

Constitution Checklist

What must an incorporated society's constitution contain?

A checklist of requirements under section 26 of the Incorporated Societies Act 2022

- The name of the society**
- The purposes of the society**
- How a person becomes (and consents to becoming) a member of the society**
- How a person ceases to be a member of the society**
- How the society's register of members will be kept up to date**
- The composition, roles, functions, powers, and procedures of the committee of the society, including:**
 - the number of members that must or may be on the committee;
 - the election or appointment of officers;
 - the terms of office of the officers;
 - the functions and powers of the committee;
 - grounds for removing officers from office;
 - 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
 - the quorum and procedure for committee meetings, including voting procedure
- How the contact person or persons will be elected or appointed**
- How the society will control and manage its finances**
- How the constitution may be amended**
- Procedures for resolving disputes, including how a complaint may be made**
- Arrangements and requirements for general meetings, including:**
 - intervals between annual general meetings;
 - information that must be presented at general meetings;
 - when minutes are required to be kept;
 - the manner of calling general meetings;
 - whether, and if so, how written resolutions may be passed in lieu of a general meeting;
 - notification timeframe and manner of notice for general meetings and notices of motion;
 - the quorum and procedure for general meetings, including voting procedures (for example, whether votes may be cast by post or by electronic means), procedures for proxies (if any), and whether the quorum considers members present by proxy or casting postal votes or votes by electronic means; and
 - the arrangements and requirements for special general meetings.
- The nomination of a not-for-profit entity (or a class or description of not-for-profit entities) to which the society's surplus assets should be distributed on a liquidation of the society or the removal of the society from the register**