CONSTITUTION
OF
Association of Children's Welfare Agencies Ltd.

Australian Company Number (ACN) [629 007 727]
Australian Business Number (ABN) [24 459 406 828]

A company limited by guarantee under the *Corporations Act 2001* (Cth)

Table of contents

Preliminary

1 Name of the company
2 Type of company
3 Limited liability of members
4 The guarantee
5 Definitions

Charitable purposes and powers

6 Object
7 Powers
8 Not-for-profit
9 Amending the constitution

Members

10 Membership and register of members
11 Who can be an ordinary member
11A Who can be an associate member
12 How to apply to become an ordinary member
12A How to apply to become an associate member
13 Directors decide whether to approve membership
14 When an applicant becomes a member
15 When membership ceases

Dispute resolution and disciplinary procedures

16 Dispute resolution
17 Disciplining members

General meetings of members

18 General meetings called by directors
19 General meetings called by ordinary members
20 Annual general meeting
21 Notice of general meetings
22 Quorum at general meetings
23 Auditor's right to attend meetings
24 Representatives of ordinary members
25 Using technology to hold meetings
26 Chairperson for general meetings
27 Role of the chairperson
28 Adjournment of meetings

Members' resolutions and statements

29 Members' resolutions and statements
30 Company must give notice of proposed ordinary members' resolution or distribute statement
31 Circular resolutions of ordinary members

Voting at general meetings

32 How many votes a member has
33 Challenge to member's right to vote
34 How voting is carried out
35 When and how a vote in writing must be held
36 Appointment of proxy
37 Voting by proxy

Directors

38 Number of directors
39 Election and appointment of directors
40 Election of chairperson
41 Term of office
42 When a director stop being a director

Powers of directors

43 Powers of directors
44 Delegation of directors' powers
45 Payments to directors
46 Execution of Documents

Duties of directors

47 Duties of directors
48 Conflicts of interest

Directors' meetings

49 When the directors meet
50 Calling directors' meetings
51 Chairperson for directors' meetings
52 Quorum at directors' meetings
53 Using technology to hold directors' meetings
54 Passing directors' resolutions
55 Circular resolutions of directors

Secretary

56 Appointment and role of secretary

Minutes and records

57 Minutes and records
58 Financial and related records

By-laws

59 By-laws

Notice

60 What is notice
61 Notice to the company
62 Notice to members
63 When notice is taken to be given

Financial year

64 Company's financial year

Indemnity, insurance and access

65 Indemnity
66 Insurance
67 Directors' access to documents

Winding up

68 Surplus assets not to be distributed to members
69 Distribution of surplus assets

Definitions and interpretation

70 Definitions
71 Reading this constitution with the Corporations Act
72 Interpretation

Preliminary

1. Name of the company

The name of the **company** is
Association of Children's Welfare Agencies Ltd. (the **company**).

2. Type of company

The **company** is a not-for-profit public **company** limited by guarantee, which is established to be, and to continue as, a charity.

3. Limited liability of members

The liability of members is limited to the amount of the guarantee in clause 4.

4. The guarantee

Each member must contribute an amount not more than $10 (the guarantee) to the property of the **company** if the **company** is wound up while the member is a member, or within 12 months after they stop being a member, and this contribution is required to pay for the:

(a) debts and liabilities of the **company** incurred before the member stopped being a member, or
(b) costs of winding up.

5. Definitions

In this constitution, words and phrases have the meaning set out in clauses 70 and 72.

Charitable purposes and powers

6. Object

The **company**'s object is to pursue the following charitable purpose:

The primary object of the company is to bring about positive systematic reform that will deliver better outcomes to the lives of vulnerable children and young people, particularly, those living in out-of-home care in the state of New South Wales and the Australian Capital Territory.

The autonomy of members is not to be affected by this object.

The company will:

- Provide consultation, research and information on behalf of its members.
- Facilitate liaison between members, relevant Government departments and statutory bodies.
- Coordinate submissions on behalf of members to Government on child wellbeing and related issues and negotiate with appropriate authorities for financial and other assistance that will ensure high standards of care for children who are the responsibility of members.

- Promote improvements to the quality of services provided for dependent children and young persons at risk.
- Promote family support and community development programs that aim to maintain the child or young person within the family unit.
- Emphasise the need to review the placement of each child in substitute care and promote the restoration of each child to his/her natural family where this is possible and appropriate.
- Facilitate staff training and development for those working in non-government agencies.
- Undertake other activities that will promote the objects of the company.

7. Powers

Subject to clause 8, the **company** has the following powers, which may only be used to carry out its purpose(s) set out in clause 6:

(a) the powers of an individual, and

(b) all the powers of a **company** limited by guarantee under the **Corporations Act**.

8. Not-for-profit

8.1 The **company** must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 8.2 and 69.

8.2 Clause 8.1 does not stop the **company** from doing the following things, provided they are done in good faith:

(a) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the **company**, or

(b) making a payment to a member in carrying out the **company**'s charitable purpose(s).

9. Amending the constitution

9.1 Subject to clause 9.2, the ordinary members may amend this constitution by passing a **special resolution**.

9.2 The ordinary members must not pass a **special resolution** that amends this constitution if passing it causes the **company** to no longer be a charity.

