## **CONSTITUTION AMENDMENT**

## **CHECKLIST**

# YOUR SCHOOL COUNCIL | BOARD NAME

# Draft Constitution developed using the Department of Education

# and Training Model Constitution.

Comment

Draft Constitution is consistent with the applicable information detailed in the Education Act 2015, Education Regulations 2015 and Department of Education and Training Guidelines.

Comment

Draft Constitution includes definitive composition and member numbers.

Comment

Draft Constitution includes reference to additional approved documents and Committees.

Comment

Draft Constitution signed by Chair and Principal and submitted to Department of Education and Training for approval.

Comment

Draft Constitution is ratified and adopted at a Special General Meeting.

Comment

Signed Constitution and associated minutes are provided to the Department of Education and Training.

Comment

Signed Constitution is distributed to all members and a copy held by the Secretary in the official files.

Comment

Signed Constitution is available in the school office and is available by request to members of the school community.

Comment

A copy is made available at each meeting.

Comment

Constitution is reviewed annually at the first meeting after the Annual General Meeting (AGM).

Comment