

C O N S T I T U T I O N
OF THE SLOVENIAN SCHOOLS COMMITTEE

1. NAME: The name of the Organization shall be THE SLOVENIAN SCHOOLS COMMITTEE.
2. OBJECTS: The objects of the Organization are set out hereunder:
 - (a) To promote the maintenance of the Slovenian Language, Slovenian Cultural Heritage and Slovenian Ethnic Awareness in Australia.
 - (b) To coordinate the activities of Slovenian Ethnic Schools.
 - (c) To provide back-up services for the courses in Slovenian language in Government and other schools.
 - (d) To assist in preparation of syllabi, curricula development and procurement of teaching aids for the teaching of the Slovenian language.
 - (e) To establish and maintain contacts with parents and children of Slovenian ethnic origin.
3. MEMBERSHIP:
 - (a) Membership shall consist of:
 - (i) Two delegates from each of the following Founding Associations: Slovene Graduates Association, Slovene Association Sydney, Triglav Club Ltd. and Slovene National Association.
 - (ii) One delegate from the Slovene Mission and one from each Slovene Ethnic School and like institution.
 - (iii) All teachers involved in teaching of the Slovenian language, literature or history.
 - (iv) Such other individual persons as are admitted to the membership by the General Meeting.
 - (b) Applications for membership shall be in such form and contain such requirements as the General Meeting from time to time prescribes.
 - (c) As soon as practicable after the receipt of an application for membership, it shall be referred by the Management Committee for consideration by the General Meeting, who shall thereupon determine upon the admission or rejection of the applicant. In no case shall the Committee be required to give any reason for the rejection of an applicant.
 - (d) A register of members shall be kept showing in respect of each member his name, address and the date of commencement of membership.
4. MANAGEMENT: The management of the Organization shall be vested in a Management Committee consisting of the office-bearers.

No member of the Management Committee shall be appointed to any salaried office of the Organization or any office of the Organization paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Organization to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Organization and reasonable and proper rent for premises let to the Organization
5. OFFICE-BEARERS: The office-bearers shall consist of a President, Vice President Secretary, Treasurer and such other officers as shall be decided by the members of the Organization at the Annual General Meeting. The office-bearers and the other members of the Management Committee shall be elected annually at the Annual General Meeting. Any casual vacancy occurring among the office-bearers may be filled by the Committee and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced.
6. PROCEEDINGS OF THE MANAGEMENT COMMITTEE:
 - (a) The Management Committee may meet together for the despatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit. The President may at any time and the Secretary on the requisition of any two members of the Committee summon a meeting of the Committee.
 - (b) Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present and a determination by a majority of the members of the Committee present shall for all purposes be a determination of the Committee. In case of an equality of votes the Chairman of the meeting shall have a second or casting vote.

- (c) The continuing members of the Committee may act notwithstanding any vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum, the continuing member or members may act for the purposes of increasing the number of members of the Committee from amongst the members, which they are hereby empowered to do, or of summoning a general meeting of the Organization, but for no other purpose.

7. VACATION OF OFFICE: The office of a member of the Management Committee shall become vacant:

- (a) Upon his decease.
- (b) If he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) If he becomes mentally ill or a person whose person or estate is liable to be dealt with, in any way under the law relating to mental health;
- (d) If he resigns his office by notice in writing to the Organization;
- (e) If he is absent for more than six months without leave of the Committee from meetings of the Committee held during that period;
- (f) If he ceases to be a member of the Organization;
- (g) Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purposes, to remove him from office;
- (h) If he holds any office of profit under the Organization;
- (i) If he is directly or indirectly in any contract or proposed contract with the Organization.

8. FINANCIAL YEAR: The financial year shall conclude on 30 June of each year.

9. ANNUAL GENERAL MEETING: The Annual General Meeting of members shall be held during the month of July or August in each year, when the Annual Report and audited financial statements shall be presented.

10. SPECIAL GENERAL MEETINGS: Any two members of the Management Committee may at any time convene a Special General Meeting of the Organization, Special General Meetings shall also be convened by the Secretary upon the written request of not less than five per centum in number of the members of the Organization and shall be held within a period of one month from the date of receipt of the request.

11. QUORUM:

At Meetings of Members a quorum shall consist of ten members of which there must be at least one delegate or substitute delegate from each of the Founding Associations and at a Management Committee Meeting shall consist of three members. Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days later or to a place and to a time within one month of the date of such meeting, to be determined thereat. If at such adjourned meeting a quorum be not present, then those members attending shall be deemed to be a quorum, provided, the number of such members is not less than three.

12. PROCEEDINGS AT GENERAL MEETING:

- (a) The President shall preside as Chairman at every general meeting of the Organization, but if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting, a simple majority sufficing.
- (b) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an adjournment or of the business to be transacted at an adjourned meeting.
- (c) At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chairman or by at least three members present. Unless a poll is so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried

unanimously, or by a particular majority, or lost, and in entry to that effect in the book containing the minutes of the proceedings of the Organization shall each be conclusive or the fact without proof of the number proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.

