



Learning Through Sharing

# Kalamunda Community Learning Centre By-laws 2023



## **Kalamunda Community Learning Centre**

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## **Introduction**

These By-laws have been proposed by the KCLC Executive under Rule 62 of the KCLC Constitution (2023) and approved or modified by the members of the Association on the date recorded against each one. They should be read in conjunction with the KCLC Constitution (2023).

### **1. Inclusivity**

Under Rule 4 and Object B(i) of the Constitution, the Association is an inclusive Body. Discrimination by any member or another person (member or otherwise) on grounds of race, sexual orientation, religion, or disability will not be tolerated. Where such discrimination is reported to the Executive the member concerned may be subject to Rule 13 of the Constitution [Disciplinary Action]. Where such discrimination is proved the member may be expelled from the Association and not allowed to re-join in the future.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

### **2. Membership**

#### **a. Categories of Membership**

Ordinary – For those persons who wish to take one or more of the Association's Courses either full-time or as a casual.

Tutor/Volunteer – to include those who volunteer in various categories for the Association.

#### **b. Membership Fees**

These are proposed by the Executive Committee for each Category and confirmed by the membership at a Special General Meeting. Membership Fees are set for the calendar year and are payable before enrolling in any course.

The annual membership fee applicable for a particular year will be published on the relevant enrolment programme and on the KCLC Website.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

### **3. Subcommittees**

Under Part 5 Division 5 of the KCLC Constitution (2023), the Executive is charged with creating subcommittees, both standing and temporary. The Terms of Reference and membership of subcommittees are approved by the Executive Committee and are available to members on request. All subcommittees report back to the Executive Committee.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

#### **4. Executive Committee Procedures**

- a. Initials and Surnames should be used when recording minutes of all meetings.
- b. If any important issue to be raised in Committee involves a Committee Member, then that person should be advised in advance of the next meeting, if possible.
- c. The Treasurer will report on the Association's financial position at Executive Committee Meetings every month in termtime and table a comprehensive Profit and Loss Report at General Meetings.
- d. All committee members must declare any conflicts of interest either on a permanent basis or for a specific item.
- e. Only the Principal Coordinator, or a person authorised by them, can make public statements on behalf of the Association.
- f. The systematic collection of records is as follows; make two (2) copies of documents from General Meetings and any annual publication; one to be put in the Year File, and one in the Committee File.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

#### **5. Duties of the Registrar**

- a. Member of the Executive Committee and attends meetings of Coordinating Subcommittee as required.
- b. In liaison with the Assistant Registrars (Enrolments and Workgroups), the Registrar is responsible for:
  - Maintaining the Master Membership List
  - Liaising with the Programmer
  - The Enrolment System of the Kalamunda Community Learning Centre including setting up Enrolment Week
  - Setting up the class rolls
  - Retaining enrolment records and class rolls for at least two (2) successive years
  - Liaising with the Website Manager in respect of the KCLC website.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

#### **6. Duties of the Programmer**

- a. Member of the Executive Committee and attends meetings of the Coordinating Subcommittee as required.
- b. Liaison with tutors.
- c. Allocation of rooms.
- d. Booking rooms with City of Kalamunda by end of December for following year and creating room allocation document for KCLC and City of Kalamunda.
- e. Creation of class timetable.
- f. Liaison with Enrolment team.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **7. Work Health and Safety (WHS)**

- This is governed by the WA Work, Health and Safety Act 2020.
- A safe working environment is the joint responsibility of the Executive and all members of KCLC.
- All members, visitors, and contractors must always comply with the Association's safety policies.
- In the event of a fire or other incident every person must follow the directions of the Wardens.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **8. Babies and Children**

### **a. General**

Children under the age of 18 are not allowed in classrooms.

