unwilling to act, a Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
  - (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
  - (3) every question, matter or resolution shall be decided by a majority of votes of the members present;
  - (4) every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote;
  - (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;
  - (6) the Chairman shall appoint two members to conduct the secret ballot in such manner as the Chairman shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot was demanded;
  - (7) the minutes of every Management Committee Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee Meeting verifying their accuracy;
  - (8) the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting;
  - (9) the minutes of an Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

## BRANCHES OF THE ASSOCIATION

23. (1) The Management Committee, in its absolute discretion, may approve the formation and operation of Branches of the Association in a geographical area upon the application of a group of members of the Association who are resident in that geographical area.
- (2) The Management Committee, in its absolute discretion, may dissolve any Branch of the Association that is considered to be unviable or fails to abide by the Rules of the Association.
- (3) A Branch shall be identified as:-  
The Toowoomba Grammar School Old Boys' Association Inc. (*Locality Branch*)
- (4) The financial year of a Branch shall be the same as the financial year of the Association.
- (5) The Association shall provide annually to each Branch finance to fund the reasonable administrative costs of running the Branch for the ensuing financial year.
- (6) A Branch shall prepare and forward to the Treasurer of the Association, a copy of the

audited financial statements of the Branch together with a budget and funding application for the following financial year, no less than 4 weeks prior to the Annual General Meeting of the Association.

- (7) Upon the receipt of a Branch budget and funding application, the Management Committee shall determine the level of funding to be provided by the Association to finance the reasonable administrative function of the Branch for the ensuing financial year.
- (8) Any funds held by an existing Branch of the unincorporated Association shall at the time of incorporation of the Association remain the property of the Branch and will not vest in the Association.
- (9) If a Branch ceases to operate for whatsoever reason, its funds shall be immediately transferred to the Association.

#### **BY-LAWS**

24. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

#### **ALTERATION OF RULES**

25. Subject to the provisions of the Associations Incorporation Act 1981 as amended, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting. However, an amendment, rescission or addition is valid only if it is registered by the Chief Executive of the Department of Justice or other Department of State administering the Associations Incorporation Act 1981.

#### **COMMON SEAL**

26. (1) The Management Committee may provide for a Common Seal and for its safe custody.
- (2) The Common Seal shall only be used by authority of the Management Committee and every instrument to which the seal is affixed shall be signed by the President and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

#### **FUNDS AND ACCOUNTS**

27. (1) The funds of the Association must be kept in the name of the Association in a financial institution or financial institutions decided by the Management Committee.
- (2) Proper books and accounts shall be kept and maintained in written or printed form showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.

- (4) All amounts of one hundred dollars or more shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupment that may be open.
- (6) The Management Committee shall determine the amount of petty cash that shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
  - ( a ) the income and expenditure for the financial year just ended; and
  - ( b ) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) The auditor must examine the statement prepared under subsection (8) and present a report on it to the Secretary before the next Annual General Meeting following the financial year for which the audit was made.
- (10) The income and property of the Association must be used solely in promoting the Association’s objects and exercising the Association’s powers

## **DOCUMENTS**

- 28.** The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

## **FINANCIAL YEAR**

- 29.** The financial year of the Association shall close on the thirty-first day of December in each year.

## **DISTRIBUTION OF SURPLUS ASSETS**

- 30.** If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same must not be paid to or distributed amongst the members of the Association, but shall be given or transferred to the Toowoomba Grammar School which is a public educational institution referred to in Section 23(e) of the Income Tax Assessment Act,1936 (as amended).



**BY LAW 1 POWERS OF THE MANAGEMENT COMMITTEE**

( to be read in conjunction with Clause 3 of the Constitution )

In addition to the powers set out in Clause 3 of the Constitution, the Management Committee shall have the following further powers :

(a) Power to acquire assets

To apply and invest all moneys at any time forming part of the assets of the Association in any such investments whether involving liability or not and upon such terms and conditions as the Management Committee shall in their absolute discretion think fit and including without diminishing the generality of the foregoing the subscription for the taking up on allotment and the purchase of any shares stocks bonds mortgages debentures obligations or securities of any Government Authority or company incorporated in any part of the World and the purchase or acquisition of any real or personal property wheresoever situate or any part or share or interest therein and notwithstanding that the same not be income producing or be of a wasting or speculative nature and to exercise all rights and privileges and perform all duties and obligations appertaining or incidental thereto

(b) Power to purchase investments

To make or purchase any such investments for cash or otherwise and upon such terms and conditions as the Management Committee shall in their absolute discretion think fit subject to the conditions hereafter specified