- (d) If a poll is duly demanded it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.
- (e) In case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a second or casting vote.
- (f) Each member present and voting at a general meeting of the Organization shall have one vote.
- (g) Any delegate of the Founding Associations as listed in clause 3(a) has the right to veto any resolution of the Management Committee or the General Meeting.

13. NOTICE OF MEETINGS: The Secretary shall give at least seven days notice in writing of all general meetings to the members of the Organization specifying the place, the day and the hour of meeting and the general nature of the business to be dealt with at the meeting.

14. FUNDS:

- (a) All moneys received by the Organization shall be deposited intact at the earliest possible date to the credit of the Organization's Bank Account. Receipts for moneys received shall also be issued promptly.
- (b) All payments in excess of \$10 made by the Organization shall be paid by cheque signed by any two of the President, Secretary and Treasurer.

15. AUTHORIZATION OF ACCOUNT: All accounts shall be presented to and passed for payment at a Management Committee Meeting and full details of all such approvals shall be entered in the Minute Book.

16. AUDIT:

- (a) The auditor or auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books, etc., and furnish a report thereon to the members at the Annual Meeting. Audits shall be conducted at regular intervals of not more than twelve months.
- (b) An auditor shall not be a member or closely related to a member of the Management Committee.
- (c) Subject to paragraph (d) hereof notice of the intention to nominate an auditor to replace the current auditor shall be given to the Secretary at least twenty-one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current auditor at least seven (7) days before the Annual General Meeting. The current auditor shall be entitled to attend the Annual General Meeting and if he so wishes be heard at such Annual General Meeting.
- (d) Where the current auditor submits his resignation, or notifies the Secretary of his intention not to seek re-election as auditor, paragraph (c) hereof shall not apply.

17. MINUTES: The Management Committee shall cause minutes to be made:

- (a) of all appointments of office-bearers and members of the Committee;
- (b) of the names of members of the Committee present at all meetings of the Organization and of the Committee;
- (c) of all proceedings at all meetings of the Organization and of the Committee.

Such minutes shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

18. EXPULSION OF MEMBERS: A member may be expelled from membership of the Organization by the Management Committee, if in the opinion of such Committee, after affording such member an opportunity of offering the Committee an explanation of his conduct either verbally or in writing as the Committee may decide, the conduct of the member is such as to be detrimental to the best

interests of the Organization, provided that:

- (a) Such expulsion shall not be effective unless it is confirmed by a majority of members present at a Special General Meeting of members convened to consider the expulsion;
- (b) Such Special General Meeting is held within a period of one month from the date of the decision of the Management Committee to expel the member;
- (c) At such Special General Meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of his conduct verbally or in writing at the option of such member;
- (d) The voting of such Special General Meeting shall be by ballot if not less than five members present thereat shall so demand;
- (e) It shall be in the power of the Committee to exclude such member from participation in the affairs of the Organization until such Special General Meeting shall be held.

19. DISSOLUTION:

- (a) The Organization shall be dissolved in the event of membership less than persons (Note: must not be less than three) or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- (b) Upon a resolution being passed in accordance with paragraph (a) of this rule, all assets and funds of the organization on hand shall, after the payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a simple majority of the members at the Special General Meeting so convened, or at a subsequent Special General Meeting, may decide.

20. AMENDMENT OF RULES: These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purpose. Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, as amended shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made:

21. NOTICE:

A notice may be given to any member either personally or by sending it by post to him at his address registered with the Organization or if he has no registered address to the place of abode of the member last known to the Management Committee. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post.

CONSTITUTION

OF THE SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.

1. NAME: The name of the Organization shall be THE SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.
2. OBJECTS: The objects of the Organization are set out hereunder:
 - (a) To promote the maintenance of the Slovenian Language, Slovenian Cultural Heritage and Slovenian Ethnic Awareness in Australia.
 - (b) To coordinate the activities of Slovenian Ethnic Schools.
 - (c) To provide back-up services for the courses in Slovenian Studies in Government and other schools.
 - (d) To assist in preparation of syllabi, curricula development and procurement of teaching aids for the teaching of the Slovenian language, culture and history.
 - (e) To establish and maintain contacts with parents and children of Slovenian ethnic origin.
3. MEMBERSHIP:
 - (a) Membership shall consist of:
 - (i) Two delegates from each of the following Founding Associations:
Slovene Graduates Association, Slovene Association Sydney, Triglav Club Ltd. and Slovene National Association.
 - (ii) One delegate from the Slovene Mission and one from each Slovene Ethnic School and like institutions.
 - (iii) All teachers involved in teaching of the Slovenian language, literature or history.
 - (iv) Such other associations, institutions or individual persons as are admitted to the membership by the General Meeting.
 - (b) Applications for membership shall be in such form and contain such requirements as the General Meeting from time to time prescribes.
 - (c) As soon as practicable after the receipt of an application for membership, it shall be referred by the Management Committee for consideration by the General Meeting, who shall thereupon determine upon the admission or rejection of the applicant organization or individual person. In no case shall the Committee be required to give any reason for the rejection of an applicant.
 - (d) A register of members shall be kept showing in respect of each member his name, address and the date of commencement of membership.
4. MANAGEMENT: The management of the Organization shall be vested in a Management Committee consisting of the office-bearers.

