

Constitution Checklist



This is a working document and should be used in conjunction with the appropriate NT COGSO templates and checklists.

School Name _____

School Representative Body Constitution Checklist			
	Yes	No	Date/Comments
Draft Constitution developed using the Department of Education Model Constitution			
Draft Constitution is consistent with the applicable information detailed in the <i>Education Act 2015</i> , <i>Education Regulations 2015</i> and Department of Education Guidelines			
Draft Constitution includes definitive composition and member numbers			
Draft Constitution includes reference to additional approved documents and Committees			
Draft Constitution signed by Chair and Principal and submitted to Department of Education for approval			
Draft Constitution is ratified and adopted at a Special General Meeting			
Signed Constitution and associated minutes are provided to the Department of Education			
Signed Constitution is distributed to all Members a copy held by the Secretary in the official files			
Signed Constitution is available in the school office and is available by request to members to the school community			
A copy is made available at each Meeting			
Constitution is reviewed annually at the first meeting after the Annual General Meeting (AGM)			