



# AIM TO CHANGE

at your next AGM

The deadline for incorporated associations and clubs in Western Australia to update their rules is 30 June 2019. The rules (commonly referred to as the constitution) need to comply with the requirements of the new law.

**We recommend that clubs and associations aim to have the proposed changes to the rules ready to be voted on at their next AGM to ensure they meet the deadline.**

## Online resources

There are plenty of resources about changing the rules to assist your association:

### Transition Pack 3

The perfect workbook with step by step instructions. The pack includes everything you need to change the rules.

### Model rules

A standard set of rules for clubs and associations who do not wish to develop their own rules.

### What's in the rules

Information about each of the Schedule 1 matters that must be included in the rules.

### INC Guide

INC Guide - Includes detailed information about the processes for altering the rules and holding meetings.

## Lodging the changes

For a change of rules to have legal effect notice of the special resolution must be lodged with Consumer Protection within 1 month of the date of the meeting where it was passed. All associations are encouraged to submit their applications using **AssociationsOnline**.

This helpful video provides step by step instructions for using AssociationsOnline:



New users may also wish to refer to the videos about creating a user account and link to an association.

**Watch another  
AssociationsOnline help video**

Contact the Associations Branch for more information