



HERBERT  
SMITH  
FREEHILLS

## Constitution

# Constitution

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WorkVentures Ltd



# Contents

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# Constitution

**WorkVentures Ltd ABN 74 002 721 217**

**A company limited by guarantee**

## 1 Company's name

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The name of the company is WorkVentures Ltd.

## 2 Company's history

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The company was founded in 1976 by a group of people from the Anglican church in Malabar NSW, who believed in building a just, creative and sustainable society by providing employment, economic and community development services, particularly for people who were unemployed and in need. In the 1980s the company incorporated as Peninsula Community Services, assisting people suffering the effects of poverty, distress or misfortune. The company changed its name to WorkVentures in 1991.

The company acknowledges its history and continues to carry out the vision and enact the Christian values of its founders.

## 3 Company's purposes

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The company's purposes are to relieve the poverty, distress, suffering and misfortune of people in need by, without limitation:

- (a) providing programs and services to assist young people and Aboriginal and Torres Strait Islander people to transition into employment;
- (b) providing education, skills and job training; and
- (c) providing support to other charitable organisations with similar purposes.

## 4 Company's powers

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Solely for carrying out the company's purposes, the company may exercise all of the powers of a company limited by guarantee under the Corporations Act.

## 5 Not for profit

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### 5.1 Application of the company's income and property

- (a) The company's income and property must be applied solely towards promoting the company's purposes.
- (b) No part of the income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, or other profit distribution, to any member or director in their capacity as a member or director.
- (c) This rule 5 does not prohibit indemnification of, or payment of premiums on contracts of insurance for, any director to the extent permitted by law and this constitution.

### 5.2 Payments to directors

- (a) The directors may be reasonably remunerated for their services as directors.
- (b) The remuneration of directors will be decided by the company as a fixed sum payable to all directors which is to be divided between the directors in the proportions agreed between them or, failing agreement, equally.
- (c) If the company has fixed a sum for remuneration to all directors in accordance with rule 5.2(b)(2), the maximum amount fixed by the company as remuneration payable to the directors does not include any amount by the company:
  - (1) to a superannuation, retirement or pension fund for a director so that the company is not liable to pay the superannuation guarantee charge or similar statutory charge; or
  - (2) for any insurance premium paid or agreed to be paid for a director under rule 14.3.
- (d) All other payments to directors must be approved by the directors including, but not limited to:
  - (1) out-of-pocket expenses incurred by a director in performing a duty as a director of the company; or
  - (2) a service rendered to the company by a director in a professional or technical capacity or as an employee, where:
    - (A) the provision of the service has the prior approval of the directors; and
    - (B) the amount payable is not more than an amount that commercially would be reasonable payment for the service.

## 6 Membership

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### 6.1 Members

- (a) The members are:
  - (1) the persons who are members at the time of adopting this constitution;
  - (2) the directors; and



- (3) any other persons the directors admit to membership in accordance with this constitution.
- (b) Every applicant for membership of the company (except the initial members) must apply in the form and manner decided by the directors.
- (c) After receipt of an application for membership, the directors must consider the application and decide whether to admit or reject the applicant. The directors need not give any reason for rejecting an application.
- (d) Every member agrees to comply with this constitution and support the purposes of the company set out in rule 3.

## 6.2 Subscription fee

- (a) An annual subscription fee may be decided by the directors, and notified to the members.
- (b) The directors must notify all persons entered on the register of members of the amount and time for payment of any annual subscription fee and of any alteration to the annual subscription fee. Varying amounts may be applied as decided by the directors and made available to the members in a notice or a membership policy.
- (c) Where the annual subscription fee is not received:
  - (1) after one month of the due date, the directors may issue a written reminder notice to the member; and
  - (2) after one month of the written reminder notice, the member's rights and privileges associated with that membership will be suspended, including the right to receive notices of general meetings and the right to attend and vote at general meetings.
- (d) If a member who was suspended pursuant to rule 6.2(c) has not paid an annual subscription fee for more than 2 months after the written reminder notice, the person ceases to be a member.

## 6.3 Register

The company must maintain a register of members setting out the name, address, alternate electronic or other address (if any) for receipt of notices and date membership starts and ceases.

## 6.4 When membership ceases

A person immediately ceases to be a member if the person:

- (a) dies;
- (b) resigns as a member by giving written notice to the company;
- (c) is a member by virtue of being a director and ceases to be a director;
- (d) becomes of unsound mind or the person is, or their estate is, liable to be dealt with in any way under a law relating to mental health;
- (e) becomes bankrupt or insolvent or makes any arrangement or composition with his or her creditors;
- (f) is expelled under rule 6.5;



- (g) becomes, if the directors so decide in their absolute discretion, an untraceable member because the person has ceased to respond or otherwise communicate with his or her Registered Address; or
- (h) ceases to be a member under rule 6.2(d).

## 6.5 Expulsion

- (a) The directors may by resolution expel a member from the company if, in their absolute discretion, they decide it is not in the interests of the company for the person to remain a member.
- (b) If the directors intend to consider a resolution under rule 6.5(a), at least one week before the meeting at which the resolution is to be considered, they must give the member written notice:
  - (1) stating the date, place and time of the meeting;
  - (2) setting out the intended resolution and the grounds on which it is based; and
  - (3) informing the member that he or she may attend the meeting and may give an oral or written explanation or submission before the resolution is put to the vote.

