

## New Association Checklist

To assist you in preparing to become incorporated, please refer to the information below.

- The association has at least 5 members
- A name has been selected and is not on the 'unapproved list'  
Eg. Commonwealth, Federal, Bank, United Nations
- Develop a constitution. See our website for the model constitution.
  - ✓ determine your objects and purposes
  - ✓ determine member and committee member eligibility
  - ✓ determine your categories of membership
  - ✓ determine your committee positions including a public officer
  - ✓ determine your end of financial year
- hold a formation meeting and draft the minutes of this meeting with the following
  - ✓ vote on the name
  - ✓ elect committee members OR confirm that the existing committee
  - ✓ ensure that a public officer is selected or confirmed.
  - ✓ present constitution to members for a vote
  - ✓ present the motion to the members to become incorporated
  - ✓ authorise the public officer to lodge the application to become incorporated.

## Lodgment Checklist

- the public officer completes the **application to become incorporated**
- each committee member is required to complete the relevant application pages with their details and declarations
- the formation meeting **minutes** are supplied
- the new association **statutory declaration** is completed by the public officer and witnessed by someone over the age of 18.

**NOTE:** the statutory declaration must advise the intended correct legal name of the association and the formation meeting date where the public officer was authorised to apply.

- the constitution has the '**Annexure A**' located on the front page. This has the public officers name, the date that the statutory declaration was signed (not the formation meeting date) and is witnessed by the same person on the statutory declaration.
- the **constitution** itself has the minimum requirements of Section 21 of the Act:
  - ✓ The correct legal name used in full throughout the document, including "incorporated"
  - ✓ who can be a member and how to apply
  - ✓ the election of the committee and their powers
  - ✓ how to handle conflict
  - ✓ how to manage your funds

# Checklist

- ✓ rules for altering your constitution
- ✓ the legal name of the association, must include the word 'incorporated'
- ✓ the minimum notice to your members for your annual general meeting must be at least 14 days
- ✓ the amount of notice for a special resolution is at least 21 days.

Forms, fees and templates can be found on our website: <https://business.nt.gov.au/associations>