



Australian Capital Territory

# **Associations Incorporation Regulation 1991**

**SL1991-31**

made under the

**Associations Incorporation Act 1991**

**Republication No 4**

**Effective: 4 November 2004**

Republication date: 4 November 2004

Last amendment made by A2002-11  
(republication includes editorial amendments  
under Legislation Act)

Authorised by the ACT Parliamentary Counsel

## About this republication

### The republished law

This is a republication of the *Associations Incorporation Regulation 1991*, made under the *Associations Incorporation Act 1991* (including any amendment made under the *Legislation Act 2001*, part 11.3 (Editorial changes)) as in force on 4 November 2004. It also includes any amendment, repeal or expiry affecting the republished law to 4 November 2004.

The legislation history and amendment history of the republished law are set out in endnotes 3 and 4.

### Kinds of republications

The Parliamentary Counsel's Office prepares 2 kinds of republications of ACT laws (see the ACT legislation register at [www.legislation.act.gov.au](http://www.legislation.act.gov.au)):

- authorised republications to which the *Legislation Act 2001* applies
- unauthorised republications.

The status of this republication appears on the bottom of each page.

### Editorial changes

The *Legislation Act 2001*, part 11.3 authorises the Parliamentary Counsel to make editorial amendments and other changes of a formal nature when preparing a law for republication. Editorial changes do not change the effect of the law, but have effect as if they had been made by an Act commencing on the republication date (see *Legislation Act 2001*, s 115 and s 117). The changes are made if the Parliamentary Counsel considers they are desirable to bring the law into line, or more closely into line, with current legislative drafting practice.

This republication includes amendments made under part 11.3 (see endnote 1).

### Uncommenced provisions and amendments

If a provision of the republished law has not commenced or is affected by an uncommenced amendment, the symbol **U** appears immediately before the provision heading. The text of the uncommenced provision or amendment appears only in the last endnote.

### Modifications

If a provision of the republished law is affected by a current modification, the symbol **M** appears immediately before the provision heading. The text of the modifying provision appears in the endnotes. For the legal status of modifications, see *Legislation Act 2001*, section 95.

### Penalties

The value of a penalty unit for an offence against this republished law at the republication date is—

- (a) if the person charged is an individual—\$100; or
- (b) if the person charged is a corporation—\$500.



Australian Capital Territory

# Associations Incorporation Regulation 1991

made under the

**Associations Incorporation Act 1991**

## Contents

---

		Page
<b>Part 1</b>	<b>Preliminary</b>	
1	Name of regulation	2
<b>Part 2</b>	<b>Information for completion of forms and other documents</b>	
3	Particulars required by forms	3
4	General requirements for documents	3
5	Annexures accompanying forms	4
6	Signatures on documents	5
7	Time for lodging documents	5
8	Affidavits and statements in writing	5

---

R4  
04/11/04

Associations Incorporation Regulation 1991  
Effective: 04/11/04

contents 1

## Contents

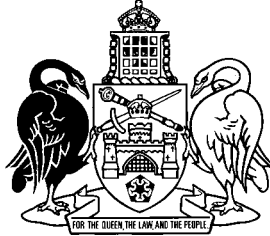
---

		Page
9	Verification of a document	6
<b>Part 3</b>	<b>Miscellaneous</b>	
10	Register of members—particulars	7
11	Copies of documents required under Act, s 73	7
12	Audit of accounts	7
13	Prescribed associations for Act, s 76	7
14	Rate of commission	8
15	Model rules	8
<b>Schedule 1</b>	<b>Model rules</b>	9
<b>Part 1.1</b>	<b>Preliminary</b>	11
1	Definitions for model rules	11
1A	Application of Legislation Act 2001	11
<b>Part 1.2</b>	<b>Membership</b>	12
2	Membership qualifications	12
3	Nomination for membership	12
4	Membership entitlements not transferable	13
5	Cessation of membership	13
6	Resignation of membership	13
7	Fee, subscriptions etc	14
8	Members' liabilities	14
9	Disciplining of members	14
10	Right of appeal of disciplined member	16
<b>Part 1.3</b>	<b>Committee</b>	18
11	Powers of committee	18
12	Constitution and membership	18
13	Election of committee members	19
14	Secretary	20
15	Treasurer	20
16	Vacancies	20
17	Removal of committee members	21
18	Committee meetings and quorum	21
19	Delegation by committee to subcommittee	22
contents 2	Associations Incorporation Regulation 1991	R4
	Effective: 04/11/04	04/11/04

