

## Rules of incorporated societies



The Incorporated Societies Act 1908 requires every incorporated society to have a set of rules. The rules set out how the society is run.

Well drafted rules will contribute to the smooth running of an incorporated society. The rules should be

- detailed
- clearly expressed and
- unambiguous/certain.

Poorly drafted rules may lead to disagreements over how the rules should be interpreted and whether or not the society is operating in accordance with its rules.

### There are some things that must be included in the rules

The Incorporated Societies Act 1908 sets out certain matters that must be included in the rules of a society. Rules will also often contain additional clauses covering issues that are specific to the administration of a particular society. Any other matters can be included in a society's rules, provided they are not inconsistent with the Incorporated Societies Act 1908 or general law.

### Other rules that may be useful to include are:

- Membership fees
- Registered office
- Copy of rules
- Management of the society
- A process for handling internal disputes
- Financial year

This is by no means a comprehensive list of rules that a society can adopt.

### [What must be included in the rules?](#)

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### [View copies of other incorporated society's rules](#)

To view another society's rules conduct a free Register Search at [www.societies.govt.nz](http://www.societies.govt.nz)

### [Sample set of rules](#)

This sample set of rules for an incorporated society is intended as a guide only. You should carefully consider the specific requirements of your society when developing a set of rules. It may also be appropriate to seek independent legal advice when drafting rules, especially if your society will have a large number of members or significant assets or income.

## **How do you change the rules of a society?**

An incorporated society can alter its rules. This must be done according to the procedures outlined in the existing set of rules that govern the society.