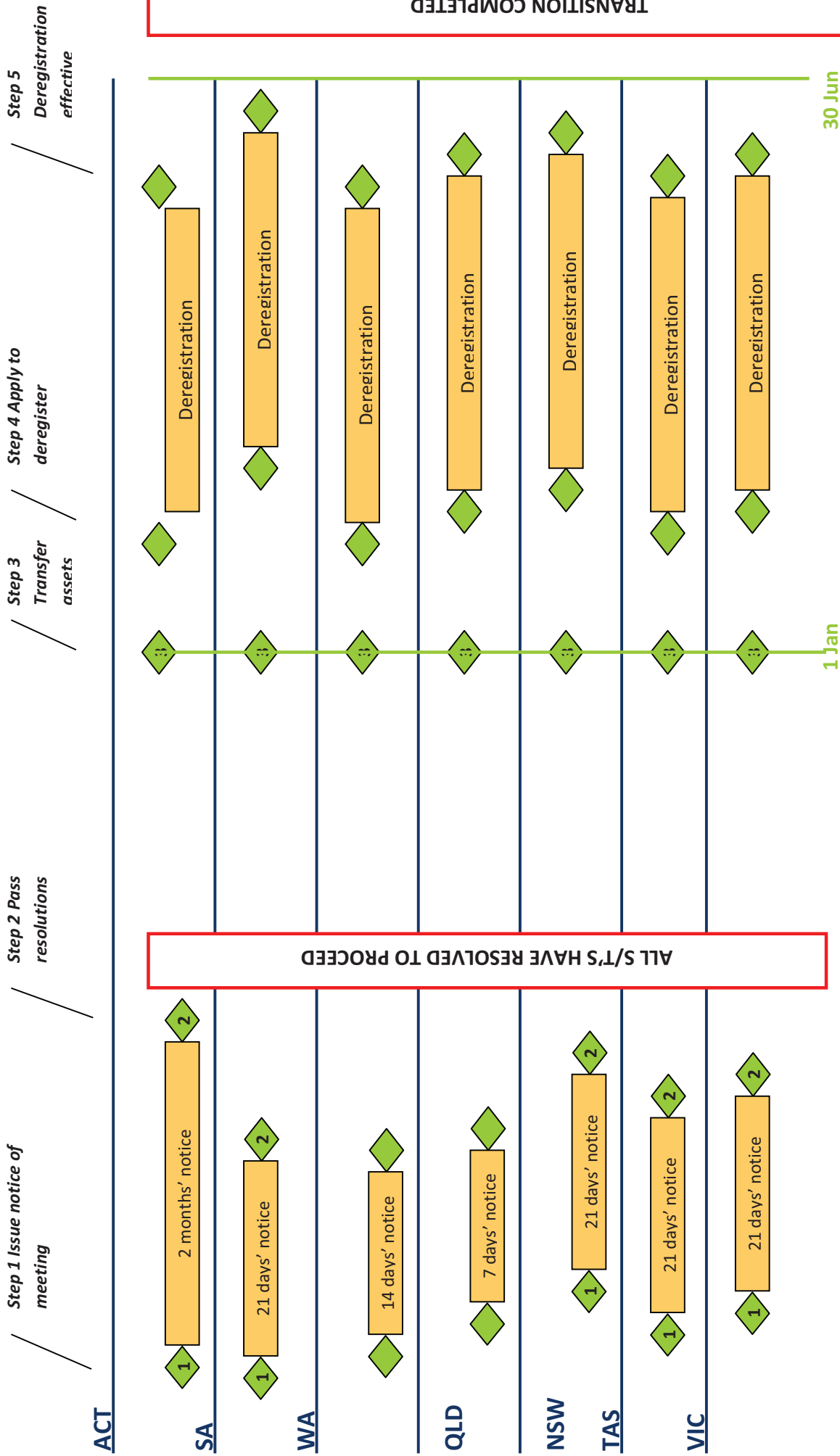


ROADMAP FOR TRANSITION TO NATIONAL BODY



NOTES TO ROADMAP

1. All of the State and Territory organisations go through the same basic process:
 - 1.1 Issue notice of meeting
 - 1.2 Pass resolutions
 - 1.3 Transfer assets
 - 1.4 Apply to deregister.
2. Some States and Territory organisations will be able to consider the proposed resolutions at their AGM. Others will need to hold a separate special general meeting.
3. The notice period required varies between States and Territories. If the notice period required under the constitution is different to that which is stipulated in the legislation, the longer period applies.
4. The AGMs and special general meetings for the State and Territory bodies can happen at various times prior to the AGM of AICA, which is scheduled for 9 November 2011.
5. State and Territory body resolutions will:
 - 5.1 only take effect if all the organisations resolve to move forward to the national body; and
 - 5.2 include a resolution to transfer assets as at 1 January 2012.
6. The State and Territory organisations would apply for deregistration shortly after 1 January 2012. The deregistration period varies in different jurisdictions. Deregistration of the organisation is effective at the end of that period, for example on publication of deregistration in the State government gazette.
7. In addition to voting in their capacity as members of the State or Territory bodies, individuals will also vote in their capacity as members of AICA, at the November AICA AGM. The gist of the proposed resolutions will be:
 - 7.1 To change the name of the national body; and
 - 7.2 To migrate from “association” status regulated under the State or Territory legislation, to “company” status under the Corporations Act 2001 (Commonwealth).
8. Ideally the migration of the national body would be effective on or about 1 January 2012. However this is not crucial because the legal identity of the national body is not changing, only its regulatory form. Therefore assets could be transferred to the national body before and/or after its migration to company status is effective.

SECTION TWO - STEP BY STEP TRANSITION PROCESS - TAS

Stage	Action	When	Documents
Prepare	1. Board decides to proceed and returns signed MoU to AICA		
	2. Obtain advice and resolve any local issues		
	3. Seek approval from any third parties e.g. funding authorities		
	4. Resolve to conduct an annual general meeting or special general meeting as required.		
	1 5. Issue notice of meeting.	21 days prior to meeting	Resolutions
	6. Resolve any legal proceedings so that able to declare that the organisation is not a party to any legal proceedings.	By 1 January 2012	
Conduct meeting	7. Conduct General Meeting	Annual General Meeting Sept 2011	
	8. Prepare minutes		
Transfer	9. Physically transfer assets and organisation records	1 Jan 2012	
Cancellation	4 10. Apply to Consumer Affairs & Fair Trading for cancellation of incorporation	Within one month of effective date of resolution	Form Code BASRD Copy of special resolution signed by Public Officer Final annual return up to date of cancellation
	11. Commissioner approves cancellation		
	5 12. Publication of Notice of Cancellation in Tasmanian Govt Gazette. Cancellation effective on publication	Within 14 days of approval.	