

Constitutional Matters required by the Act

	Rule no.
1. The name of the incorporated association.	1
2. The purposes of the incorporated association.	2
3. The qualifications (if any) for membership of the incorporated association.	8 & 9
4. The entrance fees, subscriptions and other amounts (if any) to be paid by members of the incorporated association.	12
5. The rights, obligations and liabilities of members.	13 & 14
6. Provisions for the resignation of a member or cessation of membership.	16
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.	10-24
8. The grievance procedures for settling disputes under the rules between the incorporated association and any of its members or between a member and any other member.	25-27
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—	40
(a) the election or appointment of members of the committee;	49-54
(b) the terms of office of members of the committee;	55
(c) the grounds on which, or reasons for which, the office of a member of the committee becomes vacant;	55
(d) the filling of casual vacancies occurring within the committee;	57
(e) the quorum and procedure at meetings of the committee.	61
10. The procedures for the appointment and removal of the secretary of the incorporated association.	56
11. The custody of records, securities and other relevant documents of the incorporated association.	46
12. Provisions for the custody and use of the common seal (if any) of the incorporated association.	
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.	72
14. The preparation and retention of accurate minutes of—	
(a) general meetings of the incorporated association; and	39
(b) meetings of the committee or other body having the management of the incorporated association.	58
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.	72
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.	72
17. The intervals between general meetings of members of the incorporated association and the manner of calling general meetings.	29
18. The quorum and procedure at general meetings and whether members are entitled to vote by proxy at general meetings.	32, 34, 36
19. The time within which, and the manner in which, notices of general meetings and notices of motion must be given, published or circulated.	31
20. The sources from which the funds of the incorporated association are to be or may be derived.	66
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.	67
22. The manner of altering and rescinding the rules of the incorporated association and of making additional rules.	74
23. The disposition of any surplus assets on the winding up or dissolution of the incorporated association.	73