

# Calling and holding meetings

Legal information for incorporated associations in Western Australia

## This fact sheet covers:

- rules and procedures for calling and holding the annual general meeting
- rules and procedures for calling and holding special general meetings
- rules and procedures for calling and holding committee meetings, and
- rules for meetings at which there will be a special resolution.

**Incorporated associations in Western Australia (WA) may hold a number of different types of meetings in order to conduct their business. This can include general meetings (including the annual general meeting and special general meetings) and committee meetings.**

There are rules and procedures for calling and holding each type of meeting. These rules and procedures are contained in the *Associations Incorporation Act 2015 (WA) (Act)* and the association's rules (sometimes also termed the constitution) of the organisation. Some incorporated associations have drafted their own rules, and others use the model rules drafted by the regulator, Consumer Protection (**model rules**).

### RELATED RESOURCES

Visit the WA Department of Commerce [website](#) to access Consumer Protection's model rules.

## CAUTION

A new *Association Incorporation Act 2015 (WA)* replaced the *Associations Incorporations Act 1987 (WA)* on 1 July 2016. New model rules have also been prepared by Consumer Protection.

If your organisation's rules are based on the repealed *Associations Incorporation Act 1987* and the model rules under that system, you will have three years in which to update your rules to comply with the new Act. The new model rules make provision for additional issues that arise when running an incorporated association – including the use of technology such as conferencing to hold meetings – and therefore it is recommended that organisations consider the new model rules, and if appropriate, transition to the new rules as soon as possible.

The rules and procedures for calling and holding meetings for an incorporated association will depend on the type of meeting, but typically include rules and procedures about:

- when the meeting must be held
- when and how members are to be notified of the meeting
- how the meeting should be run and who is in charge of the meeting
- what business is addressed at the meeting

- voting at the meeting, and
- taking and keeping meeting minutes (notes).

This fact sheet summarises the key requirements for calling and holding each type of meeting in table form (from page 6 of this fact sheet onward).

Your organisation should make sure that it complies with all applicable rules and procedures when holding a meeting. If a meeting is not called or held in accordance with the rules, any resolutions arising from the meeting may be invalid.

#### TIP

Some of the rules and procedures for calling and holding meetings are set out in the Act. However, your organisation's rules may set out further and additional requirements. It is important that your organisation follow both the rules and procedures set out in the Act and their own rules. Members of an incorporated association are entitled to request a copy of the rules from their association. To do so, contact the organisation's secretary.

## General meetings

A general meeting of an incorporated association is a 'catch-all' term for a meeting of the members that is held in accordance with the Act and the association's rules. General meetings may be:

- annual general meetings (**AGM**), or
- special general meetings (**SGM**).

Each type of general meeting, and the rules and procedures for calling and holding them are explained below.

### Annual general meetings

The Act requires all incorporated associations to hold an AGM every year.

An AGM is an important meeting for incorporated associations, because it is one where all members are invited to attend, and in which some topics of business need to be addressed, including:

- the presentation of the association's financial statement to members, and
- if required, new committee members and office bearers are elected.

Often, the AGM will also address other general business of the organisation and address any issues relevant to members.

#### RELATED RESOURCES

You can read more about the preparation of an association's financial statement and its financial reporting obligations on our Information Hub page [Annual reporting to government](#).

A quick guide to the requirements for calling and holding AGMs is below.

## Special general meetings

A SGM is a meeting of the members of an incorporated association that is not an AGM or a disciplinary appeal meeting. Typically, an incorporated association will hold an SGM to address specific business that has arisen and which should not wait until the next AGM.

A quick guide to the requirements for calling and holding SGMs is below.

### ! CAUTION

Where an AGM or SGM includes a special resolution (discussed below), additional requirements may attach to the calling and holding of the meeting.

## Committee meetings

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Committee meetings are meetings of an incorporated association's governing body – the committee. Your organisation may alternatively call these meetings 'board meetings.' Committee meetings are less formal than general meetings, and tend to have less formal requirements around the giving of notice.

A quick guide to the requirements for calling and holding committee meetings is below.

## Common meeting terminology

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There is some special terminology associated with the holding of meetings by incorporated associations, which is referred to in the below quick guide tables. You should familiarise yourself with the terminology as it may assist you to make sure that your association's meeting is held in accordance with the Act and its rules.

## Motions and resolutions

Motions and resolutions are related, but do have different meanings. They can sometimes be confused.

