

Constitution

Australian Chiropractic College Limited

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Constitution of the Australian Chiropractic College Limited

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Preliminary

1. Defined terms

1.1 In this Constitution unless the contrary intention appears:

ACNC means the Australian Charities and Not-for-profits Commission.

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) as modified or amended from time to time and including any regulations made under that Act and any exemption or modification to that Act applying to the Company.

Alternate Director means a person appointed as an alternate director under clause 38.

Auditor means the Company's auditor.

Company means the Australian Chiropractic College Limited.

Constitution means the constitution of the Company as amended from time to time.

Corporations Act means the *Corporations Act 2001* (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company.

Director includes any person occupying the position of director of the Company and, where appropriate, includes an Alternate Director.

Directors means all or some of the Directors acting as a board.

Member means a member under clause 5.

Register means the register of Members of the Company. **Representative** means a person appointed as such under clause 9. **Seal** means the Company's common seal (if any).

Secretary means any person appointed by the Directors to perform any of the duties of a secretary of the Company and if there are joint secretaries, any one or more of those joint secretaries.

Shareholders Agreement means any agreement between the members which regulates the management or affairs of the Company (whether called a 'Shareholders Agreement', 'Member Agreement', 'Participants Agreement' or other similar term).

Tax Act means the *Income Tax Assessment Act 1997* (Cth).

1.2 In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution has the same meaning as in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as a clause of this Constitution, that expression has the same meaning as in that provision.

2. Interpretation

2.1 In this Constitution, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or

schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;

- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
 - (e) a reference to a person or entity includes a natural person, partnership, corporation, trust, association, unincorporated body, authority or other entity;
 - (f) a reference to **A\$, \$A, dollar** or \$ is to Australian currency;
 - (g) the meaning of general words is not limited by specific examples introduced by **including, for example** or similar expressions; and
 - (h) a reference to a statute, ordinance, code or other law includes regulations and other instruments issued under it and consolidations, amendments, re-enactments or replacements of any of them.
- 2.2 To the extent permitted by law, the replaceable rules in the Corporations Act do not apply to the Company.
- 2.3 This Constitution shall be read subject to the provisions of any Shareholders Agreement. In the event of any inconsistency between the provisions of the Shareholders Agreement and of this Constitution, the provisions of the Shareholders Agreement will prevail, and the Members agree to amend this Constitution to remove such inconsistency.

Objects

3. Objects

- 3.1 The objects for which the Company is established are to:
- (a) encourage, promote, facilitate and undertake scholarship, and the provision of higher education in the field of chiropractic;
 - (b) advance public knowledge and understanding of the field of chiropractic;
 - (c) disseminate information concerning the work of the Company;
 - (d) do all such lawful things as may be incidental or conducive to the attainment of the above objects or any of them.
 - (e) with the understanding that members agree with the Chiropractors Association of Australia's (1998) Core Value that:
 - (i) We recognise and respect a universal intelligence (or order) in all matter and an innate intelligence within a living organism that strives to preserve life and, if uninhibited, will express optimal wellbeing.
 - (ii) We recognise that the practice of chiropractic focuses on the relationship between structure (primarily the spine) and function (as coordinated by the nervous system) and how that relationship affects the preservation and restoration of health.
 - (iii) We recognise that subluxations compromise the expression of innate intelligence, and that prevention and removal of subluxations will facilitate the expression of optimal health.

- (iv) We respect, care about and are committed to the individual's holistic wellbeing and emphasise the inherent recuperative power of the body to heal itself without the use of drugs or surgery.
- (v) We respect and value the importance of intellectual honesty, scientific and academic excellence and the maintenance of integrity in serving the individual, the community and the profession.

3.2 The Company may only exercise the powers in section 124(1) of the Corporations Act to:

- (a) carry out the objects set out in clause 3.1; and
- (b) do all things incidental or convenient in relation to the exercise of power under clause 3.2(a).

Income and property of Company

4. Income and property of Company

4.1 The income and property of the Company will only be applied towards the promotion of the objects of the Company set out in clause 3.1.

4.2 No income or property will be paid or transferred directly or indirectly to any Member of the Company except for:

- (a) payments made to a Member in accordance with clauses 3.1 and 4.1, where that Member is a fund, authority or institution:
 - (i) which is not carried on for the profit or gain of its members; and
 - (ii) which has objects that are similar to the objects of the Company; or
- (b) payments made to a Member as genuine compensation for services provided to, or reasonable expenses incurred on behalf of, the Company.

Membership

5. Admission

5.1 The number of Members with which the Company proposes to be registered is unlimited.

5.2 The Members of the Company are:

- (a) the persons who consented to become Members in the application for registration of the Company; and
- (b) any other persons whom or which the Members admit to membership in accordance with this Constitution.

