

CO-OPERATIVE SOCIETIES RULES
(Section 45)

222/232/1956
LN 42/1979

1. These rules may be cited as the Co-operative Societies Rules.

Register of Societies

2. The Registrar shall keep or cause to be kept at his office a register to be called the "Register of Societies" wherein shall be entered particulars relating to the registration of societies and their by-laws.

3. All original entries in the Register of Societies shall be made by, or under the direction of, the Registrar and shall be signed by him.

4. Every alteration, interlineation or erasure in the Register of Societies shall be initialled by the Registrar.

5. The Register of Societies shall be open to inspection by the public at all reasonable times and free of charge.

Application for registration of Societies

First Schedule

6.-(1) Every application for the registration of a society shall be submitted to the Registrar in the form set out in the First Schedule to these Rules.

(2) Three copies of the by-laws which the society proposes to adopt shall be submitted together with the application.

Registration

7. When the Registrar decides to register a proposed society the society and its by-laws shall be registered in the Register of Societies.

Second Schedule

8. Upon the registration of a society the Registrar shall forward to the society, free of charge-

- (a) a certificate of registration in the form set out in the Second Schedule to these Rules;
- (b) a copy of the by-laws of the society as approved by him and certified under his hand as having been approved by him;
- (c) a copy of the Act and of the Rules in English.

9. When the Registrar refuses to register a society or its by-laws he shall record in writing his reasons for so doing.

Register of members and books and accounts

10. Every registered society shall keep a register to be called the "Register of Members" wherein shall be entered-

- (a) the name, address and occupation of each member and a statement of the shares, if any, held by him;
- (b) the date on which each members name was entered in the register;
- (c) the date on which any member ceased to be a member; and
- (d) the nominee, if any, appointed under rule 19.

11. Every registered society shall keep such accounts and records and shall use such books as may from time to time be prescribed by the Registrar.

Membership

12. The election and admission of members to a registered society, other than original members, shall be in such manner and on such conditions as the by-laws shall prescribe.

13. A member may withdraw from a registered society by giving written notice to the Secretary, but such withdrawal shall be without prejudice to section 25 (1) of the Act.

14. If a member acts in contravention of the rules or by-laws or acts in any way detrimental to the interests of the registered society, such member may be expelled by a vote of two-thirds of the members present at a general meeting upon a charge communicated to him in writing by the committee not less than one week before the meeting. Such expulsion shall, however, be without prejudice to section 25(1) of the Act.

15. Any member who loses any of the qualifications for membership prescribed by the Act or the rules or the by-laws shall cease to be a member of the registered society, and the committee shall cause his name to be struck off the Register of Members without prejudice to any liabilities of such person under section 25(1) of the Act.

16. In the case of any registered society of limited liability holding deposits or loans from non-members, no member withdrawing, removed or expelled therefrom shall be entitled to a repayment of any money paid by him towards the purchase of shares.

17. No registered society shall fix any limit to the number of its members.

Non-members

18. The Registrar shall have power to prohibit or restrict transactions of any society with non-members when it is proved to his satisfaction that such transactions are opposed to co-operative principles or involve the abuse of any of the privileges accorded to societies or involve an evasion of income tax or a breach of any rules or orders of Government.

Division of profits

19.-(1) No registered society shall pay a dividend on share capital exceeding five *per centum per annum* on the capital actually paid up.

(2) A bonus based on wages or on the value of the products of a member, or a bonus or rebate on patronage calculated in proportion to the amount of business done by each member with the registered society, may be distributed every year after the accounts have been audited to the members from surplus funds after the deduction of all expenditure and after making provision for bad and doubtful debts and making allocation to the reserve fund.

(3) The Registrar or an Assistant Registrar may prohibit a society from making a loan to any person or paying a bonus or distributing any part of its accumulated funds without an authorisation in writing by the Registrar or Assistant Registrar. This power may not be delegated by the Registrar or Assistant Registrar.

Maximum liability

20.-(1) Every registered society shall, from time to time, fix at a general meeting the maximum liability it may incur in loans or deposits whether from members or non-members.

(2) The maximum so fixed shall be subject to the sanction of the Registrar, who may at any time reduce it. No registered society shall receive loans or deposits which will make its liability exceed the limit sanctioned by the Registrar.

General Meeting

21. The supreme authority in a registered society shall be vested in the general meeting of members at which every member has a right to attend and vote on all questions. Subject to the provisions of sections 22 and 23 of the Act, each member shall have one vote only which shall be exercised in person and not by proxy.

