

Constitution of The Swedish School in Sydney, Incorporated

1 Name

The name of the association shall be The Swedish School in Sydney, Incorporated (referred to in these rules as “the association”)

2 Objects

The objects of the association shall be:

To provide complementary education in the Swedish language to the children of the members of the Swedish School, in compliance with the rules and regulations set by Statens skolverk, the Swedish equivalent of Australia’s Department of Education.

3 Membership

- a The members of the association shall be the members of the association immediately prior to incorporation together with such other people and organizations as the committee admits to membership.
- b The members of the Swedish School consist of the parents of enrolled children. All children, who attend Australian day school and are turning a minimum six years of age the same calendar year they wish to enroll, are eligible for enrolment. Both parents of an enrolled child can be members.
- c The teachers of the Swedish School are automatically members.
- d Any other individuals who wish to become members of the association can apply to the committee for membership.
- e There is one vote per member.
- f A register of members and enrolled children shall be kept by the association showing the name, address and date of commencement of membership for each member. Provision for noting the date of cessation of membership shall also be contained in the register.
- g Membership shall cease upon resignation, expulsion, or failure to pay outstanding membership fees within four months of the due date, unless otherwise decided by the committee.
- h The school year comprises four terms, following the normal Australian school year. Membership fees shall fall due on the first day of each term, payable per term, half yearly or yearly as set by the committee. Membership fees may in certain cases be waived by decision of the committee. The financial year of the association shall run from July 1 to June 30 or such other period as is determined by the committee.

4 Members' liability

The members of the association shall have no liability to contribute towards the payment of debts and liabilities of the association or the costs, charges and expenses of the winding up of the association except to the amount of any unpaid membership fees.

5 Disciplining of members

- a A member may be expelled from membership of the association (or otherwise disciplined) by the committee, if in the opinion of the committee, after affording the member an opportunity of offering an explanation of his/her conduct or the conduct of the enrolled child, the conduct is regarded as being detrimental to the interests of the association. If a member is expelled, so is also the child from the school.
- b A member who wishes to appeal against a decision expelling or otherwise disciplining him/her may do so by notifying the secretary in writing that he/she wishes the decision to be reviewed at the next general meeting of the association.

6 Disputes between members

- a In the event of a dispute arising between members (in their capacity as members), or between a member and the association, or a member and the committee, the following procedures shall apply;
- b Each side of the dispute shall nominate a representative who is not directly involved in the dispute. Those representatives shall then attempt to settle the dispute by negotiation.
- c Should the nominated representatives be unable to resolve the dispute within 14 days (or such period as they may agree upon), the dispute shall be referred to a person mutually agreed upon for mediation.
- d If the dispute is not resolved by the above procedures, it shall be referred to a community justice centre for mediation in accordance with the Community Justice Centres Act 1983.

7 Management – by committee

- a The association shall have its affairs controlled and managed by the office bearers and other members known as the committee. The main responsibility of the committee is to define the financial framework for the Swedish School. The committee shall act in accordance with any resolution passed by a general meeting of the association.
- b The office bearers shall be a president, vice president, secretary and treasurer. There shall also be other members of the committee, including the head teacher/s and parent representatives.

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- c The office bearers and other members of the committee shall be elected at each annual general meeting. Any casual vacancy occurring in the committee may be filled by a member appointed by the committee.
- d Each member of the committee shall hold office from the date of their election or appointment until the next annual general meeting.
- e Retiring committee members are eligible for re-election.
- f The committee shall meet as often as necessary to conduct the business of the association and not less than three times per year.
- g The quorum for meetings of the committee shall be a half the number of the committee members or five committee members, whichever is the lowest number.
- h Notice of committee meetings shall be given at the previous committee meetings or by such other means as the committee may decide upon.
- i A member of the committee shall cease to hold office upon resignation in writing; removal as a member of the association; or absence from three successive committee meetings without approval by the committee.
- j The committee may function validly provided its number is not reduced below the quorum. Should the committee numbers fall below the quorum the remaining committee members may act only to appoint new committee members.
- k Questions arising at any meeting of the committee shall be decided by the majority of votes of those present. In case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
- l If within half an hour of the time appointed for a committee meeting a quorum is not present the meeting shall be dissolved.
- m Additional meetings of the committee may be convened by the president or any two members of the committee.

8 General Meetings

- a An annual general meeting of the association shall be held each year within six months from the end of the financial year of the association.
- b The committee may, whenever it thinks fit, convene a general meeting of the association. A general meeting must be convened by the committee within three months of receiving a written request to do so from at least ten per cent of the membership of the association.
- c At least 14 days' notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is to be proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- d In the case of the annual general meeting the following business shall be transacted:
 - i) Confirmation of the minutes of the last annual general meeting and any recent special general meeting

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- ii) Receipt of the committee's report upon the activities of the association in the last financial year
- iii) Election of office bearers and other members of the committee
- iv) Receipt and consideration of a statement from the committee which is not misleading and gives a true and fair view for the last financial year of the association's
 - 1. Income and expenditure
 - 2. Assets and liabilities
 - 3. Mortgages, charges and other securities
 - 4. Trust properties
- e The quorum for a general meeting shall be five members present in person. If within half an hour of the time appointed for a general meeting quorum is not present the meeting shall be dissolved.
- f Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by a special resolution where a three quarter majority is required. There is only one vote per member.
- g All votes shall be given personally and there shall be no voting by proxy.
- h In the case of an equality of votes, the person appointed to chair the general meeting shall have a second or casting vote.
- i Nominations of candidates as office bearers or other committee members may be made at the annual general meeting or in such other ways as may be determined by the association at a general meeting.
- j Written notice of all general meetings shall be given to members either personally or by post.
- k Members who have items of business they wish considered at a general meeting shall give written notice of such business to the secretary. The secretary shall include that business in the next notice calling a general meeting.

