
SCHOOL CONSTITUTION

JAPANESE SUNDAY SCHOOL INC.

Vol.1.04 (Updated as of March 10th, 2013)

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PART 1. PRELIMINARY

1. CONTENT OF THE DOCUMENT

This document draws from content outlined in the Model Constitution, Aug 2012 version, from NSW Fair Trading and from the version of the School Regulations last updated April 2012. Items drawn from the School Regulations are indicated with superscript ¹; items drawn from the Model Constitution are indicated with superscript ².

2. DEFINITIONS

(1) In this constitution:

The school is called Japanese Sunday School Incorporated¹

The postal address of the school is PO POX 387 Riverwood, NSW 2210¹

the Act means the Associations Incorporation Act 2009.²

the Regulation means the Associations Incorporation Regulation 2010.²

(2) In this constitution:²

- a) a reference to a function includes a reference to a power, authority and duty, and
- b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.²

3. BASIC POLICIES

(1) The school is non-profit making organization.¹

(2) Lessons¹

Lessons will be 3 periods in each week to provide education of Japanese language and culture.

(3) Lesson Hours¹

School hours are from 10:00 am to 12:45 pm on every Sunday during the school term. There are 3 periods of 45 minutes each.

(4) School Event¹

An event that educates Japanese culture to students will be held in each term.

(5) School Year¹

In principle, the school year starts beginning of February, and finishes December.
The school adopts the 4 terms system as per the NSW Education system.

PART 2. MEMBERSHIP

4. ELIGIBILITY^{1,2}

The following persons are eligible to be members of the Association:

- a) a parent of a student attending the school;
- b) a staff member of the school; and
- c) any other person aged 18 years or over, who is interested in the welfare of the school.

5. ENROLMENT OF THE STUDENT¹

In principle, a student must be a child of a member and must be eligible for NSW education system.

- a) A student whose Japanese is at a beginner level can only be permitted to enroll at the beginning of the school year only.
- b) A student whose Japanese is at an intermediate or advance level is permitted to enroll at the beginning of the school year or the beginning of the term.

Upon enrolment, a parent/guardian of each student must sign a contract.

6. NOMINATION FOR MEMBERSHIP²

(1) A nomination of a person for membership enrolment of the school:

- a) must be sent in writing, and
- b) must be lodged with the committee member of the school.

(2) As soon as practicable after receiving a nomination for membership, the education coordinator of students must refer the nomination to the committee which is to determine whether to approve or to reject the nomination.

(3) As soon as practicable after the committee makes that determination, the education coordinator of students must:

- a) notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable), and
- b) if the committee approved the nomination, request the nominee to pay the sum payable under this constitution. APPENDIX A: Regulation and Finance.

-
- (4) The treasurer must, on payment by the nominee of the amounts referred to in APPENDIX A within the period referred to in that provision, enter or cause to be entered the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the school.
-

7. CESSATION OF MEMBERSHIP²

A person ceases to be a member of the school if the person:

- a) dies, or
- b) resigns membership, or
- c) is expelled from the school, or
- d) fails to pay the annual membership fee within 3 months after the fee is due.

8. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE²

A right, privilege or obligation which a person has by reason of being a member of the school:

- a) is not capable of being transferred or transmitted to another person, and
- b) terminates on cessation of the person's membership.

9. RESIGNATION OF MEMBERSHIP²

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- (1) A member of the school may resign from membership of the school by first giving to the committee member written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the school ceases to be a member under subclause (1) and in every other case where a member ceases to hold membership, a committee member must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.
-

10. LONG TERM ABSENCE, WITHDRAWAL¹

A student who will be absent for long term or withdraw from the school must submit a written notice prior to taking the leave or withdrawal.

The school can approve a long term absence of up to 2 years. If a student will be back to the school after more than 2 years of absence, the student must pay enrolment fee again.

11. REGISTER OF MEMBERS²

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- (1) The secretary of the school must establish and maintain a register of members of the school specifying the name and postal or residential address of each

person who is a member of the school together with the date on which the person became a member.

- (2) The register of members must be open for inspection, free of charge, by any member of the school at any reasonable hour.
- (3) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (4) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

 - a) the purposes of sending the person a newsletter, a notice in respect of a meeting or other event relating to the school or other material relating to the school, or
 - b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

12. FEES^{1,2}

See APPENDIX A: Regulation and Finance

13. MEMBERS' LIABILITIES²

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 11.