---

	Page
20 Voting and decisions	23
<b>Part 1.4 General meetings</b>	<b>24</b>
21 Annual general meetings—holding of	24
22 Annual general meetings—calling of and business at	24
23 General meetings—calling of	25
24 Notice	26
25 General meetings—procedure and quorum	26
26 Presiding member	27
27 Adjournment	27
28 Making of decisions	28
29 Voting	28
30 Appointment of proxies	29
<b>Part 1.5 Miscellaneous</b>	<b>30</b>
31 Funds—source	30
32 Funds—management	30
33 Alteration of objects and rules	30
34 Common seal	31
35 Custody of books	31
36 Inspection of books	31
37 Service of notice	31
38 Surplus property	32
<b>Appendix 1</b>	<b>33</b>
<b>Appendix 2</b>	<b>34</b>
<b>Endnotes</b>	
1 About the endnotes	35
2 Abbreviation key	35
3 Legislation history	36
4 Amendment history	36
5 Earlier republications	37





Australian Capital Territory

# Associations Incorporation Regulation 1991

---

made under the

**Associations Incorporation Act 1991**

---

**Part 1** Preliminary

Section 1

---

## **Part 1** Preliminary

### **1** Name of regulation

This regulation is the *Associations Incorporation Regulation 1991*.

## Part 2 Information for completion of forms and other documents

### 3 Particulars required by forms

If an approved form requires—

- (a) the giving of a document; or
- (b) the giving of information—
  - (i) by completing the form in a specified way; or
  - (ii) by supplying or completing another document;

that document or information is taken to be the document or information required for the provision of the Act for which the relevant form has been approved by the registrar-general.

### 4 General requirements for documents

Unless the registrar-general otherwise approves, a document submitted for lodgment with the registrar-general must—

- (a) be on paper of medium weight and good quality and of international sheet size A4; and
- (b) be clearly printed, written or otherwise produced in a way that is permanent and will make possible a reproduction by photographic means that is satisfactory to the registrar-general; and
- (c) not be a carbon copy, or a copy reproduced by any spirit duplication method; and
- (d) have margins of not less than 25mm on the left-hand side and not less than 13mm on the right-hand side; and
- (e) if it comprises 2 or more sheets—be fastened together securely in the top left-hand corner; and

- (f) specify on the first sheet of the document—
  - (i) the name of the association, proposed association or incorporated association; and
  - (ii) the registration number (if any) of the association to which the document relates; and
  - (iii) the title of the document; and
  - (iv) the name, address and telephone number of the person by whom, or on whose behalf, the document was submitted for lodgment; and
  - (v) the words ‘lodged with the registrar-general’.

## 5 Annexures accompanying forms

- (1) If the space provided for a particular purpose in an approved form is insufficient to contain all the required information in relation to a particular item, that information must be set out in a document annexed to the form.
- (2) An annexure to an approved form must have an identifying mark and be endorsed with the following words, appropriately completed and signed by each person signing the form to which the document is annexed:

This annexure of *(insert number of pages)* ..... page(s) is the annexure marked *(insert an identifying mark)* ..... referred to in the *(insert a description of the form)* ..... signed by *(insert ‘me’ or ‘us’)* and dated *(insert the date of signing)* .....

.....  
*(Signature(s))*

- (3) The pages in an annexure must be numbered consecutively.
- (4) If a document is annexed to an approved form, reference made in the form to the annexure must be by its identifying mark and the number of pages.

- (5) In this section, a reference to an *annexure* includes a reference to a document, copy of a document, or any other matter accompanying, attached to or annexed to an approved form.

## **6 Signatures on documents**

- (1) Unless this regulation states otherwise, a document relating to an incorporated association that is required to be lodged by, or on behalf of, the association or lodged by the public officer of the association, must be signed by the public officer of the association or by a member of the committee of the association who has been authorised by the committee for the purpose.
- (2) The name of a person signing a document that is lodged with the registrar-general for the Act must be legibly written in block letters under or beside the signature of the person.