9 Office bearers

- a The president or, in the president's absence, the vice-president shall act as chairperson at each general meeting and committee meeting of the association.
- b If the president and vice-president are absent from a meeting or unwilling to act, the members present at the meeting shall elect one of their number to act as chairperson.
- c The secretary shall ensure that records of the business of the association including the rules, register of members, minutes of all general and committee meetings and a file of correspondence are kept. These records shall be available for inspection by any member and shall be held in the custody of the secretary.
- d The treasurer shall ensure that all money received by the association is paid into an account in the association's name. Payments shall be made through a

petty cash system or by cheque signed by one of the two signatories authorized in advance by the committee or a general meeting.

- e The treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the association. These records shall be available for inspection by any member and shall be held in the custody of the treasurer.

10 Special resolutions

- a A special resolution must be passed by a general meeting of the association to effect the following changes:
 - i) A change of the association's name
 - ii) A change of the association's rules
 - iii) A change of the association's objects
 - iv) An amalgamation with another incorporated association
 - v) To voluntarily wind up the association and distribute its property, or
 - vi) To apply for registration as a company or a co-operative.
- b A special resolution shall be passed in the following manner;
 - i) A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution
 - ii) The notice must give details of the proposed special resolution and give at least 21 days' notice of the meeting
 - iii) A quorum must be present at the meeting, and
 - iv) At least three quarters of those present must vote in favour of the resolution
- c In situations where it is not possible or practicable for a resolution to be passed as described above, a request may be made to the Department of Consumer Affairs for permission to pass the resolution in some other way.

11 Public officer

- a The committee shall ensure that a person is appointed as public officer
- b The first public officer shall be the person who completed the application for incorporation of the association
- c The committee may at any time remove the public officer and appoint a new public officer provided the person appointed is 18 years of age or older and is a resident of New South Wales.
- d The public officer shall be deemed to have vacated their position in the following circumstances:
 - i) Death
 - ii) Resignation
 - iii) Removal by the committee or at a general meeting
 - iv) Bankruptcy or financial insolvency
 - v) Mental illness or incapacity, or

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- vi) Residency outside New South Wales
- e When a vacancy occurs in the position of public officer the committee shall within 14 days notify the Department of Consumer Affairs by the prescribed form and appoint a new public officer.
- f The public officer is required to notify the Department of Consumer Affairs by the prescribed form in the following circumstances:
 - i) Appointment (within 14 days)
 - ii) A change of residential address (within 14 days)
 - iii) A change in the association's objects or rules (within one month)
 - iv) Of the associations financial affairs (within one month after the annual general meeting)
 - v) A change in the association's name (within one month)
- g The public officer may be an office bearer, committee member or any other person regarded as suitable for the position by the committee.
- h The public officer shall keep a register of members of the committee which must:
 - i) Contain the name and residential address of each committee member and the date on which they became a member of the committee
 - ii) Be updated within one month of any changes taking place, and
 - iii) Be made available for inspection by any person, at all reasonable hours and free of charge.

12 Miscellaneous

- a The association shall effect and maintain insurance as is required under the Associations Incorporation Act together with any other insurance which may be required by law or regarded necessary by the association.
- b The funds of the association shall be derived from grants from Statens Skolverk, the fees of member's donations and such other sources approved by the association.
- c The association shall strive to keep the membership fees (school fees) as low as possible and utilize grants and subsidies and the main income.
- d The common seal of the association shall be kept in the custody of the secretary and shall only be affixed to a document with the approval of the committee. The stamping of the common seal shall be witnessed by the signatures of two members of the committee.
- e In the event that the association should be wound up or have its incorporation cancelled, any surplus property shall be distributed in accordance with the provisions of the Associations Incorporation Act 1984.
- f Service of documents on the association is effected by serving them on the public officer or by serving them personally on two members of the committee.
- g Notices sent by post shall be deemed to have been received two days after the date of posting.

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- h The income and property of the association shall be used only for promotion of the objects of the association and shall not be paid or transferred to members by way of dividend, bonus or profit.
- i Committee members may be granted a small fee as compensation for work done for the association. This is to be decided by the annual general meeting each year.
- j The financial accounts of the Swedish School are to be reviewed and approved each year by an authorized accountant.
- k The committee appoints the head teacher/s (which may be one or two persons), who may serve for one or more years as decided by the committee. The responsibility of the head teacher/s is to plan the education program based on the local syllabus and decide on materials, books etc as required. Any major purchases will need the approval of the committee. The head teacher/s are also responsible for the implementation of the education program.