Members

10. Membership and register of members

10.1 The members of the **company** are:

(a) **initial members**, and

(b) any other applicant that the directors allow to be a member, in accordance with this constitution.

10.2 The categories of membership are:

(a) **ordinary membership;** and

(b) **associate membership.**

10.3 Associate membership includes the following types:

(a) Individuals

(b) 'For Profit' organisations

10.4 An associate member has the right to receive notices of, and to attend and be heard at, any general meeting but has no right to vote at any general meeting.

10.5 The **company** must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:

(a) for each current member:
   i. name
   ii. address
   iii. category and type of membership,
   iv. any alternative address nominated by the member for the service of notices, and
   v. date the member was entered on to the register.

(b) for each member who stopped being a member in the last 7 years:
   i. name and contact person
   ii. address
   iii. category and type of membership,
   iv. any alternative address nominated by the member for the service of notices, and
   v. dates the membership started and ended.

10.6 The **company** must give current members access to the register of members.

10.7 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

11. Who can be an ordinary member

11.1 Subject to 11.2, a not-for-profit organisation that provides child, youth and family welfare services in New South Wales or the Australian Capital Territory and who supports the purposes of the **company** is eligible to apply to be an ordinary member of the **company** under clause 12.

11.2 Where a not-for-profit organisation that meets the requirements of 11.1 is unincorporated, to be eligible to apply for ordinary membership, the organisation must also be a registered charity.

11A. Who can be an associate member

11A.1 The following persons or organisations can apply for associate membership of the company under clause 12A:

(a) 'For profit' organisations that provide child, youth and family welfare services in New South Wales or the Australian Capital Territory and who support the purposes of the **company**.

(b) Individuals who support the purposes of the company.

12. How to apply to become an ordinary member

12.1 **Subject to 12.2,** an applicant who satisfies the requirements of clause 11 may apply to become an ordinary member of the **company** by paying the membership fee and writing to the secretary stating that they:

(a) want to become an ordinary member

(b) support the purposes of the **company**, and

(c) agree to comply with the **company**'s constitution, including paying the guarantee under clause 4 if required.

12.2 Where an applicant is an unincorporated organisation that meets the requirements of 11.2, the application must also be supported in writing:

(a) where the organisation is a trust:

(i) by the trustee; or

(ii) by the directors, where the trustee of a trust is a body corporate; or

(b) where the organisation is an unincorporated association, by the directors.

12A. How to apply to become an associate member

12A.1 An applicant who satisfies the requirements of Clause 11.A may apply to become an associate member of the **company** by paying the membership fee and writing to the secretary stating that they:

(a) want to become an associate member

(b) support the purposes of the **company**, and

(c) agree to comply with the **company**'s constitution, including paying the guarantee under clause 4 if required.

13. Directors decide whether to approve membership

13.1 The directors must consider an application for membership within a reasonable time after the secretary receives the application.

13.2 If the directors approve an application, the secretary must as soon as possible:

(a) enter the new member on the register of members, and

(b) write to the applicant to tell them that their application was approved, and the date that their membership started (see clause 14).

13.3 If the directors reject an application, the secretary must return any membership fee paid by the applicant and write to the applicant as soon as possible to tell them that their application has been rejected, but does not have to give reasons.

13.4 For the avoidance of doubt, the directors may approve an application even if the application does not state the matters listed in clauses 12(a), 12(b) or 12(c). In that case, by applying to be a member, the applicant agrees to those three matters.

14. When an applicant becomes a member

Other than **initial members**, an applicant will become a member when they are entered on the register of members.

15. When membership ceases

15.1 An organisation or individual immediately stops being a member if they:

(a) are a company, and are wound up or otherwise dissolved or deregistered

(b) are unincorporated, and cease to be a registered charity

(c) resign, by writing to the secretary

(d) are expelled under clause 17

(e) have not responded within three months to a written request from the secretary that they confirm in writing that they want to remain a member

(f) fail to pay the annual membership fee within three months of the fee falling due, or
(g) were appointed for a limited period of time and that period has ended without that organisation's membership being renewed.

Dispute resolution and disciplinary procedures

16. Dispute resolution

16.1 The dispute resolution procedure in this clause applies to disputes (disagreements) under this constitution between a member or director and:
(a) one or more members
(b) one or more directors, or
(c) the **company**.

16.2 A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 17 until the disciplinary procedure is completed.

16.3 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.

16.4 If those involved in the dispute do not resolve it under clause 16.3, they must within 10 days:
(a) tell the directors about the dispute in writing
(b) agree or request that a mediator be appointed, and
(c) attempt in good faith to settle the dispute by mediation.

16.5 The mediator must:
(a) be chosen by agreement of those involved, or
(b) where those involved do not agree:
i. for disputes between members, a person chosen by the directors, or
ii. for other disputes, a person chosen by either the Commissioner of the Australian Charities and Not-for-profits Commission or the president of the law institute or society in the state or territory in which the **company** has its registered office.

16.6 A mediator chosen by the directors under clause 16.5(b)(i):
(a) may be a member or former member of the **company**
(b) must not have a personal interest in the dispute, and
(c) must not be biased towards or against anyone involved in the dispute.

16.7 When conducting the mediation, the mediator must:
(a) allow those involved a reasonable chance to be heard
(b) allow those involved a reasonable chance to review any written statements
(c) ensure that those involved are given natural justice, and
(d) not make a decision on the dispute.