## **7 Time for lodging documents**

If a document is required to be lodged with the registrar-general and a period of time within which the document is to be lodged is not provided for, the document must be lodged within 1 month, or within any further period the registrar-general allows, after the happening of the event to which the document relates.

## **8 Affidavits and statements in writing**

- (1) An affidavit or written statement must be sworn or made on behalf of an association, by a member of the committee who has been authorised by the committee for that purpose or by the public officer of the association.
- (2) If an affidavit is sworn at a place outside the ACT, the affidavit is sufficient if it appears to be sworn in accordance with the requirements of the law of that place.

**9 Verification of a document**

For the Act, section 127 (4), a document relating to an incorporated association that is to be verified must be verified by a written statement signed by—

- (a) a member of the committee of the association who has been authorised by the committee for that purpose or the public officer of the association, being a person who is resident in the ACT; or
- (b) its agent or, if its agent is an association, by a member of the committee of that association who has been authorised by that committee, being a person who is resident in the ACT.

## Part 3                      Miscellaneous

### 10            **Register of members—particulars**

For the Act, section 67 (1), the following particulars are prescribed for inclusion in the register of members:

- (a) the name of the incorporated association;
- (b) the name and address of each member of the association;
- (c) the date each member became a member of the association;
- (d) the date (if any) each member ceased to be a member of the association.

### 11            **Copies of documents required under Act, s 73**

For the Act, section 73 (2), the prescribed number of copies is 100.

### 12            **Audit of accounts**

- (1) For the Act, section 74 (3) (a), the prescribed amount is \$150 000 per annum.
- (2) For the Act, section 74 (3) (b), the prescribed amount is \$150 000.
- (3) For the Act, section 74 (3) (c), each of the following classes of associations is prescribed:
  - (a) associations having more than 1 000 members;
  - (b) associations holding a licence issued under the *Liquor Act 1975*.

### 13            **Prescribed associations for Act, s 76**

An incorporated association that has gross receipts exceeding \$500 000 for a financial year of that association is prescribed for the Act, section 76.

**14            Rate of commission**

For the Act, section 95 (3), the commission payable is an amount calculated at the rate of 5%.

**15            Model rules**

For the Act, section 127 (2) (a), the provisions set out in schedule 1 are prescribed as model rules for the Act.

# Schedule 1      Model rules

(see s 15)

## Contents

	Page
<b>Part 1.1                  Preliminary</b>	
1      Definitions for model rules	11
1A     Application of Legislation Act 2001	11
<b>Part 1.2                  Membership</b>	
2      Membership qualifications	12
3      Nomination for membership	12
4      Membership entitlements not transferable	13
5      Cessation of membership	13
6      Resignation of membership	13
7      Fee, subscriptions etc	14
8      Members' liabilities	14
9      Disciplining of members	14
10     Right of appeal of disciplined member	16
<b>Part 1.3                  Committee</b>	
11     Powers of committee	18
12     Constitution and membership	18
13     Election of committee members	19
14     Secretary	20
15     Treasurer	20
16     Vacancies	20
17     Removal of committee members	21
18     Committee meetings and quorum	21
19     Delegation by committee to subcommittee	22
20     Voting and decisions	23
<b>Part 1.4                  General meetings</b>	
21     Annual general meetings—holding of	24

**Schedule 1**            Model rules

---

22	Annual general meetings—calling of and business at	24
23	General meetings—calling of	25
24	Notice	26
25	General meetings—procedure and quorum	26
26	Presiding member	27
27	Adjournment	27
28	Making of decisions	28
29	Voting	28
30	Appointment of proxies	29
<b>Part 1.5</b>	<b>Miscellaneous</b>	
31	Funds—source	30
32	Funds—management	30
33	Alteration of objects and rules	30
34	Common seal	30
35	Custody of books	31
36	Inspection of books	31
37	Service of notice	31
38	Surplus property	31
<b>Appendix 1</b>		<b>33</b>
<b>Appendix 2</b>		<b>34</b>

## **Part 1.1 Preliminary**

### **1 Definitions for model rules**

In these rules:

*Note* A definition applies except so far as the contrary intention appears (see Legislation Act, s 155).