A motion is a proposal put forward at a meeting seeking that a decision be made or some action done. The procedure for putting forward a motion will require:

- notice of the motion
- a member moving the motion at the meeting
- another member seconding the motion at the meeting, and
- the members at the meeting who are entitled to vote on the motion.

If a motion is approved or passed in the vote, it becomes a resolution of the association. A resolution is binding on the association. Depending on whether a motion is put forward to be an ordinary or a

special resolution, the rules for voting on and passing the resolution will differ. The requirements for a special resolution are outlined below. Your organisation's rules may have additional requirements.

## Special resolutions

The business of an incorporated association is frequently put to the members or committee to vote on. Where this business is put to the vote, and the vote is in favour, the business becomes a 'resolution.'

Special resolutions are important resolutions that are put to an association's members at a general meeting. Some types of resolution must be put to members as special resolutions, including:

- the incorporation of the association or its amalgamation with another association
- changes to the association's name, and
- changes to the association's rules.

The Act contains a number of requirements for calling a special resolution. Under the Act, members entitled to vote on the proposed resolution must be given written notice as required under the rules of the incorporated association (for example, if you are using the Model rules they require that members are given at least 21 days' notice).

Additionally, the Act states notice must:

- specify the time and place of the general meeting at which the resolution will be voted on, and
- state in full the wording of the proposed special resolution.

A special resolution will only be passed if:

- 75% or more of the members who 'cast a vote at the meeting' vote in favour, and
- any further requirements in the organisation's rules are met.

### NOTE

Your organisation's rules may place additional conditions on the passing of a special resolution. By way of example, under the Act, 'cast a vote at the meeting' can include voting via postal vote or proxy if an association's rules allow for those methods of voting. See page 5 for more details on proxies.

Importantly, if a special resolution does not occur in accordance with the Act and your organisation's rules, it will be invalid.

## Quorum

The 'quorum' of the meeting is the minimum number of people that need to be present at a meeting for that meeting to proceed. If a decision is made at a meeting where there is no quorum, it will have no effect.

Your organisation's rules must specify the quorum for AGMs and other types of meetings.

## TIP

If your organisation has adopted the model rules, you will need to select the number of members who represent the quorum of general meetings and the number of committee members who represent the quorum of committee meetings. You will need to insert the quorum into the rules.



## Proxy

A proxy is a person who is appointed by a member to vote on their behalf at a meeting (that is, be the member's proxy). Whether or not proxy voting is allowed by your organisation will depend on the rules. There is no right to appoint a proxy under the Act, however an organisation's rules may grant members a right to appoint proxies. Organisations can attach other requirements to the appointment of a proxy, for example by specifying a deadline for when a proxy form must be received, or by giving a proxy a standing or specific authority (the power to vote for one purpose or at one meeting, or a general power). As such, you should also check to see if there are any other requirements attaching to appointing a proxy.

## RELATED RESOURCES

You can find out more about topics related to the calling and holding of meetings for your association in the following fact sheets:

- [Changes to an organisation's constitution or rules](#)
- [Members rights](#)



## Quick guide – AGMs for WA incorporated associations

	<b>Quick explanation</b>	<b>Model rules (if applicable to your association)</b>	<b>Example</b>	<b>Top tips</b>
When must it be held?	An AGM must be held annually.  The first AGM must be held within 18 months of the association being incorporated. After that, your organisation must hold its AGM within 6 months of the end of each financial year.		An association that has a standard financial year that ends on 30 June and starts on 1 July must hold its AGM before 31 December each year.	Check your organisation's rules because they may have further requirements about the date, time and place of the AGM.  Remember, an association needs to give advance notice of the time and place of an AGM to all its members.
What happens if it is not held on time?	You should lodge an application for extension of time with Consumer Protection. A fee applies.	N/A		You can access the extension of time application form here: <a href="https://www.commerce.wa.gov.au/consumer-protection/associations-fees-forms-and-online-transactions">https://www.commerce.wa.gov.au/consumer-protection/associations-fees-forms-and-online-transactions</a>
How to notify members	You must give notice to each member who is entitled to vote at the AGM, although your organisation's rules may specify that the notice be provided to a broader membership base.  Under the Act, the rules of your association must stipulate the time and manner for the giving of notice.	Model rule 52	If your organisation has adopted the model rules, 21 days' notice should be given. The notice must specify: <ul style="list-style-type: none"> <li>• when and where the annual general meeting is to be held, and</li> <li>• the particulars and order in which business is to be transacted.</li> </ul> Where a special resolution is proposed for the AGM, the notice should also set out the resolution and the intention to propose the	The secretary of the incorporated association is usually responsible for preparing and giving out notices of meetings including the AGM. This is an important job - If the notice is not properly prepared and given to members, the AGM may be invalid and the decisions made at it void (of no legal effect).  Even if your organisation's rules provide that notice may be given by putting the notice up on a notice board, it is good practice to give each member of the association an individual notice. This prevents

