

## Educators SA Constitution Checklist

|   | Section             | Key Clauses                                       | Yes | No | Partial | Action Required |
|---|---------------------|---|-----|----|---------|-----------------|
| 1 | A table of contents |   |     |    |         |                 |
| 2 | Name                |   |     |    |         |                 |
| 3 | Definitions         |   |     |    |         |                 |
| 4 | Objects             |   |     |    |         |                 |
| 5 | Powers              |   |     |    |         |                 |
| 6 | Membership          |   |     |    |         |                 |
|   |                     | Entry to membership                               |     |    |         |                 |
|   |                     | Eligibility                                       |     |    |         |                 |
|   |                     | Procedures  |     |    |         |                 |
|   |                     | Categories of Membership                          |     |    |         |                 |
|   |                     | Rights of Members                                 |     |    |         |                 |
|   |                     | Subscriptions                                     |     |    |         |                 |
|   |                     | Non payment of fees                               |     |    |         |                 |
|   |                     | Cessation or resignation of membership            |     |    |         |                 |
|   |                     | Expulsion   |     |    |         |                 |
|   |                     | Register of members                               |     |    |         |                 |
| 7 | The Committee       |   |     |    |         |                 |
|   |                     | Powers and duties (functions)                     |     |    |         |                 |
|   |                     | Appointment                                       |     |    |         |                 |
|   |                     | Office Bearers                                    |     |    |         |                 |
|   |                     | Terms of Office                                   |     |    |         |                 |
|   |                     | Casual Vacancies                                  |     |    |         |                 |
|   |                     | Removal of a Committee Member/<br>Office Bearer   |     |    |         |                 |
|   |                     | Committee Meetings (Frequency,<br>timing, online) |     |    |         |                 |
|   |                     | Procedures of the Committee                       |     |    |         |                 |
|   |                     | Sub Committees                                    |     |    |         |                 |

|    |  |   |  |  |  |  |
|----|--|---|--|--|--|--|
| 8  | General Meetings                                 |   |  |  |  |  |
|    |  | Annual General Meetings   |  |  |  |  |
|    |  | Special General Meetings  |  |  |  |  |
|    |  | Special and ordinary resolutions                                    |  |  |  |  |
|    |  | Proxies   |  |  |  |  |
|    |  | Proceedings at General Meetings                                     |  |  |  |  |
|    |  | Voting at General Meetings  |  |  |  |  |
|    |  | Poll at General Meetings  |  |  |  |  |
|    |  | Referenda: electronic and postal                                    |  |  |  |  |
| 9  | Minutes  |   |  |  |  |  |
| 10 | Dispute Resolution                               |   |  |  |  |  |
| 11 | Financial Reporting                              |   |  |  |  |  |
|    |  | Financial Year  |  |  |  |  |
|    |  | Accounts to be Kept   |  |  |  |  |
|    |  | Accounts and Reports  |  |  |  |  |
|    |  | Annual Returns  |  |  |  |  |
|    |  | Appointment of Auditor  |  |  |  |  |
| 12 | Prohibition against securing Profits for Members |   |  |  |  |  |
| 13 | Liability  |   |  |  |  |  |
| 14 | Common Seal                                      |   |  |  |  |  |
| 15 | Winding Up /Dissolution                          |   |  |  |  |  |
| 16 | Application of Surplus Assets                    |   |  |  |  |  |
| 17 | By-laws  |   |  |  |  |  |
| 18 | Alterations to the Rules (Constitution)          |   |  |  |  |  |
| 19 | Online   | Does your constitution allow you to have online committee meetings? |  |  |  |  |
|    |  | Online voting (video link, email, teleconference)?                  |  |  |  |  |
|    |  | Online attendance at AGMs?  |  |  |  |  |