

Own rules checklist

If your incorporated association creates its own rules, **you must have an equivalent rule for the 23 provisions** listed in Schedule 1 of the *Associations Incorporation Reform Act 2012*.

If any of them are not provided for, your rules will be rejected and you will need to hold another general meeting with members to approve a new set of rules.

The Schedule 1 provisions are listed in the table below. The provisions which include the words “if any” are not mandatory for all associations, but you must still have an equivalent rule stating it does not apply. For example, if there are no qualifications required for membership (provision 3), you must have a rule stating that there are no qualifications required for membership. All of the provisions that do not include the words “if any” are mandatory. For example, your associations must have a grievance procedure (provision 8).

For information and guidance on content, the table includes the model rule number/s dealing with the provisions. The model rules are available in the Incorporated Associations section of the Consumer Affairs Victoria website (www.consumer.vic.gov.au/associations).

Please provide your equivalent rule number for each of the 23 required provisions.

Required provision	Model rule number	Your rule number
1. The name of the incorporated association	Rule 1	Rule 1
2. The purposes of the incorporated association	Rule 2	Rule 1A
3. The qualifications (if any) for membership of the incorporated association	Rule 8	Rule 3(1)
4. The entrance fees, subscriptions and other amounts (if any) to be paid by members of the incorporated association	Rule 9 (2)	Rule 4
5. The rights, obligations and liabilities of members	Rules 13-15	Rule 3(4)
6. Provisions for the resignation of a member or cessation of membership	Rule 16, 17	Rules 3A & 6
7. The procedure (if any) for the disciplining of members and the mechanism (if any) for appearances by members in respect of disciplinary action taken against them	Rule 19-24	Rule 7
8. The grievance procedures for settling disputes under the rules between the incorporated association and any members or between a member and other member	Rule 25-29	Rule 38
9. The name, membership and powers of the committee or other body having the management of the incorporated association (in this paragraph referred to as the committee) and – (see following five provisions)	Rule 42-48, 53	Rules 20–22
9 (a) the election or appointment of members of the committee	Rule 49, 52,53	Rule 23
9 (b) the terms of office of members of the committee	Rule 55 (1)	Rules 21(3) & 22(2)(a)
9 (c) the grounds on which, or reasons for which, the office of a member of the committee becomes vacant	Rule 56	Rules 24 & 28
9 (d) the filling of casual vacancies occurring within the committee	Rule 57	Rules 21(4) & 22(3)
9 (e) the quorum and procedure at meetings of the committee	Rules 58-67	Rule 25
10. The procedures for the appointment and removal of the secretary of the incorporated association	Rules 49,59,52,55(3)	Rule 36
11. The custody of records, securities and other relevant documents of the incorporated association	Rule 47 (2) (Secretary) Rule 48 (2), (3) (Treasurer)	Rule 34

Required provision	Model rule number	Your rule number
12. Provisions for the custody and use of the common seal (if any) of the incorporated association	Rule 47 (2) (b)	Rule 30
13. Provision for members to have access to, and to be able to obtain copies of, the records, securities and other relevant documents of the incorporated association	Rule 75 (2), (3)	Rule 27(2)
14. The preparation and retention of accurate minutes of – (see following two provisions)	See following two provisions	
14 (a) general meetings of the incorporated association	Rule 41 Rule 47 (2)	Rule 26(1)
14 (b) meetings of the committee or other body having the management of the incorporated association	Rule 66	Rule 26(1)
15 Provision for members to have access to, and to be able to obtain copies of, minutes of general meetings of the incorporated association, including financial statements submitted at a general meeting	Rule 75	Rule 26(2)
16 Right of access (if any) by members to minutes of meetings of the committee, including any terms and conditions subject to which access may be granted	Rule 75	n.a.
17 The intervals between general meetings of members of the incorporated association and the manner of calling general meetings	Rule 30 Rule 33	Rules 8(1) & 10
18 The quorum and procedure at general meetings and whether members are entitled to vote by proxy at general meetings	Rule 36 Rules 37-41 Rule 34	Rule 12(3) Rules 12–19 Rule 19
19 The time within which, and the manner in which, notices of general meetings and notices of motion must be given, published or circulated	Rule 33	Rule 11
20. The sources from which funds of the incorporated association are to be or may be derived	Rule 68	Rule 35
21. The manner in which the funds of the incorporated association must be managed and, in particular, the mode of drawing and signing cheques on behalf of the incorporated association	Rule 69 especially 69 (2), (3), (4)	Rule 29
22. The manner of altering and rescinding the rules of the incorporated association and of making additional rules	Note to Rule 39, 77	Rule 31
23. The disposition of any surplus assets on the winding up or dissolution of the incorporated association	Rule 76	Rule 33

You must also attach a consolidated and complete copy of your rules. The copy should have numbered paragraphs.