



SAMPLE MEETING INFORMATION

Incorporation

An incorporated association is a registered legal entity usually established for recreational, cultural or charitable purposes. It must have at least five members and all profits are put back into the association's activities. This structure offers many benefits to suitable organisations. Incorporation makes an association a legal entity and gives it a legal structure independent of its individual members, making it easier for the organisation to enter into contracts.

Incorporation allows your association to:

- continue regardless of changes to membership
- accept gifts, bequests and grants
- buy and sell property
- enter into enforceable contracts
- sue or be sued
- invest and borrow money

An incorporated association can be established for any legal purpose. Registration is inexpensive and it's relatively easy to establish and operate – the profits are also not subject to tax.

To determine whether your club should be incorporated, view this [LINK](#).

Meetings – Incorporated Associations and Clubs

General Meeting

A general meeting is one that takes place in accordance with the rules. It includes both annual general meetings and special general meetings.

Your association may hold a general meeting if each member who is entitled to vote has been notified of the date, time and place, as specified in the rules.

If your association's rules provide for voting by proxy using a standard form, members must be given a copy of that form with the notice.





Annual General Meeting

An annual general meeting is a meeting of all the members of an incorporated association which must be held once during each calendar year.

The annual general meeting must be convened in accordance with law, using the procedures in the organisation's rules.

Special General Meeting

General meetings (other than the annual general meeting) are called special general meetings and must have a specific purpose.

Special general meetings are often called to deal with business that cannot wait until the organisation's annual general meeting. A range of matters may be considered, including those that must be decided by a special resolution.

Committee Meeting

A committee is a group of members of the incorporated association who are chosen to make decisions on specific matters on behalf of it.

Committee meetings are usually less formal than general meetings and the notice requirements to attend are also less formal. However, it is important to comply with the rules of your association and to take and store accurate minutes from committee meetings.

More information regarding meetings can be found [HERE](#).

Consumer Affairs

Consumer Affairs Victoria is a business unit of the Department of Justice and Community Safety, within the Victorian government.

They are Victoria's consumer affairs regulator. Their purpose is to help Victorians be responsible and informed businesses and consumers.

myCav is the online system of Consumer Affairs which allows clubs and associations to manage their registration obligations, including:

- applying for incorporation
- update club/association details
- lodging annual statement

To login or register, use the following [LINK](#).

