

What your constitution must contain under the Incorporated Societies Bill

The constitution must contain the following matters:

- (a) The name of the society ([see section 11](#)); and
- (b) The purposes of the society ([see section 12](#)); and
- (c) How a person becomes a member of the society, including a requirement that a person must consent to be a member ([see section 70](#)); and
- (d) How a person ceases to be a member of the society; and
- (e) Arrangements for keeping the society's register of members up to date ([see section 73](#)); and
- (f) The composition, roles, functions, powers, and procedures of the committee of the society, including—
 - I. the number of members that must or may be on the committee ([see section 40](#)); and
 - II. the election or appointment of officers; and
 - III. the terms of office of the officers; and
 - IV. the functions and powers of the committee ([see section 41](#)); and
 - V. grounds for removal from office of officers ([see section 45\(1\)\(b\)](#)); and
 - VI. how the chairperson (if any) will be elected or appointed and whether that person will have a casting vote if there is an equality of votes; and
 - VII. the quorum and procedure for committee meetings, including voting procedures; and
- (g) How the contact person or persons will be elected or appointed ([see section 106](#)); and
- (h) How the society will control and manage its finances; and
- (i) The method by which the constitution may be amended ([see sections 30 and 31](#)); and
- (j) Procedures for resolving disputes between members (in their capacity as members) and between members and the society ([see section 38](#)), including procedures for investigating and dealing with complaints and grievances; and
- (k) arrangements and requirements for general meetings ([see sections 78 to 86](#)), including—
 - I. the intervals between general meetings; and
 - II. the information that must be presented at general meetings; and
 - III. when minutes are required to be kept; and
 - IV. the manner of calling general meetings; and
 - V. whether and, if so, how written resolutions may be passed in lieu of a general meeting for the purposes of section 83; and

- VI. the time within which, and manner in which, notices of general meetings and notices of motion must be notified; and
 - VII. the quorum and procedure for general meetings, including voting procedures and procedures for proxies (if any); and
 - VIII. the arrangements and requirements for special general meetings under section 59(3); and
- (l) the nomination of a not-for-profit entity, or a class or description of not-for-profit entities, to which any surplus assets of the society should be distributed on a liquidation of the society or the removal of the society from the register (see section 5(3) and subpart 5 of Part 5).