*financial year* means the year ending on 30 June.

*member* means a member, however described, of the association.

*ordinary committee member* means a member of the committee who is not an office-bearer of the association as mentioned in section 12 (1) (a).

*secretary* means the person holding office under these rules as secretary of the association or, if no such person holds that office, the public officer of the association.

*the Act* means the *Associations Incorporation Act 1991*.

*the regulation* means the *Associations Incorporation Regulation 1991*.

### **1A Application of Legislation Act 2001**

The *Legislation Act 2001* applies to these rules in the same way as it would if they were an instrument made under the Act.

## Part 1.2                      Membership

### 2                      Membership qualifications

A person is qualified to be a member if—

- (a) the person is a person mentioned in the Act, section 21 (2) (a) or (b) and has not ceased to be a member of the association at any time after incorporation of the association under the Act; or
- (b) the person—
  - (i) has been nominated for membership in accordance with section 3 (1); and
  - (ii) has been approved for membership of the association by the committee of the association.

### 3                      Nomination for membership

- (1) A nomination of a person for membership of the association—
  - (a) must be made by a member of the association in writing in the form set out in appendix 1; and
  - (b) must be lodged with the secretary of the association.
- (2) As soon as is practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which must decide whether to approve or to reject the nomination.
- (3) If the committee decides to approve a nomination for membership, the secretary must as soon as practicable after that decision notify the nominee of that approval and request the nominee to pay within 28 days after receipt of the notification the sum payable under these rules by a member as the entrance fee and the first year's annual subscription.

- (4) The secretary must, on payment by the nominee of the amounts mentioned in subsection (3) within the period mentioned in that subsection, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.

#### **4 Membership entitlements not transferable**

A right, privilege or obligation that a person has because of being a member of the association—

- (a) cannot be transferred or transmitted to another person; and
- (b) terminates on cessation of the person's membership.

#### **5 Cessation of membership**

A person ceases to be a member of the association if the person—

- (a) dies or, for a corporation, is wound up; or
- (b) resigns from membership of the association; or
- (c) is expelled from the association; or
- (d) fails to renew membership of the association.

#### **6 Resignation of membership**

- (1) A member is not entitled to resign from membership of the association except in accordance with this section.
- (2) A member who has paid all amounts payable by the member to the association may resign from membership of the association by first giving notice (of not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the secretary of the member's intention to resign and, at the end of the period of notice, the member ceases to be a member.
- (3) If a person ceases to be a member, the secretary must make an appropriate entry in the register of members recording the date the member ceased to be a member.

**7            Fee, subscriptions etc**

- (1) The entrance fee to the association is \$1 or, if any other amount has been determined by resolution of the committee, the other amount.
- (2) The annual membership fee of the association is \$2 or, if any other amount has been determined by resolution of the committee, that other amount.
- (3) The annual membership fee is payable—
  - (a) except as provided by paragraph (b)—before 1 July in each calendar year; or
  - (b) if a person becomes a member on or after 1 July in any calendar year—before 1 July in each succeeding calendar year.

**8            Members' liabilities**

The liability of a member to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount (if any) unpaid by the member in relation to membership of the association as required by section 7.

**9            Disciplining of members**

- (1) If the committee is of the opinion that a member—
  - (a) has persistently refused or neglected to comply with a provision of these rules; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the association;the committee may, by resolution—
  - (c) expel the member from the association; or
  - (d) suspend the member from the rights and privileges of membership of the association that the committee may decide for a specified period.