22. The first general meeting of members shall have the same powers as are given to the annual general meeting, and shall be held immediately or not later than one month after the receipt of the certificate of registration of the society.

Annual general Meeting

23. The annual general meeting of members shall be convened by the committee not later than one month after the report on the audit of the accounts of the registered society by the Registrar or person authorised by him is received by the committee. At least eight days notice shall be given before any such general meeting is held:

Provided that the Registrar may at any time after the audit of the accounts has been completed convene the annual general meeting which shall proceed as if it had been convened by the committee.

24. The functions of the annual general meeting shall be-

(a) to confirm the minutes of the previous annual meeting and of any intervening special general meeting;

(b) to consider the reports of the committee and the balance sheet together with the report on the audit of the accounts of the registered society for the previous year as prepared by the Registrar or the person authorised by him;

(c) to approve the accounts, or, if the accounts are not approved, to cause the secretary to notify the Registrar who shall consider the matter and make his decision thereon, and such decision as to the correctness of the accounts shall be final and conclusive;

(d) to hear and decide upon any complaints brought by members aggrieved by a decision of the committee:

Provided that notice of such complaints to be brought before the meeting has been given to the secretary at least two days prior to the meeting;

(e) to elect the committee; and

(f) to transact any other general business of the registered society.

Special general Meeting

25. A special general meeting of members may be convened at any time by the committee; and on receipt of a demand stating the object of the proposed meeting signed by not less than one-fifth of the members of the registered society, if such society is composed of less than one hundred members, or by twenty-five members if such society consists of more than one hundred members, it shall be the duty of the Chairman of the committee to convene such a meeting giving eight days notice. If the Chairman of the committee fails to convene a meeting within fourteen days from the receipt of a demand as aforesaid the members applying for such a meeting will have the right to convene the meeting by notice which must contain the object of the proposed meeting and a statement to the effect that the meeting is convened on the failure of the Chairman of the committee to convene the meeting demanded:

Provided that the Registrar or a person authorised by him may at any time summon a special general meeting of the registered society in such manner and at such time and place as he may direct. He may also direct what matters shall be discussed at the meeting. Such meeting shall have all the powers of a meeting called according to the rules.

Quorum at General Meetings

26.-(1) When a registered society consists of not more than forty members one-half of the number of the members or ten members, whichever is the less, shall form a quorum for the purposes of the annual or a special general meeting: and when a registered society consists of more than forty members one-fourth of the total number of the members of such society shall form a quorum for the purposes of the annual or a special general meeting:

Provided that when any meeting is summoned by the Registrar any members present at such meeting shall be deemed to form a quorum.

(2) If within one hour after the time fixed for any meeting, other than a meeting convened by the Registrar, the members present are not sufficient to form a quorum, such meeting shall be considered as dissolved if convened on the demand of members; in all other cases it shall stand adjourned to the same day in the next week at the same time and place and a notice to

that effect shall be posted by the Secretary within twenty-four hours, and if at the adjourned meeting a quorum is not present within one hour from the time appointed for the meeting; the members present shall form a quorum.

Chairman of General Meetings

27.-(1) The Chairman of the committee or in his absence any other person elected by a majority of those present shall preside at the annual or a special meeting:

Provided that the Registrar or a person appointed by him shall preside at any meeting convened by himself or on his demand.

(2) The Secretary or in his absence any other person nominated in writing by the Chairman shall act as secretary at the meeting. The Chairman, if necessary, may nominate other officers to assist at the meeting.

(3) The Chairman may by the decision of the meeting adjourn the meeting from time to time and from place to place, but no business shall be transacted at any meeting so adjourned other than the business left unfinished at the meeting from which the adjournment took place.

(4) The Chairman shall have the right to order the closure of a discussion and put the matter to the vote.

Voting at General Meetings

28. Any question submitted to the decision of the members present at a meeting, unless otherwise dealt with in the Act, shall be decided by a majority of votes on a show of hands.

29.-(1) The Chairman shall have an ordinary vote and in case of an equality of votes shall be entitled to a casting vote. In the case of a meeting convened by the Registrar and presided over by him or his representative, he or his representative shall not be entitled to vote except on an equality of votes, in which case they shall have a casting vote.