(c) Power to obtain loans and borrowings

To advance and lend money and to borrow and raise money and to secure by mortgage or otherwise howsoever the payment of money to any persons and upon such terms with security or interest as they shall deem fit and to join with any person in executing any mortgage or other document for the purpose of securing the payment of money to the Management Committee jointly with any person and for the purpose of securing the payment of money to any person

(d) Power to vary investments

To vary or transpose any investments into or for any other or others of any nature whatsoever and to vary the terms of the property comprised in any security

(e) Power to deal with Real and Personal property

To hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal property and in particular with shares debentures or securities of any Company and with or without deferred restricted qualified or special rights relating thereto

(f) Power to pay Management expenses

To pay out of the Associations' funds or the income thereof all costs charges and expenses incidental to the management of the Funds or to the exercise of any power authority or discretion herein contained

(g) To exercise all rights and privileges and perform all duties and do all such acts matters and things appertaining to any shares stock or debentures in any Corporation for the time being as the Management Committee could do if they were the beneficial owners of the shares stock or debentures or were personally interested or concerned in the Corporation and without diminishing the generality of the foregoing with liberty to assent to any arrangements modifying such rights privileges or duties and to agree to any scheme of arrangement for the reconstruction or the

increase or reduction of the capital of any corporation and to make any agreement in respect of or

in the course of the winding up of any company and for such purpose to deposit surrender or exchange any of the said shares stock or debentures or the title thereto and to pay any calls or contributions or other necessary expenses in connection with any such shares stock or debentures or any title thereto

(h) Power to carry on business

To carry on anywhere in the world and either alone or in partnership any trade or business whatsoever and to discontinue the same from time to time

(i) Power to employ personnel

To employ any person in connection with any membership activity carried on by the Association or in connection with anything required to be done pursuant to the provisions hereof including the receipt and payment of money and to decide the remuneration to be allowed and paid and the amount of all charges and expenses and to arrange any scheme or superannuation retirement or pension for the benefit of any person so employed

(j) Power to subdivide land

To partition or agree to the partition of or to subdivide or agree to the subdivision of any land or other property which or any interest in which may form part of the assets of the Association

(j) Power to promote Company

To establish promote or acquire any company or companies or join in the promotion establishment or acquisition of any company or companies

(k) Limits on investment power

In establishing any investment of any class, the Management Committee shall not invest any funds such that the investment will not exceed either of the following investment criteria

- i. the value of the investment may not exceed 25% of the total of the Association's assets at the time of the making of the investment, and
- ii. the Association will not hold an equity interest of more than 10% of the issued capital of any company

## BY LAW 2 PROVISION OF TRIBUTES

The purpose of this By-Law is to provide guidelines for the provision of tributes to the family of deceased members of the School family where their deaths come to the timely notice of the Association

- (a) A tribute can be in the form of a floral arrangement or wreath or a card.
- (b) A floral arrangement should have a blue and gold theme if possible.
- (c) A tribute should be provided on the death of
  - Life members of the Association
  - Honorary Old Boys
  - Present or past students of the School and any other member of the School family or of the wider community which the Executive of the Association considers appropriate
- (d) The Association should arrange for the delivery of the tribute to the appropriate recipient
- (e) A card on its own or with flowers should read
  - “With sincere sympathy from the Toowoomba Grammar School Old Boys’ Association”
- (f) In circumstances outside the above, a member of the Executive should be consulted.

- (g) Should notice of the death of a person included in (c) above not be received in reasonable time to forward a floral tribute, a suitably inscribed Association card should be sent instead.
- (h) The cost of any floral tribute should be at the discretion of the Executive but should not be excessive
- (i) Ordering any tributes subject to these guidelines may be made by  
An Association Executive member  
The TGS Development Office.
- (j) Accounts for the supply of tributes should be paid as soon as possible after the expense is incurred, with expense authorisation to be at the next meeting of the Association thereafter
- (k) Tributes are also provided on other occasions such as Anzac Day and Remembrance Day services at the School and the Mothers Memorial. The School will normally be represented at these services by the President or a member of the Management Committee so delegated.