17. Disciplining members

17.1 In accordance with this clause, the directors may resolve to warn, suspend or expel a member from the **company** if the directors consider that:
(a) the member has breached this constitution, or
(b) the member's behaviour is causing, has caused, or is likely to cause harm to the **company**.

17.2 At least 14 days before the directors' meeting at which a resolution under clause 17.1 will be considered, the secretary must notify the member in writing:
- (a) that the directors are considering a resolution to warn, suspend or expel the member
- (b) that this resolution will be considered at a directors' meeting and the date of that meeting
- (c) what the member is said to have done or not done
- (d) the nature of the resolution that has been proposed, and
- (e) that the member may provide an explanation to the directors, and details of how to do so.

17.3 Before the directors pass any resolution under clause 17.1, the member must be given a chance to explain or defend themselves by:
- (a) sending the directors a written explanation before that directors' meeting, and/or
- (b) speaking at the meeting.

17.4 After considering any explanation under clause 17.3, the directors may:
- (a) take no further action
- (b) warn the member
- (c) suspend the member's rights as a member for a period of no more than 12 months
- (d) expel the member
- (e) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause), or
- (f) require the matter to be determined at a **general meeting**.

17.5 The directors cannot fine a member.

17.6 The secretary must give written notice to the member of the decision under clause 17.4 as soon as possible.

17.7 The member may appeal the disciplinary decision within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect. The notice may, but need not be, accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

17.8 On receipt of a notice from a member under clause 17.7, the secretary must notify the directors, who are to call a **general meeting** to be held within 28 days after the date on which the secretary received the notice.

17.9 At a **general meeting** convened under clause 17.8:
- (a) no business other than the question of the appeal is to be transacted, and
- (b) the directors and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- (c) the ordinary members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (d) The appeal is to be determined by a simple majority of votes cast by the ordinary members.

17.10 Disciplinary procedures must be completed as soon as reasonably practical.

17.11 There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

General meetings of members

18. General meetings called by directors

18.1 The directors may call a **general meeting**.

18.2 If ordinary members with at least 5% of the votes that may be cast at a **general meeting** make a written request to the **company** for a **general meeting** to be held, the directors must:

(a) within 21 days of the ordinary members' request, give all members notice of a **general meeting**, and

(b) hold the **general meeting** within 2 months of the ordinary members' request.

18.3 The percentage of votes that ordinary members have (in clause 18.2) is to be worked out as at midnight before the ordinary members request the meeting.

18.4 The ordinary members who make the request for a **general meeting** must:

(c) state in the request any resolution to be proposed at the meeting

(a) sign the request, and

(b) give the request to the **company**.

18.5 Separate copies of a document setting out the request may be signed by ordinary members if the wording of the request is the same in each copy.

19. General meetings called by ordinary members

19.1 If the directors do not call the meeting within 21 days of being requested under clause 18.2, 50% or more of the ordinary members who made the request may call and arrange to hold a **general meeting**.

19.2 To call and hold a meeting under clause 19.1 the ordinary members must:

(a) as far as possible, follow the procedures for **general meeting**s set out in this constitution

(b) call the meeting using the list of members on the **company**'s member register, which the **company** must provide to the ordinary members making the request at no cost, and

(c) hold the **general meeting** within three months after the request was given to the **company**.

19.3 The **company** must pay the ordinary members who request the **general meeting** any reasonable expenses they incur because the directors did not call and hold the meeting.

20. Annual general meeting

20.1 A **general meeting**, called the annual **general meeting**, must be held:

(a) within 18 months after registration of the **company**, and

(b) after the first annual **general meeting**, at least once in every calendar year.

20.2 Even if these items are not set out in the notice of meeting, the business of an annual **general meeting** may include:

(a) a review of the **company**'s activities

(b) a review of the **company**'s finances

(c) any auditor's report, and

(d) the appointment and payment of auditors, if any.

20.3 Before or at the annual **general meeting**, the directors must give information to the members on the **company**'s activities and finances during the period since the last annual **general meeting**.

20.4 The chairperson of the annual **general meeting** must give members as a whole a reasonable opportunity at the meeting to ask questions or make comments about the management of the **company**.

21. Notice of general meetings

21.1 Notice of a **general meeting** must be given to:
- (a) each ordinary member entitled to vote at the meeting
- (b) each director,
- (c) each associate member, and
- (d) the auditor (if any).

21.2 Notice of a **general meeting** must be provided in writing at least 21 days before the meeting.

21.3 Subject to clause 21.4, notice of a meeting may be provided less than 21 days before the meeting if:
- (a) for an annual **general meeting**, all the ordinary members entitled to attend and vote at the annual **general meeting** agree beforehand, or
- (b) for any other **general meeting**, ordinary members with at least 95% of the votes that may be cast at the meeting agree beforehand.

21.4 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
- (a) remove a director
- (b) appoint a director in order to replace a director who was removed, or
- (c) remove an auditor.