No member of the Management Committee shall be appointed to any salaried office of the Organization or any office of the Organization paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Organization to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Organization and reasonable and proper rent for premises let to the Organization.

5. OFFICE-BEARERS: The office-bearers shall consist of a President, Vice President, Secretary, Treasurer and such other officers as shall be decided by the members of the Organization at the Annual General Meeting. The office-bearers and the other members of the Management Committee shall be elected annually at the Annual General Meeting. Any casual vacancy occurring among the office-bearers may be filled by the Committee and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced.

Naigman

6. PROCEEDINGS OF THE MANAGEMENT COMMITTEE:

- (a) The Management Committee may meet together for the despatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit. The President may at any time and the Secretary on the requisition of any two members of the Committee summon a meeting of the Committee.
- (b) Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present and a determination by a majority of the members of the Committee present shall for all purposes be a determination of the Committee. In case of any equality of votes the Chairman of the meeting shall have a second or casting vote.
- (c) The continuing members of the Committee may act notwithstanding any vacancy in the Committee, but if an so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum, the continuing member or members may act for the purposes of increasing the number of members of the Committee from amongst the members, which they are hereby empowered to do, or of summoning a general meeting of the Organization, but for no other purpose.

7. VACATION OF OFFICE: The office of a member of the Management Committee shall become vacant:

- (a) Upon his decease.
- (b) If he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- (c) If he becomes mentally ill or a person whose person or estate is liable to be dealt with, in any way under the law relating to mental health;
- (d) If he resigns his office by notice in writing to the Organization;
- (e) If he is absent for more than six months without leave of the Committee from meetings of the Committee held during that period;
- (f) If he ceases to be a member of the Organization;
- (g) Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purposes, to remove him from office;
- (h) If he holds any office of profit under the Organization;
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8. FINANCIAL YEAR: The financial year shall conclude on 30 June of each year.

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10. SPECIAL GENERAL MEETINGS: Any two members of the Management Committee may at any time convene a Special General Meeting of the Organization. Special General Meetings shall also be convened by the Secretary upon the written request of not less than five per centum in number of the members of the Organization and shall be held within a period of one month from the date of receipt of the request.

11. QUORUM:

At Meetings of Members a quorum shall consist of seven members of which there must be at least one delegate or substitute delegate from each of the Founding Associations and at a Management Committee Meeting shall consist of three members. Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days later or to a place and to a time within one month of the date of such meeting, to be determined thereat. If at such adjourned meeting a quorum be not present, then those members attending shall be deemed to be a quorum, provided, the number of such members is not less than three.

Manjharu

12. PROCEEDINGS AT GENERAL MEETING:

- (a) The President shall preside as Chairman at every general meeting of the Organization, but if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting, a simple majority sufficing.
- (b) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an adjournment or of the business to be transacted at an adjourned meeting.
- (c) At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chairman or by at least three members present. Unless a poll is so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and in entry to that effect in the book containing the minutes of the proceedings of the Organization shall each be conclusive or the fact without proof of the number proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.
- (d) If a poll is duly demanded it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.
- (e) In case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a second or casting vote.
- (f) Each member present and voting at a general meeting of the Organization shall have one vote.
- (g) Any delegate of the Founding Associations as listed in clause 3(a) has the right to veto any resolution of the Management Committee or of the General Meeting.

13. NOTICE OF MEETINGS: The Secretary shall give at least seven days notice in writing of all general meetings to the members of the Organization specifying the place, the day and the hour of meeting and the general nature of the business to be dealt with at the meeting.

14. FUNDS:

- (a) All moneys received by the Organization shall be deposited intact at the earliest possible date to the credit of the Organization's Bank Account. Receipts for moneys received shall also be issued promptly.
- (b) All payments in excess of \$10 made by the Organization shall be paid by cheque signed by any two of the President, Secretary and Treasurer.

15. AUTHORIZATION OF ACCOUNT: All accounts shall be presented to and passed for payment at a Management Committee Meeting and full details of all such approvals shall be entered in the Minute Book.

16. AUDIT:

- (a) The auditor or auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books, etc., and furnish a report thereon to the members at the Annual Meeting. Audits shall be conducted at regular intervals of not more than twelve months.
- (b) An auditor shall not be a member or closely related to a member of the Management Committee.
- (c) Subject to paragraph (d) hereof notice of the intention to nominate an auditor to replace the current auditor shall be given to the Secretary at least twenty-one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current auditor at least seven (7) days before the Annual General Meeting. The current auditor shall be entitled to attend the Annual General Meeting and if he so wishes be heard at such Annual General Meeting.
- (d) Where the current auditor submits his resignation, or notifies the Secretary of his intention not to seek re-election as auditor, paragraph (c) hereof shall not apply.

17. MINUTES: The Management Committee shall cause minutes to be made:

- (a) of all appointments of office-bearers and members of the Committee;
- (b) of the names of members of the Committee present at all meetings of the Organization and of the Committee;
- (c) of all proceedings at all meetings of the Organization and of the Committee.

