

How do you change the rules of a society?

An incorporated society can alter its rules. It is worthwhile reviewing your society's rules every few years to ensure that they are still relevant to your society. The society may want to consider taking legal advice in relation to any rule alterations that it wishes to make.

An alteration to the rules of a society must be done according to the procedures outlined in the existing set of registered rules that govern the society. Any changes to the rules must also comply with the Incorporated Societies Act 1908.

An alteration takes effect when it has been registered by the Registrar of Incorporated Societies. Until the alteration is registered the existing rules must be followed.

- Use the Registrar's form 'Certificate for alteration of rules' when filing a change of rules.
- You must supply either a complete copy of the updated rules with the alterations highlighted or a copy of the particular rule (or rules) that were altered.
- The copy of the alteration to rules must be signed by three members of the society.
- The certificate for alteration of rules needs to be signed by an officer or solicitor of the society.
- If the rule alteration includes a name change of the society, you should check that the name is able to be used by your society. Please also ensure you tick the box in the checklist on Form IS2 to confirm that the alteration of rules includes a name change for the society. [Read more...](#)
- It is FREE to register an alteration of rules.

[Download form IS2: Certificate for alteration of rules](#)

You can check to see when rule changes are registered by [searching the register of incorporated societies](#).

[Read more about how to find information for an incorporated society](#)

What 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.

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.

View copies of other incorporated society's rules

To view another society's rules conduct a free Register Search at www.societies.govt.nz

Changing the rules or trust deed of a charitable trust

Changing the rules or trust deed of a charitable trust works differently to changing the rules of a society. Learn more about changing the rules or trust deed of a trust.