Implementation Checklist – Rules of Association

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| **Task/Step** | **Completed** |
| 1. Set a target meeting date to hold a general meeting to table the updated Rules of Association
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| 1. 6 months prior to the planned meeting date
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| * 1. Advise members at a general meeting that the Club plans to update the Rules of Association and details of the consultation process
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| * 1. Review the Club’s current rules and identify specific areas that need to be addressed.
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| * 1. Write an initial draft
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| 1. 4 months prior to the planned meeting date
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| * 1. At a general meeting present the initial draft and circulate to members for review and feedback (allow at least 2 weeks)
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| * 1. Review feedback and make amendments as necessary
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| * 1. If there are significant amendments, it may be necessary to recirculate the draft document to members for any further feedback
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| 1. 2 months prior to the planned meeting date
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| * 1. Forward to Dogs Queensland for a technical edit and review
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| 1. 1 month prior to the planned meeting date
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| * 1. Notify members, in writing, that a special resolution to adopt the new Rules of Association will be made at the next general meeting.

Advise the date, time and location of the meeting and include a copy of the final version with the notice.Retain a copy of the notice of the special resolution. |  |
| * 1. Start filling out the [Application to amend rules (Form 8) - OFT incorporated associations forms and guides - Publications | Queensland Government](https://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides/resource/1b8292f0-ca6d-461c-921b-d1bd0a92836c?truncate=30&inner_span=True)
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| * 1. If the meeting is to can be conducted via videoconference, ensure bookings etc are made.
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| 1. 7 days prior to the meeting
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| * 1. Send the final agenda for the meeting which will include the special resolution to adopt the revised rules of association
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| * 1. Pan to ensure there is a quorum at the meeting.
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| * 1. If the meeting is to can be conducted via videoconference
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| 1. At the meeting
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| * 1. Ensure there is a quorum
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| * 1. Ensure a list of all members present at the meeting are recorded
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| * 1. For the special resolution to pass 75% of members present at the meeting vote in favour of adopting the revised rules of association
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| * 1. Take accurate minutes of meeting
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| 1. Within 3 months after the meeting
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| * 1. Complete the Application to amend rules form and submit to the Office of Fair Training either in person or via Aus Post. Include with the application:
* A copy of the final version of the amended rules as tabled at the meeting.
* Copy of the notice (see step 5.1)
* Copy of the agenda (see step 6.1)
* List of members present (see step 7.2)
* Minutes of the meeting (see step 7.4)
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| 1. The new rules come into effect on receipt of approval from the Office of Fair Training. When received:
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| * 1. Notify members and distribute a copy to all members
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| * 1. Publish a PDF version on club’s website, if available
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| * 1. Send a copy to Dogs Queensland along with the notice from the Office of Fair Trading
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