			<p>resolution as a special resolution. The notice must be either provided personally to members, or posted to the members' addresses (as kept on the members register).</p>	<p>members claiming they were unaware of the AGM.</p>
<p>What is the usual procedure at an AGM?</p>	<p>The procedure for the conduct of the AGM will depend on the rules and customs of your association. This can include:</p> <ul style="list-style-type: none"> <li>• the agenda for the AGM</li> <li>• the quorum required (that is, the minimum number of members who must be present)</li> <li>• how resolutions are passed</li> <li>• the voting methods (such as by a show of hands, or by a poll)</li> <li>• whether proxy voting is allowed, and</li> <li>• how meetings can be adjourned.</li> </ul> <p>The previous year's financial accounts must be presented to the AGM.</p>	<p>Model rule 50, Model rule 51 (SGMs)</p>	<p>A typical AGM agenda might include:</p> <ul style="list-style-type: none"> <li>• welcome</li> <li>• apologies</li> <li>• confirmation of minutes of the previous AGM</li> <li>• business arising from the minutes</li> <li>• correspondence</li> <li>• chairperson's report</li> <li>• treasurer's report</li> <li>• presentation of the financial accounts (this must occur at the AGM, whether or not the model rules have been adopted)</li> <li>• election or appointment of committee members and secretary (if your organisation has adopted the model rules, this must occur at the AGM)</li> <li>• general business</li> <li>• guest speaker</li> <li>• date of next general meeting, and</li> <li>• close and refreshments.</li> </ul>	<p>Commonly, notices for (and the agendas of) AGMs include a catch-all item such as 'any other business' or 'general business.' This allows members to discuss any additional matters which arise at the next meeting (such as setting a time and place for the next meeting) without needing to have provided advance notice.</p> <p>It can be a good idea to include a meeting agenda with the notice of meeting.</p>
<p>Voting at an AGM</p>	<p>If a member at an AGM wants to make a decision about a matter, motion or amendment, it is usual for each member to cast a vote – usually in favour (for) or against. The procedure for voting will be set out in your organisations rules.</p> <p>For a special resolution, a member can demand a poll to confirm whether the</p>	<p>Model rule 57, Model rule 59 )</p>	<p>Under the model rules, the following rules apply to voting at an AGM:</p> <ul style="list-style-type: none"> <li>• each member has only 1 vote, and</li> <li>• votes must be given personally or by proxy.</li> </ul>	<p>The usual procedure for voting at an AGM is that the chairperson will:</p> <ul style="list-style-type: none"> <li>• clearly state the motion to be put to the meeting</li> <li>• take a vote from those present and entitled to vote (including those present by proxy)</li> <li>• determine the result, and</li> <li>• announce the result of the vote.</li> </ul>

	<p>resolution has passed (instead of the usual method of a show of hands). Your rules may also allow for a poll to be demanded for resolutions that are not special resolutions.</p>			<p>Some decisions passed by special resolution (for example, changing the organisation's rules) are not official under the Act until they have been approved by the Commissioner. Depending on the type of decision, you may need to notify the Commissioner of the special resolution.</p> <p>Members may wish or be required to 'abstain' from voting (e.g. if they have a material personal interest in the motion), or may oppose a motion and request that their opposition is noted.</p>
<p>Taking minutes</p>	<p>Your organisation must keep a book of meeting minutes.</p> <p>Laws (such as defamation and privacy) may be applicable to the minutes kept by the organisation.</p> <p>Minutes are generally entered into a minute book and should be retained as members can request access.</p> <p>The accuracy of minutes should be confirmed at the next meeting by way of a resolution, and the chairperson of the AGM or the next meeting must verify the accuracy of the confirmed minutes, for example by signing them.</p>	<p>Model rule 60</p>	<p>If your organisation uses the model rules, meeting minutes will need to be entered into the minutes book within 30 days of the AGM, and the minutes must be checked and signed by the chairperson of the meeting or the succeeding meeting.</p> <p>The usual matters included in meeting minutes are:</p> <ul style="list-style-type: none"> <li>• The date, place and opening time of the meeting</li> <li>• The name of the chairperson and the members present and anyone else attending</li> <li>• The names of those who have sent apologies for not attending</li> <li>• Confirmation of the previous meeting's minutes</li> <li>• Records of motions, resolutions and amendments</li> <li>• Names of the people who move and second motions</li> <li>• Summaries of the debates on motions</li> <li>• The method of voting on motions, and details of any proxies or direct</li> </ul>	<p>Experience shows that it is best to write up the first draft of minutes as soon as possible after the AGM. Memory is fresh and the task can be done more quickly and efficiently than leaving it until just before the next meeting! The minutes are an official historical record of the organisation, so it is good practice to record in the minutes the name and position of office bearers (chairperson, secretary, treasurer) as well as names of members and any other people present (such as observers). It is useful for the secretary to circulate draft minutes with an "action list" to the people or sub-committees who have been given specific tasks at the AGM.</p>

