

Checklist: Amending the Rules

Draft the amendment

If the amendment changes the active membership provision or will result in the conversion of a co-operative from a non-distributing to a distributing co-operative (or vice versa), obtain pre-approval from the Registrar

Give notice of a special resolution to members (unless the amendment can be made by a board resolution)

Pass special resolution

Apply to Registrar for registration of amendment within 28 days: send application form, amendment, reasons for amendment and revised rules

Receive certificate of registration of amendment