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# Application for Registration of Alteration to Rule(s)

## Details of Association

Provide details of the association

Full name of the association \_\_\_\_\_

Registration number 

A									
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## Public Officer

Details of public officer

I, \_\_\_\_\_  
Insert full name of public officer

of \_\_\_\_\_  
Insert residential address of public officer

and \_\_\_\_\_  
Insert postal address of public officer

Email \_\_\_\_\_ Phone \_\_\_\_\_

being the public officer of the above named association; apply on behalf of this association to register the alteration(s) to its rules as set out below.

## Details of the change

Making alteration to rules (please tick applicable box)

The association has altered its rules in accordance with those rules by "special resolution" on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \*Please supply a copy of the special resolution which includes the exact terms.  
(Insert date)

**OR**

Provide details of other mechanism for alteration as required or allowed by the rules, and provide details of any approvals or confirmations required by the rules. Please include all relevant supporting documentation

## Alteration to rules

Alteration to rules (please tick applicable box)

The nature of the alteration is

- Alteration is to the name of the association
- Substitution of new set of rules (marked annexure "A")
- Alteration of rules numbered (specify numbers) \_\_\_\_\_

Information about how the matters required by section 23A of the *Associations Incorporation Act 1985* are provided for in the proposed rules of the association as altered must be included by way of an attachment in the form required by the regulations under the Act.

The rules of the association must be marked with **Annexure "A"** as described on the 'Important Information' on page 2 and must be accompanied by a completed checklist from page 3.



## Important Information

### Documents required to accompany this form must be marked as follows:

“A” – copy of the rules of the association

“B” copy of any instrument creating or establishing a trust:

- which is referred to in the rules of association; or
- on which any rule of the association relies for its operation

or copy of the settled draft of any instrument prepared for the creation or establishment of a trust of which the association is intended to be the trustee:

- where the contemplated trust is referred to in the rules of the association; or
- where any rule of the association relies on the contemplated trust for its operation

If there is more than one such instrument, the instruments must be marked “B1”, “B2” and so on.

### Any documents required to accompany the application must comply with the following:

- The document must be marked with
  - the name and registered number of the incorporated association to which it relates; and
  - a title that describes its contents; and
  - the name, address and telephone number of the person to be contacted about the application.
- Print all information using BLOCK LETTERS in blue or black ink; and
- Complete ALL the sections on the application and ensure it is signed by the applicant(s) named.

**This application must be lodged no later than one month (the prescribed time) from the time of the change to avoid late fees.**

**Please refer to the Association fee schedule for your required payment.**

# Checklist for the proposed 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](http://www.cbs.sa.gov.au). Please refer to example rule reference within the table below.

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

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

**Where to lodge this form**

<p><b>Post</b>                  Registration Unit                  GPO Box 1719                  ADELAIDE SA 5001</p>	<p><b>In person</b>                  Customer Service Centre                  91 Grenfell Street                  ADELAIDE SA 5000</p>
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