			<p>voting</p> <ul style="list-style-type: none"> <li>• The results of voting</li> <li>• Details of documents tabled</li> <li>• Details of next meeting</li> <li>• Closing time</li> <li>• List of tasks arising</li> </ul> <p>If your organisation has adopted the model rules, meeting minutes for an AGM will need to address all matters specified in rule 41.</p>	
What to do after your AGM	Some decisions passed (such as changes to the constitution) are not official under the Act until they have been approved by Commissioner. Depending on the resolutions passed, you may need to notify Consumer Protection of the resolution.	N/A		

## Quick guide – Special general meeting

	<b>Quick explanation</b>	<b>Model rules (if applicable to your association)</b>	<b>Example</b>	<b>Top tips</b>
When it must be held	SGMs are held when required, to give members the opportunity to deal with specific business of an organisation, raised by members of the committee.	Model rule 51	<p>Examples of when an SGM will be held include:</p> <ul style="list-style-type: none"> <li>• to remove a committee member from their office</li> <li>• to make changes to the organisation's constitution, or</li> <li>• to propose to remove an auditor.</li> </ul> <p>If your organisation has adopted the model rules, an SGM must be convened within 28 days where a request is made by members in accordance with model rules 51(2) and 51(3). If this time is not met, the members can convene their own meeting and be reimbursed for costs of holding the SGM.</p>	Remember, an association needs to give advance notice of the time and place of a SGM to all its members. If a special resolution will be put to members at the SGM, extra requirements will need to be met.
What happens if an SGM is not held as scheduled	You should adjourn (and reschedule) SGMs in accordance with your association's rules.	Model Rule 56	Usually the chairperson is required to adjourn the meeting if there is no quorum present after a specified time. There may also be other circumstances where adjourning the meeting is appropriate (such as if the venue is double booked, or other circumstances	<p>If a meeting is adjourned, you will need to consider whether a new notice is required. Check your organisation's rules for any specific provisions about this. If in doubt its best to send out a new notice.</p> <p>Model rule 56(3) states that no business may be conducted on the resumption of an adjourned</p>

			<p>affect holding a functional meeting, or if not all business can be addressed within a reasonable time).</p> <p>Where an SGM is requested by the members under model rule 51(2), the meeting must be convened within 28 days, or the members may themselves convene the SGM.</p>	<p>meeting other than the business that remained unfinished when the meeting was adjourned. It is therefore important that you do not treat a resumed meeting as a new general meeting, or tack on other matters.</p>
How to notify members	<p>Notice of a SGM must be given to all members of the date, time and place of the SGM.</p> <p>Any requirements in the association's rules must also be complied with. The Act requires that the rules of incorporated associations outline the procedure for GMs (including SGMs).</p> <p>The Act includes requirements for giving notice of a special resolution which all incorporated associations must comply with when a special resolution is proposed as part of the business at an SGM, above and beyond the standard notice requirements for the SGM as set out in the organisation's rules.</p>	Model rule 52	<p>If your organisation has adopted the model rules, 14 days' notice of a SGM must be provided, and the notice must specify</p> <ul style="list-style-type: none"> <li>• when and where the SMG will be held, and</li> <li>• the particulars of the business to be transacted at the SGM and the order of the business.</li> </ul> <p>However, where a special resolution is proposed for the SGM, 21 days' notice must be provided, and the notice must also include the wording of the resolution and the intention that it be proposed as a special resolution at the SGM.</p> <p>The meeting notice may be provided to members personally, or sent by post to members' addresses as contained in the members' register.</p>	<p>The secretary of an incorporated association is usually responsible for preparing and giving notice of meetings. This is an important job - If the notice is not properly prepared and given to members, the AGM may be invalid and the decisions made at it void (of no legal effect).</p>
What is the usual procedure for running a SGM	<p>You should follow the procedures set out in your organisation's rules.</p>	Model rule 51	<p>A typical agenda might include:</p> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Apologies</li> <li>• Confirmation of minutes of previous SGM</li> <li>• Clearly set out the issues to be determined</li> <li>• Vote on resolutions</li> <li>• Close meeting</li> </ul>	<p>Commonly, notices and agendas from SGM's include a catch-all item such as 'any other 'business' or 'general business'. This allows members to discuss any additional matters which arise at the meeting (such as setting a time and place for the next meeting) and could otherwise not be discussed.</p> <p>It can be a good idea to include a meeting agenda with the notice of meeting.</p>