5.3 Applications for membership of the Company must be in writing, signed by the applicant and in a form approved by the Members in their absolute discretion.

5.4 The Members will consider each application for membership at the next meeting of Members after the application is received. In considering an application for membership, the Members may:

- (a) accept or reject the application; or
- (b) ask the applicant to give more evidence of eligibility for membership.

- 5.5 If the Members ask for more evidence under clause 5.4, their determination of the application for membership is deferred until the evidence is given.
- 5.6 The Members do not have to give any reason for rejecting an application for membership.
- 5.7 As soon as practicable following acceptance of an application for membership, the Secretary will send the applicant written notice of the acceptance and request payment of the applicant's entrance fee and first annual subscription (if applicable).
- 5.8 Subject to clause 5.9, an applicant for membership becomes a Member:
- (a) when the applicant's entrance fee and first annual subscription is paid; or
 - (b) if no entrance fee or annual subscription are payable, on acceptance of the application by the Members.
- 5.9 If the entrance fee and first annual subscription of an applicant for membership is not paid within 30 days after the date the applicant is notified of acceptance of their application for membership, the Members may cancel their acceptance of the applicant for membership of the Company.
- 5.10 The rights and privileges of every Member are personal to each Member and are not transferable by the Member's own act or by operation of law.

6. Subscriptions

- 6.1 The Members may determine the entrance fee and annual subscription payable by each Member or each category of Member. Until otherwise determined by the Directors:
- (a) the entrance fee will be nil; and
 - (b) the annual subscription will be \$5000.
- 6.2 The annual subscription period will commence on 1 July of each year, and the annual subscription will be due in advance within 30 days of this date.
- 6.3 The first subscription payable by persons who consented to become Members in the application for the Company's registration will be payable within 30 days of the date from which subscriptions are determined by the Members.
- 6.4 The Members may determine that any Member admitted to membership between 1 January and 30 June will pay only one-half of the annual subscription until that Member's next annual subscription falls due.
- 6.5 If a Member does not pay a subscription within 30 days after it becomes due the Members:
- (a) will give the Member notice of that fact; and
 - (b) if the subscription remains unpaid 21 days from the date of that notice, may declare that Member's membership forfeited.

7. Ceasing to be a Member

- 7.1 A Member's membership of the Company will cease:
- (a) if the Member gives the Secretary written notice of resignation, from the date of receipt of that notice by the Secretary;
 - (b) if a majority of three-quarters of the Members present and voting at a meeting of Members by resolution terminate the membership of a Member:

- (i) whose conduct in their opinion renders it undesirable that that Member continue to be a Member of the Company;
- (ii) only after the Member has been given at least 21 days' notice of the resolution and has had the opportunity to be heard at the meeting at which the resolution is proposed;
- (c) if membership is forfeited under clause 6.5(b);
- (d) where the Member is a natural person, if the Member:
 - (i) dies;
 - (ii) becomes mentally incapacitated or whose person or estate is liable to be dealt with in any way under the laws relating to mental health; or
 - (iii) is convicted of an indictable offence;
- (e) where the Member is not a natural person, if:
 - (i) a liquidator is appointed in connection with the winding-up of the Member; or
 - (ii) an order is made by a Court for the winding-up or deregistration of the Member.

7.2 Any Member ceasing to be a Member:

- (a) will not be entitled to any refund (or part refund) of a subscription; and
- (b) will remain liable for and will pay to the Company all subscriptions and moneys which were due at the date of ceasing to be a Member.

8. Powers of attorney

- 8.1 If a Member executes or proposes to execute any document or do any act by or through an attorney which affects the Company or the Member's membership in the Company, that Member must deliver the instrument appointing the Attorney to the Company for notation.
- 8.2 If the Company asks the Member to file with it a certified copy of the instrument for the Company to retain, the Member will promptly comply with that request.
- 8.3 The Company may ask for whatever evidence it thinks appropriate that the power of attorney is effective and continues to be in force.

9. Representatives

- 9.1 Any corporation or organisation which is a Member may by written notice to the Secretary:
- (a) appoint a natural person to act as its Representative in all matters connected with the Company as permitted by the Corporations Act; and
 - (b) remove a Representative.
- 9.2 A Representative is entitled to:
- (a) exercise at a general meeting all the powers which the corporation or organisation which appointed him or her could exercise if it were a natural person;
 - (b) stand for election as an office bearer or Director; and
 - (c) be counted towards a quorum on the basis that the Member corporation or organisation is to

be considered personally present at a general meeting by its Representative.

