



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

**February and March 2014, revised February 2015, January 2016, January 2017, January 2018,
January 2019, January 2020**

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 last weekend of January or 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.

Nominations for Directors

- 4.1 The Suzuki Associations will be informed by 1st May that nominations, accompanied by a paragraph of information about the candidate, will be received by the PPSA by 30 June.
- 4.2 The successful Directors will be appointed at the AGM in August.

- 4.3 An election will only take place should there be more than 7 nominations

Elections

5. If an election is required, the following Rules will apply:
- 5.1 The election will be conducted using an online system.
 - 5.2 The Associations will be provided with a link to the online election by 15 July, and they will be asked to circulate this link immediately by email to all teacher members.
 - 5.3 Teacher members will tick up to 7 names on the electronic ballot.
 - 5.4 The closing date for the online election will be 1 August
 - 5.5. The successful Directors will be appointed at the AGM in August
 - 5.6 At the January 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
 - 5.7 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

Terms of Directors of the Board

- 6.1 The Chair of the Board of Directors, Deputy Chair, Secretary and Treasurer will all hold their positions for a period of two years. The position is renewable.
- 6.2 When an elected Board member retires from the Board mid-term, they should, in accordance with the constitution, send a signed statement nominating an alternate Director approved by their Association, who will hold the position until the next AGM

Payment of Annual Dues

- 7.1 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
- 7.2 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

8. 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

9. The following rules apply to the selection of the PPSA representatives to ISA instrument committees:
 - 9.1 The representative must be a Teacher Trainer or have completed Suzuki teacher training through the highest level of Suzuki core material for that particular instrument, according to ISA Policy on Instrument Committees.
 - 9.2 Appointments will be made as required.
 - 9.3 Teacher Trainers and teachers who have completed Suzuki teacher training through the highest level for that particular instrument will make nominations and if needed, vote to select the representative, using a preferential voting system.
 - 9.4 Each nominee is to provide a brief resumé and to indicate why they think they would be suitable for the position, as well as providing a recommendation from any Teacher Trainer.
 - 9.5 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

- 10.1 Each Board member will book their own flight and send the booking receipt to the Administrator. Each Board member agrees to find the most reasonable fare available.
- 10.2 Each Board member will be reimbursed by the PPSA.
- 10.3 The Administrator will invoice the Associations, with the total amount of travel expenses divided on a per capita membership basis.

Fiscal Year

11. The Fiscal Year for the Pan Pacific Suzuki Association will be January 1st to December 31st each year.

Signed _____ *Date* _____

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