14. RESOLUTION OF DISPUTES²

- (1) A dispute between a member and another member (in their capacity as members) of the school, or a dispute between a member or members and the school, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.
 - (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
 - (3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.
-

15. DISCIPLINING OF MEMBERS²

(1) A complaint may be made to the committee by any person that a member of the school:

- a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - b) has wilfully acted in a manner prejudicial to the interests of the school.
-

(2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

(3) If the committee decides to deal with the complaint, the committee:

- a) must cause notice of the complaint to be served on the member concerned, and
 - b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - c) must take into consideration any submissions made by the member in connection with the complaint.
-

(4) The committee may, by resolution, expel the member from the school or suspend the member from membership of the school if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

(5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 15.

(6) The expulsion or suspension does not take effect:

- a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - b) if within that period the member exercises the right of appeal, unless and until the school confirms the resolution under clause 15, whichever is the later.
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16. RIGHT OF APPEAL OF DISCIPLINED MEMBER²

(1) A member may appeal to the school in general meeting against a resolution of the committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

(2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

(3) On receipt of a notice from a member under subclause(1) above, the secretary must notify the committee which is to convene a general meeting of the school to be held within 28 days after the date on which the secretary received the notice.

(4) At a general meeting of the school convened under subclause (3) above:

- a) no business other than the question of the appeal is to be transacted, and
- b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(5) The appeal is to be determined by a simple majority of votes cast by members of the school.

PART 3. THE COMMITTEE

The School Committee, consists of 7 volunteers selected every year, is in charge of managing the school. All the parents co-operate to the Committee to operate the school by participating in events and undertaking school duties throughout the year.¹

17. POWERS OF THE COMMITTEE²

Subject to the Act, the Regulation and this constitution and to any resolution passed by the school in general meeting, the committee:

- a) is to control and manage the affairs of the school, and
- b) may exercise all such functions as may be exercised by the school, other than those functions that are required by this constitution to be exercised by a general meeting of members of the school, and
- c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the school.

18. COMPOSITION AND MEMBERSHIP OF COMMITTEE

(1) The committee is to consist of:¹

- a) parents or guardians of a student of the school, and
- b) elected at the annual general meeting of the school.

(2) The total number of committee members is to be 7.¹

(3) The office-bearers of the school are as follows:¹

- a) the president,
- b) the vice-president,

- c) the treasurer,
- d) the Education Co-ordinator (who is in charge of teachers)
- e) the Education Co-ordinator (who is in charge of students)
- f) the secretary
- g) the fund raising

(4) Each member of the committee is, subject to this constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.²

19. ELECTION OF COMMITTEE MEMBERS²

(1) Nominations of candidates for election as ordinary committee members:

- a) must be made in writing to the committee.
-
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of the committee is to be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
-

20. PRESIDENT¹

(1) It is the duty of the president to:

- a) Co-ordinate the entire running of the school, and
- b) Liaising with outside organizations, and
- c) Organizing TC meetings and creating the agenda.

21. VICE-PRESIDENT¹

It is the duty of the Vice-president to:

- a) Supporting the president, and
- b) Co-ordination of the school events
- c) Fundraising

- d) Purchasing and maintaining school stationery.

22. TREASURER¹

It is the duty of the Treasurer to:

- a) Book keeping, and
- b) Formulating the budget and financial statement.

23. EDUCATION CO-ORDINATOR FOR TEACHERS¹

It is the duty of Education Co-ordinator for Teachers to;

- a) Hiring teachers, Organizing casual teachers
- b) Providing support to teachers
- c) Organizing Classrooms
- d) Organizing textbook.

24. EDUCATION CO-ORDINATOR FOR STUDENTS

It is the duty of Education Co-ordinator for Students to;

- a) Preparation and conducting the Open day, and
- b) Organizing students enrolment
- c) Speech Contest

25. SECRETARY¹

It is the duty of Secretary to

- a) Issue the School Newsletter
- b) Formulating Rosters
- c) Formulating the minutes of meetings
- d) Maintaining the school notice board.

26. FUND RAISING¹

- a) It is the duty of Fund Raising to:
- b) Fund Raising activity and organize canteen

27. CASUAL VACANCIES²

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the school to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the conclusion of the annual general meeting next following the date of the appointment.
-

(2) A casual vacancy in the office of a member of the committee occurs if the member:

- a) dies, or
- b) ceases to be a member of the school, or
- c) becomes an insolvent under administration within the meaning of the *Corporations Act 2001* of the Commonwealth, or
- d) resigns by notice in writing given to the secretary, or
- e) is removed from office under clause 27, or
- f) becomes a mentally incapacitated person, or
- g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
- h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
- i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* of the Commonwealth.

28. REMOVAL OF COMMITTEE MEMBERS²

- (1) The school in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
 - (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) above relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the school, the secretary or the president may send a copy of the representations to each member of the school or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.
-

29. COMMITTEE MEETINGS AND QUORUM²

- (1) The committee must meet periodically at such place and time as the committee may determine.
 - (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
 - (3) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
 - (4) At a meeting of the committee:
-

- a) the president or, in the president's absence, the vice-president is to preside, or

- b) if the president and the vice-president are absent or unwilling to act, such one of the remaining members of the committee as may be chosen by the members present at the meeting is to preside.