- (2) A resolution of the committee under subsection (1) is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subsection (3), confirms the resolution in accordance with this section.
- (3) If the committee passes a resolution under subsection (1), the secretary must, as soon as practicable, serve a written notice on the member—
- (a) setting out the resolution of the committee and the grounds on which it is based; and
  - (b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice; and
  - (c) stating the date, place and time of that meeting; and
  - (d) informing the member that the member may do either or both of the following:
    - (i) attend and speak at that meeting;
    - (ii) submit to the committee at or before the date of that meeting written representations relating to the resolution.
- (4) Subject to the Act, section 50, at a meeting of the committee mentioned in subsection (2), the committee must—
- (a) give to the member mentioned in subsection (1) an opportunity to make oral representations; and
  - (b) give due consideration to any written representations submitted to the committee by that member at or before the meeting; and
  - (c) by resolution decide whether to confirm or to revoke the resolution of the committee made under subsection (1).
- (5) If the committee confirms a resolution under subsection (4), the secretary must, within 7 days after that confirmation, by written

notice inform the member of that confirmation and of the member's right of appeal under section 10.

- (6) A resolution confirmed by the committee under subsection (4) does not take effect—
- (a) until the end of the period within which the member is entitled to appeal against the resolution if the member does not exercise the right of appeal within that period; or
  - (b) if within that period the member exercises the right of appeal—unless and until the association confirms the resolution in accordance with section 10 (4).

## **10 Right of appeal of disciplined member**

- (1) A member may appeal to the association in general meeting against a resolution of the committee that is confirmed under section 9 (4), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) On receipt of a notice under subsection (1), the secretary must notify the committee which must call a general meeting of the association to be held within 21 days after the date when the secretary received the notice or as soon as possible after that date.
- (3) Subject to the Act, section 50, at a general meeting of the association called under subsection (2)—
- (a) no business other than the question of the appeal may be transacted; and
  - (b) the committee and the member must be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution made under section 9 (4) should be confirmed or revoked.

- (4) If the meeting passes a special resolution in favour of the confirmation of the resolution made under section 9 (4), that resolution is confirmed.

## Part 1.3                      Committee

### 11                      Powers of committee

The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting—

- (a) controls and manages the affairs of the association; and
- (b) may exercise all functions that may be exercised by the association other than those functions that are required by these rules to be exercised by the association in general meeting; and
- (c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

### 12                      Constitution and membership

(1) The committee consists of—

- (a) the office-bearers of the association; and
- (b) 3 ordinary committee members;

each of whom must be elected under section 13 or appointed in accordance with subsection (4).

(2) The office-bearers of the association are—

- (a) the president; and
- (b) the vice-president; and
- (c) the treasurer; and
- (d) the secretary.

- (3) Each member of the committee holds office, subject to these rules, until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- (4) If there is a vacancy in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed holds office, subject to these rules, until the conclusion of the next annual general meeting after the date of the appointment.

### **13 Election of committee members**

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members—
  - (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
  - (b) must be given to the secretary of the association not less than 7 days before the date fixed for the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.
- (6) The ballot for the election of office-bearers and ordinary committee members must be conducted at the annual general meeting in the way the committee may direct.

- (7) A person is not eligible to simultaneously hold more than 1 position on the committee.

#### **14 Secretary**

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, notify the association of his or her address.
- (2) The secretary must keep minutes of—
- (a) all elections and appointments of office-bearers and ordinary committee members; and
  - (b) the names of members of the committee present at a committee meeting or a general meeting; and
  - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

#### **15 Treasurer**

- (1) The treasurer of the association must—
- (a) collect and receive all amounts owing to the association and make all payments authorised by the association; and
  - (b) keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association.

#### **16 Vacancies**

- (1) For these rules, a vacancy in the office of a member of the committee happens if the member—
- (a) dies; or
  - (b) ceases to be a member of the association; or

- (c) resigns the office; or
- (d) is removed from office under section 17 (Removal of committee members); or
- (e) becomes an insolvent under administration within the meaning of the Corporations Act; or
- (f) suffers from mental or physical incapacity; or
- (g) is disqualified from office under the Act, section 63 (1); or
- (h) is absent without the consent of the committee from all meetings of the committee held during a period of 6 months.

## **17 Removal of committee members**

The association in general meeting may by resolution, subject to the Act, section 50, remove any member of the committee from the office of member of the committee before the end of the member's term of office.

## **18 Committee meetings and quorum**

- (1) The committee must meet at least 3 times in each calendar year at the place and time that the committee may decide.
- (2) Additional meetings of the committee may be called by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subsection (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the committee members present at the meeting unanimously agree to treat as urgent business.

