

Checklist

for proposed rules/alteration
of rules of an association.

Section 23A of the Act applies to new applications and to alterations to rules submitted to the Corporate Affairs Commission for registration. This checklist must be completed and lodged if the association is submitting a new set of rules or an alteration of rules.

An example set of rules may be obtained from the Office of Consumer and Business Affairs, or by logging onto our website at www.ocba.sa.gov.au.

The following matters required by section 23A are provided for in the proposed rules of the association.

Example rule no.	Matter	Your association's rule no.
1	The name of the association	
3	The objects or purposes of the association	
4, 6.1	The powers of the association and by whom and in what manner they are exercised	
5	Membership in the case of an association that has members, including:	
5.1	- types of membership	
5.2	- subscriptions	
5.3	- resignations	
5.4	- expulsions	
5.5	- register of members	
6.1b	Who has the management and control of the funds and other property of the association	
6.1	The powers, duties and manner of appointment of the committee, including:	
6.2	- composition of the committee	
6.2	- terms of office of the members of the committee	
6.2	- notice of proposed appointments/elections to the committee	
6.2	- filling of casual vacancies occurring on the committee	
6.3	- proceedings of committee	
6.4	- disqualification of committee members	
8	The calling of and procedure at general meetings, including:	
8.1	- annual general meetings	
8.2	- special general meetings	
8.3	- notice of meetings	
8.4	- proceedings at meetings	
8.5	- voting at meetings	
8.6	- poll at meetings	
8.7	- special and ordinary resolutions	
8.8	- whether members are entitled to vote by proxy	
11.5	Appointment of an auditor of a prescribed association (i.e. an association with gross receipts in excess of \$500,000 per year - refer to section 3 of the Act)	
13	How the association shall be dissolved	
15	The manner in which the rules of the association may be altered.	

Please note: this checklist is to accompany forms 1&2,4 and 6&7.

www.ocba.sa.gov.au