30. DELEGATION BY COMMITTEE TO SUB-COMMITTEE²

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of the school as the committee thinks fit) the exercise of such of the functions of the committee as are specified in the instrument, other than:
 - a) this power of delegation, and
 - b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

31. VOTING AND DECISIONS²

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

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- (3) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.
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PART 4. THE TEACHERS

32. THE TEACHERS ASSOCIATION¹

The teachers association is consist of teachers of the school.

33. SYLLABUS¹

Teachers make syllabus and teaching plan each year.

34. CLASS STRUCTURE¹

Teachers organize class in consideration of students' age and Japanese proficiency.

35. TEACHERS & COMMITTEE MEETING¹

Teachers & Committee meeting will be held at least once in each term. The meeting will be held by Teachers and Committee members. Committee will provide advice and support.

36. WAGES¹

Wages for Teachers is based on "Accounting Manual".

37. EMPLOYMENT OF TEACHER¹

(1) Conditions for employment

In principle, a candidate must be Australian citizen or holder of visa which permits to work in Australia.

(2) A candidate must submit resume and necessary documents.

(3) In principle a candidate has to be able to work at least one year.

(4) Probation period

The school will set up 9 weeks probation period for a new employee.

(5) Renewal

Contract term is one year. On anniversary, each teacher has to re-new a contract each year if the teacher would like to continue.

(6) Resignation

Each teacher must renew a contact annually. One term notice must be given to the school if a teacher wishes to resign from their employment with the school.

PART 5. GENERAL MEETINGS

38. ANNUAL GENERAL MEETINGS - HOLDING OF²

(1) The school must hold its first annual general meeting within 18 months after its registration under the Act.

(2) The school must hold its annual general meetings:

- a) within 6 months after the close of the school's financial year, or
- b) within such later time as may be allowed by the Director-General or prescribed by the Regulation.

39. ANNUAL GENERAL MEETINGS - CALLING OF AND BUSINESS AT²

(1) The annual general meeting of the school is, subject to the Act to be convened on such date and at such place and time as the committee thinks fit.

(2) General Meeting is consist of parents / caregivers of students of the school.

(3) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:

- a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
- b) to receive from the committee reports on the activities of the school during the last preceding financial year,
- c) to elect office-bearers of the school and ordinary committee members,
- d) to receive and consider any financial statement or report required to be submitted to members under the Act.

(4) An annual general meeting must be specified as such in the notice convening it.

40. SPECIAL GENERAL MEETINGS - CALLING OF²

-
- (1) The committee may, whenever it thinks fit, convene a special general meeting of the school.
 - (2) A meeting is concluded by more than half attendance and proxy of number of households.
 - (3) A requisition of members for a special general meeting:

 - a) must state the purpose or purposes of the meeting, and
 - b) must be signed by the members making the requisition, and
 - c) must be lodged with the secretary, and
 - d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

 - (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
 - (5) A special general meeting convened by a member or members as referred to in subclause (4) above must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
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41. NOTICE²

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- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the school, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
 - (2) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.
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42. QUORUM FOR GENERAL MEETINGS²

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- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
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-
- (2) General Meeting is concluded by more than half attendance and proxy of number of households.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
-
- a) if convened on the requisition of members, is to be dissolved, and
 - b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
-
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.
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43. PRESIDING MEMBER²

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- (1) The president or, in the president's absence, the vice-president, is to preside as chairperson at each general meeting of the school.
- (2) If the president and the vice-president are absent or unwilling to act, the members present must elect one of their members to preside as chairperson at the meeting.
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44. ADJOURNMENT²

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- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the school stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.
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45. MAKING OF DECISIONS²

(1) A question arising at a general meeting of the school is to be determined by either:

- a) a show of hands, or
- b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.

(2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the school, is evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against that resolution.

(3) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

46. SPECIAL RESOLUTIONS²

A special resolution may only be passed by the school in accordance with section 39 of the Act.

47. VOTING²

(1) On any question arising at a general meeting of the school a member has one vote only.

(2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

(3) A member is not entitled to vote at any general meeting of the school unless all money due and payable by the member to the school has been paid.

48. POSTAL BALLOTS²

(1) The school may hold a postal ballot to determine any issue or proposal.

PART 6. MISCELLANEOUS

49. INSURANCE²

The school may effect and maintain insurance.

