



Constitution

Statement of purpose and rules of the Melbourne Swedish
Community School Association Inc.

Approved in the
Annual General
Meeting 2017

Document Control

Table 1: Document Details

Abbreviation / Acronym	Description
Title	Constitution – Statement of purpose and rules of the Melbourne Swedish Community School Association Inc.
Version	2.0 RELEASED
Author(s)	Richard Cederberg
Last saved date	2017-11-11

Table 2: Reviews

Name	Title	Version	Review Date	Comment
Richard Cederberg	Chairman	1.1	2017-09-29	
Henrika Quinlan	Principal	1.1	2017-09-29	
Gina Burgedahl Ilievski	Committee Member	1.1	2017-09-13	

Table 3: Authorisations

Name	Title	Version	Authorisation Date	Comment
Henrika Quinlan	Principal	2.0	2017-11-11	Endorsed at the AGM
Richard Cederberg	Chairman	2.0	2017-11-11	Endorsed at the AGM

Table 4: Related Documents

Document Name	Location / Link / Comments

Contents

Constitution	1
Statement of purposes and rules of	1
THE MELBOURNE SWEDISH COMMUNITY SCHOOL ASSOCIATION INC.	1
1. Name	1
2. Purpose	1
3. Members	1
4. Committee	1
5. Annual Budget Meeting	2
6. Annual General Meeting	2
7. Extraordinary General Meetings	3
8. Procedure for General Meetings	3
9. Funds	3
10. Financial year	3
11. Signatories	3
12. Common seal	3
13. Custody of books etc.	3
14. Communications	4
15. Inspection	4
16. Changes to the Statement of Purposes and Rules	4
17. Dissolution	4

Constitution

Statement of purposes and rules of

THE MELBOURNE SWEDISH COMMUNITY SCHOOL ASSOCIATION INC.

1. Name

1.1 The name of the Association shall be: -

MELBOURNE SWEDISH COMMUNITY SCHOOL ASSOCIATION INC.

2. Purpose

2.1 The purpose of the Association shall be to: -

- (a) Organise the teaching of the Swedish language and culture, in accordance with directives issued by responsible bodies in Sweden and Australia, and
- (b) Promote the Swedish language and culture in Australia.

3. Members

3.1 Parents or guardians of children attending any school conducted by the Association shall have right to membership of the Association upon payment of membership fee.

3.2 The Committee shall appoint one of its members to maintain a register of members.

3.3 The Committee shall set membership fees.

3.4 If the child of any member is suspended from any classes or expelled from any school conducted by the association, the membership of that member shall be suspended, or cancelled, for an equivalent period of time.

3.5 The Committee shall be entitled to expel a member from the Association if the Committee believes the member has been guilty of conduct unbecoming a member of which is prejudicial to the interest of the Association.

4. Committee

4.1 The Committee shall control and manage the business and affairs of the Association and, subject to these Rules and the Associations Incorporation Reform Act 2012¹, exercise all the powers that may be exercised by the Association.

4.2 The Committee shall consist of a Chairperson and:

4.3 Four (4) additional Executive Committee Members fulfilling the executive roles of the Committee (executive roles being that of School Administrator, School Coordinator, Enrolment Officer and Bookkeeper); and

- (a) Up to ten (10) Supplementary Committee Members.

4.4 The Chairperson and Supplementary Committee Members must be members of the Association. Executive Committee Members may be employed by the Association.

4.5 The Committee shall be elected at the Annual General meeting, where:

¹ <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules>

- (a) The Chairperson, School Coordinator and the Bookkeeper are elected on uneven years for a term of two years;
- (b) The School Administrator and Enrolment Officer are elected on even years for a term of two years; and
- (c) Supplementary Committee Members are elected for a term of one year.

4.6 All members of the Committee and the Chairperson shall be eligible for re-election

4.7 The Committee shall meet at least once per school term. An official record of the proceedings shall be captured and archived in accordance with paragraph 13 "Custody of Books".

4.8 The Committee shall be considered in quorum where at least 50% plus one (1) Committee member are present, and where at least two (2) of those present are Executive Committee members.

4.9 The Committee members may be reimbursed for Swedish School related expenses in accordance with the Expense Reimbursement Policy.

4.10 A Committee member may at any time give 14 days' notice of resignation in writing to the Chairperson. A replacement may be co-opted by the remaining Committee members at their discretion.

4.11 Any member of the Committee shall immediately vacate office after the passage of a vote of no confidence in him or her at a General Meeting. A replacement may be co-opted by the remaining Committee members at their discretion.

