## **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