21.5 Notice of a **general meeting** must include:
- (a) the place, date and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this)
- (b) the general nature of the meeting's business
- (c) if applicable, that a **special resolution** is to be proposed and the words of the proposed resolution
- (d) a statement that ordinary members have the right to appoint proxies and that, if an ordinary member appoints a proxy:
  - i. the proxy must be an ordinary member of the **company**
  - ii. the proxy form must be delivered to the **company** at its registered address or the address (including an electronic address) specified in the notice of the meeting, and
  - iii. the proxy form must be delivered to the **company** at least 48 hours before the meeting.

21.6 If a **general meeting** is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

22. Quorum at general meetings

22.1 For a **general meeting** to be held, at least 20 percent of the ordinary members who are entitled to vote (a quorum) must be present (in person, by proxy or by representative) for the whole meeting. When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one ordinary member).

22.2 No business may be conducted at a **general meeting** if a quorum is not present.

22.3 If there is no quorum present within 30 minutes after the starting time stated in the notice of **general meeting**, the **general meeting** is adjourned to the date, time and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:

(a) if the date is not specified – the same day in the next week

(b) if the time is not specified – the same time, and

(c) if the place is not specified – the same place.

22.4 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

23. Auditor's right to attend meetings

23.1 The auditor (if any) is entitled to attend any **general meeting** and to be heard by the members on any part of the business of the meeting that concerns the auditor in the capacity of auditor.

23.2 The **company** must give the auditor (if any) any communications relating to the **general meeting** that a member of the **company** is entitled to receive.

24. Representatives of ordinary members

24.1 An ordinary member may appoint as a representative:

(a) one individual to represent the member at meetings and to sign circular resolutions under clause 31, and

(b) the same individual or another individual for the purpose of being appointed or elected as a director.

24.2 The appointment of a representative by an ordinary member must:

(a) be in writing

(b) include the name of the representative

(c) be signed on behalf of the ordinary member and

(d) be given to the **company** or, for representation at a meeting, be given to the chairperson before the meeting starts.

24.3 In addition to the requirements of 24.2, for an unincorporated member organisation, the appointment of a representative must also be supported in writing:

(a) Where the organisation is a trust:

(i) by the trustee; or

(ii) by the directors, where the trustee of a trust is a body corporate; or

(b) where the organisation is an unincorporated association, by the directors.

24.4 A representative has all the rights of an ordinary member relevant to the purposes of the appointment as a representative.

24.5 The appointment may be standing (ongoing).

25. Using technology to hold meetings

25.1 The **company** may hold a **general meeting** at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear, and be heard.

25.2 Anyone using this technology is taken to be present in person at the meeting.

26. Chairperson for general meetings

26.1 The **elected chairperson or, in the chairperson's absence, the vice-chairperson,** is entitled to chair **general meetings**.

26.2 The ordinary members present and entitled to vote at a **general meeting** may choose a director or ordinary member to be the chairperson for that meeting if:

(a) there is no **elected chairperson or vice-chairperson**, or

(b) the **elected chairperson or vice-chairperson** is not present within 30 minutes after the starting time set for the meeting, or

(c) the **elected chairperson and/or vice-chairperson** is present but says they do not wish to act as chairperson of the meeting.

27. Role of the chairperson

27.1 The chairperson is responsible for the conduct of the **general meeting**, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).

27.2 The chairperson does not have a casting vote.

28. Adjournment of meetings

28.1 If a quorum is present, a **general meeting** must be adjourned if a majority of **ordinary members present** direct the chairperson to adjourn it.

28.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

28.3 If a **general meeting** is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

28.4 Except as provided in clause 28.3, notice of an adjournment of a **general meeting** or of the business to be transacted at an adjourned meeting, is not required to be given.

Members' resolutions and statements

29. Members' resolutions and statements

29.1 Ordinary members with at least 5% of the votes that may be cast on a resolution may give:

(a) written notice to the **company** of a resolution they propose to move at a **general meeting** (ordinary members' resolution), and/or

(b) a written request to the **company** that the **company** give all of its members a statement about a proposed resolution or any other matter that may properly be considered at a **general meeting** (ordinary members' statement).

29.2 A notice of an ordinary members' resolution must set out the wording of the proposed resolution and be signed by the ordinary members proposing the resolution.

29.3 A request to distribute an ordinary members' statement must set out the statement to be distributed and be signed by the ordinary members making the request.

29.4 Separate copies of a document setting out the notice or request may be signed by ordinary members, if the wording is the same in each copy.

29.5 The percentage of votes that ordinary members have (as described in clause 29.1) is to be worked out as at midnight before the request or notice is given to the **company**.

29.6 If the **company** has been given notice of an ordinary members' resolution under clause 29.1(a), the resolution must be considered at the next **general meeting** held more than two months after the notice is given.

29.7 This clause does not limit any other right that an ordinary member has to propose a resolution at a **general meeting**.

30. Company must give notice of proposed ordinary members' resolution or distribute statement

30.1 If the **company** has been given a notice or request under clause 29:

(a) in time to send the notice of proposed ordinary members' resolution or a copy of the ordinary members' statement to members with a notice of meeting, it must do so at the **company**'s cost, or

(b) too late to send the notice of proposed ordinary members' resolution or a copy of the ordinary members' statement to members with a notice of meeting, then the ordinary members who proposed the resolution or made the request must pay the expenses reasonably incurred by the **company** in giving members notice of the proposed ordinary members' resolution or a copy of the ordinary members' statement. However, at a **general meeting**, the ordinary members may pass a resolution that the **company** will pay these expenses.

