**CHECKLIST FOR CONTENTS OF RULES OF AN INDUSTRIAL ORGANISATION THAT IS A CORPORATION**

INDUSTRIAL RELATIONS ACT 2016 – SECTION 666

INDUSTRIAL RELATIONS (TRIBUNAL) RULES 2011– RULE 199

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| **For the Registrar’s approval, the application must -**  | **Tribunal Rule** | √ or X orn/a |
| Be in the chapter 12 approved form (Form 56) | 199(a) |  |
| State how the amendment was proposed and approved in accordance with the organisation’s rules | 199(b) |  |
| State that the amendment does not contravene the Act, another law or an industrial instrument | 199(c) |  |
| Have attached a schedule divided into 3 columns containing –1. the present registered rule in column 1, and
2. the exact description of the amendment sought detailing the words or paragraphs to be deleted or inserted and including any consequential amendments, e.g. renumbering, in column 2, and
3. the proposed new rule, incorporating the amendment detailed in column 2, in column 3

**NOTE: For an application for a new set of rules, the Registrar does not require this schedule to be filed with the application – and organisation is to attach a hard copy of the proposed new rules and to email the proposed new rules Registry.** | 199(d) |  |
| Attach a copy of a resolution passed in accordance with the organisation’s rules agreeing to the amendment | 199(e) |  |
| Be under the organisation’s seal or be signed by 2 officers authorised to sign the application. | 199(f) |  |

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| General requirements of Act | Act section | Rule number | √ or X orn/a |
| The Registered name of the Industrial Organisation. | 612 |  |  |
| Must have a registered office. | 613 |  |  |

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| **General requirements of Act as to rules** | **Act section** | **Rule number** | √ or X orn/a |
| **Must** have rules about matters required under Part 3 & Part 4. | 616 |  |  |
| **Must** not contravene the Act another law or an industrial instrument. | 623(1)(a) |  |  |
| **Must** not prevent members from complying with the Act or another law, an industrial instrument or decision or entering into a written agreement under an industrial instrument or decision. | 623(1)(b) |  |  |
| **Must** not impose conditions, restrictions or obligations that are oppressive, unreasonable or unjust. | 623(1)(c) |  |  |
| *May* have a common seal. | 611 |  |  |
| *May* state the industry for which the organisation is formed, and may make another provision that does not contravene the Act. | 620 |  |  |
| *May* provide for filling a casual vacancy. | 621 |  |  |
| *May* provide for an amount to be paid on the death of a member to an eligible nominee. | 622 |  |  |

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| **Rules must state** | **Act section** | **Rule number** | √ or X orn/a |
| The organisation’s objectives | 617(1)(a) |  |  |
| The eligibility rules | 617(1)(b) |  |  |
| How documents may be signed for the organisation. | 617(1)(h) |  |  |
| That notice must be given by a stated authorised officer to the commission of the existence or likelihood of industrial disputes in the way required under section 261. | 617(1)(i) |  |  |
| How the rules may be amended. | 617(1)(n) |  |  |

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| **Rules must state –** **Membership** | **Act section** | **Rule number** | √ or X orn/a |
| How and when (i) a person may become a member (ii) a person may resign from membership(iii) a person’s membership ends other than by resignation. | 617(1)(c) |  |  |
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| That membership applicants must be informed in writing of (i) a member’s financial obligations (ii) how and when a member may resign from membership. | 617(1)(o) |  |  |
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| That unless exempted under Part 13 the organisation must keep a member’s register, arranged according to branches if it has branches. | 617(1)(m) |  |  |

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| **Rules must state –** **Committees & Meetings** | **Act section** | **Rule number** | √ or X orn/a |
| The functions and powers of the committees of the organisation and its branches. | 617(1)(d) |  |  |
| How meetings of committees, branches and members are called. | 617(1)(e) |  |  |
| How committees are controlled by members. | 617(1)(f) |  |  |
| How committees of branches are controlled by members of the branch. | 617(1)(g)  |  |  |

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| **Rules must state –** **Funds and Property** | **Act section** | **Rule number** | √ or X orn/a |
| How the organisation’s property is to be controlled and funds invested. | 617(1)(j) |  |  |
| Any conditions for spending the organisation’s funds. | 617(1)(k) |  |  |
| That unless exempted under Part 12 the accounts must be audited yearly or in another more frequent period. | 617(1)(l) |  |  |
| That the organisation or branch must not make loans, grants or donations totalling more than $1000 to the same person unless the management committee has approved the payment, is satisfied the payment is nototherwise prohibited under the rules and, if payment is a loan is made on satisfactory terms. | 619(1) |  |  |

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| **Rules must state –** **Officers** | **Act section** | **Rule number** | √ or X orn/a |
| The functions and powers of office holders and branch office holders.  | 617(1)(d) |  |  |