



MCKEAN & PARK

LAWYERS

STEPS TO ADOPTING RULES & CONSTITUTION

1. To initiate the process please complete the **Engagement Agreement and Instructions** and return that form to McKean & Park, accompanied by a cheque payable to "McKean & Park – Trust Account" to cover fixed professional fees and lodging fees. The **Engagement Agreement and Instructions** form is on our website <http://www.mckeanpark.com.au/newsite/home/default.asp>
2. Immediately upon receipt of a completed Application Form and cheque a hard copy of the –
 - Rules & Constitution (electronic copy also);
 - Bylaws (electronic copy also); and
 - Application Formwill be forwarded to your Club via the Contact person you have nominated.
3. You should immediately give notice of the General Meeting at which the Special Resolutions adopting the new Rules & Constitution (and also the adoption of the Bylaws) will be put.
4. That Notice must be given to all members entitled to vote **not less than 21 days** before the meeting.
5. The Form of Notice is available on our website <http://www.mckeanpark.com.au/newsite/home/default.asp>
6. At the General Meeting the motions should be put (after appropriate debate) and the meeting must be duly minuted.
7. A draft set of Minutes can be obtained from our website <http://www.mckeanpark.com.au/newsite/home/default.asp>
8. Assuming the motions are carried (and to demonstrate how complex a federal system of government can be):-

Victoria

The Public Officer must complete the Application for Alteration of Rules or Purpose (Application Form). Two directors must complete the accompanying statutory declarations. These together with a copy of the minutes and the unbound copy of the adopted Rules & Constitution must be returned to McKean & Park

New South Wales

The Public Officer or a Director must complete the Notice of Alteration of Objects or Rules (Application Form) which includes a copy of the resolution(s) attached to it. These documents together with the unbound copy of the Rules & Constitution and the Bylaws must be returned to McKean & Park.

South Australia

The Public Officer must complete the Application for Alteration of Rules (Application Form). A copy of the resolution is attached and must also be signed. These together with the unbound copy of the Rules & Constitution must be returned to McKean & Park.

Western Australia

A Director must complete the Notice of Special Resolution (Application Form). A copy of the Resolution is attached to it and must be signed as well. These together with the unbound copy of the Rules & Constitution must be returned to McKean & Park.

Queensland

The Secretary of the Club must complete the Application to the Register and Amendment of Rules (Application Form) with to which the unbound copy of the Rules & Constitution is annexed. These should be returned to McKean & Park.

Northern Territory

The Public Officer must complete the Statutory Declaration (Application Form) to which the unbound copy of the Rules & Constitution is annexed. These documents must be returned to McKean & Park.

Tasmania

The Public Officer must complete the Notice of Special Resolution (Application Form) to which a copy of the Notice of Motion is annexed. These together with the unbound copy of the Rules & Constitution must be returned to McKean & Park.

A.C.T.

Two committee members must complete the Alteration of Objects, Purposes or Rules (Application Form) and this together with the unbound copy of the Rules & Constitution must be returned to McKean & Park.

9. A list of appropriate witnesses has been posted on our website www.mckeanpark.com.au
10. McKean & Park will lodge the documents and advise you accordingly.
11. The Registry will advise you of acceptance.
12. Our website <http://www.mckeanpark.com.au> contains valuable information that will be of assistance to Office Bearers and the Public Officer both now and in the future. Please take advantage of this information.
13. **Our website will be updated to include additional information which will be of value to all Rotary Clubs.**

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