30.2 The **company** does not need to send the notice of proposed ordinary members' resolution or a copy of the ordinary members' statement to members if:

(a) it is more than 1000 words long

(b) the directors consider it may be defamatory

(c) clause 30.1(b) applies, and the ordinary members who proposed the resolution or made the request have not paid the **company** enough money to cover the cost of sending the notice of the proposed ordinary members' resolution or a copy of the ordinary members' statement to members, or

(d) in the case of a proposed ordinary members' resolution, the resolution does not relate to a matter that may be properly considered at a **general meeting** or is otherwise not a valid resolution able to be put to the ordinary members.

31. Circular resolutions of ordinary members

31.1 Subject to clause 31.3, the directors may put a resolution to the ordinary members to pass a resolution without a **general meeting** being held (a circular resolution).

31.2 The directors must notify the auditor (if any) as soon as possible that a circular resolution has or will be put to ordinary members, and set out the wording of the resolution.

31.3 Circular resolutions cannot be used:

(a) for a resolution to remove an auditor, appoint a director or remove a director

(b) for passing a **special resolution**, or

(c) where the **Corporations Act** or this constitution requires a meeting to be held.

31.4 A circular resolution is passed if all the ordinary members entitled to vote on the resolution sign or agree to the circular resolution, in the manner set out in clause 31.5 or clause 31.6.

31.5 Ordinary Members entitled to vote may sign:
(a) a single document setting out the circular resolution and containing a statement that they agree to the resolution, or
(b) separate copies of that document, as long as the wording is the same in each copy.

31.6 The **company** may send a circular resolution by email and/or post to members and ordinary members may agree by posting a copy of the document back to the **company** signed in the manner set out in clause 3.15 or by sending a reply email to that effect, including the text of the resolution in their reply.

Voting at general meetings

32. How many votes a member has

Each ordinary member has one vote.

33. Challenge to member's right to vote

33.1 An ordinary member or the chairperson may only challenge a person's right to vote at the **general meeting** in which the ordinary member intends to vote.

33.2 If a challenge is made under clause 33.1, the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

34. How voting is carried out

34.1 Voting must be conducted and decided by:
(a) a show of hands
(b) a vote in writing, or
(c) another method chosen by the chairperson that is fair and reasonable in the circumstances.

34.2 Before a vote is taken, the chairperson must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.

34.3 An ordinary member or proxy is not entitled to vote at any **general meeting** unless all money due and payable by the member to the company has been paid.

34.4 On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.

34.5 The chairperson and the meeting minutes do not need to state the number or proportion of the votes recorded in favour or against on a show of hands.

35. When and how a vote in writing must be held

35.1 A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
(a) at least five ordinary **members present**
(b) **ordinary members present** with at least 5% of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded), or
(c) the chairperson or, in the chairperson's absence, the vice-chairperson.

35.2 A vote in writing must be taken when and how the chairperson or, in the chairperson's absence, the vice-chairperson directs, unless clause 35.3 applies.

35.3 A vote in writing must be held immediately if it is demanded under clause 35.1:
- (a) for the election of a chairperson under clause 26.2, or
- (b) to decide whether to adjourn the meeting.

35.4 A demand for a vote in writing may be withdrawn.

36. Appointment of proxy

36.1 An ordinary member may appoint a proxy to attend and vote at a **general meeting** on their behalf.

36.2 A proxy must also be an ordinary member and no ordinary member may hold more than three proxies at any one time.

36.3 A proxy appointed to attend and vote for an ordinary member has the same rights as the member to:
- (a) speak at the meeting
- (b) vote in a vote in writing (but only to the extent allowed by the appointment), and
- (c) join in to demand a vote in writing under clause 35.1.

36.4 An appointment of proxy (proxy form) must be signed by the ordinary member appointing the proxy and must contain:
- (a) the ordinary member's name and address
- (b) the **company**'s name
- (c) the proxy's name or the name of the office held by the proxy, and
- (d) the meeting(s) at which the appointment may be used.

36.5 A proxy appointment may be standing (ongoing).

36.6 Proxy forms must be received by the **company** at the address stated in the notice under clause 21.5(d) or at the **company**'s registered address at least 48 hours before a meeting.

36.7 A proxy does not have the authority to speak and vote for an ordinary member at a meeting while the member is at the meeting.

36.8 Unless the **company** receives written notice before the start or resumption of a **general meeting** at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing ordinary member:
- (a) dies
- (b) is mentally incapacitated
- (c) revokes the proxy's appointment, or
- (d) revokes the authority of a representative or agent who appointed the proxy.

36.9 A proxy appointment may specify the way the proxy must vote on a particular resolution.

37. Voting by proxy

37.1 A proxy is not entitled to vote on a show of hands (but this does not prevent an ordinary member appointed as a proxy from voting as an ordinary member on a show of hands).

37.2 When a vote in writing is held, a proxy:
- (a) does not need to vote, unless the proxy appointment specifies the way they must vote

(b) if the way they must vote is specified on the proxy form, must vote that way, and
(c) if the proxy is also an ordinary member or holds more than one proxy, may cast the votes held in different ways.

Directors

38. Number of directors

The **company** must have at least three and no more than 12 directors. A minimum of two thirds of the directors are required to be the nominated representative of an ordinary member, at the time they commence their appointment as directors.