Such minutes shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

18. EXPULSION OF MEMBERS: A member may be expelled from membership of the Organization by the Management Committee, if in the opinion of such Committee, after affording such member an opportunity of offering the Committee an explanation of his conduct either verbally or in writing as the Committee may decide, the conduct of the member is such as to be detrimental to the best interests of the Organization, provided that:

- (a) Such expulsion shall not be effective unless it is confirmed by a majority of members present at a Special General Meeting of members convened to consider the expulsion;
- (b) Such Special General Meeting is held within a period of one month from the date of the decision of the Management Committee to expel the member;
- (c) At such Special General Meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of his conduct verbally or in writing at the option of such member;
- (d) The voting of such Special General Meeting shall be by ballot if not less than five members present thereat shall so demand;
- (e) It shall be in the power of the Committee to exclude such member from participation in the affairs of the Organization until such Special General Meeting shall be held.

19. DISSOLUTION:

- (a) The Organization shall be dissolved in the event of membership less than three persons (Note: must not be less than three) or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- (b) Upon a resolution being passed in accordance with paragraph (a) of this rule, all assets and funds of the organization on hand shall, after the payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a simple majority of the members at the Special General Meeting so convened, or at a subsequent Special General Meeting, may decide.

Manizukhcan

20. AMENDMENT OF RULES: These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purpose. Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, as amended shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made:

21. NOTICE:

A notice may be given to any member either personally or by sending it by post to him at his address registered with the Organization or if he has no registered address to the place of abode of the member last known to the Management Committee. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post.

PRESIDENT OF THE SLOVENIAN

SCHOOLS COMMITTEE OF NSW

Mariza Lican

(MARIZA LICAN)

20/6/1995

C O N S T I T U T I O N

OF THE SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.

1. NAME: The name of the Organization shall be THE SLOVENIAN SCHOOLS COMMITTEE OF N.S.W.
2. OBJECTS: The objects of the Organization are set out hereunder:
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- (a) Membership shall consist of:
 - (i) Two delegates from each of the following Founding Associations:
Slovene Graduates Association, Slovene Association Sydney, Triglav Club Ltd. and Slovene National Association.
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- (b) Applications for membership shall be in such form and contain such requirements as the General Meeting from time to time prescribes.
- (c) As soon as practicable after the receipt of an application for membership, it shall be referred by the Management Committee for consideration by the General Meeting, who shall thereupon determine upon the admission or rejection of the applicant organization or individual person. In no case shall the Committee be required to give any reason for the rejection of an applicant.
- (d) A register of members shall be kept showing in respect of each member his name, address and the date of commencement of membership.

4. MANAGEMENT: The management of the Organization shall be vested in a Management Committee consisting of the office-bearers.

No member of the Management Committee shall be appointed to any salaried office of the Organization or any office of the Organization paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Organization to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Organization and reasonable and proper rent for premises let to the Organization.

5. OFFICE-BEARERS: The office-bearers shall consist of a President, Vice President, Secretary, Treasurer and such other officers as shall be decided by the members of the Organization at the Annual General Meeting. The office-bearers and the other members of the Management Committee shall be elected annually at the Annual General Meeting. Any casual vacancy occurring among the office-bearers may be filled by the Committee and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced.

6. PROCEEDINGS OF THE MANAGEMENT COMMITTEE:

- (a) The Management Committee may meet together for the despatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit. The President may at any time and the Secretary on the requisition of any two members of the Committee summon a meeting of the Committee.
- (b) Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present and a determination by a majority of the members of the Committee present shall for all purposes be a determination of the Committee. In case of any equality of votes the Chairman of the meeting shall have a second or casting vote.
- (c) The continuing members of the Committee may act notwithstanding any vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum, the continuing member or members may act for the purposes of increasing the number of members of the Committee from amongst the members, which they are hereby empowered to do, or of summoning a general meeting of the Organization, but for no other purpose.

7. VACATION OF OFFICE: The office of a member of the Management Committee shall become vacant:

- (a) Upon his decease.
- (b) If he becomes bankrupt or makes any arrangement or composition with his creditors generally;
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- (d) If he resigns his office by notice in writing to the Organization;
- (e) If he is absent for more than six months without leave of the Committee from meetings of the Committee held during that period;
- (f) If he ceases to be a member of the Organization;
- (g) Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purposes, to remove him from office;
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11. QUORUM:

At Meetings of Members a quorum shall consist of seven members of which there must be at least one delegate or substitute delegate from each of the Founding Associations and at a Management Committee Meeting shall consist of three members. Should within half an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven days later or to a place and to a time within one month of the date of such meeting, to be determined thereat. If at such adjourned meeting a quorum be not present, then those members attending shall be deemed to be a quorum, provided, the number of such members is not less than three.

12. PROCEEDINGS AT GENERAL MEETING:

- (a) The President shall preside as Chairman at every general meeting of the Organization, but if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting, a simple majority sufficing.
- (b) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an adjournment or of the business to be transacted at an adjourned meeting.
- (c) At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chairman or by at least three members present. Unless a poll is so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and in entry to that effect in the book containing the minutes of the proceedings of the Organization shall each be conclusive or the fact without proof of the number proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.
- (d) If a poll is duly demanded it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.
- (e) In case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a second or casting vote.
- (f) Each member present and voting at a general meeting of the Organization shall have one vote.
- (g) Any delegate of the Founding Associations as listed in clause 3(a) has the right to veto any resolution of the Management Committee or of the General Meeting.

