

Explanatory Summary – Proposed Rule Changes

Current Rule No.	Proposed Rule No.	Title	Current Text (Summary)	Proposed Text (Summary)	Type of Change	Comments / Notes
Part 1 — Preliminary						
1	1	Name	Name of Association stated as “Gateways Support Services Incorporated”.	Same as current.	No substantive change	-
2	2	Purposes	Detailed purposes focusing on disability services, family support, and community inclusion.	Modernised purposes framed around relieving disadvantage, with explicit reference to advocacy, human rights, research, education.	Substantive change	Aligns with ACNC/DGR expectations.
3	3	Financial Year	12 months ending 30 June.	Same as current.	No change	-
4	4	Definitions	Includes "Committee", "Member", "Special Resolution", "Virtual Meeting Technology", etc.	Updated with “Board”, expanded definitions for meetings, registers, new terms added.	Terminology + structure	Aligns with ACNC and Corporations Act terminology.
Part 2 — Powers of Association						
5	5	Powers of Association	Broad legal powers, including to contract, borrow, acquire assets.	Same, but expressly includes power to engage staff/contractors.	Substantive enhancement	Operational clarity.
6	6	Not for Profit Organisation	No distribution of income/assets except for reimbursement/payments in good faith.	Same effect; capitalises “Member”.	Terminology only	-
Part 3 — Members, Disciplinary Procedures and Grievances						

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Division 1 — Membership						
7	7	Minimum number of Members	Requires ≥5 members.	Same.	No change	-
8	8	Eligibility for membership	Any person who supports the purposes.	Same.	No change	-
9	9	Application for membership	Must be lodged with a Committee member.	Lodgement now made to Secretary.	Minor procedural amendment	Reflects updated governance roles.
10	10	Consideration of application	Committee decides on applications.	Decision now made by Board.	Terminology only	“Committee” → “Board”.
11	11	New Membership	Register records name and address.	Register must also record email and phone.	Update for modern contact details	Improves compliance with ACNC expectations.
12	12	Annual subscription and fee on joining	AGM determines annual subscription and payment date.	Same, but adds authority to set joining fee or pro-rata amounts for late-year members.	Substantive amendment	Adds clarity and flexibility.
13	13	General rights of members	Sets out rights incl. voting, notice, attendance.	Same.	No change	-
14	14	Associate Members	Defined as <15yo or as determined.	Rights defined by Board or general meeting (was Committee or GM).	Terminology only	-
15	15	Rights not transferable	Membership rights cease on resignation, expulsion, or death.	Same.	No change	-
16	16	Ceasing membership	Membership ceases on resignation, death, expulsion.	Same.	No change	-

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17	17	Resigning as a Member	Automatic resignation if >12 months in arrears or no response within 3 months.	Arrears threshold reduced to 60 days; non-response threshold reduced to 60 days.	Substantive tightening	Supports membership compliance in practice.
18	18	Register of Members	Must include name, address, date of membership, etc.	Adds phone, email; “a Member may inspect...” wording.	Update + clarity	Reflects privacy and contact standards.
18A	18A	Life Members	Approved by Committee by special resolution.	Approved by Board by absolute majority.	Terminology + approval threshold	-
Division 2 — Disciplinary Action						
19	19	Grounds for disciplinary action	Failure to comply, prejudicial conduct, etc.	Same.	No change	-
20	20	Disciplinary Subcommittee	Committee appoints subcommittee.	Subcommittee now appointed by Board.	Terminology only	-
21	21	Notice to Member	Sets out rights to address or submit written response.	Same.	No change	Language updates only.
22	22	Decision of subcommittee	May reprimand, suspend, expel.	Same.	No change	Language/format updates.
23	23	Appeal rights	Notice must be given within 48 hours.	Same, but clarifies that appeal notice can be given to Secretary.	Procedural clarity	-
24	24	Conduct of disciplinary appeal meeting	Vote by secret ballot; decision upheld by 75%.	Adds detail: Secretary must facilitate secret ballot and result announcement.	Clarified process	Procedural robustness.
Division 3 — Grievance Procedure						

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25	25	Application	Applies to disputes between Member/Board/Association.	Adds express right for Member to appoint any person to act on their behalf.	Substantive addition	Supports natural justice and disability inclusion.
26	26	Parties must attempt to resolve	Must try to resolve within 14 days.	Same.	No change	-
27	27	Appointment of mediator	Appointed by agreement, Committee, or DSCV.	Refers disputes to Chair/Board; may appoint Victorian Bar-accredited mediators.	Clarification + expansion	More detailed and modernised.
28	28	Mediation process	Mediator to support natural justice.	Same.	No change	-
29	29	Failure to resolve dispute by mediation	May seek resolution under Act or law.	Same.	No change	-
Part 4 — General Meetings						
30	30	Annual General Meetings	AGM held within 5 months after EOFY.	Same; terminology updated.	Terminology change	-
31	31	Special General Meetings	Committee may convene, or as requested.	Same.	No change	-
32	32	SGM at request of members	Requisition by 10% of members.	Requisition by 5 Members, fixed number.	Substantive change	More accessible threshold.
33	33	Notice of General Meetings	21 days' notice if special resolution.	Same.	No change	-
34	34	Proxies	Can appoint proxy, must be signed and received.	Same, clarifies "received 24 hours before the meeting".	Procedural clarity	-

