



# APPENDIX A FOR APPLICATION TO REGISTER AN AMENDMENT OF RULES

Complete this Appendix only if the association is adopting its own rules.

MATTERS TO BE PROVIDED FOR IN RULES (PART 1 - MATTERS WITH EXAMPLES) -

Each of these matters must be fully provided for in the association's rules.

Possible wording for any or all of these rules may be found in the model rules.

	Insert rule no:
1. The name of the incorporated association. (Example – see model rule 2)	CONSTITUTION ART 2
2. The objects of the incorporated association. (Example – see model rule 3)	CONSTITUTION ART 4
3. Any membership or other fees to be paid by the members of each class of membership of the incorporated association. (Example – see model rule 8)	BYLAWS ART 6
4. Whether or not there is a right of rejection or termination of membership and if so, the way the rejection or termination is decided. (Example – see model rules 9 and 10)	CONSTITUTION ART 6
5. Whether or not there is a right of appeal against rejection or termination of membership and if so, how the right of appeal may be exercised. (Example – see model rules 11 and 12)	CONSTITUTION ART 11
6. The recording of minutes of proceedings of management committee meetings and general meetings, and inspection of the minutes of a general meeting by financial members. (Example – see model rules 26(1) and 41(1) and (3))	BYLAWS ART 4 SECT 4
7. The verification of the accuracy of the recorded minutes of meetings. (Example – see model rules 26(2) and 41(2))	BYLAWS ART 5 SECT 1(2)
8. The amendment or rescission of, or addition to, the rules of the incorporated association. (Example – see model rule 43(1))	BYLAWS ART 18 CONSTITUTION ART 18
9. The validation of an amendment or rescission of, or addition to, the rules of the incorporated association. (Example – see model rule 43(2))	BYLAW ART 18 5L CONSTITUTION ART 18 5L
10. The form, custody and use of the common seal of the incorporated association. (Example – see model rule 44)	BYLAWS ART 17
11. The way the income and property of the incorporated association may be used. (Example – see model rule 46(2))	BYLAWS ART 12 SECT 1
12. The custody of the books, documents, instruments of title and securities of the incorporated association. (Example – see model rule 47)	BYLAWS ART 4 SECT 4
13. The end date of the incorporated association's financial year. (Example – see model rule 48)	CONSTITUTION ART 1
14. Distribution of surplus assets on winding-up. (Example – see model rule 49)	BYLAWS ART 16

**MATTERS TO BE PROVIDED FOR IN RULES (PART 2 - MATTERS WITHOUT EXAMPLES) -**

Each of these matters must be fully provided for in the association's rules.

	Insert rule no:
1. The following matters about membership:	
a) the classes of membership of the incorporated association;	CONSTITUTION ART 6
b) the conditions of entry to a class;	CONSTITUTION ART 6 & 11
c) whether membership of a class is limited or unlimited in numbers; and	CONSTITUTION ART 6 & 11
d) how a class is limited, if at all, and additional limitations of rights for a class, for example, voting rights and eligibility for holding office.	CONSTITUTION ART 6 & 11
2. The following matters about the management committee:	
a) the designation of the positions constituting the management committee and how a member of the management committee is elected or appointed to a position;	BYLAWS ART 2 & 3
b) the term of office of a member;	BYLAWS ART 3
c) the resignation of a member;	CONSTITUTION ART 11 SECT 8
d) how a member is removed from office;	CONSTITUTION ART 11
e) appeal rights of a member if the member is removed from office;	CONSTITUTION ART 11 SECT 6
f) how a casual vacancy on the management committee is filled;	BYLAWS ART 3 SECT 3
g) the frequency of meetings of the management committee, how the meetings are called and the notice requirements for a meeting;	BYLAWS ART 5 SECT 4
h) the procedure for meetings and the size of a quorum; and	BYLAWS ART 5, ART 5 & 3
i) the functions and powers of the management committee.	BYLAWS ART 4
3. The following matters about general meetings of the incorporated association:	
a) the grounds for calling a meeting;	BYLAWS ART 5 SECT 1
b) how a meeting is called; and	BYLAWS ART 5 & 1
c) the procedure for general meetings.	BYLAWS ART 5 & 3
4. How the register of members is kept.	BYLAWS ART 4 SECT 4, CONSTITUTION ART 8 & 5
5. The way the income and property of the incorporated association is to be managed and how the association's cheques must be drawn and signed.	BYLAWS ART 12