39. Election and appointment of directors

39.1 The initial directors are the people who have agreed to act as directors and who are named as proposed directors in the application for registration of the **company**.

39.2 Apart from the initial directors and directors appointed under clause 39.6, the ordinary members may elect a director by a resolution passed in a **general meeting**.

39.3 Each of the directors must be appointed by a separate resolution, unless:
(a) The ordinary members present have first passed a resolution that the appointments may be voted on together, and
(b) no votes were cast against that resolution.

39.4 A person is eligible for election as a director of the **company** if they:
(a) are nominated by two ordinary members or representatives of ordinary members entitled to vote (unless the person was previously elected as a director at a **general meeting** and has been a director since that meeting),
(b) give the **company** their signed consent to act as a director of the **company**, and
(c) are not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.

39.5 An ordinary member may only have one representative hold the position of director at any time.

39.6 The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:
(a) gives the **company** their signed consent to act as a director of the **company**, and
(b) is not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.

39.7 If the number of directors is reduced to fewer than three or is less than the number required for a quorum, the continuing directors may act for the purpose of increasing the number of directors to three (or higher if required for a quorum) or calling a **general meeting**, but for no other purpose.

40. Election of chairperson

The directors must elect a director as the **company**'s **elected chairperson**.

41. Term of office

41.1 At each annual general meeting: any director appointed by the directors to fill a casual vacancy or as an additional director must retire.

41.2 Other than a director appointed under clause 39.6, a director's term of office starts at the end of the annual **general meeting** at which they are elected and ends at the end of the annual **general meeting** at which they retire.

41.3 Each director must retire at least once every three years.

41.4 A director who retires under clause 41.1 may nominate for election or re-election, subject to clause 41.5.

41.5 A director who has held office for a continuous period of nine years or more may only be re-appointed or re-elected by a **special resolution**

42. When a director stops being a director

42.1 A director stops being a director if they:

(a) give written notice of resignation as a director to the **company**
(b) die
(c) are removed as a director by a resolution of the ordinary members
(d) are a representative of an ordinary member, and that member stops being a ordinary member
(e) are a representative of an ordinary member, and the member notifies the **company** that the representative is no longer a representative
(f) are absent for three consecutive directors' meetings without approval from the directors, or
(g) become ineligible to be a director of the **company** under the **Corporations Act** or the **ACNC Act**.

42.2 Where a director is a representative of an ordinary member and that director ceases to be employed by the ordinary member, the director must, within six weeks of ceasing to be employed by the ordinary member, give written notice to the company with an offer of resignation of their position as director. The remaining directors may decide to accept or refuse the offer of resignation.

Powers of directors

43. Powers of directors

43.1 The directors are responsible for managing and directing the activities of the **company** to achieve the purpose set out in clause 6.

43.2 The directors may use all the powers of the **company** except for powers that, under the **Corporations Act** or this constitution, may only be used by members.

43.3 The directors must decide on the responsible financial management of the **company** including:

(a) any suitable written delegations of power under clause 44, and
(b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.

43.4 The directors cannot remove a director or auditor. Directors and auditors may only be removed by a resolution of ordinary members at a **general meeting**.

44. Delegation of directors' powers

44.1 The directors may delegate any of their powers and functions to a committee, a director, an employee of the **company** (such as a chief executive officer) or any other person, as they consider appropriate, other than:

(a) this power of delegation, and

(b) a function which is a duty imposed on the director by the **Corporations Act**, **ACNC Act** or by any other law.

44.2 The delegation must be recorded in the **company**'s minute book.

45. Payments to directors

45.1 The **company** must not pay fees to a director for acting as a director.

45.2 The **company** may:

(a) pay a director for work they do for the **company**, other than as a director, if the amount is no more than a reasonable fee for the work done, or

(b) reimburse a director for expenses properly incurred by the director in connection with the affairs of the **company.**

45.3 Any payment made under clause 45.2 must be approved by the directors.

45.4 The **company** may pay premiums for insurance indemnifying directors, as allowed for by law (including the **Corporations Act**) and this constitution.

46. Execution of documents

The **company** may execute a document without using a common seal if the document is signed by:

(a) two directors of the **company**, or

(b) a director and the secretary.

Duties of directors

47. Duties of directors

The directors must comply with their duties as directors under legislation and common law (judge-made law), and with the duties described in governance standard 5 of the regulations made under the **ACNC Act** which are:

(a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the **company**

(b) to act in good faith in the best interests of the **company** and to further the charitable purpose of the **company** set out in clause 6

(c) not to misuse their position as a director

(d) not to misuse information they gain in their role as a director

(e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 48

(f) to ensure that the financial affairs of the **company** are managed responsibly, and

(g) not to allow the **company** to operate while it is insolvent.

48. Conflicts of interest

48.1 A director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution):

(a) to the other directors, or
(b) if all of the directors have the same conflict of interest, to the members at the next **general meeting**, or at an earlier time if reasonable to do so.

48.2 The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.

48.3 Each director who has a material personal interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution) must not, except as provided under clauses 48.4:

(a) be present at the meeting while the matter is being discussed, or
(b) vote on the matter.

