

CONSTITUTION PROCESS TO AMEND



The Constitution should be reviewed annually to ensure that all members are familiar with the contents, and to allow for consideration of amendments.

REVIEW CURRENT CONSTITUTION

Consultation should be undertaken with the wider school community.

DRAFT AMENDMENTS

The Department of Education and Training (DET) published an amended Model Constitution in January 2020 to reflect minor changes in line with their organisational structure. The Model Constitution is available from DET or the NTCOGSO website.

If your Constitution is dated prior to January 2020, you must download the current version, copy and paste any relevant details, and make any amendments as required.

All clauses in the Model Constitution are mandatory and must remain unchanged, except where schools may add information relevant to their school in sections marked <*>.

If your Constitution is dated after January 2020, you may make amendments in your current version.

REQUIRED INFORMATION

Front page – insert name of School Representative Body (SRB) and may include the school logo.

- Section 1: Name
 - insert the name of the school.
- Footer:
 - insert the name of the school, month and year.
- Section 2: Definitions
 - insert the name of the school.
- Section 6: Composition and Membership

The total membership number must be specified in the constitution, not less than five, but not more than 19 members. At least half of the members must be parents of students enrolled at the school.

- Insert number of Parents.
- Insert number of Teachers.
- Principal (this remains unchanged).
- Insert number of Students (if the school provides secondary education).
- Insert number of Invited Members (if applicable).

OPTIONAL INFORMATION

- Section 2 Definitions
 - additional definitions may be added.
- Section 3 Objectives
 - insert objectives.
- Section 9.2 Duties of Members
 - may insert additional approved documents such as Code of Conduct, Standing Orders, Duty Statements, or Confidentiality Agreement.
- Section 13.8 Committees
 - insert names of Committees.

EMAIL DET REQUESTING APPROVAL TO AMEND

Email schoolgovernance@education.nt.gov.au

DET REVIEW AND APPROVE AMENDMENTS

DET ensure that legislative requirements are met, and the amendments are in line with the Model Constitution.

Approved watermarked draft is sent from DET to the SRB.

SCHOOL REPRESENTATIVE CALL A SPECIAL GENERAL MEETING (SGM)

3 days' notice required.

Draft watermark removed.

Motion to ratify the Constitution – moved and seconded.

SGM Agenda and minutes template available from NTCOGSO.

CHAIR AND PRINCIPAL SIGN AND DATE THE CONSTITUTION

Date must be that of the SGM at which the Constitution was ratified.

SIGNED CONSTITUTION AND SGM MINUTES TO BE SENT TO DET

Email schoolgovernance@education.nt.gov.au

AMENDED CONSTITUTION IS ADOPTED

Constitution and SGM minutes are to be stored in School Central. Copies must be provided to all members and available to the school community.