

ADOPTION OF NEW CONSTITUTION

Process

- Brief verbal introduction of document and rationale: i.e. tailored to meet current structure of zone/club and OFT requirements.

- Timeline for Adoption of Constitution.
 1. Obtain copy of draft rules
 2. Committee read and discuss relevant rules (see marked version)
 3. Agree on version as per marked clauses
 4. Disseminate unmarked version (black ink only) to members for perusal prior to Special General Meeting
 5. Consideration of any comments/requests
 6. Circulation of final draft to members
 7. Notice of SGM (usually 14 – 28 days) Appendix 5a
 8. Agenda for SGM Appendix 5b
 9. Hold Meeting Appendix 5c
 10. Lodgement with Office of Fair Trading (OFT) within 14 days:
 - (1) OFT (form 8) Appendix 5d
 - (2) Marked up version of constitution (rules)
 - (3) Minutes of Special General Meeting
 11. Copy of Final OFT approved document with PCQ
 12. NB Constitution only comes into effect once approved by OFT.

APPENDIX 5a

..... **PONY CLUB INC**

NOTICE OF SPECIAL GENERAL MEETING

Notice is hereby given that A Special General Meeting of the Pony Club Inc will be held on the:

Date: , Time: at: (Venue):

Business to be Conducted:

Motion on behalf of the Management Committee:

- 1. To rescind the existing constitution**
- 2. To accept and adopt the new constitution**

Moved:

Seconded:

Signed:

Secretary

APPENDIX 5b

AGENDA SPECIAL GENERAL MEETING

SPECIAL GENERAL MEETING

.....Pony Club

Date:.....

Venue:.....

PURPOSE OF THE MEETING:

To rescind the current constitution and adopt the proposed 202 constitution for (name of Club/Zone)

Opening of meeting

Apologies

Motion: *The current Constitution be rescinded and the new constitution (as circulated) be adopted:*

Closure of Meeting

APPENDIX 5c

MINUTES SPECIAL GENERAL MEETING

SPECIAL MEETING

.....Pony Club

Date:.....

Venue:.....

PURPOSE OF THE MEETING:

To rescind the current constitution and adopt the proposed 202 constitution for (name of Club/Zone)

Meeting opened at:.....

Attendees:.....

Apologies:.....

Motion: *Apologies be accepted*

Moved:..... seconded:.....

Motion: *The current Constitution be rescinded and the new constitution be adopted:*

Moved:..... Seconded:

Total Number in accordance with quorum: members

Motion to adopt new constitution: **CARRIED**

Meeting Closed at:.....

Signed:.....PRESIDENT

Date:.....

APPENDIX 5d

<https://www.publications.qld.gov.au/dataset/oft-incorporated-associations-forms-and-guides/resource/1b8292f0-ca6d-461c-921b-d1bd0a92836c>

Complete Appendix A if using PCQ Draft Rules