			If your association has adopted the model rules, the only matters that can be discussed are those set out in the notice.	
Voting at an SGM	You should follow the procedure set out in your rules.	Model rules 57, 59	<p>If a vote is tied, some organisation's rules say that the chairperson has the second (or casting) vote to decide the matter. Commonly, the chairperson will exercise this to maintain the existing situation (so that a controversial resolution will not be passed).</p> <p>If you are using the Model Rules, then ordinary members are entitled to one vote which may be made personally or by proxy (unless they also have permission to vote on behalf of an ordinary member that is a body corporate). They also stated the chairperson of the meeting has a second or casting vote if votes are divided equally on a question. The rules make no provision for the chairperson to exercise a casting vote to determine a special resolution.</p>	<p>The usual procedure for voting at an SGM is that the chairperson will:</p> <ul style="list-style-type: none"> <li>• clearly state the motion to be put to the meeting</li> <li>• take a vote from those present (including via technology) and entitled to vote (including those present by proxy)</li> <li>• determine the result, and</li> <li>• announce the result of the vote.</li> </ul> <p>Some decisions passed by special resolution (for example, changing the organisation's rules) are not official under the Act until they have been approved by the Commissioner. Depending on the type of decision, you may need to notify Consumer Protection of the special resolution.</p> <p>Members may wish or be required to 'abstain' from voting (e.g. if they have a material personal interest in the motion), or may oppose a motion and request that their opposition is noted.</p>
Taking minutes	Your organisation should keep accurate minutes of SGMs. The minutes should be collated in a minutes book.	Model rule 60	If your organisation uses the model rules, meeting minutes will need to be entered into the minutes book within 30 days of the SGM, and the minutes must be checked and signed by the chairperson of the meeting or the succeeding meeting.	Experience shows that it is best to write up the first draft of minutes as soon as possible after the SGM. Memory is fresh and the task can be done more quickly and efficiently than leaving it until just before the next meeting! The minutes are an official historical record of the organisation, so it is good practice to record in the minutes the name and position of office bearers (chairperson, secretary, treasurer) as well as names of members and any other people present (such as observers). It is useful for the secretary to circulate draft minutes with an "action list" to the people or sub-committees who have been given specific tasks at the SGM.

## Quick guide – Committee meetings

	<b>Quick explanation</b>	<b>Model rules (if applicable to your association)</b>	<b>Example</b>	<b>Top tips</b>
When it must be held	Committee meetings must be held in accordance with the association's rules. The rules may specify that the committee must meet a certain number of times per year, and/or that they can hold additional (special) meetings as required.	Model rule 41	If your organisation intends to adopt the model rules, you will need to insert into the rules the frequency of committee meetings.	Under model rule 41(1), the committee must meet at least 3 times in each year.
What happens if it is not held as scheduled	You should follow the procedure set out in your organisation's rules. The model rules are silent on this issue. Your organisation should consider whether to draft a rule addressing this issue.	N/A	For example, usually the chairperson is required to adjourn a committee meeting if there is no quorum present after a specified term. There may be other circumstances where it is appropriate to adjourn the meeting.	If a meeting is adjourned, you will need to consider whether a new notice is required. Check your organisation's rules for any specific provisions about this. If in doubt, it is better to send out a new notice.
How to notify members	Notice should be provided in accordance with the association's rules. The notice should provide an outline of the general business to be discussed at the meeting.	Model rule 42	Under the model rules, notice must be given to each committee member at least 48 hours before the time of the meeting.	Even if your organisation's rules provide for a lesser period of notice, it is good practice to give at least a week's notice of a committee meeting so that committee members have time to properly prepare for the meeting.  It can also be a good idea to schedule in the dates for all required committee meetings at the first meeting of the year. This helps the committee