13. NOTICE OF MEETINGS: The Secretary shall give at least seven days notice in writing of all general meetings to the members of the Organization specifying the place, the day and the hour of meeting and the general nature of the business to be dealt with at the meeting.

14. FUNDS:

- (a) All moneys received by the Organization shall be deposited intact at the earliest possible date to the credit of the Organization's Bank Account. Receipts for moneys received shall also be issued promptly.
- (b) All payments in excess of \$10 made by the Organization shall be paid by cheque signed by any two of the President, Secretary and Treasurer.

15. AUTHORIZATION OF ACCOUNT: All accounts shall be presented to and passed for payment at a Management Committee Meeting and full details of all such approvals shall be entered in the Minute Book.

16. AUDIT:

- (a) The auditor or auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books, etc., and furnish a report thereon to the members at the Annual Meeting. Audits shall be conducted at regular intervals of not more than twelve months.
- (b) An auditor shall not be a member or closely related to a member of the Management Committee.
- (c) Subject to paragraph (d) hereof notice of the intention to nominate an auditor to replace the current auditor shall be given to the Secretary at least twenty-one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current auditor at least seven (7) days before the Annual General Meeting. The current auditor shall be entitled to attend the Annual General Meeting and if he so wishes be heard at such Annual General Meeting.
- (d) Where the current auditor submits his resignation, or notifies the Secretary of his intention not to seek re-election as auditor, paragraph (c) hereof shall not apply.

17. MINUTES: The Management Committee shall cause minutes to be made:

- (a) of all appointments of office-bearers and members of the Committee;
- (b) of the names of members of the Committee present at all meetings of the Organization and of the Committee;
- (c) of all proceedings at all meetings of the Organization and of the Committee.

Such minutes shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

18. EXPULSION OF MEMBERS: A member may be expelled from membership of the Organization by the Management Committee, if in the opinion of such Committee, after affording such member an opportunity of offering the Committee an explanation of his conduct either verbally or in writing as the Committee may decide, the conduct of the member is such as to be detrimental to the best interests of the Organization, provided that:

- (a) Such expulsion shall not be effective unless it is confirmed by a majority of members present at a Special General Meeting of members convened to consider the expulsion;
- (b) Such Special General Meeting is held within a period of one month from the date of the decision of the Management Committee to expel the member;
- (c) At such Special General Meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of his conduct verbally or in writing at the option of such member;
- (d) The voting of such Special General Meeting shall be by ballot if not less than five members present thereat shall so demand;
- (e) It shall be in the power of the Committee to exclude such member from participation in the affairs of the Organization until such Special General Meeting shall be held.

19. DISSOLUTION:

- (a) The Organization shall be dissolved in the event of membership less than three persons (Note: must not be less than three) or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- (b) Upon a resolution being passed in accordance with paragraph (a) of this rule, all assets and funds of the organization on hand shall, after the payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a simple majority of the members at the Special General Meeting so convened, or at a subsequent Special General Meeting, may decide.

20. AMENDMENT OF RULES: These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purpose. Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, as amended shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made:
21. NOTICE:
A notice may be given to any member either personally or by sending it by post to him at his address registered with the Organization or if he has no registered address to the place of abode of the member last known to the Management Committee. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post.

DEPARTMENT OF SERVICES

121 Macquarie Street,
SYDNEY

REGISTERED AND EXEMPTED CHARITIES

An appeal for the support of a charity or a charitable purpose may only be made legally under certain conditions. The most important of these conditions is that the charity concerned shall be registered, or exempted from registration under the provisions of the Charitable Collections Act, 1934, as amended.

A registered or exempted charity, then, enjoys the right of being able to appeal directly to the public for funds. Appeals of this nature may take many and varied forms, such as, house to house appeals, street collections, authorized games of chance (housie, chocolate wheels, etc.), socials, dances, and so on.

Whilst it is necessary to refer to the Charitable Collections Act and Regulations thereunder, or to inquire of the Charities Administration Branch of the Department for complete particulars concerning registration, the following represents a brief outline of the main differences between "registered" and "exempted" charities:

Registered Charities

Any organization or association established for or which has as one of its objects a charitable purpose must apply for registration under the Act before it can seek funds from the public.

Charities granted registration under the provisions of the Act must comply with all of the requirements of the Act and the Regulations thereunder, including matters such as—

1. The charity shall be administered by a responsible committee of not less than three persons.
2. Full and accurate minutes of all meetings of the committee shall be kept.
3. Proper books of account and records shall be maintained, and all expenditure shall be properly authorized.
4. The accounts shall be audited at least once each year by a qualified auditor or some other competent person approved by the Department.
5. Charities with an annual gross income or annual expenditure exceeding \$800 or which have assets other than real estate exceeding \$800 shall lodge with the Department prescribed financial statements within eight weeks of the close of the charity's financial year.

Exempted Charities

Certain organizations or associations may apply for and be granted exemption from registration under the provisions of the Act.