48.4 A director may still be present and vote if:

(a) their interest arises because they are a member of the **company**, and the other members have the same interest
(b) their interest relates to an insurance contract that insures, or would insure, the director against liabilities that the director incurs as a director of the **company** (see clause 66)
(c) their interest relates to a payment by the **company** under clause 65 (indemnity), or any contract relating to an indemnity that is allowed under the **Corporations Act**
(d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter, or
(e) the directors who do not have a material personal interest in the matter pass a resolution that:
    (i) identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the **company**, and
    (ii) says that those directors are satisfied that the interest should not stop the director from voting or being present.

Directors' meetings

49. When the directors meet

The directors may decide how often, where and when they meet.

50. Calling directors' meetings

50.1 A director may call a directors' meeting by giving reasonable notice to all of the other directors.

50.2 A director may give notice in writing or by any other means of communication that has previously been agreed to by all of the directors.

50.3 Notice of a meeting given under clause 50.2 must specify the general nature of the business to be transacted at the meeting and no business other than that business is

to be transacted at the meeting, except business which the directors present at the meeting unanimously agree to treat as urgent business.

51. Chairperson for directors' meetings

51.1 The **elected chairperson** or, in the chairperson's absence, the vice-chairperson is entitled to chair directors' meetings.

51.2 The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the **elected chairperson** or, in the chairperson's absence, the vice-chairperson is:

(a) not present within 30 minutes after the starting time set for the meeting, or

(b) present but does not want to act as chairperson of the meeting.

52. Quorum at directors' meetings

52.1 Unless the directors determine otherwise, the quorum for a directors' meeting is a majority (more than 50%) of directors.

52.2 A quorum must be present for the whole directors' meeting.

52.3 No business is to be transacted by the directors' meeting unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

52.4 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

53. Using technology to hold directors' meetings

53.1 The directors may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the directors.

53.2 The directors' agreement may be a standing (ongoing) one.

53.3 A director may only withdraw their consent within a reasonable period before the meeting.

54. Passing directors' resolutions

A directors' resolution must be passed by a majority of the votes cast by directors present and entitled to vote on the resolution.

55. Circular resolutions of directors

55.1 The directors may pass a circular resolution without a directors' meeting being held.

55.2 A circular resolution is passed if all the directors entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 55.3 or clause 55.4.

55.3 Each director may sign:

(a) a single document setting out the resolution and containing a statement that they agree to the resolution, or

(b) separate copies of that document, as long as the wording of the resolution is the same in each copy.

55.4 The **company** may send a circular resolution by email and/or post to the directors and the directors may agree to the resolution by posting a copy of the document

back to the **company** signed in the manner set out in clause 55.3 or by sending a reply email to that effect, including the text of the resolution in their reply.

55.5 A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 55.3 or clause 55.4.

Secretary

56. Appointment and role of secretary

56.1 The **company** must have at least one secretary, who may also be a director.

56.2 A secretary must be appointed by the directors (after giving the **company** their signed consent to act as secretary of the **company**) and may be removed by the directors.

56.3 The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration.

56.4 The role of the secretary includes:

(a) maintaining a register of the **company**'s members, and

(b) maintaining the minutes and other records of **general meeting**s (including notices of meetings), directors' meetings and circular resolutions.

Minutes and records

57. Minutes and records

57.1 The **company** must, within two months of the event to which the record relates, make and keep the following records:

(a) minutes of proceedings and resolutions of **general meetings**

(b) minutes of circular resolutions of ordinary members

(c) a copy of a notice of each **general meeting**, and

(d) a copy of an ordinary members' statement distributed to members under clause 30.

57.2 The **company** must, within two months of the event to which the record relates, make and keep the following records:

(a) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees), and

(b) minutes of circular resolutions of directors.

57.3 To allow members to inspect the **company**'s records:

(a) the **company** must give a member access to the records set out in clause 57.1, and

(b) the directors may authorise a member to inspect other records of the **company**, including records referred to in clause 57.2 and clause 58.1.

57.4 The directors must ensure that minutes of a **general meeting** or a directors' meeting are signed within a reasonable time after the meeting by:

(a) the chairperson of the meeting, or

(b) the chairperson of the next meeting.

57.5 The directors must ensure that minutes of the passing of a circular resolution (of ordinary members or directors) are signed by a director within a reasonable time after the resolution is passed.

58. Financial and related records

58.1 The **company** must make and keep written financial records that:
- (a) correctly record and explain its transactions and financial position and performance, and
- (b) enable true and fair financial statements to be prepared and to be audited.

58.2 The **company** must also keep written records that correctly record its operations.

58.3 The **company** must retain its records for at least 7 years.

58.4 The directors must take reasonable steps to ensure that the **company**'s records are kept safe.

By-laws

59. By-laws

59.1 The directors may pass a resolution to make by-laws to give effect to this constitution.

59.2 Members and directors must comply with by-laws as if they were part of this constitution.

Notice

60. What is notice

60.1 Anything written to or from the **company** under any clause in this constitution is written notice and is subject to clauses 61 to 63, unless specified otherwise.

60.2 Clauses 61 to 63 do not apply to a notice of proxy under clause 36.6.

61. Notice to the company

Written notice or any communication under this constitution may be given to the **company,** the directors or the secretary by:
- (a) delivering it to the **company**'s registered office
- (b) posting it to the **company**'s registered office or to another address chosen by the **company** for notice to be provided
- (c) sending it to an email address or other electronic address notified by the **company** to the members as the **company**'s email address or other electronic address, or
- (d) sending it to the fax number notified by the **company** to the members as the **company**'s fax number.