				members to plan ahead to be available.
What is the usual procedure for CMs	The Act requires that the rules of your organisation set out the procedure to be followed at CMs. Your organisation may set out a procedure for CMs that is essentially the same as for GM's. However, the procedure for committee meetings is generally less formal than for GMs – mainly because of the smaller number of people involved and tendency to meet more frequently.	Model rule 43	A typical agenda might include: <ul style="list-style-type: none"> <li>welcome</li> <li>apologies</li> <li>confirmation of minutes of the previous meeting</li> <li>reports prepared by staff volunteers or sub-committees financial reports, and</li> <li>important correspondence, proposals and resolutions.</li> </ul> Under the Model rules, the procedure and order of business for CMs is determined by the committee members present at the meeting.	The committee should be careful to: <ul style="list-style-type: none"> <li>clearly record their decisions and actions (usually this is the secretary's task)</li> <li>note any actual or potential conflicts of interest and details of how the meeting dealt with voting on contracts or matters to which these relate</li> <li>carefully consider the organisation's financial position, and</li> <li>approve or ratify any expenditure for the organisation.</li> </ul>
Taking minutes	The Act requires that an incorporated association prepares and keeps accurate minutes of committee meetings	Model rule 47	Meeting minutes must record: <ul style="list-style-type: none"> <li>the names of the members in attendance at the meeting</li> <li>the business considered at the meeting</li> <li>any resolution on which a vote is taken and the result of the vote, and</li> <li>any material personal interest disclosed</li> </ul> Note the Act requires details relating to the disclosure of a committee member's material personal interest in a matter being considered at a committee meeting to be recorded in the minutes of the meeting	Experience shows that it is best to write up the first draft of minutes as soon as possible after the CM. Memory is fresh and the task can be done more quickly and efficiently than leaving it until just before the next meeting. The minutes are an official historical record of the organisation. It is good practice to record in the minutes the name and position of office bearers (chairperson, secretary, treasurer) as well as names of members and any other people present (such as observers). It is useful for the secretary to circulate draft minutes with an "action list" to the people or sub-committees who have been given specific tasks at the CM. You should make sure the official minutes of meetings are secure, and easily identifiable.
Voting at CMs	Check carefully your own organisation's	Model rule 46	If a vote is tied, most organisations'	Some organisations permit resolutions to be passed

	<p>constitution and policies about voting methods. There are various ways in which votes can be taken at a CM. The most common methods are voting by show of hands or by poll (that is, a vote in writing)</p>		<p>constitution says that the chairperson has a second (or “casting”) vote to decide the matter. This is the position under rule 46 of the model rules.</p> <p>Commonly, the chairperson will exercise this vote to maintain the existing situation (so that a controversial resolution will not be passed using this power).</p>	<p>by the committee in the absence of a meeting, provided it is agreed in writing by all committee members. Committee members may wish or be required to ‘abstain’ from voting (e.g. if they have a material personal interest in the motion), or may oppose a motion and request that their opposition is noted.</p>
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# Resources

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## Related Resources

The Not-for-profit Law Information Hub ([www.nfplaw.org.au](http://www.nfplaw.org.au)) has information on the following related topics:

✔ [Annual reporting to government](#)

This page outlines the financial reporting obligations of incorporated association, including requirements for the annual general meeting.

✔ [Keeping records](#)

This page outlines the requirements for keeping records of an incorporated association, including obligations to keep meeting minutes.

✔ [Rules or constitution](#)

This page explains the rules of an incorporated association and how changes can be made to them.

## Legislation

✔ [Associations Incorporation Act 2015 \(WA\)](#)

## WA Consumer Protection

✔ [Model Rules](#)

This page contains a link to the model rules for incorporated associations. Note that your organisation may have adopted the model rules under the *Associations Incorporation Act 1987 (WA)*, and will have three years to update your rules to comply with the new [Associations Incorporation Act 2015 \(WA\)](#).

✔ [Running an incorporated association](#)

Consumer Protection is the regulator of incorporated associations in WA. This page on Consumer Protection's website outlines some guidelines for running an incorporated association, including AGMs.

A NFP Law Information Hub resource. Access more resources at [www.nfplaw.org.au](http://www.nfplaw.org.au)

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