

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); 23A(a)	1	Name of the association	2
18(1)	3	Objects or purposes of the association	3
	2	Definitions (optional but useful)	1
23A(c)(vii); 25; 29(1)	4, 6.1	Powers of the association and by whom and in what manner they are exercised	11
3; 23A(c)(i)	5	Membership in the case of an association that has members, including:	8
	5.1	<ul style="list-style-type: none"> Types of membership 	8.2
	5.2	<ul style="list-style-type: none"> Subscriptions 	12
	5.3	<ul style="list-style-type: none"> Resignations 	13.9
	5.4	<ul style="list-style-type: none"> Register of members 	20.4
	5.5	<ul style="list-style-type: none"> Expulsions of member 	13.4, 13.5
Div 1	6	The Committee	11.4
23A(c)(ii); 23A(c)(vi)	6.1	Powers and duties including: Who has the management and control of the funds and other property of the association	11
	6.2	Appointment - composition of the committee	
56		<ul style="list-style-type: none"> Public Officer 	20.3
		<ul style="list-style-type: none"> terms of office of the members of the committee 	11.5
		<ul style="list-style-type: none"> notice of proposed appointments/elections to the committee 	11.5
		<ul style="list-style-type: none"> filling of casual vacancies occurring on the committee 	11

Act/Reg reference	Example Rules reference	Required matter	Your Association's Rule number
	6.3	Proceedings of committee	11
30	6.4	Disqualification of committee members	
26(1)(a); 63(5)	7	The seal	
23A(c)(v)	8	Meetings - The calling of and procedure at meetings, including:	
39	8.1	<ul style="list-style-type: none"> Annual general meetings 	7.2
	8.2	<ul style="list-style-type: none"> Special general meetings 	7
	8.3	<ul style="list-style-type: none"> Notice of general meetings 	7
	8.4	<ul style="list-style-type: none"> Proceedings at general meetings 	7
	8.5	<ul style="list-style-type: none"> Voting at general meetings 	By Laws
	8.6	<ul style="list-style-type: none"> Poll at general meetings 	By Laws
3(1)(a)	8.7	Special and Ordinary resolutions	
	8.8	Proxies – include when members are entitled to vote by proxy	
51	9	Minutes	7.3
40	10	Dispute resolution	17
	11	Financial reporting	7.2
3	11.1	Financial year	1
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; 23A(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	20
23A(c)(viii);24	13	Rules -The manner in which the rules of the association may be altered	19
43	14	Winding up - How the association shall be dissolved	20.2
	15	Application of surplus assets	20.2