

Checklist for the proposed rules or the alteration of rules of an association

This checklist must be completed and lodged if the association is submitting a new set of rules or an alteration of rules.

Section 23A of the *Associations Incorporation Act 1985* (the Act) applies to new applications and to the alteration of rules which are submitted to Consumer and Business Services (which incorporates the Corporate Affairs Commission) for registration.

A publication called 'An Example of Rules' may be obtained from the Office of Consumer and Business Services at www.cbs.sa.gov.au. Please refer to the example rule reference within the table below.

Act/Reg reference	Example Rules reference	Required matter	Your Association's Rule number
20(1)(c); 23(a)	1	Name of the association	
18(1)	3	Objects or purposes of the association	
	2	Definitions (optional but useful)	
23(c)(vii); 25; 29(1)	4, 6.1	Powers of the association and by whom and in what manner they are exercised	
3; 23(c)(i)	5	Membership in the case of an association that has members, including:	
	5.1	<ul style="list-style-type: none"> Types of membership 	
	5.2	<ul style="list-style-type: none"> Subscriptions 	
	5.3	<ul style="list-style-type: none"> Resignations 	
	5.4	<ul style="list-style-type: none"> Register of members 	
	5.5	<ul style="list-style-type: none"> Expulsions of member 	
Div 1	6	The Committee	
23(c)(ii); 23(c)(vi)	6.1	Powers and duties including: Who has the management and control of the funds and other property of the association	
	6.2	Appointment - composition of the committee	
56		<ul style="list-style-type: none"> Public Officer 	
		<ul style="list-style-type: none"> terms of office of the members of the committee 	
		<ul style="list-style-type: none"> notice of proposed appointments/elections to the committee 	
		<ul style="list-style-type: none"> filling of casual vacancies occurring on the committee 	

Act/Reg reference	Example Rules reference	Required matter	Your Association's Rule number
	6.3	Proceedings of committee	
30	6.4	Disqualification of committee members	
26(1)(a); 63(5)	7	The seal	
23(c)(v)	8	Meetings - The calling of and procedure at meetings, including:	
39	8.1	<ul style="list-style-type: none"> • Annual general meetings 	
	8.2	<ul style="list-style-type: none"> • Special general meetings 	
	8.3	<ul style="list-style-type: none"> • Notice of general meetings 	
	8.4	<ul style="list-style-type: none"> • Proceedings at general meetings 	
	8.5	<ul style="list-style-type: none"> • Voting at general meetings 	
	8.6	<ul style="list-style-type: none"> • Poll at general meetings 	
3(1)(a)	8.7	Special and Ordinary resolutions	
	8.8	Proxies – include when members are entitled to vote by proxy	
51	9	Minutes	
40	10	Dispute resolution	
	11	Financial reporting	
3	11.1	Financial year	
3(1); 35; Reg 7	11.2	Accounts to be kept	
	11.3	Accounts and reports (prescribed associations)	
36(1); Reg 8	11.4	Periodic Returns (prescribed associations)	
3; 23(c)(iii); Reg 4	11.5	Appointment of an auditor of a prescribed association (i.e. an association with gross receipts in excess of \$500,000 per year)	
55	12	Prohibition against securing profits for members	
23(c)(viii);24	13	Rules -The manner in which the rules of the association may be altered	
43	14	Winding up - How the association shall be dissolved	
	15	Application of surplus assets	