

Consumer Affairs Victoria -<https://www.consumer.vic.gov.au/>

Procedure for changing the model rules of your Association:

To change the model rules of your association you need to take the following steps;

- notify Consumer Affairs Victoria that you have passed a special resolution to approve adopting the model rules, or
- apply for approval to change your rules (after passing a special resolution) and we approve the request.

Your association must take the following steps to change its rules:

1. Check your existing rules

The existing rules should set out what needs to happen when your association wants to change a rule.

Your existing rules should set out:

- how notice should be given to members (for example by letter or email)
- whether members must attend in person to vote, or if they can vote by proxy
- whether there are any other requirements your association has for changing rules.

2. Notify members of the proposed change

The association must notify members of the proposed change to the rules by special resolution at least 21 days before the upcoming general meeting.

3. Vote on a special resolution for the change in rules

A special resolution will pass if:

- at least 75 per cent of the members who vote at the meeting vote in favour of the resolution to change the rules, and
- any further requirements of the existing rules (if any) are met.

For more information on special resolutions, view [Incorporated association meetings](#) at Consumer Affairs Victoria.

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4. Lodge new rules via myCAV

To create a myCAV account go to www.consumer.vic.gov.au click the myCAV button, which is located at the top of the right hand side of the webpage.

This will take you to:

“Incorporated associations:

Where you can manage your association details, lodge an annual statement and renew or apply for registration.

Sign in and create an account for your Association.

Lodge the required documentation, detailed in myCAV, and pay the lodgement fee of \$198.80

A rule change does not take effect unless and until the change is approved by [Consumer Affairs Victoria](#).

The secretary or approved delegate must lodge the new rules via myCAV **within 28 days of the special resolution being passed by your Association.**

You must also provide:

- a copy of the notice of the special resolution stating the changes
- a copy of the rules with all paragraphs numbered, which clearly shows the changes, and
- payment of the fee online using myCAV.

For more information on using myCAV, view [myCAV for incorporated associations](#), [Consumer Affairs Victoria](#).