- 9.3 A certificate executed in accordance with section 127 of the Corporations Act is rebuttable evidence of the appointment or of the removal of the appointment (as appropriate) of the Representative.
- 9.4 The chairperson of a general meeting may allow a Representative to vote on the condition that he or she subsequently establishes his or her status as a Representative within a period prescribed by and to the satisfaction of the chairperson of the general meeting.
- 9.5 The appointment of a Representative may set out restrictions on the Representative's powers.

General meetings

10. Calling of general meetings

- 10.1 Any Director may, at any time, call a general meeting.
- 10.2 A Member may:
- (a) only request the Directors to call a general meeting in accordance with section 249D of the Corporations Act; and
 - (b) not request or call and arrange to hold a general meeting except under section 249E or 249F of the Corporations Act.
- 10.3 The Company need only hold an annual general meeting if:
- (a) it is required to do so by the Corporations Act; or
 - (b) even if there is no such requirement, the Directors determine that it is appropriate to hold one.

11. Notice of general meeting

- 11.1 Subject to the provisions of the Corporations Act allowing general meetings to be held with shorter notice, at least 21 days written notice (exclusive of the day on which the notice is served or deemed to be served and of the day for which notice is given) must be given to Members of any general meeting.
- 11.2 A notice calling a general meeting:
- (a) must specify the place, date and time of the meeting and if the meeting is to be held in two or more places, the technology that will be used to facilitate this; and
 - (b) must state the general nature of the business to be transacted at the meeting; and
 - (c) may specify a place, facsimile number and electronic address for the purposes of proxy appointment.
- 11.3 A notice of an annual general meeting (if applicable) need not state that the business to be transacted at the meeting includes:
- (a) the consideration of the annual financial report, Directors' report and the Auditor's report (if any);

- (b) the election of directors; or
 - (c) the appointment and fixing of the remuneration of the Auditor (if any).
- 11.4 The Directors may postpone or cancel any general meeting whenever they think fit (other than a meeting called as the result of a request under clause 10.2).
- 11.5 The Directors must give notice of the postponement or cancellation of a general meeting to all persons referred to in clause 52.1 entitled to receive notices from the Company.
- 11.6 The failure or accidental omission to send a notice of a general meeting (including a proxy appointment form) to any Member or the non-receipt of a notice (or form) by any Member does not invalidate the proceedings at or any resolution passed at the general meeting.

Proceedings at general meetings

12. Member

In clauses 13, 14, 16 and 20, Member includes a Member present in person or by proxy, attorney or Representative.

13. Quorum

- 13.1 No business may be transacted at a general meeting unless a quorum of Members is present when the meeting proceeds to business.
- 13.2 A quorum of Members is a minimum of three Members (unless there is only one Member, when a quorum is that Member).
- 13.3 If a quorum is not present within 30 minutes after the time appointed for a general meeting:
- (a) if the general meeting was called on the requisition of Members, it is automatically dissolved; or
 - (b) in any other case:
 - (i) it will stand adjourned to the same time and place seven days after the meeting, or to another day, time and place determined by the Directors; and
 - (ii) if at the adjourned general meeting a quorum is not present within 30 minutes after the time appointed for the general meeting, the general meeting is automatically dissolved.

14. President chairperson

- 14.1 The role of President is a Board position. The Director appointed as President must meet the qualification, skill and experience requirements in the President position description.
- 14.2 The President, or in the President's absence the deputy chairperson, of Directors' meetings will be the chairperson at every general meeting.
- 14.3 Directors can agree to separate the role of President and chairperson. When this is agreed the Directors will appoint a Chairperson.

- 14.4 The Directors present may elect a chairperson of a general meeting if:
- (a) there is no President or deputy chairperson; or
 - (b) neither the President nor deputy chairperson is present within 15 minutes after the time appointed for holding the general meeting; or
 - (c) the President and deputy chairperson are unwilling to act as chairperson of the general meeting.
- 14.5 If no election is made under clause 14.2, then:
- (a) the Members may elect one of the Directors present as chairperson; or
 - (b) if no Director is present or is willing to take the chair, the Members may elect one of the Members present as chairperson.
- 14.6 If there is a dispute at a general meeting about a question of procedure, the chairperson may determine the question.

15. Adjournment

- 15.1 The chairperson of a general meeting at which a quorum is present:
- (a) in his or her discretion may adjourn the general meeting with the meeting's consent; and
 - (b) must adjourn the general meeting if the meeting directs him or her to do so.
- 15.2 An adjourned general meeting may take place at a different venue to the initial general meeting.
- 15.3 The only business that can be transacted at an adjourned general meeting is the unfinished business of the initial general meeting.
- 15.4 Notice of an adjourned general meeting must only be given in accordance with clause 11.1 if a general meeting has been adjourned for more than 21 days.

