

Association Constitution and 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 criterion listed below is required to be included within the association's rules and should indicate the specific clause reference.

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

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

3. Members' Liability	Clause No.
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.	

4. Discipline	Clause No.
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.	
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5. Committee of the Association	Clause No.
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.	

6. General Meetings	Clause No.
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 general meeting	

f) The time within which and the way notices of general meetings and notices of motion are to be given, published or circulated.	
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7. Financial Year	Clause No.
State the date when the financial year of the association ends.	

8. Funds	Clause No.
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.	

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

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

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