



## CONSTITUTION

### FREQUENTLY ASKED QUESTIONS

#### 1. What is a Constitution?

A Constitution is a written set of rules that guide the operation of an incorporated association. The constitution outlines the following:

- Operations of the organisation and the Executive Committee;
- Members rights; and
- Meeting protocols.

#### 2. Is there a template to help our organisation draft a Constitution?

Yes, the Queensland Government through their Office of Fair Trading web page has a Word Template that the community can access, download and change to suit their sport, recreation and community organisation.

To visit this webpage, please click [here](#).

#### 3. How can I change our organisation Constitution?

To change your organisations Constitution you need to follow the below process:

1. Pass a special resolution at a general committee meeting regarding the change in Constitution; and
2. Within 3 months of passing this resolution, the secretary must lodge an *Associations Incorporation Form 8 - Application to register an amendment of rules* to the Office of Fair Trading.

To download a Form 8 please click [here](#).

#### 4. Does it cost to change our organisations Constitution?

Yes, there is a small fee associated with changing the organisations Constitution. As of July 2015, the fee associated with this request was \$18.85.

Note, the fees and charges are regularly updated on the Queensland Government Website for Fair Trading as a result, please check the website (listed below) to find the latest fees and charges.

#### 5. I have lost our organisations Constitution, where can I find a copy?

Individuals and organisations can request copies of documents that have previously been lodged by incorporated associations. This search can help you find:

- Annual returns
- Constitution
- Constitution rule changes
- Committee membership changes

There is a small fee associated with searching, retrieving and forwarding these documents on. As of July 2015, the fee associated for searching and retrieving the documents was \$6.75 and for forwarding the document was a charge of \$3.20 per page of the document.

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#### 6. More Information:

Please visit:

- Queensland Government Website for Fair Trading  
(<http://www.qld.gov.au/law/fair-trading/>)