(2) In respect of every resolution put to the vote the Chairman shall declare whether it has been carried or lost, and an entry to that effect in the minute book shall be conclusive; evidence of anything therein contained.

Minutes of General Meetings

30. Minutes of the meetings shall be entered in the minute book and signed by the Chairman and Secretary before the dissolution or adjournment of the meeting and shall contain-

- (a) the number and names of the members present at the meeting and the name of the Chairman or of the person who presided at the meeting;
- (b) the date of meeting;
- (c) the total number of members on the date on which the meeting was held; and
- (d) all resolutions passed or decisions made at the meeting.

Election of Committee

31.-(1) The committee shall be elected at the annual general meeting.

(2) The committee shall consist of such number of members as the by-laws may prescribe and the quorum shall be as prescribed in the by-laws.

(3) Members of the committee shall hold office until the election of a new committee and shall be eligible for re-election:

Provided that any member may be removed by a majority of three-quarters of the members present and voting at a special general meeting who shall proceed at the same meeting to the election of a new member who shall hold office until the election of the new committee.

(4) Any vacancies on the committees shall be filled by cooption by the remaining members of the committee.

(5) The committee shall elect its own chairman who shall have an ordinary vote, and on an equality of votes, a casting vote. In the temporary absence of the Chairman the committee shall elect one of its members to perform his duties.

Duties of Committee

32.-(1) The committee shall be the executive authority of the society and subject to any directions from a general meeting it shall manage the affairs of the society; it may bind the society in contract, borrow money on behalf of the society to an amount not exceeding the amount which may have been fixed in accordance with rule 20 and may institute, defend and settle any legal proceedings on behalf of the society.

(2) The committee shall always keep a copy of the latest annual balance sheet of the society, together with the report referred to in rule 23, available for inspection by any person entitled to see them.

Meetings of Committee

33. The committee shall hold meetings not less frequently than a month at which once-

- (a) the minutes of the previous meeting shall be read;
- (b) the accounts, bank book and cash in hand shall be scrutinised and checked;
- (c) any loans due and owing to the society shall be considered and any action considered necessary in respect of such loans authorised;
- (d) any current business shall be considered.

Minutes of Meetings of Committee

34. Minutes of committee meetings shall be recorded forthwith by the Secretary in the minute book and shall be signed by the Chairman or other presiding member and by the Secretary and shall contain the following particulars-

- (a) the names of the members present and the date of the meeting;
- (b) the name of the Chairman or other presiding member; and
- (c) short statement of all matters discussed and decisions made, and a record as to whether each decision was made unanimously or by a majority.

Failure to attend Meetings of Committee

35. Any member of the committee who, without due excuse approved by the committee, fails to attend at three consecutive meetings of the committee, shall be deemed to have vacated his office which shall thereupon be filled as provided by rule 31.

Employees

36.-(1) The committee may-

- (a) appoint such clerks or employees as it considers necessary; and
- (b) fix the salary, wages or remuneration of every such clerk or employee.

(2) Every clerk or employee appointed under this rule shall hold office during the pleasure of the committee.

Loans

37.-(1) Where the by-laws of a society permit loans to be made to members the provisions of this rule shall apply.

(2) An application shall be made to the committee in such form as the Registrar may direct.

(3) The application shall be considered at a meeting of the committee, and if the committee are satisfied that-

- (a) the loan is adequately secured;
- (b) the applicant is trustworthy;
- (c) it is in the interest of the applicant and the society generally that the loan should be made, and the committee approve of the purpose for which the loan is requested,

the committee may sanction the loan.

(4) No loan shall be advanced until the terms upon which it is made have been reduced to writing to the satisfaction of the committee.

(5) It shall be a condition of every loan that the borrower shall apply the proceeds of the loan to the purpose for which it was given.

(6) Every loan shall become immediately repayable upon breach of any of the conditions thereof.

(7) If by reason of sickness or some other cause a member finds that he will be unable to discharge his obligations to the registered society and notifies the Secretary in writing before a loan is due the committee may extend the time fixed for repayment on such conditions as it thinks fit.

(8) In all matters appertaining to loans the committee shall act in accordance with the directions of the Registrar.

Marketing

38.-(1) Every member of the society shall deliver to the society at such place as the committee shall direct such amount of articles produced or obtained by him as may be prescribed in the by-laws or in the relevant contract to be disposed of by the society.

