



Are you there yet?

Time is fast running out for corporations to change their rule books to the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

All corporations incorporated under the old *Aboriginal Councils and Associations Act 1976* became 'transitional corporations' under the CATSI Act. These corporations have had since 1 July 2007 to adopt a new rule book (constitution) under the CATSI Act.

Deadline for rule changes—31 May 2009

Corporations need to send their proposed rule book and relevant documents to the Registrar for approval before 31 May 2009. This allows the Registrar's office one month to process the documents before the transition period ends on 30 June 2009.

What happens if you don't change your rules?

The Registrar has the power under the CATSI Act to give corporations that haven't changed their rules a new rule book. This is called a Registrar-initiated rule change. The Registrar's office will draft a rule book for these corporations based on ORIC's *Rule book—condensed* and their existing constitution.

CATSI rules—make them your own. Send your rule change documents to ORIC before 31 May.

Why rule books are important

It is important to follow the rules in your rule book and to make sure that it suits your corporation's needs. The rule book sets out why you have a corporation, who benefits from it and how it should be run.

Some of the benefits of having a rule book are that it:

- is an agreed set of rules between members
- describes how you organise yourselves and who your members can be
- helps explain to everyone what the corporation is trying to do (objectives)
- helps settle any disputes
- explains the way meetings and elections should be held
- explains how people can get involved, for example in becoming a member or a director
- shows other people such as funding bodies, that you are well organised and serious about your corporation.

Remember—designing your own rule book is the best way for a corporation to change some of the rules to suit your own circumstances and needs.



Don't forget these key dates

31 May 2009—deadline for rule changes.

Between **1 July and 30 November 2009**—hold your AGM.

Between **1 July and 31 December 2009**—send ORIC your 2008–09 reports.

FURTHER INFORMATION:

www.oric.gov.au

1800 622 431

info@oric.gov.au

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Subscribe to
The ORIC ORACLE
by emailing
info@oric.gov.au

What has ORIC done to help corporations?

Information

To help corporations make the changes to their rules ORIC has sent all corporations information in the mail and placed reminder messages in newspapers and on the radio.

Some of the information that ORIC has sent corporations included:

- Fact sheet—*Arrangements for corporations to move to the new CATSI Act*
- Fact sheet—*What's in the corporation's rule book?*
- Poster—*Steps to the CATSI Act*
- Information sheet—*How to adopt new condensed rules under the CATSI Act* (with examples of meeting notices, resolutions for members to pass, minutes for a general meeting)
- A 'Request to change corporation rule book' form
- *The rule book—condensed.*

Workshops

ORIC has also been running transition workshops around the country to help corporations make the change to the CATSI Act. ORIC staff helped corporations to get their rule books ready so that the corporations' members could vote on it. These workshops have now come to an end. If you went to one of these workshops but still need some more help to finish your rule book call ORIC today on 1800 622 431 (not free from mobiles).



Workshop in Halls Creek with the PRK radio station

Rule book tools

If you were not able to attend one of our transition workshops, there are some very useful tools on our website (www.oric.gov.au). Corporations can use these to make their own rule book that complies with the CATSI Act and suits their needs.

These include:

- *The rule book—condensed*
- *The rule book—info kit*
- *The rule book—etool* (computer program)
- *A guide to writing good governance rules for Prescribed Bodies Corporate and Registered Native Title Bodies Corporate.*

Don't waste any time. If you need more help to change your rule book call ORIC today on 1800 622 431.

Send your rule change documents to ORIC by 30 May 2009 or the Registrar will use his power under the CATSI Act to give you a set of rules.

Steps to change your rule book

1. Draft your rule book.
2. Call a general meeting.
3. At the general meeting pass a resolution agreeing to the proposed rule book.
4. After the meeting send the following items to the Registrar:
 - A copy of the notice of the meeting (an example is available on our website).
 - A copy of the minutes of the meeting (an example is available on our website).
 - A 'Request to change corporation rule book' form (available on our website).
 - A copy of the proposed rule book (you can send an electronic file by email, on CD or disk).

Sharing your good news stories

The Registrar is highlighting good news stories about our corporations on the home page of our website. We call it **Spotlight on** ... We plan to run these stories as they become known to us. We invite all corporations who would like to report a new initiative or an outcome you are proud of, to contact us and share your stories. Our current story features the Ramahyuck District Aboriginal Corporation. Go to our website and read all about the corporation and their work with the Koori community in Victoria.

If you want to share some news about good things your corporation is doing please email publications@oric.gov.au or call 1800 622 431.

SPOTLIGHT ON