16. Decision on questions

- 16.1 Subject to the Corporations Act in relation to special resolutions, a resolution is carried if a majority of the votes cast on the resolution are in favour of the resolution.
- 16.2 A resolution put to the vote of a meeting is decided on a show of hands unless a poll is demanded in accordance with the Corporations Act.
- 16.3 Unless a poll is demanded:
- (a) a declaration by the chairperson that a resolution has been carried, carried by a specified majority, or lost; and
 - (b) an entry to that effect in the minutes of the meeting,
- are conclusive evidence of the fact without proof of the number or proportion of the votes in favour of or against the resolution.
- 16.4 The demand for a poll may be withdrawn.
- 16.5 A decision of a general meeting may not be impeached or invalidated on the ground that a person voting at the general meeting was not entitled to do so.

17. Taking a poll

- 17.1 A poll will be taken when and in the manner that the chairperson directs.
- 17.2 The result of the poll will be the resolution of the meeting at which the poll was demanded.
- 17.3 The chairperson may determine any dispute about the admission or rejection of a vote.
- 17.4 The chairperson's determination, if made in good faith, will be final and conclusive.
- 17.5 A poll demanded on the election of the chairperson or the adjournment of a general meeting must be taken immediately.
- 17.6 After a poll has been demanded at a general meeting, the general meeting may continue for the transaction of business other than the question on which the poll was demanded.

18. Casting vote of chairperson

The chairperson does not have a casting vote in addition to the chairperson's votes as a Member, proxy, attorney or Representative.

19. Offensive material

A person may be refused admission to, or required to leave and not return to, a meeting if the person:

- (a) refuses to permit examination of any article in the person's possession; or
- (b) is in possession of any:
 - (i) electronic or recording device;
 - (ii) placard or banner; or
 - (iii) other article,

which the chairperson considers to be dangerous, offensive or liable to cause disruption.

Votes of Members

20. Entitlement to vote

- 20.1 A Member is not entitled to vote at a general meeting if the member's annual subscription is more than one month in arrears at the date of the meeting.
- 20.2 A Member entitled to vote has one vote.

21. Objections

- 21.1 An objection to the qualification of a voter may only be raised at the general meeting or adjourned general meeting at which the voter tendered its vote.
- 21.2 An objection must be referred to the chairperson of the general meeting, whose decision is final.
- 21.3 A vote which the chairperson does not disallow because of an objection is valid for all purposes.

22. Votes by proxy

- 22.1 If a Member appoints a proxy, proxies or an attorney, the proxy, proxies or attorney may not vote on a show of hands.
- 22.2 A proxy need not be a Member.
- 22.3 A proxy may demand or join in demanding a poll.
- 22.4 A proxy or attorney may vote on a poll.
- 22.5 A proxy may vote or abstain as he or she chooses except where the appointment of the proxy directs the way the proxy is to vote on a particular resolution. If a proxy votes at all, the proxy will be deemed to have voted all directed proxies in the manner directed.

23. Document appointing proxy

- 23.1 An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the information required by subsection 250A(1) of the Corporations Act. The Directors may determine that an appointment of proxy is valid even if it only contains some of the information required by section 250A(1) of the Corporations Act.
- 23.2 For the purposes of clause 23.1, an appointment received at an electronic address will be taken to be signed by the Member if:
 - (a) a personal identification code allocated by the Company to the Member has been input into the appointment; or
 - (b) the appointment has been verified in another manner approved by the Directors.
- 23.3 A proxy's appointment is valid at an adjourned general meeting.
- 23.4 A proxy or attorney may be appointed for all general meetings or for any number of general meetings or for a particular purpose.
- 23.5 Unless otherwise provided for in the proxy's appointment or in any instrument appointing an attorney, the appointment of the proxy or the attorney will be taken to confer authority:
 - (a) to vote on:
 - (i) any amendment moved to the proposed resolutions and on any motion that the proposed resolution not be put or any similar motion; and
 - (ii) any procedural motion, including any motion to elect the chairperson, to vacate the chair or to adjourn the general meeting,

even though the appointment may specify the way the proxy or attorney is to vote on a particular resolution; and
 - (b) to vote on any motion before the general meeting whether or not the motion is referred to in the appointment.
- 23.6 If a proxy appointment is signed by the Member but does not name the proxy or proxies in whose favour it is given, the chairperson may either cast as proxy or complete the appointment by inserting the name or names of one or more directors or the Secretary.

24. Lodgment of proxy

- 24.1 The written appointment of a proxy or attorney must be received by the Company, at least 48 hours (unless otherwise specified in the notice of meeting to which the proxy relates) before:
- (a) the time for holding the general meeting or adjourned general meeting at which the appointee proposes to vote; or
 - (b) the taking of a poll on which the appointee proposes to vote.
- 24.2 The Company receives an appointment of a proxy and any power of attorney or other authority under which it was executed when they are received at:
- (a) the Company's registered office;
 - (b) a facsimile number at the Company's registered office; or
 - (c) a place, facsimile number or electronic address specified for that purpose in the notice of meeting.