(2) Any member who is approved or adjudged in accordance with the provisions of section 43 of the Act to be guilty of a breach of the by-laws or the relevant contract as the case may be shall pay to the society as liquidated damages such sum as may be specifically assessed or ascertained in manner prescribed by the by-laws or by the relevant contract and such sum shall be deemed to be a debt due to the society.

Bad Debts

39. The committee may, with the approval of the Registrar, cause bad debts to be written off the books of the registered society in such manner and at such times as the Registrar may deem fit.

Preparation of annual accounts and report and returns

40. The committee shall in every year and as soon as conveniently possible within such time as the Registrar may direct-

(a) cause the Secretary to prepare and send to the Registrar the yearly balance sheet closed on the 31st December of the preceding year together with a detailed statement of the profit and loss account; and

(b) prepare a report on the years working of the registered society to be presented to the annual general meeting; and

(c) cause the Secretary to prepare and send to the Registrar quarterly returns in the form prescribed.

Transfer of shares

41.-(1) Any shares may be transferred with the approval of the committee to any other member at the option of the transferor, but if the transferee is not a member, he must be approved as a member by the committee or the general meeting according to the by-laws relating to the admission of members, before the transfer can be registered; and if the by-laws require a member to hold more than one share, the transferee must acquire by the transfer, or by the transfer and allotment, the number so required to be held before the transfer can be registered.

(2) Special transfer forms shall be provided by the Registrar.

(3) No transfer of a share shall be valid and effective unless and until such transfer has been registered by the Secretary on the directions of the committee.

(4) No transfer of a share shall be registered if made by a member indebted to the registered society without special order of the committee, and until the transfer of a share is registered, no right shall be acquired against the registered society by the transferee, nor shall any claim of the registered society upon the transferor be affected thereby.

Sale of shares of members in default

42. The committee may, in default of payment by any member indebted to the registered society to an amount not less than three-fourths of the sum paid up for the time being on any transferable share held by him, sell, transfer, and register in the books of the registered society, such share to any person entitled to hold the same under the rules or by-laws for the best price obtainable therefor, and apply the proceeds in or towards the discharge of the debt so due and of any expense incurred in or about the same, paying over the balance, if any, to the member, without being responsible for any loss occasioned thereby, and the defaulting member shall cease to have any further claim in respect of such share.

Secretary

43.-(1) The Committee shall appoint a Secretary and, unless the person so appointed is a member of the committee, shall have power to fix the remuneration for his services, which, if any, shall be paid from the funds of the registered society monthly in arrear.

(2) The Secretary, if a member of the committee, shall be unpaid.

(3) No appointment made under paragraph (1) of this rule shall be valid and effective and no remuneration fixed thereunder shall be payable or recoverable, unless approved by the Registrar. Every such approval shall be communicated in writing by the Registrar to the committee.

Duties of Secretary

44. The duties of the Secretary shall be-

(a) to attend all meetings of the registered society and of the committee and to carry out all the instructions of the committee;

(b) to be present at the office during the hours of business as fixed from time to time by the committee;

(c) to record the whole of the transactions of the registered society in the books provided for that purpose; to conduct correspondence on behalf of the registered society; to prepare the annual statement of accounts and balance sheet; and to have charge of the documents, books and vouchers for payments and receipts on behalf of the registered society;

(d) to receive all applications for loans and bring the same before the committee; to prepare receipts and other documents in the form prescribed for signature by borrowers prior to their taking the loan sanctioned and, with the authority of the committee, to supply information about the registered society which may be applied for by members;

(e) to receive all moneys due or payable to the registered society and issue receipts to the payer for same from a receipt book supplied to the registered society for the purpose by the Registrar;

(f) to keep separate all moneys belonging to the registered society and on no account to mix them with any other moneys; and to produce, at all times when called upon, to the committee, or the Registrar or any person authorised by him, all moneys in his hands belonging to the registered society;

(g) to make payments as authorised by the committee, obtaining the payee's signature on the payment book prescribed by the Registrar:

Provided that if the payment is made outside the registered society's office the Secretary shall, in every instance, obtain from the payee a manuscript receipt and attach it to a separate page of the payment book;

(h) to summon meetings as provided in the rules;

(i) any other duties which the by-laws or the committee of the society shall require him to do.

Unfit officers

45.-(1) If in any society, after due inquiry an officer is found to be unfit for the discharge of his duties, the society shall on the requirement of the Registrar, dismiss him.

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(2) The Registrar or his representative may take part in the inquiry, a report of which shall be sent to the society and to the Registrar.

