

Lodged By:
Name:
Address:
E-mail:
Telephone (BH):

ACT GOVERNMENT
Associations Incorporation Act 1991
Registrar-General's Office



A8

Form 708

CHANGE OF RULES OR OBJECTS OF ASSOCIATION

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

NOTE: THE MODEL RULES CONTAINED WITHIN THE *ASSOCIATIONS INCORPORATION REGULATION 1991* CANNOT BE ALTERED – IF THE ASSOCIATION HAS PREVIOUSLY ADOPTED THE MODEL RULES, IT WILL BE NECESSARY TO ADOPT A NEW SET OF RULES IN PLACE OF THE MODEL RULES.

1. ASSOCIATION NAME AND NUMBER

Inc.	A

The Act requires that any changes to the objects or rules of the association be passed by special resolution under Section 70 of the Act. This requires the special resolution to be passed at a general meeting of the association, of which at least 21 days notice has been given to the members, accompanied by notice of the intention to pass the resolution as a special resolution. The special resolution must be passed by a majority of at least 75% of the votes of those members who are entitled to vote and who vote in person at the general meeting (or by proxy at the general meeting where proxy voting is allowed under the rules of the association).

2. DATE OF SPECIAL RESOLUTION

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3. PARTICULARS OF CHANGE (select only one)

If the association already operates under rules other than the Model Rules, and has altered those rules, place a 'X' here: A written statement of the specific amendments, a full, updated copy of the rules and completed constitution/rules checklist must be attached to this form. If the association's objects and purposes are not shown in the rules, a full copy of the objects and purposes must also be attached.	<input type="checkbox"/>
If the association previously operated under the Model Rules, and has now adopted a new set of rules, place a 'X' here: A full, updated copy of the rules and completed constitution/rules checklist must be attached to this form. If the association's objects and purposes are not shown in the rules, a full copy of the objects and purposes must also be attached.	<input type="checkbox"/>
If the association has now adopted the Model Rules in their entirety in place of the previous set of rules, place a 'X' here: A full copy of the objects and purposes must be attached to this form, but it is not necessary to attach a copy of the Model Rules.	<input type="checkbox"/>
If the association has altered the objects and purposes without altering the rules of the association , place a 'X' here: A full, updated copy of the objects and purposes must be attached to this form, together with a full copy of the rules and completed constitution/rules checklist.	<input type="checkbox"/>

4. STATEMENT BY COMMITTEE MEMBERS

As a current committee member of this association, I confirm that the particulars shown on this form and the attached accompanying documents are true and correct, and that the special resolution passed by the members to make the amendments identified above met the requirements of S.70 of the Act. I have read the 'Privacy Statement' and 'Important Information' shown overleaf.

..... Signature Signature
..... Name Name
..... Position Position

PRIVACY STATEMENT

Section 9 of the *Associations Incorporations Act 1991* provides for the Registrar-General to collect the information for the purpose of establishing and maintaining the register of incorporated associations. The register is available for search pursuant to Section 11 of the Act, to any person upon payment of a fee. The register is also made available to a range of government agencies for law enforcement, administrative and statistical purposes.

IMPORTANT INFORMATION

The committee members are held accountable for ensuring that the association operates in compliance with applicable laws, including the *Associations Incorporation Act 1991* (the Act) and the *Associations Incorporation Regulation 1991* (the Regulation). The public officer is responsible for acting as a point of contact between the association and the community, and is expected to be able to represent the association in dealings with this office. The Act prohibits any person from serving as a committee member or the public officer if he/she is insolvent or bankrupt, without leave from the ACT Supreme Court under S.63 of the Act. A search should be conducted of the records held by the Insolvency and Trustee Service Australia (ITSA) before accepting the nomination of a person as a committee member. For more information or to conduct a search, visit the ITSA website at www.itsa.gov.au. Further information can be found in the Associations Kit available from the Registrar-General's Office, and on-line at www.rgo.act.gov.au.

ENGLISH	If you need interpreting help, telephone:
ARABIC	إذا احتجت مساعدة في الترجمة الهاتفية، اتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διαμετρήσεις τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajruna t'interpreta, čempel:
PERSIAN	اگر به ترجمه شما نیاز دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodniča telefonirajte:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:
TRANSLATING AND INTERPRETING SERVICE 131 450 <small>Canberra and District - 24 hours a day, seven days a week</small>	

LOCATION

255 Canberra Avenue
Fyshwick ACT 2609

OFFICE HOURS

9.00am to 4.30pm Monday to Friday
(excluding public holidays)

CONTACT NUMBERS

Phone (02) 62070435 or
(02) 62070474
Fax (02) 62070487

POSTAL ADDRESS

PO Box 225
CIVIC SQUARE ACT 2608

ASSOCIATION CONSTITUTION / RULES CHECKLIST

Under Schedule 1 of the Associations Incorporation Act 1991, matters to be provided for in the rules of the association, other than the model rules should be clearly identified.

To assist this office to assess the rules for the association, could you please indicate where within the constitution / rules the following matters are addressed (E.G. – Item 1.6 (a))

1. MEMBERSHIP QUALIFICATIONS

Qualification that is a prerequisite to being admitted to membership of the associations	
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2. FEES AND SUBSCRIPTIONS

The amount of any entrance fee, subscription or other charge payable by members of the associations	
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3. MEMBERS' LIABILITY

The liability (if any) of members of the association to contribute towards payment of the debts and liabilities of the association or the costs, charges and expenses of winding up the association.	
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4. DISCIPLINE

(a) The procedure, if any, for disciplining members.	
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(b) The way, if any, in which a member may appeal in respect of any disciplinary action taken against the member	
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(c) The way, if any, in which a member may make representations to, or appear before, the association or its delegate, in relation to any charge made against the member.	
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5. COMMITTEE OF AN ASSOCIATION

The name constitution and powers of the committee of the association.	
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Provisions for the following matters in relation to the committee:	
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(a) The election or appointment of members of the committee	
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(b) The term of office of members of the committee	
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(c) Any grounds on which the office of a member of the committee shall be taken to have become vacant	
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(d) The manner of filling a casual vacancy in the office of a committee member	
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(e) The number of members that constitute a quorum at a meeting of the committee	
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(f) The procedure to be followed at a meeting of the committee	
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6. GENERAL MEETINGS

Provisions for the following matters in relation to general meetings of the association:	
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(a) The frequency with which general meetings of the association are to be convened	
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(b) The way in which general meetings and special general meetings of the association are to be convened	
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(c) The procedure to be followed at a general meeting of the association	
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(d) The number of members that constitutes a quorum at a general meeting of the association	
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(e) Whether or not members of the association are entitled to vote by proxy at general meetings	
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(f) At the time within which and the manner in which notices of general meetings and notices of motion are to be given, published or circulated.	
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7. FINANCIAL YEAR

The date on which the financial year of the association ends.	
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8. FUNDS

The source from which the funds of the association are to be or may be derived.	
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The way in which the funds of an association are to be managed and, in particular, the mode of drawing and signing cheques on behalf of the association.	
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9. COMMON SEAL

The provision for the custody and use of the common seal of the association.	
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10. CUSTODY OF BOOKS AND DOCUMENTS

Provision for the custody of any books, documents and/or securities of the association.	
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11. INSPECTION OF BOOKS AND DOCUMENTS

Provision for the inspection by members of any books or documents of the association.	
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