25. Validity

A vote cast in accordance with an appointment of proxy or power of attorney is valid even if before the vote was cast the appointor:

- (a) died;
- (b) became mentally incapacitated; or
- (c) revoked the proxy or power,

unless any written notification of the death, unsoundness of mind or revocation was received by the Company before the relevant general meeting or adjourned general meeting.

26. Written resolutions

- 26.1 Subject to the Corporations Act, if all the Members have signed a document containing a statement that they are in favour of a resolution in terms set out in the document, then a resolution in those terms is taken to have been passed at a general meeting held on the day on which the document was last signed by a Member.
- 26.2 For the purposes of clause 26.1, two or more identical documents, each of which is signed by one or more Members, together constitute one document signed by those Members on the days on which they signed the separate documents.
- 26.3 Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- 26.4 If the Company has one Member, a resolution may be passed by the Member recording it and signing the record.

Appointment and removal of Directors

27. Number of Directors

- 27.1 There will not be less than *seven* nor more than *nine* Directors, unless the Company in general meeting by resolution changes the maximum number.

- 27.2 At least *two* of the Directors must be independent non-executive Directors.
- 27.3 At least *two* of the Directors must be ordinarily resident in Australia.
- 27.4 The initial Directors of the Company are the persons who have consented to act as directors and are set out in the Company's application for registration as a Company. Those persons hold office subject to the Constitution.

28. Appointment and removal of Directors

- 28.1 The Company may by resolution passed in general meeting:
- (a) appoint new Directors;
 - (b) subject to clause 27.1 increase or reduce the number of Directors;
 - (c) remove any Director before the end of the Director's period of office; and
 - (d) appoint another person in the Director's place.
- 28.2 A person appointed under clause 28.1(d) will hold office for the period for which the Director replaced would have held office if the Director had not been removed.
- 28.3 If the conduct or position of any Director is such that continuance in office appears to the majority of the Directors to be prejudicial to the interests of the Company, a majority of Directors at a meeting of the Directors specifically called for that purpose may suspend that Director.
- 28.4 Within 14 days of the suspension, the Directors must call a general meeting, at which the Members may either confirm the suspension and remove the Director from office in accordance with clause 28.1(c) or annul the suspension and reinstate the Director.

29. Additional and casual Directors

- 29.1 Subject to clause 27.1, the Directors may appoint any person as a Director to fill a casual vacancy or as an addition to the existing Directors.
- 29.2 A Director appointed under clause 29.1 will hold office until the next general meeting of the Company when the Director may be elected.

30. Retirement

- 30.1 A Director must retire from office at the conclusion of the *second* annual general meeting after the Director was lastelected.
- (a) *that Director is mentioned in the resolution entitled 'Amended terms of office for Directors' from 14th November 2016 where circumstances of the start-up process are contemplated.'*
- 30.2 A retiring Director will be eligible for re-election.

31. Filling vacated office

- 31.1 When a Director retires at a general meeting, the Company may by ordinary resolution elect a person to fill the vacated office.
- 31.2 If the vacated office is not filled and the retiring Director has offered himself or herself for re-

election, the retiring Director will be deemed to have been re-elected unless, at the meeting at which he or she retires:

- (a) it is resolved not to fill the vacated office; or
- (b) the resolution for the re-election of the Director is put and lost.

32. Nomination of Director

32.1 A person other than a retiring Director is not eligible for election as a Director at a general meeting unless the person, or a Member who intends to propose the person, has left at the Company's registered office a written notice signed by him or her:

- (a) giving the person's consent to the nomination; and
- (b) stating either that the person is a candidate for the office of Director or that the Member intends to propose the person for election.

32.2 A notice given in accordance with clause 32.1 must be left at the Company's registered office at least 30 days before the relevant general meeting.

32.3 A written notice referring to all Director vacancies and each candidate for election, must be sent to all Members at least seven days before every general meeting at which an election of a Director will take place.

33. Vacation of office

The office of a Director immediately becomes vacant if the Director:

- (a) is prohibited by the Corporations Act from holding office or continuing as a Director;
- (b) is liable to have a person appointed, under a law relating to the administration of estates of persons who through mental or physical incapacity are incapable of managing their affairs, to administer it, or becomes in the opinion of the Directors incapable of performing his or her duties;
- (c) resigns by notice in writing to the Company; or
- (d) is removed by a resolution of the Company;
- (e) is absent from five consecutive Directors' meetings without leave of absence from the Directors;
- (f) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of the interest as required by the Corporations Act; or
- (g) is the Chief Executive Officer (or equivalent) of a Member that ceases to be a Member under clauses 6.5 and 7.1.