Reserve Fund

46.-(1) The reserve fund of a registered society created in pursuance of the provisions of section 30(1) of the Act, may, with the sanction of the Registrar-

(a) be utilised in the business of the registered society; or

(b) be applied to meet occasional deficiencies incurred by the registered society.

(2) In sanctioning the utilisation or application of the reserve fund under paragraph (1) of this rule the Registrar may impose such terms and conditions as he may deem fit.

Audit of accounts

47. In pursuance of the provisions of section 31 of the Act, the accounts of every registered society shall be audited all least once in every year by some person authorised by the Registrar. Such person shall have access to all the books and accounts of the registered society and shall examine every balance sheet and annual return of the receipts and expenditure, funds and effects of the registered society, and shall verify the same with the accounts and vouchers relating thereto, and shall either sign the same as found by him to be correct, duly vouched and in accordance with the Act, and shall report to the Registrar accordingly, or shall specially report to the Registrar in what respects he finds the same incorrect unvouched or not in accordance with the Act. The Registrar shall thereupon forward the report of such person to the committee.

Audit and Supervision Fund

48.-(1) There shall be constituted a fund to be known as the Audit and Supervision Fund if the Registrar so directs and every registered society shall, when called upon to do so by the Registrar, make annually a contribution to such fund.

(2) Until such time as a society has been registered for the purposes of supervision and audit, such contributions shall be held by the Registrar and administered by him on behalf of the contributing registered societies.

(3) So long as the Registrar administers the fund on behalf of the contributing registered societies, he shall report in every year to the Government in respect of the income derived from contributions, the expenditure he has sanctioned from the fund and the balance in his hands.

(4) As soon as a society for supervision and audit has been registered, the fund shall be credited to such society and shall be utilised by such society in accordance with its objects and by-laws.

(5) Until a society for supervision and audit has been registered the Registrar shall fix the amount of the annual contribution to the fund of every registered society called upon to contribute to the fund. The amount of every such annual contribution shall be subject to a maximum of either ten *per centum* on the net annual profits of the registered society or of one *per centum* of the working capital of the registered society, and shall not in any case be less than twenty dollars.

By-laws

49.-(1) The by-laws of a proposed society shall contain provision in respect of the following matters-

- (a) the name of the society;
- (b) the registered address of the society;
- (c) the objects for which the society was established;
- (d) the purposes to which the funds may be applied;
- (e) the qualifications for membership, the terms of admission of members, and the mode of election;
- (f) the nature and extent of the liability of members;
- (g) the manner of raising funds, including the maximum rate of interest on deposits;
- (h) the total number of members of the committee;
- (i) the quorum of the committee; and
- (j) such other matters relating to the operation and purposes of the society as the Registrar may approve;

(2) If the objects of the proposed society include the creation of funds to be lent to the members the proposed by-laws shall, in addition, contain provision in respect of the following matters-

- (a) the occupation or residence of the members;
- (b) the conditions on which loans may be made to members, including-
 - (i) the rate of interest, and
 - (ii) the maximum amount which may be lent to a member; and
- (c) the consequences, if any, of default in the payment of any sum due on account of shares.

Amendment of by-laws

50.-(1) Where in pursuance of the provisions of section 10(1) of the Act a registered society amends its by-laws, such amendment shall be made by a resolution of the members of the registered society at a general meeting.

(2) Every resolution under paragraph (1) of this rule shall not be valid and effective unless it was taken by the assent of not less than three-fourths of the members present at the general meeting at which the resolution was proposed.

(3) Three copies of the amendment of the by-law shall be forwarded to the Registrar together with a certificate as in the form set out in the Third Schedule to these Rules.

Third Schedule

Copies of entries

51. For the purposes of section 19 of the Act a copy of an entry in the book of a society may be certified by a certificate written at the foot of such copy, declaring that it is a true copy of such entry and that the book containing the entry is still in the custody of the society; such certificate being dated and signed by the Secretary and one member of the committee.

Reference of a dispute to the Registrar for decision

52.-(1) Reference of a dispute to the Registrar for decision under the provisions of section 43 (1) of the Act may be made-

- (a) by the committee; or
- (b) by the registered society in pursuance of a resolution in that behalf taken in general meeting; or
- (c) by any party to the dispute; or
- (d) where the dispute concerns a member of the committee and the registered society, by any member of the registered society.