62. Notice to members

62.1 Written notice or any communication under this constitution may be given to a member:
- (a) in person
- (b) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member for service of notices
- (c) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any)
- (d) sending it to the fax number nominated by the member as an alternative address for service of notices (if any), or

(e) if agreed to by the member, by notifying the member at an email or other electronic address nominated by the member, that the notice is available at a specified place or address (including an electronic address).

62.2 If the **company** does not have an address for the member, the **company** is not required to give notice in person.

63. When notice is taken to be given

A notice:

(a) delivered in person, or left at a the recipient's address, is taken to be given on the day it is delivered

(b) sent by post, is taken to be given on the third business day after it is posted with the correct payment of postage costs

(c) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent, and

(d) given under clause 62.1(e) is taken to be given on the business day after the notification that the notice is available is sent.

Financial year

64. Company's financial year

The **company**'s financial year is from 1 July to 30 June, unless the directors pass a resolution to change the financial year.

Indemnity, insurance and access

65. Indemnity

65.1 The **company** indemnifies each officer of the **company** out of the assets of the **company**, to the relevant extent, against all losses and liabilities (including costs, expenses and charges) incurred by that person as an officer of the **company**.

65.2 In this clause, 'officer' means a director or secretary and includes a director or secretary after they have ceased to hold that office.

65.3 In this clause, 'to the relevant extent' means:

(a) to the extent that the **company** is not precluded by law (including the **Corporations Act**) from doing so, and

(b) for the amount that the officer is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).

65.4 The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the **company**.

66. Insurance

To the extent permitted by law (including the **Corporations Act**), and if the directors consider it appropriate, the **company** may pay or agree to pay a premium for a contract insuring a person who is or has been an officer of the **company** against any liability incurred by the person as an officer of the **company**.

67. Directors' access to documents

67.1 A director has a right of access to the financial records of the **company** at all reasonable times.

67.2 If the directors agree, the **company** must give a director or former director access to:

(a) certain documents, including documents provided for or available to the directors, and

(b) any other documents referred to in those documents.

Winding up

68. Surplus assets not to be distributed to members

If the **company** is wound up, any **surplus assets** must not be distributed to a member or a former member of the **company**, unless that member or former member is a charity described in clause 69.1.

69. Distribution of surplus assets

69.1 Subject to the **Corporations Act** and any other applicable Act, and any court order, any **surplus assets** (including 'gift funds' defined in clause 69.4) that remain after the **company** is wound up must be distributed to one or more charities:

(a) with charitable purpose(s) similar to, or inclusive of, the purpose in clause 6,

(b) which also prohibit the distribution of any **surplus assets** to its members to at least the same extent as the **company**, and

(c) that is or are deductible gift recipients within the meaning of the *Income Tax Assessment Act 1997 (Cth)*.

69.2 The decision as to the charity or charities to be given the **surplus assets** must be made by a **special resolution** of ordinary members at or before the time of winding up. If the ordinary members do not make this decision, the **company** may apply to the Supreme Court to make this decision.

69.3 If 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 69.1(a), (b) and (c), as decided by the directors.

69.4 For the purpose of this clause:

(a) 'gift funds' means:

(i) Gifts of money or property for the principle purpose of the **company**

(ii) Contributions made in relation to a fund-raising event held for the principle 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 *Income Tax Assessment Act 1997* (Cth).

Definitions and interpretation

70. Definitions

In this constitution:

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth)

company means the **company** referred to in clause 1

Corporations Act means the *Corporations Act 2001* (Cth)

elected chairperson means a person elected by the directors to be the **company**'s chairperson under clause 40

general meeting means a meeting of members and includes the annual **general meeting**, under clause 20.1

initial member means an incorporated body that is named in the application for registration of the **company**, with their consent, as a proposed member of the **company**

***member,* for an organisation**, means the incorporated or unincorporated body listed on the register of members or the nominated representative of that body, unless otherwise specified

member present means, in connection with a **general meeting**, a **member present** in person, by representative or by proxy at the venue or venues for the meeting

organisation means an incorporated or unincorporated body

registered charity means a charity that is registered under the **ACNC Act**

special resolution means a resolution:

i. of which notice has been given under clause 21.5(c), and

ii. that has been passed by at least 75% of the votes cast by ordinary **members present** and entitled to vote on the resolution, and

surplus assets means any assets of the **company** that remain after paying all debts and other liabilities of the **company**, including the costs of winding up.

71. Reading this constitution with the Corporations Act

71.1 The replaceable rules set out in the **Corporations Act** do not apply to the **company**.

71.2 While the **company** is a **registered charity**, the **ACNC Act** and the **Corporations Act** override any clauses in this constitution which are inconsistent with those Acts.

71.3 If the **company** is not a **registered charity** (even if it remains a charity), the **Corporations Act** overrides any clause in this constitution which is inconsistent with that Act.

71.4 A word or expression that is defined in the **Corporations Act**, or used in that Act and covering the same subject, has the same meaning as in this constitution.

72. Interpretation

In this constitution:

(a) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression, and

(b) reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).