Powers and duties of Directors

34. Powers and duties of Directors

34.1 The business of the Company is managed by the Directors who may exercise all powers of the Company that this Constitution and the Corporations Act do not require to be exercised by the Company in general meeting.

- 34.2 Without limiting the generality of clause 34.1, the Directors may exercise all the powers of the Company to:
- (a) borrow money;
 - (b) charge any property or business of the Company;
 - (c) issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person; and
 - (d) guarantee or to become liable for the payment of money or the performance of any obligation by or of any other person.

Proceedings of Directors

35. Directors' meetings

- 35.1 A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 35.2 A Directors' meeting must be called on at least 48 hours written notice of a meeting to each Director and each Director's alternate.
- 35.3 Subject to the Corporations Act, a Directors' meeting may be held by the Directors communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion.
- 35.4 The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 35.5 Subject to clause 37, a Director who participates in a meeting held in accordance with this Constitution is taken to be present and entitled to vote at the meeting.
- 35.6 Clauses 35.4 and 35.5 apply to meetings of Directors' committees as if all committee members were Directors.
- 35.7 The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 35.8 A quorum is a majority of Directors for the time being.
- 35.9 Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, the chairperson may call a general meeting to deal with the matter.
- 35.10 Notice of a meeting of Directors may be given in writing, or the meeting may be otherwise called using any technology consented to by all the Directors.

36. Decision on questions

- 36.1 Subject to this Constitution, questions arising at a meeting of Directors are to be decided by a majority of votes of the Directors present and voting and, subject to clause 37, each Director has one vote.
- 36.2 The chairperson of a meeting does not have a casting vote in addition to his or her deliberative vote.
- 36.3 The directors of the company may pass a resolution without a director's meeting being held, a circulating resolution, noting the following:

- (a) A majority of all directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of a document may be used for signing by directors if the wording of the resolution and statement is identical in each copy.
- (c) The document can be signed electronically.
- (d) The resolution is passed when a majority of directors have approved and the Chair has voted.

37. Directors' interests

- 37.1 No contract made by a Director with the Company and no contract or arrangement entered into by or on behalf of the Company in which any Director may be in any way interested is avoided or rendered voidable merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.
- 37.2 No Director contracting with or being interested in any arrangement involving the Company is liable to account to the Company for any profit realised by or under any such contract or arrangement merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.
- 37.3 A Director is not disqualified merely because of being a Director from contracting with the Company in any respect.
- 37.4 A Director or a body or entity in which a Director has a direct or indirect interest may:
- (a) enter into any agreement or arrangement with the Company;
 - (b) hold any office or place of profit other than as auditor in the Company; and
 - (c) act in a professional capacity other than as auditor for the Company,
- and the Director or the body or entity can receive and keep beneficially any remuneration, profits or benefits under any agreement or arrangement with the Company or from holding an office or place of profit in or acting in a professional capacity with the Company. A Director who has a material personal interest in a matter that is being considered at a Directors' meeting must not:
- (d) be present while the matter is being considered at the meeting; or
 - (e) vote on the matter,
- unless permitted by the Corporations Act to do so, in which case the Director may:
- (f) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
 - (g) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
 - (h) vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.
- 37.5 A Director may be or become a director or other officer of, or otherwise interested in, any related body corporate or any other body corporate promoted by the Company or in which the Company may be interested as a vendor, shareholder or otherwise and is not accountable to the Company for any remuneration or other benefits received by the Director as a director or officer of, or from having an interest in, that body corporate.

38. Remaining Directors

- 38.1 The Directors may act even if there are vacancies on the board.
- 38.2 If the number of Directors is not sufficient to constitute a quorum at a Directors' meeting, the Directors may act only to:
- (a) appoint a Director; or
 - (b) call a general meeting.

39. Chairperson

- 39.1 The Directors may elect a Director as chairperson of Directors' meetings and may determine the period for which the chairperson will hold office.
- 39.2 If no chairperson is elected or if the chairperson is not present at any Directors' meeting within ten minutes after the time appointed for the meeting to begin, the Directors present must elect a Director to be chairperson of the meeting.
- 39.3 The Directors may elect a Director as deputy chairperson to act as chairperson in the chairperson's absence.

40. Delegation

- 40.1 The Directors may delegate any of their powers, other than those which by law must be dealt with by the Directors as a board, to a committee or committees.
- 40.2 The Directors may at any time revoke any delegation of power to a committee.
- 40.3 At least one member of each committee must be a Director.
- 40.4 A committee must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.
- 40.5 A committee may be authorised by the Directors to sub-delegate all or any of the powers for the time being vested in it.
- 40.6 Meetings of any committee of Directors will be governed by the provisions of this Constitution which deal with Directors' meetings so far as they are applicable and are not inconsistent with any directions of the Directors. The provisions apply as if each member was a Director.

