**Evidence of pre-incorporation requirement
(example minutes)**

# Minutes of pre-incorporation meeting

Proposed corporation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(corporation)

Name of authorised applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present:** see attached attendance list

**Apologies:** see attached list of apologies

**Chairperson:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was appointed chairperson of the meeting.

**Minute taker:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resolution:** The following resolution was passed by the members listed on the application for registration of the corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*:

 **THE PROPOSED MEMBERS RESOLVED**:

1. that the applicant is authorised to apply for registration

2. that the proposed rule book attached to the notice of the meeting be adopted as the rule book of the corporation

3. that the attached list of replaceable rules from the CATSI Act will apply to the corporation except if they are modified or replaced in the proposed rule book

5. that the persons specified become directors on registration

6. that the persons specified become contact persons or secretaries on registration

**Closure:** There being no further business the meeting was declared closed at \_\_\_\_\_\_\_\_\_\_.

**Confirmation of the minutes**

These minutes are a true and accurate record of the meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of chairperson)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of chairperson)

**Attachment—List of replaceable rules**

List of replaceable rules in the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

| **Subject of provision** | **Provision** |  |
| --- | --- | --- |
| **Chapter 4—Members and observers** |
| Application to corporation | section 144‑5 | subsection (2) can be replaced |
| Determination of applications for membership | section 144‑10 | subsection (7) can be replaced |
| Resignation | section 150‑10 | subsection (2) can be replaced |
| Member not eligible for membership etc. | section 150‑20 | this section can be replaced |
| Observers | section 158‑5 | subsection (2) can be replaced |
| Corporation or directors may allow member to inspect books | section 175‑15 | this section can be replaced |
| **Chapter 5—Meetings** | this chapter can be exempted |
| Director may call meetings | section 201‑1 | this section can be replaced |
| Notice of general meeting to members, officers and observers | section 201‑25 | subsections (2), (5) and (6) can be replaced |
| Quorum | section 201‑70 | subsections (1), (2), (5) and (6) can be replaced |
| Chairing general meetings | section 201‑75 | this section can be replaced |
| Adjourned meetings | section 201‑85 | subsection (2) can be replaced |
| Who may appoint a proxy | section 201‑90 | this section can be replaced |
| How many votes a member has | section 201‑115 | this section can be replaced |
| Objections to right to vote | section 201‑120 | this section can be replaced |
| How voting is carried out | section 201‑125 | this section can be replaced |
| When and how polls must be taken | section 201‑140 | this section can be replaced |
| Calling directors’ meetings | section 212‑5 | this section can be replaced |
| Chairing directors’ meetings | section 212‑15 | this section can be replaced |
| Passing of directors’ resolutions | section 212‑25 | this section can be replaced |
| Circulating resolutions of corporation with more than 1 director | section 215‑1 | this section can be replaced |
| **Chapter 6—Officers** |  |
| Corporation may appoint a director | section 246‑15 | this section can be replaced |
| Directors may appoint other directors to make up a quorum | section 246‑20 | this section can be replaced |
| Term of appointment | section 246‑25 | subsections (1) and (3) can be replaced |
| Alternate directors | section 246‑30 | this section can be replaced |
| Director may resign | section 249‑5 | subsection (2) can be replaced |
| Terms and conditions of office for secretaries | section 257‑45 | this section can be replaced |
| Terms and conditions of contact person’s appointment | section 257‑50 | this section can be replaced |
| Powers of directors | section 274‑1 | this section can be replaced |
| Negotiable instruments | section 274‑5 | this section can be replaced |