

for community environmental groups

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.

IS THERE A DRAFT CONSTITUTION TEMPLATE?

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](#).

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](#).

DOES IT COST TO CHANGE OUR ORGANISATIONS CONSTITUTION?

Yes, there is a small fee associated with changing the organisations Constitution.

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.

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. 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.

MORE INFORMATION

Qld Government Office of Fair Trading <https://www.qld.gov.au/law/fair-trading>