

# 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](http://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); 23A(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)	
23A(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; 23A(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>	
23A(c)(ii); 23A(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>	

Act/Reg reference	Example Rules reference	Required matter	Your Association's Rule number
	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>	
23A(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; 23A(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	
23A(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>	