Organizations such as religious bodies, Parents and Citizens and Parents and Friends' Associations, Hall Committees, Hospital and Ambulance Auxiliaries, Surf Clubs, Pre-School Kindergartens, etc., are granted exemption from registration. The Department does not exercise as close a supervision over exempted charities as it does over registered charities. Nevertheless, exempted charities are required to observe the basic requirements of the law in relation to administration, keeping of proper books of account and associated records, and in the conduct of appeals for support.

Exempted charities are not required to lodge annual financial statements with the Department unless specifically requested to do so.

Applications for Registration/Exemption

Applications for registration or exemption under the provision of the Charitable Collections Act must be submitted on the enclosed form, to the address below. The application must be complete in all respects and be accompanied by an up-to-date copy of the charity's constitution, certified by the President or Secretary, after adoption at a properly convened meeting.

A set of "Suggested Rules" is enclosed for guidance in the framing of a constitution, and all items contained therein, with the exception of Nos 12, 18 and 19, must be incorporated in any constitution lodged. Items Nos 12 and 18 whilst considered desirable, are optional, and Item No. 19 would only apply in certain cases, where the charity is possessed of real property for example.

After an application is received in the Department, it takes approximately four to six weeks to complete the necessary inquiries and effect registration.

J. B. HOLLIDAY,
Under Secretary.

Postal Address—

Under Secretary,
Department of Services,
Box 30, G.P.O.,
SYDNEY 2001.

CONSTITUTION OF THE FOUNDATION FOR SLOVENIAN STUDIES

1. INTERPRETATION

The following words and expressions in this constitution shall have the following meanings:

"Foundation" means the Foundation for Slovenian Studies within Macquarie University.

"Association" means any association (whether incorporated or unincorporated), firm or company.

"The Vice-Chancellor" means the Vice-Chancellor for due time being of the University.

"The Board" means the Board appointed in accordance with this constitution for the purpose of directing and managing the affairs of the Foundation and having the powers conferred on it by constitution.

"The Chairperson" means the Chairperson of the Board.

"The Slovenian Schools' Committee" means the Slovenian Schools Committee for New South Wales established in 1977, and acting as the Founder of the Slovenian Foundation.

Words importing the singular number only include the plural and vice versa.

2. NAME

The name of the Foundation shall be the Foundation for Slovenian Studies within Macquarie University.

3. OFFICE

The office of the Foundation shall be at Macquarie University or such place as the Foundation may from time to time determine.

4. OBJECTIVES

The objectives of the Foundation shall be to further tertiary studies in the Slovenian language, literature, society and culture, and without restricting the generality of the foregoing in particular to:

- (i) Support the development of the Slovenian Studies at Macquarie University.
- (ii) Encourage students to pursue tertiary Slovenian Studies.
- (iii) Facilitate and develop research in Slovenian Studies.
- (iv) Assist with funding and organisation of relevant lectures, conferences and seminars within the University and encourage and support appropriate activities with outside persons, organisations or bodies similarly involved.
- (v) Develop closer relations between students and graduates and relevant professions and foster a sense of involvement with the University.
- (vi) Admit to membership of the Foundation persons, and Associations and upon such terms and with such privileges as may be determined from time to time.
- (vii) Provide grants to support research, teaching, purchase of equipment and materials and for the provision of scholarships in Slovenian Studies at Macquarie University.
- (viii) Assist in arranging visits of experts in Slovenian Studies from within Australia and overseas.
- (ix) Support the printing of publications and the issue thereof to members of the Foundation and others.
- (x) Seek donations, gifts and bequests to the University for the furtherance of Slovenian Studies and to organise activities for that purpose.
- (xi) Do all such things as are incidental or conducive to the attainment of the above objectives or any of them.

5. MEMBERSHIP OF THE FOUNDATION

Membership of the Foundation shall be available to individual persons and Associations.

Any individual person having attained the age of eighteen (18) or Associations having an interest in the encouragement and promotion of the Foundation shall be eligible for membership of the Foundation. Every such applicant for membership to the Foundation shall submit an application form in the form prescribed by the Board and signed by the applicant. The Board shall not be bound to give any reasons for rejection of any application. The rights and privileges of every member shall be personal to himself and shall not be transferable by his own act or by the operation of law. Continued membership shall be conditional upon payment of annual membership fees.

Any member may withdraw from the Foundation by giving notice in writing to the Secretary whereupon the rights and privileges of membership shall cease.

6. RECEIPT OF MONIES

All monies received by, on behalf of, or as a result of the activities of the Foundation shall be paid directly to the Bursar of the University to be expended as the University, with the advice and approval of the Board, shall think fit for the promotion of the objectives of the Foundation and no portion of such monies shall be otherwise applied.

The University shall have the power to invest such monies on behalf and in the name of the Foundation for Slovenian Studies in the manner and mode of investment as advised and approved by the Board.

7. PATRON

The Patron of the Foundation shall be the Vice-Chancellor.

8. THE BOARD

There shall be a Board of the Foundation which shall be responsible for the direction and management of the affairs of the Foundation, and which shall have such powers as are necessary to carry out the objectives of the Foundation subject to the provisions of this

Constitution. All members of the Board shall be entitled to vote at the meetings of the Board. The Board shall consist of:

(a)

Not more than eight (8) persons being members of the Foundation having been elected by initial general meeting and thereafter annually at the annual general meeting.