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35	35	Place/time/presence	Defines virtual attendance rules.	Adds clarity re: virtual-only meetings and place attribution.	Modernisation	NDIS/ACNC standard practices.
36	36	Quorum	Quorum is 10% of Members.	Quorum fixed at 5 Members.	Substantive change	Simplifies practical governance.
37	37	Adjournment	Meeting may be adjourned by Chair.	Same.	No change	-
38	38	Voting	One vote per Member, personally or proxy.	Same.	No change	-
39	39	Special Resolutions	75% of votes required.	Same.	No change	-
40	40	Determining resolution carried	By show of hands or poll.	Uses “count” instead of “poll”.	Minor drafting update	Language modernisation.
41	41	Minutes of General Meeting	Records discussions, votes, attendance, etc.	Same, updates references from “Committee” to “Board”.	Terminology only	-
Part 5 — Governing Body (Committee → Board)						
42	42	Role and powers	Committee manages Association’s business.	Board manages Association’s business.	Terminology only	Matches modern corporate governance.
43	43	Delegation	Committee may delegate powers except those restricted.	Board may delegate, including to staff/roles; sub-delegations allowed.	Substantive expansion	Supports operational governance.
44	44	Composition of Committee	≤12 members; not < current.	Same, but applies to Board.	Terminology	-

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45	45	General Duties	Comply with Act, exercise care/diligence/good faith.	Same, explicitly references duties under Act.	Clarification	Adds legal reference.
46	46	Chair, Deputy Chair and Treasurer	Office bearers include Treasurer.	Removes Treasurer from office bearer list.	Structural change	Treasurer role absorbed in Finance rules.
47	47	Secretary	Must be appointed; manages registers, notices, etc.	May be non-Member/employee; additional statutory notice duty.	Substantive clarification	Aligns with Act.
Division 3 — Election and Tenure						
49	48	Eligibility for Committee member	≥18 years, entitled to vote, not disqualified.	Same, ACNC disqualification framed over prior 12 months.	Minor change	Aligns with ACNC Governance Standard 4.
50	49	Appointment of Committee members	Member resolution; fills casual vacancies.	Same structure, “Committee” → “Board”.	Terminology	-
51	50	Nominations	May self-nominate or be nominated.	Same.	No change	-
52	51	Service of nomination	Must be served ≥1 month before meeting.	Must be served ≥7 days before meeting.	Substantive change	More accessible nomination timeline.
53	52	Election	One-third retire per AGM, eligible for re-election.	Sets fixed 3-year terms; transitional rotation.	Substantive change	Modernises tenure rules.
54	53	Ballot	Secret ballot if more candidates than positions.	Same.	No change	Minor drafting updates.
55	54	Removal from office	Requires special resolution.	Same, references “Board Member”.	Terminology	-

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56	55	Vacation of office	Occurs if Member resigns, fails attendance, is disqualified.	Same.	No change	-
57	56	Appointment by Committee	Committee may appoint casual vacancies.	Board may appoint, including as addition to Board.	Terminology only	-
Division 4 – Meetings of Governing Body						
58	57	Meetings of Committee	≥9 per year.	≥4 per year; first meeting convened within 45 days after AGM if needed.	Substantive change	Reduces minimum frequency.
59	58	Notice of meetings	Notice ≥7 days.	Same.	No change	-
60	59	Urgent meetings	May be held without notice in urgent cases.	Same.	No change	Language updates only.
61	60	Procedure and order of business	Committee decides own procedure.	Same.	No change	-
62	61	Place/time/presence	Clarifies hybrid/virtual/physical attendance.	Same, but more detailed presence rules.	Structural improvement	Matches modern governance.
63	62	Quorum	Majority of Committee.	Majority of Board Members.	Terminology only	-
64	63	Voting	One vote per Member.	Same.	No change	-
65	64	Conflict of interest	Must disclose interest; cannot vote.	Adds requirement to avoid actual or perceived conflicts.	Substantive enhancement	Good governance practice.
66	65	Minutes of meeting	Minutes must include attendance, votes, interests disclosed.	Adds record of non-Board attendees.	Substantive addition	Greater transparency.

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67	66	Leave of absence	May grant up to 3 months.	Limits: max 2 leave periods per term.	Substantive tightening	Supports active governance.
67A	67A	Written resolution	Unanimous written resolution treated as meeting.	Same, updated references and permitted sign-off methods.	Modernisation	Reflects remote workflows.
Part 6 — Financial Matters						
68	67	Source of funds	Membership, grants, donations, etc.	Same.	No change	-
69	68	Management of funds	Treasurer/Committee may authorise spending.	Treasurer no longer named office bearer.	Structural/operational change	Aligns with modern finance governance.
70	69	Financial records	Must keep records for 7 years.	Same.	No change	-
71	70	Financial statements	Must comply with Act.	Adds ACNC compliance where applicable.	Enhancement	ACNC alignment for registered charity.
Part 7 — General Matters						
72	71	Common seal	Association may have seal; controlled by Secretary.	Same.	No change	-
73	72	Registered address	Address determined by Committee.	Same.	No change	-
74	73	Notice requirements	Notice may be sent by post, email, fax.	Fax removed; electronic/telephonic methods clarified.	Modernisation	Removes outdated tech.
75	74	Custody & inspection of records	Members may inspect certain records; Committee	Refusal grounds expanded (privacy laws, legal privilege,	Substantive update	Greater legal compliance.

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			may refuse for sensitive items.	prejudice to Association).		
76	75	Winding up and cancellation	Surplus assets to be transferred to similar charitable entity.	Same.	No change	-
76A	76A	Revocation of DGR endorsement	Applies if DGR status revoked.	Same, internal references updated.	Terminology revision	No change in effect.
77	76	Alteration of rules	May only be altered by special resolution.	Same.	No change	-
78	77	Transitional provisions	Ensures continuity when adopting new rules.	Expanded transitional measures for Board rotation etc.	Substantive enhancement	Clearer governance transition.