



Notice of committee's resolution to change rules

Associations Incorporation Act 2015 s 30 and 200

Purpose

Use this form to record amendments made to an incorporated association's rules (also known as the constitution) in order to comply with the *Associations Incorporation Act 2015* (the Act) requirements. The changes may be passed by the committee of management.

NOTE: This form SHOULD NOT be used if the association has adopted the prescribed model rules.

Instructions

- Type directly into this form electronically before printing and signing it or hand print neatly using an ink pen in block letters.
- Tick where appropriate and attach a full copy of the rules.
- An incomplete application cannot be processed
- Please do not staple the documents
- Keep a copy of the application (including attachments) for your own records

OFFICE USE ONLY

SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. What is the name of the incorporated association?
The association's name as shown on the certificate of incorporation.

2. What is the incorporated association's registration number (IARN):

SECTION B: SUBJECT OF THE COMMITTEES RESOLUTION

3. Date of the meeting where changes were passed by resolution?

<i>Day</i>	<i>Month</i>	<i>Year</i>

If it has been more than 28 DAYS since the resolution was passed, it will be necessary to include details of why further time to lodge this application should be granted. For example, any mitigating circumstances. (An additional fee applies)

Please complete the own rules matters on the following page.

Own Rules Matters

All of the matters must be fully provided for in the association's rules, unless the matter will cause undue hardship to the members and the association applies for an exemption.

Write the clause number from the association rules that corresponds with each matter. If a matter has not yet been included, but the association intends to provide for the matter before 1 July 2019 write (-) or "no clause". Otherwise, to apply to be exempted from including a matter write "exemption". **Note: An extra fee applies for exemptions.**

Matter	Clause number from associations rules
1. The name of the incorporated association.	
2. The objects or purposes of the incorporated association.	
3. The eligibility criteria (if any) for a person to become a member of the association and details on when membership starts and ends.	
4. The register of members of the incorporated association.	
5. The entrance fees, subscriptions and other amounts to be paid by members (if any).	
6. The name, composition and powers of the management committee including:	
a. The election or appointment of members of the committee.	
b. The terms of office of members of the committee.	
c. The grounds on or reasons for which the office of a member of the committee shall become vacant.	
d. The filling of casual vacancies occurring on the committee.	
e. The quorum and procedure at meetings of the committee.	
f. The making and keeping of records of the proceedings at meetings of the committee.	
g. The circumstances (if any) in which payment may be made to a member of the committee out of the funds of the association.	
7. The quorum and procedure at general meetings of members of the incorporated association.	
8. The notification of members or classes of members of general meetings and their rights to attend and vote at those meetings.	
9. The time within which, and manner in which, notices of general meetings and notices of motion are to be given, published or circulated.	
10. The percentage of members who may at any time require that a general meeting be convened.	
11. The manner in which the funds of the association are controlled.	
12. The day in each year on which the financial year of the incorporated association commences.	
13. The intervals between general meetings of members and the manner of calling general meetings.	
14. The manner of altering and rescinding the rules and of making additional rules of the incorporated association.	
15. Provisions for the custody and use of the common seal of the incorporated associations (if it has one).	
16. The custody of books and securities of the incorporated association.	
17. The inspection by members of the incorporated association of records and documents of the incorporated association.	
18. A procedure for dealing with any dispute under or relating to the rules between members and between members and the incorporated association	
19. The manner in which surplus property of the incorporated association must be distributed or dealt with if the association is wound up or its incorporation cancelled.	
20. A statement that the property and income of the association must be applied solely towards promoting the associations objects or purposes and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in promoting those objects or purposes.	

Please attach a copy of the Rules

The association's financial year will be the 12 month period starting from:

Day	Month		Day	Month
		to		

SECTION C: APPLICANT'S PARTICULARS & DECLARATION

Tick only **one (1)** option. If you do not hold a position on the committee, select the Agents declaration and provide a signed copy of the **Certificate and statement of a management committee member**.

Committee Member's declaration

I certify that

- I am a duly elected committee member of the association who is authorised to lodge this application along with any accompanying documents under the Act;
- the alterations to the rules covered in this Notice of Committee Resolution to change rules were duly passed by resolution of the management committee in accordance with the Act and do no more than give effect to a requirement, restriction or prohibition imposed under the Act; and
- I acknowledge that it is an offence under section 177 of the Act to make a false and misleading declaration in relation to this application.

Agent's declaration

I certify that:

- I am authorised by the association's committee to lodge this application any accompanying documents under the Act;
- I have prepared this application in accordance with the information supplied by the association's committee;
- I have attached a Certificate and Statement of a Committee Member form signed by a member of the association's management committee; and
- I acknowledge that it is an offence under section 177 of the Act to make a false and misleading declaration in relation to this application.

Signed

Date

Title

Mr Mrs Ms Miss Other ▶ _____

Name

Surname

Street or PO

Suburb

State

Postcode

Telephone

Mobile

Email

IMPORTANT: Before you submit this form, check that you have provided true and correct information.

Privacy Statement – please read. The Department of Mines, Industry Regulation and Safety, Consumer Protection Division is collecting and holding information supplied for the purposes of the Act. In accordance with this legislation, a copy of this form and the information it contains will be available for purchase by the public upon payment of a prescribed fee.

LOGGING THE APPLICATION FORM

You may lodge the application and pay the fee:

By post:

Department of Mines, Industry Regulation and Safety
Consumer Protection Division
Associations and Charities Branch
Locked Bag 14
CLOISTERS SQUARE WA 6850

In person: (8.30 am to 4.30pm weekdays)

Department of Mines, Industry Regulation and Safety
Consumer Protection Division
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON WA

Email submissions cannot be accepted.

Our online portal *AssociationsOnline* can be used to submit this application electronically. For more information please visit www.dmirs.wa.gov.au/associationsonline

For assistance call our information line on 1300 30 40 74 or (08) 6552 9300

PAYMENT

The applicable fee for this form is available on the Consumer Protections website at www.dmirs.wa.gov.au/consumer-protection. No GST is payable on fees.

Cheques and money orders are to be made payable to Department of Mines, Industry Regulation and Safety, Consumer Protection Division

CREDIT CARD PAYMENT DETAILS (only Visa and Mastercard accepted)

Amount Authorised: \$ _____

Card Type VISA MASTERCARD

Card Number

Expiry / CSV

Cardholder Name:

Signature Date