(b)

Four (4) ex-officio members who shall be the Vice-Chancellor or the Vice-Chancellor's nominee, the Head of the School of Modern Languages at the University or the Head of School's nominee, the Head of the Section of Slavonic Studies within the School of Modern Languages, and the Lecturer in charge of Slovenian Studies within the Section of the Slavonic Studies.

For the Purpose of sub-paragraph (a) of this Clause in relation to the Associations who are members the words "persons being members of the Foundation" shall refer to that person nominated by the relevant Association pursuant to Clause 11 herein.

9. MEETINGS OF THE BOARD

The Board shall meet at least twice each year, the first such meeting to be held within thirty (30) days of the preceding annual general meeting. At the first such meeting members of the Board shall appoint the following Office Bearers:

(a) Chairman

(b) Deputy Chairman

(c) Secretary/Treasurer

At any meeting of the Board the Chairman or his nominee shall take the chair.

At any meeting of the Board four (4) members shall constitute a quorum, at least two of whom shall be ex-officio members of the University as provided in Clause 8 (b) herein.

10. GENERAL MEETINGS

An initial general meeting of interested persons shall be called by the Slovenian Schools' Committee for New South Wales for the purpose of admission of initial members of the Foundation and elect the persons referred to in Clause (8) hereof.

An annual general meeting of the Foundation shall be held at least once in each calendar year and the Board may at any time convene a special general meeting on the written request of at least ten (10) per centum of the members of the Foundation.

11. VOTING

At any meeting of the Foundation individual persons who are members shall be entitled to one (1) vote.

12. FINANCIAL ACCOUNTS

The Bursar of the University shall be responsible for receiving gifts or donations, including all monies resulting from fund-raising activities made for the purpose of the Foundation and shall hold and invest the funds of the Foundation subject to the terms of this Constitution and subject to previous approval by the Board. The Bursar shall at the end of a quarterly period (3 months) produce a financial statement showing monies received and dispersed in accordance with recommendations and approval of the Board and the University, a copy of which will be provided to all current members of the Board and to the Patron.

13. ALTERATIONS TO CONSTITUTION

This Constitution may be added to, amended or repealed in the period preceding and including the Foundations First Annual General Meeting by a resolution passed by a simple majority of votes of members at any special general meeting or First Annual General Meeting and thereafter such addition to, alteration or repeal shall require a resolution passed by a two-thirds majority of votes of members at any special general meeting or annual meeting. Any change to the Constitution shall require approval by the Board and University Council before becoming operative.

14. NOTICE TO MEMBERS

A notice may be given by the Foundation or the Board to any member either personally or by sending it by post or by telegram to him to the address, supplied by him to the Foundation for the purpose of the giving of notices.

Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, preparing and posting a letter containing the notice and to have been effected in the case of a notice of a general meeting at the expiration of twenty four (24) hours after the letter containing the same is posted and in any other case at the time at which the letter would in the ordinary course of events be delivered.

15. ANNUAL REPORT

The Foundation shall submit an Annual report to the University Council.

The Annual report shall be written in Slovenian and English languages.

16. WINDING UP

In the event of the cessation of the Slovenian Studies Programme within the School of Modern Languages at the University the Board of the Foundation shall propose to the University Council the manner in which the assets of the Foundation shall be distributed for the furthering of the Slovenian culture and Slovenian educational activities in Australia.

CONSTITUTION OF THE FOUNDATION FOR SLOVENIAN STUDIES

1. Interpretation

The following words and expressions in this constitution shall have the following meanings:

"Foundation" means the Foundation for Slovenian Studies within Macquarie University.

"Association" means any association (whether incorporated or unincorporated) firm or company.

"The University" means Macquarie University.

"The Vice-Chancellor" means the Vice-Chancellor for the time being of the Macquarie University.

"The Board" means the Board appointed in accordance with this constitution for the purpose of directing and managing the affairs of the Foundation, and having the powers conferred on it by the constitution.

"The Chairperson" means the Chairperson of the Board.

"The Slovenian Schools Committee" means the Slovenian Schools Committee for New South Wales, a Registered Charity (Reg No CC24662), being the sponsor of the Slovenian Foundation.

Words importing the singular number only include the plural and vice-versa.

2. Name

The name of the Foundation shall be the Foundation for Slovenian Studies within Macquarie University.

3. Office

The office of the Foundation shall be at Macquarie University or such other place as the Foundation may from time to time determine.

4. Objects

The objects of the Foundation shall be to further tertiary studies in the Slovenian language, literature, society and culture and without restricting the generality of the foregoing in particular to:-

- (i) Support the development of Slovenian Studies at Macquarie University.
- (ii) Encourage students to pursue tertiary Slovenian Studies.
- (iii) Facilitate and develop research in Slovenian Studies.
- (iv) Assist with the funding and organisation of relevant lectures, conferences and seminars within the University and encourage and support appropriate activities with outside persons, organisations or bodies similarly involved.
- (v) Develop closer relations between students and graduates and relevant professions and foster a sense of involvement with the University.

(vi) Admit to membership of the Foundation persons and Associations and upon such terms and with such privileges as may be determined from time to time.

