

**Rules of the
Pan-Pacific Suzuki Association, Pty Ltd
A.C.N 141 167 624**

February and March 2014, revised February 2015

Procedure for Changing Rules

1. These rules can only be changed by a vote of 6 of the Directors, not including Specialist Directors.

Directors' Meetings

2. The following rules apply to meeting of the Directors of the PPSA:
 - 2.1. The Directors of the PPSA shall aim to meet once a year on the first weekend of February.
 - 2.2. The Secretary shall call for agenda items from the Directors and the constituent organisations during September, and the agenda shall be circulated during the last week of October.
 - 2.3. Comments on agenda items shall be sent to the Secretary by 15 December

Annual General Meeting

3. The following rules apply to the Annual General Meetings:
 - 3.1. The Annual General Meeting will be held in August of each year.
 - 3.2. In every second year, there will be an election for Directors.

Elections

4. The following rules apply to elections:
 - 4.1. The Suzuki Associations will be informed by 1st March that nominations will be required by 15 May
 - 4.2. Nominations with a paragraph of information about each candidates will be received by the PPSA by 15 May
 - 4.3. The election will be conducted using an online system.
 - 4.4. The Associations will be provided with a link to the online election by 15 June, and they will be asked to circulate this link by email to all teacher members by 1st July.
 - 4.5. Teacher members will tick up to 7 names on the electronic ballot .
 - 4.6. The closing date for the online election will be 15 July

Signed _____ *Date* _____

- 4.7. The successful Directors will be appointed at the AGM in August
- 4.8. At the February meeting preceding an election, the Directors will appoint a Director as coordinator of the election. It is understood that this role will be rotated among the Directors. The election coordinator will be responsible for setting up the online election
- 4.9. In the event that all the Directors elected to the Board have not previously served on the Board, it is recommended that those Directors appoint a previous Director as a Specialist Director under Clause 7.6 of the Constitution

Payment of Annual Dues

5.1 The member Associations of the PPSA are to provide membership numbers by 15 November. The number of members should be the maximum membership numbers reached during the previous 12 months from 15 November of the year prior

5.2 The Associations will then be invoiced and payments will be due by 15 December

Selection of PPSA Representative to the Board of the International Suzuki Association

6. The representative of the PPSA to the ISA Board will be a member of the Board and appointed by the Board

Selection of PPSA representative to ISA instrument committees

7. The following rules apply to the selection of the PPSA representatives to ISA instrument committees:
 - 7.1 The representative must be a Teacher Trainer, according to ISA Policy on Instrument Committees.
 - 7.2 Appointments will be made at the Annual General Meeting.
 - 7.3 Teacher Trainers of a given instrument will make nominations and if needed, vote to select the representative.
 - 7.4 The term of appointment will be for 4 years, with a possibility of re-appointment.

Funding of Travel Costs of Board Members to the February PPSA Board Meeting

- 8.1. Each Board member will book their own flight and send the booking receipt to the Administrator.
- 8.2 Each Board member will be reimbursed by the PPSA.
- 8.3 The Administrator will invoice the Associations, with the total amount of travel expenses divided on a per capita membership basis.

Signed _____ *Date* _____

Julia Breen, Secretary, Board of the Pan-Pacific Suzuki Association