- (5) Any 3 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business may be transacted by the committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- (8) At meetings of the committee—
  - (a) the president or, in the absence of the president, the vice-president presides; or
  - (b) if the president and the vice-president are absent—1 of the remaining members of the committee may be chosen by the members present to preside.

## **19 Delegation by committee to subcommittee**

- (1) The committee may, in writing, delegate to 1 or more subcommittees (consisting of the member or members of the association that the committee considers appropriate) the exercise of the functions of the committee that are specified in the instrument, other than—
  - (a) this power of delegation; and
  - (b) a function that is a function imposed on the committee by the Act, by any other Territory law, or by resolution of the association in general meeting.
- (2) A function, the exercise of which has been delegated to a subcommittee under this section may, while the delegation remains unrevoked, be exercised from time to time by the subcommittee in accordance with the terms of the delegation.

- (3) A delegation under this section may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this section, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a subcommittee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, in writing, revoke wholly or in part any delegation under this section.
- (7) A subcommittee may meet and adjourn as it considers appropriate.

## **20 Voting and decisions**

- (1) Questions arising at a meeting of the committee or of any subcommittee appointed by the committee are decided by a majority of the votes of members of the committee or subcommittee present at the meeting.
- (2) Each member present at a meeting of the committee or of any subcommittee appointed by the committee (including the person presiding at the meeting) is entitled to 1 vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.
- (3) Subject to section 18 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a subcommittee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or subcommittee.

## Part 1.4 General meetings

### 21 Annual general meetings—holding of

- (1) With the exception of the first annual general meeting of the association, the association must, at least once in each calendar year and within 5 months after the end of each financial year of the association, call an annual general meeting of its members.
- (2) The association must hold its first annual general meeting—
  - (a) within 18 months after its incorporation under the Act; and
  - (b) within 5 months after the end of the first financial year of the association.
- (3) Subsections (1) and (2) have effect subject to the powers of the registrar-general under the Act, section 120 in relation to extensions of time.

### 22 Annual general meetings—calling of and business at

- (1) The annual general meeting of the association must, subject to the Act, be called on the date and at the place and time that the committee considers appropriate.
- (2) In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is—
  - (a) to confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
  - (b) to receive from the committee reports on the activities of the association during the last financial year; and
  - (c) to elect members of the committee, including office-bearers; and

- (d) to receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- (3) An annual general meeting must be specified as such in the notice calling it in accordance with section 24 (Notice).
- (4) An annual general meeting must be conducted in accordance with the provisions of this part.

### **23 General meetings—calling of**

- (1) The committee may, whenever it considers appropriate, call a general meeting of the association.
- (2) The committee must, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the association.
- (3) A requisition of members for a general meeting—
  - (a) must state the purpose or purposes of the meeting; and
  - (b) must be signed by the members making the requisition; and
  - (c) must be lodged with the secretary; and
  - (d) may consist of several documents in a similar form, each signed by 1 or more of the members making the requisition.
- (4) If the committee fails to call a general meeting within 1 month after the date when a requisition of members for the meeting is lodged with the secretary, any 1 or more of the members who made the requisition may call a general meeting to be held not later than 3 months after that date.
- (5) A general meeting called by a member or members mentioned in subsection (4) must be called as nearly as is practicable in the same way as general meetings are called by the committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

## **24 Notice**

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subsection (1) specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under section 22 (2).
- (4) A member desiring to bring any business before a general meeting may give written notice of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

## **25 General meetings—procedure and quorum**

- (1) No item of business may be transacted at a general meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (2) Five members present in person (who are entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the

requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

- (4) If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than 3) constitute a quorum.

## **26 Presiding member**

- (1) The president, or in the absence of the president, the vice-president, presides at each general meeting of the association.
- (2) If the president and the vice-president are absent from a general meeting, the members present must elect 1 of their number to preside at the meeting.

