

Useful References

info@dsr.wa.gov.au

www.dsr.wa.gov.au—
Clubs—Clubhouse—
Constitution and
Incorporation

[www.commerce.wa.gov
.au/consumerprotection/
content](http://www.commerce.wa.gov.au/consumerprotection/content)

*A place for everything,
and everything in its
place. –Samual Smiles*

City of Armadale
Leisure Services
Locked Bag 2
Armadale WA 6992

Club Development Officer
9399 0407

www.armadale.wa.gov.au

Rules of Operation The Constitution

The basic set of rules for the daily running of your club.

What is in a Constitution?

- An explanation as to what your club's purpose is.
- Provides guidelines for the daily operations of your Club; i.e. committee powers and structure, meeting and voting procedures, financial management processes.
- Is a legal requirement for Incorporation.
- Assists with acquiring resources from other agencies.
- Allows you to apply for liquor licenses.

Alterations to Your Constitution

Why?

To amend, change or delete sections or rules.
Change your club name.
Change your club's objectives.

How?

By special resolution adopted at a General Meeting in accordance with your club's constitution.

Advise the Department of Commerce within one month of the adoption of the special resolution.

Notice of special resolution forms can be downloaded from;

www.fairtrading.wa.gov.au/publications/forms/associations/resolution.pdf