### **b. Crèche**

- Children over 8 weeks to under 6 years of age may attend the Crèche. They must be immunized unless there is a medical reason confirmed by a medical practitioner.
- Members of the Centre can enrol children other than their own in the Crèche provided they are regular authorised caregivers of those children.
- All enrolment is at the discretion of the Crèche Supervisor.
- Further information is available in the handbook and on the KCLC website.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **9. Courses**

### **a. General**

- Non-members shall not be eligible to attend courses either full-time or as a casual
- Members may opt to enrol in specified courses on a casual basis by selecting the casual option at enrolment.
- Each course will have one or more tutors as agreed by the Programmer. They must complete the Tutors' Agreement at least annually.
- Class Secretaries are to ensure the class rolls are returned to the Reception Desk at the end of each session along with any casual tickets.
- Members are requested to ensure that their mobile telephones are switched off or put on mute during all class sessions.

**b. Fees and Levies**

- Any changes to course fees for the next calendar year for enrolled members shall be determined at a Special General Meeting. The fee applicable for each course shall be detailed on the relevant enrolment programme and on the KCLC website.
- Additional levies may be imposed for necessary equipment or materials in some classes, (e.g., pottery and jewellery). Casual members will pay the course levy when they enrol.
- Casual members will pay for and receive a specified number of casual tickets when they enrol. Further casual tickets are to be purchased from the Reception Desk as required and presented to the Class Secretary at the beginning of each session.
- All course fees and levies must be paid before a member attends any class session.
- Photocopying fees are a class and individual responsibility. Charges are displayed by the photocopier. The number of copies must be recorded in the book beside the photocopier.

**c. Refund Policy**

Refunds will only be given in accordance with the KCLC Refund Policy which can be consulted on request.

**d. Visitors**

Visitors are welcome to attend any class for one session only at the discretion of the tutor(s). All visitors must sign the KCLC Visitors Book, collect a visitor pass, and hand this to the class secretary. Membership or Casual Fees are not applicable for that session. Courses which are full or do not accept casual enrolments are not open to visitors.

**e. Workgroups**

All members enrolled in a course as a full-time class member, except tutors, are required to complete a Workgroup commitment unless they have an exemption. Further information is available on the KCLC website.

**f. Coupons**

- These will be awarded to members corresponding to work completed at the Centre as agreed by the Executive Committee.
- The value of a coupon is determined by the Executive Committee. There is no exchange for cash and no refund of unused parts when a shorter course is taken. Any balance of coupon cannot be used to pay membership fees.
- All coupons are awarded at the end of each Semester.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **10. Desk Duties**

- All members undertaking Reception Desk Duties must familiarise themselves with current instructions including WHS procedures. Full details of these are available at the Desk.
- The Duty Receptionist must check that casual members have presented a Casual Ticket for each class session attended.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **11. Unlocking and Locking the Centre**

Only those members who are on the Register kept in the KCLC Office may unlock or lock the Centre. They must have certified that they understand the procedure and will not divulge any passcodes to unauthorised people. The City of Kalamunda may be charged for any false alarm callouts. They may seek to recover these costs from the KCLC who may in turn pass the cost on to anybody who has not followed the correct procedures.

**Proposed by Executive – 22-Sep-2023;**

**Approved at Special General Meeting – 17-Nov-2023**

## **12. Dogs and Other Animals**

Animals are not permitted in the Centre building other than guide or companion animals.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **13. Equipment**

It is not KCLC policy to loan out the Association's equipment unless approved by a member of the Executive and Signed Out and In in the Day Book.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **14. Public Collections**

Organising collections or collecting monies on behalf of other organisations must be approved by the Executive.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **15. Smoking and Vaping**

The Kalamunda Community Centre is designated as a “Smoke-Free” zone. Smoking or vaping is not permitted inside the building, in any courtyard, on the terrace, or within 10 metres of any building.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**

## **16. Personal Property**

The Association is not responsible for members’ or visitors’ belongings left on the premises.

**Proposed by Executive – 22-Sep-2023**

**Approved at Special General Meeting – 17-Nov-2023**