



INCORPORATING YOUR CLUB OR ASSOCIATION

Garden Clubs of Australia Inc strongly recommends affiliates explore incorporation if you have not already taken this action. Incorporation provides a strong structure to ensure your organisation is managed well and it provides certain legal protections for members and Officers (President, Secretary, and Treasurer) of the association.

All Australian States and Territories have their own Associations Incorporation Act, and your incorporation needs to comply with the Act that applies in your State or Territory. Governments provide excellent guidance on the process you need to follow.

The basic requirement is for your association to have a **Constitution**, sometimes called **Rules** in different states or territories. All States and Territories publish a “Model Constitution” or “Model Rules” which you can simply adopt as your Constitution or Rules if it meets your needs. Some associations alter the model in some areas to meet their specific objectives.

For example:

- a) Setting a quorum for meetings, and
- b) Specifying your financial year.

State and Territory Governments have varying names for the Department responsible for incorporating associations. (Corporate Affairs, Fair Trading, Consumer and Business Services, Consumer Affairs).

It is suggested that affiliates wishing to explore incorporation begin with an internet search on **(your state/territory) Associations Incorporation Act** and you will easily access all the information you require.

You will need to hold a Committee meeting to:

- a) Discuss any changes that is particular to your group; and
- b) Nominate a person to be the contact for your respective group.