41. Written resolutions

- 41.1 The Directors may pass a resolution without a Director's meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Director signs.
- 41.2 For the purposes of clause 42.1, separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.
- 41.3 Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- 41.4 If the Company has one Director, a decision of the Director recorded in writing is taken to be a resolution passed at a meeting of Directors.
- 41.5 This clause applies to meetings of Directors' committees as if all members of the committee were Directors.

42. Validity of acts of Directors

If it is discovered that:

- (a) there was a defect in the appointment of a person as a Director, Alternate Director or member of a Directors' committee; or
- (b) a person appointed to one of those positions was disqualified,

all acts of the Directors or the Directors' committee before the discovery was made are as valid as if the person had been duly appointed and was not disqualified.

43. Minutes and Registers

43.1 The Directors must cause minutes to be made of:

- (a) the names of the Directors present at all Directors' meetings and meetings of Directors' committees;
- (b) all proceedings and resolutions of general meetings, Directors' meetings and meetings of Directors' committees;
- (c) all resolutions passed by Directors in accordance with clause 42;
- (d) all appointments of officers;
- (e) all orders made by the Directors and Directors' committees; and
- (f) all disclosures of interests made under clause 37.

43.2 Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting of the relevant body.

43.3 The Company must keep all registers required by this Constitution and the Corporations Act.

Local management

44. Local management

44.1 The Directors may provide for the management and transaction of the affairs of the Company in any places and in such manner as they think fit.

44.2 Without limiting clause 45.1 the Directors may:

- (a) establish local boards or agencies for managing any of the affairs of the Company in a specified place and appoint any persons to be members of those local boards or agencies; and
- (b) delegate to any person appointed under clause 45.2(a) any of the powers, authorities and discretions which may be exercised by the Directors under this Constitution,

on any terms and subject to any conditions determined by the Directors.

44.3 The Directors may at any time revoke or vary any delegation under this clause.

45. Appointment of attorneys and agents

- 45.1 The Directors may from time to time by resolution or power of attorney executed in accordance with section 127 of the Corporations Act appoint any person to be the attorney or agent of the Company:
- (a) for the purposes;
 - (b) with the powers, authorities and discretions (not exceeding those exercisable by the Directors under this Constitution);
 - (c) for the period; and subject to the conditions, determined by the Directors.
- 45.2 An appointment by the Directors of an attorney or agent of the Company may be made in favour of:
- (a) any member of any local board established under this Constitution;
 - (b) any company;
 - (c) the members, directors, nominees or managers of any company or firm; or
 - (d) any fluctuating body of persons whether nominated directly or indirectly by the Directors.
- 45.3 A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit.
- 45.4 The Directors may appoint attorneys or agents by facsimile transmission, telegraph or cable to act for and on behalf of the Company.
- 45.5 An attorney or agent appointed under this clause may be authorised by the Directors to sub- delegate all or any of the powers authorities and discretions for the time being vested in it.

Secretary

46. Secretary

- 46.1 If required by the Corporations Act, there must be at least one secretary of the Company appointed by the Directors for a term and at remuneration and on conditions determined by them.
- 46.2 The Secretary is entitled to attend and be heard on any matter at all Directors' and general meetings.
- 46.3 The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

Seals

47. Common Seal

If the Company has a Seal:

- (a) the Directors must provide for the safe custody of the Seal;
- (b) the Seal must not be used without the authority of the Directors or a Directors' committee authorised to use the Seal;
- (c) every document to which the Seal is affixed must be signed by a Director and be countersigned by another Director, the Secretary or another person appointed by the

Directors to countersign the document.

48. Duplicate Seal

If the Company has a Seal, the Company may have one or more duplicate seals of the Seal each of which:

- (a) must be a facsimile of the Seal with 'Duplicate Seal' on its face;
- (b) must not be used except with the authority of the Directors.

Inspection of records

49. Inspection of records

- 49.1 Except as otherwise required by the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the financial records and other documents of the Company or any of them will be open for inspection by Members other than Directors.
- 49.2 Except as otherwise required by the Corporations Act, a Member other than a Director does not have the right to inspect any financial records or other documents of the Company unless the Member is authorised to do so by a court order or a resolution of the Directors.