(2) Every reference under this rule shall be made by a statement in writing addressed to the Registrar. Such statement shall-

- (a) be dated;
- (b) specify the dispute;
- (c) set out full particulars of the dispute; and
- (d) be signed by the party making it.

Reference to arbitration by the Registrar

53.-(1) Where, in pursuance of the provisions of section 43 (2)(b) of the Act, the Registrar decides to refer a dispute to arbitration, such decision shall be embodied in an order of reference under his hand.

(2) Every order of reference under this rule shall-

- (a) specify the name, surname, place of abode and occupation of the arbitrator;
- (b) set out the dispute and full particulars thereof; and
- (c) limit the time within which the award shall be forwarded by the arbitrator to the Registrar:

Provided that, on good cause shown to his satisfaction, the Registrar may by a further order enlarge the time whether before or after the time limited by the order of reference has expired.

Proceedings before the arbitrator

54.-(1) The proceedings before the arbitrator shall, as nearly as possible, be conducted in the same way as proceedings before a court of law and in particular the following provisions shall have effect in respect thereof-

- (a) notice of the time and place at which the proceedings are to be held shall be given to the parties to the dispute, and such notice shall be a ten days notice;
- (b) a record of the evidence adduced before the arbitrator shall be made, dated and signed by the arbitrator;
- (c) documents produced as evidence before the arbitrator shall be marked, dated and initialled by the arbitrator and shall be attached to the file of the proceedings; and
- (d) in the absence of any party duly notified to attend, the dispute may be decided by the arbitrator *ex parte*.

(2) The award of the arbitrator shall-

- (a) be in writing;
- (b) be dated and signed by the arbitrator; and
- (c) state the amount of costs and expenses of the arbitration, if any, and by which party or parties to the dispute the same are to be paid.

(3) Upon the completion of the proceedings, the arbitrator shall forward to the Registrar-

- (a) the file of the proceedings; and
- (b) the award.

Proceedings before the Registrar

55. Where, in pursuance of the provisions of section 43(2)(a) of the Act, the Registrar exercises the power of deciding the dispute himself, the proceedings before him in relation thereto shall, as nearly as possible, be conducted in the same way as proceedings before a court of law and the provisions of rule 54 shall apply *mutatis mutandis* to such proceedings.

Fees

Fourth Schedule

56. The fees specified in the Fourth Schedule to these Rules shall be payable for the matters to which they relate.

FIRST SCHEDULE
(Rule 6(1))

APPLICATION FOR REGISTRATION OF A SOCIETY

Made under the Co-operative Societies Act

To the Registrar of Co-operative Societies,
Solomon Islands

- 1. Application to register a society of liability is hereby made by the ten persons/registered societies whose names are subscribed below.
- 2. The name of the society is.....as set forth in by-law No.....of the by-laws of the society.
- 3. At a meeting of the society held aton the.....day of.....19,..... it was resolved to apply for registration as a society under the Act.
- 4. Accompanying this application are attached:
 - (a) a list of all members and the capital subscribed by each;
 - (b) the names and addresses of the committee and other officers of the society;
 - (c) three copies of the by-laws of the society.
- 5. All communications with the society should be addressed to

Dated this.....day of.....19.....

Signatures:

- | | | |
|-----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | | |

SECOND SCHEDULE
(Rule 8(a))

CERTIFICATION OF REGISTRATION

I hereby certify that I have this day registered the.....
as a co-operative society with.....liability under the
above name with its address at.....in accordance with section 7 of the
[Co-operative Societies Act](#).

Dated this.....day of....., 19.....

Registrar of Co-operative Societies

THIRD SCHEDULE
(Rule 50(3))

CERTIFICATE ACCOMPANYING AMENDMENT TO A SOCIETY'S BYLAWS

We.....(*names*) Chairman and Secretary
of the.....hereby certify that-

- (1) The enclosed amendment of the by-laws was made at a General Meeting held on
- (2) That on that date there were.....members of the society of whomwere present at the meeting.
- (3) That.....members voted for the amendment.
- (4) That due notice of the meeting and the proposed amendment was issued to all members in accordance with the society's by-laws.

Dated this.....day of....., 19.....

Chairman

Secretary

FOURTH SCHEDULE
(Rule 56)

SCHEDULE OF FEES

	\$
For the registration of a society of which no member is a registered society... ..	2.00
For the registration of a society of which a member is a registered society.... ..	2.00
