

## PURPOSE

This form is to be used when an association wishes to change its rules or objects under the *Associations Incorporation Act 1991* (the Act). You can access the legislation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr).

## PRIVACY

The Act authorises the Registrar-General to collect the personal information required by this form for the purposes of issuing a registration under the Act. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Information Privacy Act 2014*. The Registrar-General provides identifiable information to law enforcement and other organisations that have legal authority to request information under prescribed circumstances.

## INSTRUCTIONS FOR COMPLETION

- If completing by hand, please print; ensuring writing is clear and legible.
- This office will not accept lodgement of this form if it is not completed in full.
- Contact Access Canberra for payment options.
- Please retain your receipt as evidence of payment.

## IMPORTANT INFORMATION

- **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.**
- If the constitution/rules are being amended for consistency with ACT gaming laws, a copy of the proposed amendments must be provided to the ACT Gambling and Racing Commission for approval prior to convening the special resolution and submitting this form.
- The committee members are held accountable for ensuring that the association operates in compliance with the 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 the Access Canberra.
- The Act prohibits any person from serving as a committee member or the public officer if that person 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 Australian Financial Security Authority (AFSA) at [www.afsa.gov.au](http://www.afsa.gov.au) before accepting the nomination of a person as a committee member.
- If the association, the public officer or a committee member fails to meet their statutory obligations under the Act (such as failure to lodge annual returns), the Registrar-General may make an application to the ACT Civil and Administrative Tribunal (ACAT) for the disqualification of the office-holder. The disqualification will be for a period the ACAT considers appropriate if satisfied that the extent of noncompliance justifies disqualification.

## LODGEMENT AND CONTACT INFORMATION

**Email:**  
[accesscanberra.bil@act.gov.au](mailto:accesscanberra.bil@act.gov.au)  
**General Enquiries:**  
(02) 6207 3000  
**Fax Number:**  
(02) 6207 0424

**Post:**  
Access Canberra  
Business and Industry Licensing  
GPO Box 158  
Canberra, ACT 2601

**In Person:**  
Please visit  
[www.act.gov.au/accesscbr](http://www.act.gov.au/accesscbr)  
Or call **132281** to find an  
Access Canberra Service Centre

## TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

# CHANGE OF RULES OR OBJECTS OF AN ASSOCIATION – FORM A8

*Associations Incorporation Act 1991  
Associations Incorporation Regulation 1991*

<b>NAME OF ASSOCIATION</b>	<b>ASSOCIATION NUMBER</b>	<b>A0</b>
		Inc.

<b>DATE OF SPECIAL RESOLUTION</b>	
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<b>PARTICULARS OF CHANGE</b> (select one only)	
<b>If the association operates under rules other than the model rules, and has altered those rules, place an X here.</b> -A written statement of the specific amendments <b>Please attach</b> -A full updated copy of the rules <b>and tick box:</b> -The completed constitution/rules checklist -If the association's objects and purposes are not shown in the rules, a full copy must be attached	<input type="checkbox"/>     
<b>If the association previously operated under the model rules and has adopted a new set of rules, place an X here.</b> <b>Please attach</b> -A full, updated copy of the rules <b>and tick box:</b> -A completed constitution rules/checklist -If the association's objects and purposes are not shown in the rules, a full copy must be attached	<input type="checkbox"/>     
<b>If the association has now adopted the model rules in their entirety in place of a set of previous rules, place an X here.</b> <b>Please attach:</b> -A full copy of the objects and purposes (it is not necessary to attach a copy of the model rules)	<input type="checkbox"/>  
<b>If the association has altered its objects and purposes, without altering its rules, place an X here.</b> <b>Please attach</b> -A full, updated copy of the objects and purposes <b>and tick box:</b> -A full copy of the rules -Completed constitution/rules checklist	<input type="checkbox"/>    

<b>STATEMENT BY COMMITTEE MEMBERS</b> (must be signed by two current committee members)	
As a current member of this association, I confirm that the particulars shown on this form and the attached 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 Associations Incorporation Act 1991. I have read the Privacy statement and important information on the front of this form.	
Signature:   Name:   Position:   Date:        /        /	Signature:   Name:   Position:   Date:        /        /

<b>OFFICE USE ONLY</b>	
Date Lodged	

# 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.

Please indicate where the following matters are addressed within the association's constitution/rules. Please note that every criteria listed below is required to be included within the association's rules and should indicate the specific clause reference.

<b>1. Membership Qualifications</b>	<b>Clause No.</b>
State any qualification that is a prerequisite to being admitted to membership of the association.	

<b>2. Fees and Subscriptions</b>	<b>Clause No.</b>
State the amount of any entrance fee, subscription or other charge payable by members of the association.	

<b>3. Members' Liability</b>	<b>Clause No.</b>
State 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.	

<b>4. Discipline</b>	<b>Clause No.</b>
State - a) The procedure (if any) for disciplining members;	
b) The way (if any) in which a member may appeal in respect of any disciplinary action taken against the member; and,	
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.	

<b>5. Committee of the Association</b>	<b>Clause No.</b>
1) State the name, constitution and powers of the committee of the association.	
2) Make provision for the following matters in relation to the committee:	
a) The election or appointment of members of the committee;	
b) The term of office of members of the committee;	
c) Any grounds on which the office of a member of the committee is taken to have become vacant;	
d) The manner of filling a casual vacancy in the office of a committee member;	
e) The number of members that constitute a quorum at a meeting of the committee; and,	
f) The procedure to be followed at a meeting of the committee.	

<b>6. General Meetings</b>		<b>Clause No.</b>
Make provision for the following matters in relation to general meetings of the association:		
a)	The frequency with which general meetings of the association are to be convened;	
b)	The way in which general meetings and special meetings of the association are to be convened;	
c)	The procedure to be followed at a general meeting of the association;	
d)	The number of members that constitutes a quorum at a general meeting of the association;	
e)	Whether or not members of the association are entitled to vote by proxy at a general meeting; and,	
f)	The time within which and the manner in which notices of general meetings and notices of motion are to be given, published or circulated.	

<b>7. Financial Year</b>		<b>Clause No.</b>
State the date when the financial year of the association ends.		

<b>8. Funds</b>		<b>Clause No.</b>
1)	State the source from which the funds of the association are to be or may be derived.	
2)	State the way in which the funds of the association are to be managed and, in particular, the mode of drawing and signing cheques on behalf of the association.	

<b>9. Common Seal</b>		<b>Clause No.</b>
Provide for the custody and use of the common seal of the association.		

<b>10. Custody of Books and Documents</b>		<b>Clause No.</b>
Make provision for the custody of any books, documents or securities of the association.		

<b>11. Inspection of Books and Documents</b>		<b>Clause No.</b>
Provide for the inspection by members of any books or documents of the association.		

<b>12. Gaming (if association holds a club licence)</b>		<b>Clause No.</b>
Make provision for amendment of rules if directed by the ACT Gambling and Racing Commission, without a vote by members.		