50. FUNDS – SOURCE²

- (1) The funds of the school are to be derived from enrollment fees and annual membership fees, term fees, various grant fees, donations and, subject to any resolution passed by the school in general meeting, such other sources as the committee determines.
 - (2) All money received by the school must be deposited as soon as practicable and without deduction to the credit of the school's bank or other authorized deposit-taking institution account.
 - (3) The school must, as soon as practicable after receiving any money, issue an appropriate receipt.
-

51. FUNDS – MANAGEMENT

- (1) Subject to any resolution passed by the school in general meeting, the funds of the school are to be used in pursuance of the objects of the school in such manner as the committee determines.²
 - (2) The School is a non-profit organization which doesn't aim to profit from its operation. Any fiscal surplus must be retained by the school and used for future operations of the school.¹
 - (3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the school, being members or employees authorized to do so by the committee.¹
 - (4) In the event of winding-up, all the School's residual assets must be donated to a non-profit organization with a similar purpose which is approved at General Meeting. Under any circumstances, any asset of the school is distributed to teachers, committee members, or parents/caregivers.¹
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52. CHANGE OF NAME, OBJECTS AND CONSTITUTION

To amend and revise of the constitution, this school committee discusses the matter, and it is concluded at the General Meeting.¹

An application to the Director-General for registration of a change in the school's name, objects or constitution in accordance with section 10 of the Act is to be made by a committee member.²

53. CUSTODY OF BOOKS²

Expect as otherwise provided by the Constitution, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to the school.

54. INSPECTION OF BOOKS²

(1) The following documents must be open to inspection, free of charge, by a member of the school at any reasonable hour:

- a) records, books and other financial documents of the school,
- b) this constitution,
- c) minutes of all committee meetings and general meetings of the school.

55. SERVICE OF NOTICES²

(1) For the purpose of this constitution, a notice may be served on or given to a person:

- a) by delivering it to the person personally, or
 - b) by sending it by pre-paid post to the address of the person, or
 - c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
-

(2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

- a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.
-

56. FINANCIAL YEAR^{1,2}

The financial year of the school is:

- a) the period of time commencing on the date of incorporation of the school and ending on the following 30 June, and
- b) each period of 12 months after the expiration of the previous financial year of the school, commencing on 1 July and ending on the following 30 June.

57. SCHOOL ROSTER¹

(1) School roster

A Parent/Caregiver must follow a school roster.

(2) Abandonment

If a parent/caregiver unable to perform a school roster duty and unable to find a replacement, the person must pay a school maintenance fee .If a parent/caregiver inadvertently forget to perform a school roster, the person must pay the sum of school maintenance fee as well. APPENDIX A : Regulation and Finance.

58. COMMENCEMENT DATE

This constitution is effective from 17th March, 2013.

APPENDIX A. REGULATION AND FINANCES

1. MEMBERSHIP FEE

- a) Enrolment Fee \$50; \$10 for his/her sibling(s).
- b) Annual Fee \$50/family
- c) Term Fee \$110/term
- d) Planned absence Fee \$20/day
- e) CLS Grant make up fee: TBA

Additional fee is required for non-schoolers and the students who do not satisfy minimum of 70% attendance during Term 1.

- f) School Roster Abandonment Fee \$70/term

If a parent/caregiver unable to perform a school roster duty and unable to find a replacement, the person must pay a school maintenance fee. If a parent/caregiver inadvertently forget to perform a school roster, the person must pay the sum of school maintenance fee as well.

- g) Hold fee \$20/term (up to 2 year)

If you wish your child to be absent from school for a term or more, there will be a charge of \$20 per term to hold their place in the school. No enrolment fee will be charged if the student returns to school within 2 years.

- h) Due Date

School fee must be paid by the second Sunday of each term. If the treasure do not receive the payment by the third week, 10% administration fee will be charged.

- i) Payable

The payment must be made by cheque or money order (Payable to Japanese Sunday School Incorporated or "JSSI") to Treasure or by internet banking.

Bank Name: Commonwealth Bank

Branch: George & Market sts

Account Name: Japanese Sunday School Incorporated

BSB: 062005

Account No: 10880729

APPENDIX B. HISTORY OF MODIFICATION

Date	Modified by	Viewed by	Version	Memo	Reference
2/3/2013	Sachi S	Mika M	1.01	First version	NSW Model Constitution http://www.fairtrading.nsw.gov.au/pdfs/About_us/Publications/FT412_Model_Constitution.pdf JSSI Enrollment Handbook JSSI School Information Sutherland Chinese School Constitution http://sutherlandchinese.com/uploads/pdf/sscls.Constitution.pdf
9/3/2013	Sachi S	Mika M	1.03	Open for review	
10/3/2013	Sachi S		1.04	Final for 2013 1 st GM Added: Reference	

APPENDIX C. REFERENCES

¹School Regulations, April 2012 version, Japanese Sunday School Incorporated.

²Model constitution, August 2010 version, NSW Fair Trading.