By-law: <insert by-law name>

|  |  |  |  |
| --- | --- | --- | --- |
| By-law number: | <secretary’s use> | Version: | <secretary’s use> |
| Drafted by: | <insert name> | Date approved:  | <secretary’s use> |
| Authorised by: | <secretary’s signature> | Review date: | <insert date> |

# Introduction

Include a short statement to give an overview and background to the by-law.

# Purpose

The purpose of this by-law is to:

* List the purpose of the by-law.

# By-law

State the by-law ensuring it clearly describes the desired outcomes required to fulfill the purpose.

The word “shall” is used to describe mandatory elements of a by-law.

The word “may” is used to describe elements which require a level of judgement to implement.

Ensure the by-law is written and structed for ease of use. Use plain English and avoid jargon or complex language. Bullet points, flow charts or illustrations may be included as elements of a policy.

# Authorising rule

* List the section of the Rules of Association to which this by-law relates
* If the matter is not provided for in the Rules of Association, then the section of the Model Rules, included in the Association Incorporation Regulation 1999, shall be referenced.

# Related documents (delete if not relevant)

* List any related by-laws, procedures, forms, templates or checklists.

# Definitions (delete if not relevant)

|  |  |
| --- | --- |
| Term | Meaning |
|  |  |

# Version control

|  |  |  |
| --- | --- | --- |
| Version | Date | Comments |
| 0.1 | <insert date> | <insert a brief description of the version> |