### **BY LAW 3 DATE OF APPLICATION OF MEMBERSHIP FEES**

- (a) This By-Law is to take effect from 1<sup>st</sup> January 2004
- (b) The Life membership subscription is decided annually at the Annual General Meeting of the Association and will come into effect at the commencement of the next calendar year following the decision  
( Adopted 5.11.2003)

### **BY LAW 4 COLLECTION OF SUBSCRIPTIONS THROUGH THE SCHOOL'S FEE SYSTEM**

- (a) This By-Law is to take effect as from 1<sup>st</sup> January 2004
- (b) Life Membership subscriptions are to be collected from current students in years 8 to 12 only and through the School fee paying system, and will be one fifth of the full life membership subscription as decided at the Annual General Meeting of the Association in each year
- (c) Installments collected from students in years 1 through 7 prior to the commencement of this By Law will not be refunded unless written application is made to the Association therefore
- (d) A past student becomes eligible for membership at the appropriate time as outlined in By-Law 5, if fees for at least 1 school term have been paid
- (e) Those past students from whom no subscriptions are collected whatsoever are not entitled to membership of the OBA as outlined in 4 (d). These past students may apply for membership as outlined in Section 8 of the Constitution of the TGS OBA Inc upon payment of the full life membership subscription applying at the time of application  
( Adopted 5.11.2003)

### **BY LAW 5 ADMISSION TO MEMBERSHIP OF THE OBA BY SCHOOL LEAVERS**

- (a) This By Law is to take effect as from 1<sup>st</sup> January 2004
- (b) This By Law relates only to admission to the OBA of those past students whose membership subscriptions were collected through the School fee system
- (c) By payment of fees through the School fee system, a past student is deemed to have applied for membership of the Association
- (d) Formal admission for past students as defined in By Law 4 b will be by resolution at the Annual General Meeting of the Association in the form of a consolidated list of those past students eligible for admission in that year
- (e) A past student in the category as defined in 4(b) will be admitted to formal membership of the Association at the Annual General Meeting of the Association in the year following his

completion of Year 12

- (f) Where a student leaves the School prior to the completion of Year 12, formal admission to the Association will be in the year following that in which he would normally have completed year 12 excepting that a past student may apply in writing for admission earlier if he has completed secondary schooling
- (g) For repeat year 12 students, admission will be in the year following the actual completion of year 12
- (h) Past students who have had their enrollment terminated or were asked to leave the school will not normally be admitted automatically to membership but may be admitted upon the express recommendation of the Headmaster ( Adopted 5.11.2003)

#### **BY LAW 6 ENTITLEMENT TO ASSOCIATION TIE AND BADGE (OR SUBSTITUTE)**

- (a) This By Law is to take effect as from 1<sup>st</sup> January 2004
- (b) Only financial members of the Association are entitled to wear the tie and badge of whatever patterns currently exist or have existed in the past of the Association
- (c) Every new member of the Association shall be entitled to receive an Association tie and lapel badge ( or other similar memento) the cost of which is included in their subscription
- (d) In cases of boys leaving at the conclusion of year 12, the tie and badge ( or other suitable memento) will normally be presented at the final year 12 Assembly or at some other suitable time as determined by the Headmaster
- (e) Students leaving the School prior to completion of year 12 and who become entitled to apply for membership of the Association will be given a tie and badge ( or some other memento) upon request when they become so entitled
- (f) If an application for membership of the Association is refused, the applicant shall not be entitled to wear the Association tie and badge
- (g) If a member of the Association has his membership terminated under Section 9 of the Constitution and has received a tie or badge ( or other suitable memento ), he shall forthwith return those items to the Association. Adopted 5.11.2003

#### **BY LAW 7 HONORARY LIFE MEMBERSHIP OF THE ASSOCIATION**

This By Law is to be read in conjunction with Rule 5 of the Constitution.

The Committee of Management in considering an Ordinary Member to be acknowledged as a Life Member, shall have regard to but not limited by:

- (a) The longevity of service and contribution (including whether he has served in any official capacity) made to the Association; and
- (b) The standing and reputation of the Member in relation to the Association, the School and the general community.

Honorary Life Members shall not pay membership fees but otherwise shall have all the rights and obligations of ordinary members of the TGS OBA.

Adopted 2.10.2013

#### **BY LAW 8 HONORARY MEMBERSHIP OF THE ASSOCIATION**

This By Law is to be read in conjunction with Rule 5 of the Constitution.

Honorary Membership of the Association may be granted to a person who has distinguished himself by meritorious service or who has made an extraordinary contribution to the advancement of the Association and its objectives. The Committee, in considering such person to be deserving of same, shall have regard

to, but not be limited by:

- (a) The longevity of service and contribution made to the Association; and
- (b) The standing and reputation of the person in relation to the Association, the School and the general community.

Honorary Old Boys shall not pay membership fees, or be entitled to vote at any meeting of the Association or be eligible to hold office as a member of the Management Committee, but shall otherwise have all the rights and obligations of ordinary members.

Adopted 2.10.2013

