



## CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

### Honorary Life Membership Policy

Drafted 21<sup>st</sup> March 2022  
Amended 11<sup>th</sup> March 2023

#### Policy Statement

Life membership is an honour awarded to a P&C member in recognition of an extraordinary contribution to the Parents & Citizens' Association. This award enables the P&C Association to publicly express appreciation, encourage long-term participation within the P&C, and acknowledge and define exemplary standards of service.

#### Sources

Parents and Citizens Association Constitution for Capalaba State College P&C Association.

#### Application of this policy

This policy applies to all members of the P&C Association in relation to the awarding of Honorary Life Membership. There will be only one Honorary Life Member each year unless under exceptional circumstance the P&C Association agrees to award a maximum of two Life Members.

An interim P&C Association is unable to decide to award a person honorary life membership.

#### Benefits of Being a Life Member

- Award of the Life Membership of the Capalaba State College P&C Association
- Has the rights of a P&C Member
- Opportunity to present at P&C related functions

#### Award of Honorary Life Membership Nominees

- Nominees can be current or past members and must meet ALL of the criteria in order to be eligible for Life Membership;
- Any member of the P&C Association may put forward a nomination in confidence to the Capalaba State College P&C Executive Committee;
- Members are unable to self nominate;
- The nominee must not:
  - be present during discussions about the proposal, or voting on it, at a meeting of the Association
  - vote on the proposal.

#### Honorary Life Membership Award Panel

- There will be a Life Membership Award Panel consisting of the School Principal and at least two representatives of the P&C Executive Committee;
- The panel will convene only when nominations are received;
- Panel members must exclude a person who has nominated someone for Life Membership or anyone who has a potential conflict of interest with a nominated person (e.g. spouse);
- The panel will determine if the nominees have met minimum requirements before putting nominations forward for a vote by the P&C Association.

#### Nomination Process

- The P&C Association accepts any members to nominate someone for Life Membership via nomination form at least one week before the AGM. All nominations are to be sent to the P&C Secretary at [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au)

- The Life Membership Award panel will assess all nominations and only put forward those that meet the criteria.
- The P&C Association will vote on the proposed nominations.
- All nominations will remain confidential until life membership is confirmed.
- Where a two thirds majority vote is not achieved, or the application fails to be endorsed the by Life Membership Award Panel, the nominator will be notified in writing of the unsuccessful nomination.
- All documentation related to the nomination and awarding of Honorary Life Membership will be stored on the P&C Shared drive.

### **Criteria for Assessing Nominees**

It is a minimum requirement that nominees meet one criteria:

- long and meritorious service to the P&C Association.

The following additional criteria should also be considered as part of the assessment process:

- An outstanding contribution to the Capalaba State College Parents and Citizens Association and school community, well beyond that of a typically active member;
- Positive attitude and conduct that reflects a dedication to the values of the P&C Association and school;
- Demonstrated commitment to the purpose of the P&C Association;
- An active member of the P&C Association that served at least 7 years as a P&C Member;
- An office bearer, executive member, or other voluntary position holder (e.g. uniform, canteen, subcommittee, working group member) of the P&C Association for at least 7 years or delivered an equivalent impact for the benefit of the P&C Association and school;
- Enhanced the reputation and future of the P&C Association.

### **Voting by the P&C Association**

- Only members of the P&C Association are eligible to vote;
- The vote will be conducted by show of hands and must gain the approval of a minimum of two thirds of the membership present at an Annual General Meeting (AGM);
- There will be no voting by proxy.
- The nominee/s must not:
  - be present during discussions about the proposal, or voting on it, at a meeting of the Association;
  - vote on the proposal.

### **Retraction of Honorary Life Membership Award**

It is expected that HLMA recipients will uphold the values and behaviours consistent with the P&C Association and its Constitution. In the event that a recipient conducts themselves in a way that breaches this expectation and directly and adversely impacts the reputation or activities of the P&C Association or school, the P&C may retract their HLMA status. The HLMA member will be provided an opportunity to present their case to maintain their HLMA standing. This provision will only be exercised in exceptional circumstances and will require full support of the Capalaba State College P&C Association Executive.



**CAPALABA STATE COLLEGE  
PARENTS & CITIZENS ASSOCIATION**

**APPENDIX A**

**Nomination Form: Honorary Life Membership Award**

**Details of the person you are nominating**

Name (please print): \_\_\_\_\_

Contact Details - Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Length of P&C membership: \_\_\_\_\_ years

Positions held: \_\_\_\_\_

The nominee has the following criteria:

- Long and meritorious service to the P&C Association (mandatory)
- An outstanding contribution to the P&C Association and school community, well beyond that of a typically active member
- Positive attitude and conduct that reflects a dedication to the values of both the P&C Association and school.
- Demonstrated commitment to the purpose of the P&C Association.
- An office bearer, executive member, or other voluntary position holder (e.g. uniform, canteen, subcommittee, working group member) of the P&C Association for at least 7 years or delivered an equivalent impact for the benefit of the P&C Association and school;
- The member enhanced the reputation and future of the P&C Association.

Why are you nominating this person? Please briefly explain why the nominee should be considered for life membership by addressing the nomination criteria above. If there is insufficient space below, attach an additional page.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nominator's Details**

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the Capalaba State College Parents and Citizens Association Honorary Life Membership Award.

Name (please print): \_\_\_\_\_

Contact Details - Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Secunder's Details**

By signing below, you are declaring that the information provided in this form is true to the best of your knowledge and propose the nominee be considered for the Capalaba State College Parents and Citizens Association Honorary Life Membership Award.

Name (please print): \_\_\_\_\_

Contact Details – Phone \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email the nomination form to: [secretary@capalabascpandc.com.au](mailto:secretary@capalabascpandc.com.au)**