Notices

50. Service of notices

- 50.1 Notice may be given by the Company to any person who is entitled to notice under this Constitution:
- (a) by serving it on the person; or
 - (b) by sending it by post, facsimile transmission or electronic notification to the person at the person's address shown in the Register or the address supplied by the person to the Company for sending notices to the person.
- 50.2 A notice sent by post is taken to be served:
- (a) by properly addressing, prepaying and posting a letter containing the notice; and
 - (b) on the day after the day on which it was posted.
- 50.3 A notice sent by facsimile transmission or electronic notification is taken to be served:
- (a) by properly addressing the facsimile transmission or electronic notification and transmitting it; and
 - (b) on the day after its dispatch.
- 50.4 If a Member does not have an address recorded in the Register a notice will be taken to be served on that Member 24 hours after it was posted on a notice board at the Company's registered office.
- 50.5 A Member whose address recorded in the Register is not in Australia may specify in writing an address in Australia to be taken to be the Member's for the purposes of clause 51.
- 50.6 A certificate in writing signed by a Director, Secretary or other officer of the Company that a document or its envelope or wrapper was addressed and stamped and was posted is conclusive evidence of posting.
- 50.7 Subject to the Corporations Act the signature to a written notice given by the Company may be written or printed.
- 50.8 All notices sent by post outside Australia must be sent by prepaid airmail post.

51. Persons entitled to notice

- 51.1 Notice of every general meeting must be given to:
- (a) every Member;
 - (b) every Director and Alternate Director; and
 - (c) any Auditor.
- 51.2 No other person is entitled to receive notice of a general meeting.

Accounts

52. Accounts

- 52.1 The Directors must cause the Company to keep written financial records in relation to the business of the Company in accordance with the requirements of the Corporations Act and the ACNC Act.
- 52.2 The Directors must cause the financial records of the Company to be audited if:
- (a) an audit is required under the Corporations Act or the ACNC Act; or
 - (b) even if there is no such requirement, the Directors determine that an audit is appropriate.
- 52.3 The Directors must cause the financial records of the Company to be reviewed if:
- (a) neither the Corporations Act or the ACNC Act require the financial records to be audited; and
 - (b) either:
 - (i) a review is required under the Corporations Act or the ACNC Act; or
 - (ii) even if there is no such requirement, the Directors determine that a review is appropriate.

Winding up

53. Winding up

- 53.1 If the Company is wound up:
- (a) each Member; and
 - (b) each person who has ceased to be a Member in the preceding year, undertakes to contribute to the property of the Company for the:
 - (c) payment of debts and liabilities of the Company (in relation to clause 54.1(b), contracted before the person ceased to be a Member) and payment of costs, charges and expenses of winding up; and
 - (d) adjustment of the rights of the contributories amongst themselves, such amount as may be required, not exceeding \$5000.

Subject to the Corporations Act and any other applicable Act, and any court order, any surplus assets (including 'gift funds' defined in clause 54.5) that remain after the Company is wound up must be distributed to one or more charities:

- (e) with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 3;
- (f) which also prohibit the distribution of any surplus assets to its Members to at least the same extent as the Company, and

- (g) that is or are deductible gift recipients within the meaning of the Tax Act.
- 53.2 The decision as to the charity or charities to be given the surplus assets must be made by a special resolution of Members at or before the time of winding up. If the Members do not make this decision, the Company may apply to the Supreme Court to make this decision.
- 53.3 If the Company at any times obtains deductible gift recipient endorsement and the Company's deductible gift recipient endorsement is revoked (whether or not the Company is to be wound up), any surplus gift funds must be transferred to one or more charities that meet the requirements of 54.2(a), (b) and (c), as determined by the Board.
- 53.4 For the purpose of this clause:
 - (a) 'gift funds' means:
 - (i) gifts of money or property for the principal purpose of the Company;
 - (ii) contributions made in relation to a fund-raising event held for the principal purpose of the Company; and
 - (iii) money received by the Company because of such gifts and contributions.
 - (b) 'contributions' and 'fund-raising event' have the same meaning as in Division 30 of the Tax Act.

Indemnity

54. Indemnity

- 54.1 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act the Company indemnifies every person who is or has been an officer of the Company against:
 - (a) any liability (other than for legal costs) incurred by that person as an officer of the Company (including liabilities incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment); or
 - (b) reasonable legal costs incurred in defending an action for a liability incurred by that person as an officer of the Company (including legal costs incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).
- 54.2 The amount of any indemnity payable under clauses 55.1(a) or 55.1(b) will include an additional amount (GST Amount) equal to any GST payable by the officer being indemnified (Indemnified Officer) in connection with the indemnity (less the amount of input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity which includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST Amount.
- 54.3 For the purposes of this clause, officer means:
 - (a) a Director; or
 - (b) a Secretary.

Amendment of Constitution

55. Amendment of Constitution

- (a) This Constitution may be amended or replaced in accordance with section 136 of the Corporations Act.
- (b) The Committee must also ensure that the Commissioner of Taxation and/or ACNC are notified of any such amendment or replacement (if required).