## **27 Adjournment**

- (1) The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subsections (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

## **28 Making of decisions**

- (1) A question arising at a general meeting of the association is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (2) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present in person or by proxy at the meeting.
- (3) If the poll is demanded at a general meeting, the poll must be taken—
  - (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
  - (b) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

## **29 Voting**

- (1) Subject to subsection (3), on any question arising at a general meeting of the association a member has 1 vote only.
- (2) All votes must be given personally or by proxy but no member may hold more than 5 proxies.
- (3) If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- (4) A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable for the then current year.

**30 Appointment of proxies**

- (1) Each member is entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- (2) The notice appointing the proxy must be in the form set out in appendix 2.

## Part 1.5                      Miscellaneous

### 31                      Funds—source

- (1) The funds of the association must be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the association in general meeting and subject to the Act, section 114, any other sources that the committee decides.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

### 32                      Funds—management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association must be used for the objects of the association in the way that the committee decides.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by any 2 members of the committee or employees of the association, being members of the committee or employees authorised to do so by the committee.

### 33                      Alteration of objects and rules

Neither the objects of the association mentioned in the Act, section 29 nor these rules may be altered except in accordance with the Act.

**34 Common seal**

- (1) The common seal of the association must be kept in the custody of the secretary.
- (2) The common seal must not be attached to any instrument except by the authority of the committee and the attaching of the common seal must be attested by the signatures either of 2 members of the committee or of 1 member of the committee and of the secretary.

**35 Custody of books**

Subject to the Act, the regulation and these rules, the secretary must keep in his or her custody or under his or her control all records, books, and other documents relating to the association.

**36 Inspection of books**

The records, books and other documents of the association must be open to inspection at a place in the ACT, free of charge, by a member of the association at any reasonable hour.

**37 Service of notice**

- (1) For these rules, a notice may be served by or on behalf of the association on any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (2) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is taken for these rules, unless the contrary is proved, to have been served on the person at the time when the letter would have been delivered in the ordinary course of post.

**38 Surplus property**

- (1) At the first general meeting of the association, the association must pass a special resolution nominating—
  - (a) another association for the Act, section 92 (1) (a); or
  - (b) a fund, authority or institution for the Act, section 92 (1) (b);in which it is to vest its surplus property in the event of the dissolution or winding up of the association.
- (2) An association nominated under subsection (1) (a) must fulfil the requirements specified in the Act, section 92 (2).

## Appendix 1

(see s 3 (1))

### Application for membership of association

.....  
Incorporated (incorporated under the *Associations Incorporation Act 1991*) I,

.....  
(*full name of applicant*)

of .....

(*address*)

.....apply to become

(*occupation*)

a member of the incorporated association. If I am admitted as a member, I agree to be bound by the rules of the association for the time being in force.

.....  
(*Signature of applicant*)

Date .....

I, .....

(*full name*)

a member of the association, nominate the applicant, who is personally known to me, for the membership of the association.

.....  
(*Signature of proposer*)

Date .....

I, .....

(*full name*)

a member of the association, second the nomination of the applicant, who is personally known to me, for membership of the association.

.....  
(*Signature of seconder*)

Date .....

## Appendix 2

(see s 30 (2))

### Form of appointment of proxy

I, .....  
(full name)

of .....  
(address)

a member of .....  
(name of incorporated association)

appoint

.....  
(full name of proxy)

of .....  
(address)

a member of that incorporated association, as my proxy to vote for me on my behalf at the general meeting of the association (annual general meeting or other general meeting, as the case may be) to be held on ..... and at any adjournment of that meeting.

\*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

.....  
(Signature of member appointing proxy)

(\*To be inserted if desired.)

Date .....

Note A proxy vote may not be given to a person who is not a member of the association.

## Endnotes

### 1 About the endnotes

Amending and modifying laws are annotated in the legislation history and the amendment history. Current modifications are not included in the republished law but are set out in the endnotes.

Not all editorial amendments made under the *Legislation Act 2001*, part 11.3 are annotated in the amendment history. Full details of any amendments can be obtained from the Parliamentary Counsel's Office.

Uncommenced amending laws and expiries are listed in the legislation history and the amendment history. These details are underlined. Uncommenced provisions and amendments are not included in the republished law but are set out in the last endnote.

If all the provisions of the law have been renumbered, a table of renumbered provisions gives details of previous and current numbering.

The endnotes also include a table of earlier republications.