5. Annual Budget Meeting

5.1 Annual Budget Meeting of the Association shall be held no later than mid-October each year. Limited record of proceedings shall be captured at this meeting.

5.2 The financial report for the previous year must be provided to all Committee members at least two (2) weeks prior to the Annual Budget Meeting.

5.3 The proposed budget for the following year must be provided to all Committee members at least two (2) weeks prior to the Annual Budget Meeting.

5.4 Any variations beyond inflation for any item present in the financial report or the proposed budget must include a description supporting the proposed changes.

5.5 Any salary adjustments for teachers or paid committee members must be submitted in writing for discussion at an ordinary committee meeting prior to the Annual Budget Meeting.

- (a) Proposed salary adjustments which have been accepted at an ordinary committee meeting will be submitted for final approval at the Annual Budget Meeting.

6. Annual General Meeting

6.1 Annual General Meeting of the Association shall be held no later than mid-November each year.

6.2 At the Annual General Meeting: -

- (a) The members shall elect the Committee members and Chairperson as per paragraph 4.3 (above);
- (b) The members shall elect the Auditor; and
- (c) The Committee shall present a financial report for the previous financial year.

7. Extraordinary General Meetings

- 7.1 The Committee may, whenever it sees fit, or on written request from a minimum of 20% of its members, convene an Extraordinary General Meeting of the Association.

8. Procedure for General Meetings

- 8.1 A notice of each General Meeting and its agenda (including all proposed resolutions and specifying the nature of the business to be transacted at the meeting) shall be personally delivered, sent by post, or sent via email to members at least 14 days before the meeting.
- 8.2 The Chairperson or in his/her absence, a Committee member selected by the Committee, shall chair the General Meeting.
- 8.3 The School Administrator or in his/her absence, a Committee member selected by the Committee, shall record the proceedings of the General Meeting. The record of the proceedings shall be archived in accordance with paragraph 13 "Custody of Books".
- 8.4 Members of the Association may vote in person or by proxy at a General Meeting. Proxy votes shall be lodged in writing with the Chairperson 24 hours before the meeting is due to commence.
- 8.5 Where members belong to one family, only one member of the family may vote.
- 8.6 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- 8.7 Any seven members shall constitute a quorum.

9. Funds

- 9.1 The Association's funds may be derived from membership fees and other sources such as the Committee determines.
- 9.2 The assets and income of the Association shall be applied solemnly in furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

10. Financial year

- 10.1 Financial year means the year ending on 30 June.

11. Signatories

- 11.1 All cheques drawn on the Association shall be signed by two Executive Committee members.

12. Common seal

- 12.1 The common seal of the Association shall be kept by the Chairperson.
- 12.2 The seal shall be affixed to documents only as directed by the Committee. Two members shall sign under the imprint of the common seal.

13. Custody of books etc.

- 13.1 The Chairperson shall keep under his or her custody or control all books, documents and securities of the Association.
- 13.2 Except for transactional documentation, all books, documents and securities shall be kept in electronic format (physical documents may be scanned) and be accessible to all committee members.

- (a) Editing of documents books, documents and securities shall be limited to executive committee members and a log for all revisions must be kept.

13.3 The custody of any hardcopy originals of the books, documents and securities may be delegated to relevant Executive Committee member on condition that the Chairperson is awarded immediate access to these upon request

14. Communications

14.1 All incoming and outgoing communications to or from the Association shall be considered the property of the Association to use as it sees fit.

15. Inspection

15.1 Any member of the Association may request an inspection of the assets, documents or records of the Association by giving written notice to the Chairperson. The inspection shall be arranged within 14 days at a mutually agreed time and location.

16. Changes to the Statement of Purposes and Rules

16.1 The Statement of Purposes and Rules shall be amended only by special resolution. A resolution shall be a special resolution when it has been passed by a majority of at least three-quarters of the votes cast (including proxy votes) at a General Meeting of which at least 21 days' notice specifying the intention to propose the resolution as a special resolution has been given to the members.

17. Dissolution

17.1 The Association may be dissolved by special resolution. If dissolved the assets of the Association shall not be paid to or distributed amongst its members. These assets shall be given to an institution (or institutions): -

- (a) which has objectives similar to the objectives of this Association or the Swedish Church Parish in Melbourne; and
- (b) whose constitution prohibits the distribution of its income and property amongst its members to an extent at least as great as is imposed upon this Association.