

Under the **Associations Incorporation Act 2015 (WA)**, all incorporated associations must include **19 specific matters** (Schedule 1 requirements) in their rules. If your club's constitution is missing any of these items, the corresponding clause from the WA prescribed **Model Rules** will automatically apply to fill the gap.

The 19 matters you must address, and how they refer to the Model Rules, include:

1. The Name of the Association

- **What it means:** The official name ending with "Incorporated" or "Inc."
- **Model Rules reference:** Addressed in Rule 1, though your specific name must be approved by the department.

2. The Objects or Purposes

- **What it means:** The main goals or mission of the club.
- **Model Rules reference:** Outlined in Rule 3, which includes the legally required "not-for-profit" clause.

3. Qualifications for Membership

- **What it means:** Who can join and how membership starts/ends.
- **Model Rules reference:** Covered in Rules 9 through 15 (covers application, classes, subscription fees, and resignation).

4. Register of Members

- **What it means:** How the club keeps a list of member names and contact details.
- **Model Rules reference:** Addressed in Rule 16, which requires updating the register within 28 days.

5. Resignation and Expulsion of Members

- **What it means:** The exact steps for leaving the club or having a member disciplined/kicked out.
- **Model Rules reference:** Rules 13, 17, and 18 detail the resignation process and the rules for disciplinary action.

6. Resolving Disputes

- **What it means:** A procedure to handle disagreements between members or between a member and the club.
- **Model Rules reference:** Rules 20 and 21 outline the steps, including mediation if a grievance cannot be resolved internally.

7. Powers of the Management Committee

- **What it means:** What the committee is allowed to do to run the club.
- **Model Rules reference:** Rule 48 states that the committee has the general control and management of the association's affairs

8. Composition of the Committee and Titles

- **What it means:** Who makes up the committee (e.g., President, Secretary, Treasurer).
- **Model Rules reference:** Rule 28 establishes that the committee consists of a President, Vice-President, Secretary, Treasurer, and ordinary members.

9. Election/Appointment of Committee Members

- **What it means:** How members are chosen to be on the committee.
- **Model Rules reference:** Rules 29 and 30 explain the nomination process and voting procedures at the Annual General Meeting (AGM).

10. Secretary of the Association

- **What it means:** The specific duties and contact duties of the club's secretary.
- **Model Rules reference:** Rule 35 sets out the secretary's duties, such as keeping records and issuing meeting notices.

11. Treasurer of the Association

- **What it means:** Who looks after the club's money and financial records.
- **Model Rules reference:** Rule 36 requires the treasurer to keep financial records and prepare financial statements.

12. Filling Casual Vacancies

- **What it means:** How to replace a committee member who quits or is removed mid-term.
- **Model Rules reference:** Rule 33 allows the committee to appoint a member to fill a vacant position until the next AGM.

13. Calling General Meetings

- **What it means:** How and when to tell members about Annual General Meetings (AGMs) and Special General Meetings (SGMs).
- **Model Rules reference:** Rules 38, 39, and 40 dictate the notice periods and how meetings are called.

14. Notice for General Meetings

- **What it means:** How much time members must be given before a meeting (e.g., 14 or 21 days).
- **Model Rules reference:** Rule 41 explains the methods and timeframe for giving notice of meetings to members.

15. Quorum for General Meetings

- **What it means:** The minimum number of members needed at a meeting to make valid votes and decisions.
- **Model Rules reference:** Rule 42 establishes the formula for calculating your required quorum.

16. Presiding Member at General Meetings

- **What it means:** Who leads the meeting (usually the President).
- **Model Rules reference:** Rule 43 outlines who takes the chair at general meetings.

17. Making Decisions at General Meetings

- **What it means:** How voting works (e.g., a show of hands or a poll).
- **Model Rules reference:** Rules 44 and 45 outline voting rights, how a majority is calculated, and the use of a casting vote.

18. Committee Meetings

- **What it means:** How often the committee meets and rules for calling committee meetings.
- **Model Rules reference:** Rules 49 and 50 specify the quorum needed and how to give notice for committee meetings.

19. Financial Year

- **What it means:** The 12-month period your club uses for its accounting and reporting.
- **Model Rules reference:** Rule 66 allows the club to determine its own financial year (e.g., 1 July to 30 June)