**How to make changes to your Show Society constitution**

Any changes made must be consistent with the Associations Incorporation Act 2009, and the rest of the constitution.

Once necessary changes are identified a Show Society may change its constitution by following these steps:

1. Provide members at least 21 days’ notice of proposed special resolution
2. Pass special resolution

A special resolution is passed if at least three-quarters (75%) of the votes cast support it. For more information refer to the NSW Fair Trading Resolutions fact sheet. (<http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association/Resolutions.page>)

1. Apply for registration of the changes within 28 days of the resolution being passed

Complete the NSW Fair Trading form A6 Application to register change of objects or constitution. This form requires you to include details of the proposed change, include a copy of the special resolution passed, and include payment of fee. (<http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Forms/Associations_forms.page?#Form_A6_-_Application_to_register_change_of_objects_or_constitution>)

1. The change is valid once it is registered with NSW Fair Trading

For more detailed information please contact NSW Fair Trading - telephone 13 32 30 web www.fairtrading.nsw.gov.au.