### 2 Abbreviation key

am = amended	ord = ordinance
amdt = amendment	orig = original
ch = chapter	par = paragraph/subparagraph
def = definition	pres = present
dict = dictionary	prev = previous
disallowed = disallowed by the Legislative Assembly	(prev...) = previously
div = division	pt = part
exp = expires/expired	r = rule/subrule
Gaz = gazette	renum = renumbered
hdg = heading	reloc = relocated
IA = Interpretation Act 1967	R[X] = Republication No
ins = inserted/added	RI = reissue
LA = Legislation Act 2001	s = section/subsection
LR = legislation register	sch = schedule
LRA = Legislation (Republication) Act 1996	sdiv = subdivision
mod = modified/modification	sub = substituted
o = order	SL = Subordinate Law
om = omitted/repealed	<u>underlining</u> = whole or part not commenced or to be expired

## Endnotes

3 Legislation history

---

### 3 Legislation history

This regulation was originally the *Associations Incorporation Regulation*. It was renamed under the *Legislation Act 2001*.

From 11 May 1989 to 12 September 2001, regulations commenced on their notification day unless otherwise stated (see *Subordinate Laws Act 1989* s 6).

#### **Associations Incorporations Regulation 1991 SL No 31**

notified 3 December 1991 (Gaz 1991 No S140)

commenced 1 January 1992

as amended by

#### **Registrar-General (Consequential Provisions) Act 1993 No 64 sch 2**

notified 6 September 1993 (Gaz 1993 No S172)

s 1, s 2 commenced 6 September 1993 (s 2 (1))

sch 2 commenced 1 October 1993 (see s 2 (2) and Gaz 1993 No S207)

#### **Legislation (Consequential Amendments) Act 2001 No 44 pt 25**

notified 26 July 2001 (Gaz 2001 No 30)

s 1, s 2 commenced 26 July 2001 (IA s 10B)

pt 25 commenced 12 September 2001 (s 2 and see Gaz 2001 No S65)

#### **Legislation Amendment Act 2002 No 11 pt 2.1**

notified LR 23 May 2002

s 1, s 2 commenced 23 May 2002 (LA s 75)

pt 2.1 commenced 24 May 2002 (s 2 (1))

### 4 Amendment history

#### **Name of regulation**

s 1 am R2 LA; R4 LA

#### **Interpretation**

s 2 om Act 2001 No 44 amdt 1.294

#### **Particulars required by form**

s 3 am Act 1993 No 64 sch 2

#### **General requirements for documents**

s 4 am Act 1993 No 64 sch 2

**Signatures on documents**

s 6 am Act 1993 No 64 sch 2

**Time for lodging documents**

s 7 am Act 1993 No 64 sch 2

**Model rules**sch 1 hdg (prev sch hdg) renum R2 LA  
sch 1 am Act 1993 No 64 sch 2**Preliminary**

pt 1.1 hdg (prev pt 1 hdg) renum R2 LA

**Definitions for model rules**s 1 hdg sub Act 2002 No 11 amdt 2.1  
s 1 am Act 2002 No 11 amdt 2.2, amdt 2.3**Application of Legislation Act 2001**

s 1A ins Act 2002 No 11 amdt 2.3

**Membership**

pt 1.2 hdg (prev pt 2 hdg) renum R2 LA

**Committee**

pt 1.3 hdg (prev pt 3 hdg) renum R2 LA

**General meetings**

pt 1.4 hdg (prev pt 4 hdg) renum R2 LA

**Miscellaneous**

pt 1.5 hdg (prev pt 5 hdg) renum R2 LA

**5 Earlier republications**

Some earlier republications were not numbered. The number in column 1 refers to the publication order.

Since 12 September 2001 every authorised republication has been published in electronic pdf format on the ACT legislation register. A selection of authorised republications have also been published in printed format. These republications are marked with an asterisk (\*) in column 1. Except for the footer, electronic and printed versions of an authorised republication are identical.

Republication No	Amendments to	Republication date
1	Act 1993 No 64	13 December 1994
2	Act 2001 No 44	5 February 2002
3	A2002-11	29 May 2002

© Australian Capital Territory 2004