(vii) Provide grants to support research, teaching, purchase of equipment and material and for the provision of scholarships in Slovenian Studies at Macquarie University.

(viii) Assist in arranging visits of experts in Slovenian Studies from within Australia and overseas.

(ix) Support the printing of publications and the issue thereof to members of the Foundation and others.

(x) Seek donations, gifts and bequests to the University for the furtherance of Slovenian Studies and to organise activities for that purpose.

(xi) Do all such things as are incidental or conducive to the attainment of the above objects or any of them.

5. Membership of Foundations

Membership to the Foundation shall be available to individual persons and Associations.

Any individual person having attained the age of eighteen (18) or Associations having an interest in the encouragement and promotion of the Foundation shall be eligible for membership of the Foundation. Every such applicant for membership to the Foundation shall submit an application form in the form prescribed by the Board and signed by the applicant. The Board shall consider the application and may either approve or reject the same. The Board shall not be bound to give any reasons for rejection of any application. The rights and privileges of every member shall be personal to himself and shall not be transferable by his own act or by the operation of law. Continued membership shall be conditional upon payment of annual membership fees.

Any member may withdraw from the Foundation by giving notice in writing to the Secretary whereupon the rights and privileges of membership shall cease.

6. Receipt of Monies

All monies received by, on behalf of, or as a result of the activities of the Foundation shall be paid directly to the Bursar of the University to be expended as the University, with the advice of the Board, shall think fit for the promotion of the objects of the Foundation and no portion of such monies shall be otherwise applied.

The University shall have the power to invest such monies on behalf of the Foundation in any manner or mode of investment as may be prescribed by its by-laws.

7. Patron

The Patron of the Foundation shall be the Vice-Chancellor.

8. The Board

There shall be a Board of the Foundation which shall be responsible for the direction and management of the affairs of the Foundation, and which shall

have such powers as are necessary to carry out the objects of the Foundation subject to the provisions of this constitution. All members of the Board shall be entitled to vote at the meetings of the Board. The Board shall consist of:-

(a) Not more than eight (8) persons being members of the Foundation having been elected by the initial general meeting and thereafter annually at the annual general meeting.

(b) Four ex-officio members who shall be the Vice-Chancellor or the Vice-Chancellor's nominee, the Head of the School of Modern Languages at the University or the Head of the School's nominee, the Head of the Section of Slavonic Studies within the School of Modern Languages and the Lecturer in Charge of Slovenian Studies within the Section of the Slavonic Studies.

For the purpose of sub-clause (a) above in relation to the Associations who are members the words "persons being members of the Foundation" shall refer to that person appointed by the relevant Association pursuant to this Constitution.

9. Meetings of the Board

The Board shall meet at least twice each year, the first such meeting to be held within thirty (30) days of the preceding annual general meeting. At the first such meeting members of the Board shall appoint the following Office Bearers:-

- (a) Chairman
- (b) Deputy Chairman
- (c) Secretary/Treasurer

At any meeting of the Board the Chairman or his nominee shall take the chair.

At any Meeting of the Board five (5) members shall constitute a quorum, at least two of whom shall be ex-officio members of the University as provided in Clause 8(b).

10. General Meetings

An initial general meeting of interested persons shall be called by the Slovenian Schools Committee for NSW for the purpose of admission of initial members of the Foundation and to elect the persons referred to in Clause (8) hereof.

An annual general meeting of the Foundation shall be held at least once in each calendar year and the Board may at any time convene a special general meeting on the written request of at least ten (10) per centum of the members of the Foundation.

11. Voting

At any meeting of the Foundation individual persons who are members shall be entitled to one (1) vote.

12. Financial Accounts

The Bursar of the University shall be responsible for receiving gifts or donations, including all monies resulting from fundraising activities made for the purpose of the Foundation and shall hold and invest the funds of the Foundation

subject to the terms of this constitution. The Bursar shall at the end of a quarterly period (3 months) produce a financial statement showing monies received and disbursed, a copy of which shall be provided to all current members of the Board and to the Patron.

13. Alterations to Constitution

This constitution may be added to, amended or repealed in the period preceding and including the Foundation's First Annual General Meeting by a resolution passed by a simple majority of votes of members at any special general meeting or the first annual general meeting and thereafter such addition to, alteration or repeal shall require a resolution passed by a two thirds majority of votes of members at any special general meeting or annual general meeting. Any change to the constitution shall require approval by the Board and University Council before becoming operative.

14. Notice to Members

A notice may be given by the Foundation or the Board to any member either personally or by sending it by post or by telegram to him to the address supplied by him to the Foundation for the purpose of the giving of notices.

Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected in the case of a notice of a general meeting at the expiration of twenty four (24) hours after the letter containing the same is posted and in any other case at the time at which the letter would in the ordinary course of events be delivered.

15. Annual Report

The Foundation shall submit an Annual Report to the University Council.

The Annual Report shall be written in Slovenian and English languages.

16. Winding up

In the event of the cessation of the Slovenian Studies program within the School of Modern Languages at the University the Board of the Foundation shall propose to the University Council the manner in which the assets of the Foundation shall be distributed for the furthering of the Slovenian culture and Slovenian educational activities in Australia.