## 6.6 Grievance procedure

- (a) Any dispute under this constitution between a member and another member or between a member and the company must, unless the parties otherwise agree, be dealt with by the procedure in this rule 6.6.
- (b) Any party to a dispute between members, may refer the dispute to the directors for determination or mediation.
- (c) The directors may, subject to rule 6.6(e) below, act as a mediator or decision maker (provided they are unbiased) or may appoint a third party as a mediator or decision maker.
- (d) If there is a dispute between the company and a member, either party may require the dispute be referred to mediation.
- (e) The mediator must be an unbiased and:
  - (1) a person chosen by agreement between the parties to the dispute; or
  - (2) in the absence of agreement within 14 days of a party requiring mediation;
    - (A) in the case of a dispute between a member and another member, a person appointed by the directors;
    - (B) in the case of a dispute between a member and the company, a person who is a mediator.
- (f) A member can be a mediator, provided they are unbiased.
- (g) Any party to a dispute may appoint any person to act on behalf of that party.
- (h) In each dispute:
  - (1) the parties to the dispute must have a reasonable opportunity to be heard;



- (2) due consideration must be given to any written statement submitted by a party; and
- (3) natural justice must be accorded to the parties to the dispute throughout the process.
- (i) If the mediation process does not result in the dispute being resolved, within a reasonable time as decided by the mediator, or failing this decision, within one month of the party requiring mediation, any party to the dispute may refer the matter to an unbiased decision maker.
- (j) A determination made under this rule is final and binding on all parties to the dispute.

## 7 Liability and guarantee of member

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- (a) The liability of the members is limited to the amount of the guarantee given in rule 7(b).
- (b) Every member must contribute an amount not more than \$100 to the property of the company if it is wound up while the person is a member or within one year after the person ceases to be a member, for:
  - (1) payment of the company's debts and liabilities contracted before the time he or she ceased to be a member; and
  - (2) costs, charges and expenses of winding up.

## 8 Winding up

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- (a) If, on the winding up or dissolution of the company, any property remains after satisfaction of all its debts and liabilities, and after application of rule 9, this property must only be given or transferred to an entity that is charitable at law.
- (b) The identity of the entity referred to in rule 8(a) must be decided by the directors, or if the directors do not wish to decide or do not decide, it must be decided by the members by ordinary resolution at or before the time of winding up of the company and, if the members do not decide, by the Supreme Court of the state or territory in which the company is registered.

## 9 Deductible Gift Recipient status

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### 9.1 Application of this rule

This rule only applies if the company is a deductible gift recipient under ITAA97.

### 9.2 Gift Account

- (a) The company must maintain a management account for its principal purposes only (**Gift Account**):
  - (1) to identify and record Gifts and Deductible Contributions;



- (2) to identify and record any money received by the company because of those Gifts and Deductible Contributions; and
  - (3) that does not record any other money or property.
- (b) Receipts for Gifts or Deductible Contributions must state the:
  - (1) name and ABN of the company;
  - (2) the date and amount (or value, if property) of the Gift or Deductible Contribution;
  - (3) the name of the donor or contributors;
  - (4) the fact that it was a Gift or Deductible Contribution (and if it was a Deductible Contribution, the relevant fundraising event and GST inclusive market value of the event or goods or services purchased).

### **9.3 Winding up or revocation of deductible gift recipient endorsement**

- (a) Upon:
  - (1) the winding up of the company; or
  - (2) the company ceasing to be endorsed as a deductible gift recipient under the ITAA 97,  
whichever is earlier, any surplus funds in the Gift Account must be transferred to an entity:
    - (3) which is charitable at law; and
    - (4) gifts to which are deductible under the ITAA 97 on the basis that it is characterised as a public benevolent institution as described in item 4.1.1 of the table in section 30-45.
- (b) The identity of the institution referred to in rule 9.3(a) must be decided by the directors, or if the directors do not wish to decide or do not decide, it must be decided by the members by ordinary resolution at or before the time of winding up of the company and, if the members do not decide, by the Supreme Court of the state or territory in which the company is registered.

## **10 Altering this constitution**

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- (a) The company must not pass a special resolution altering the constitution, if, as a result, the company will cease to be a charity.
- (b) Any resolution purporting to alter or repeal the constitution so that the company would cease to be a charity will have no effect.

## **11 Accountability to members**

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### **11.1 Accountability to members**

- (a) The company must be accountable to the members within the terms of the law, including, as applicable, the Corporations Act, the ACNC Act and this constitution.



- (b) The directors may decide the manner in which the company will be accountable to the members and the manner in which they will provide an adequate opportunity for members to raise any concerns about the governance, activities and finances of the company.

## 11.2 Calling general meetings

- (a) The directors may convene a general meeting at such time and place as the directors think fit.
- (b) If members with at least 10% 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 for a proper purpose and with a valid resolution, the directors must:
  - (1) within 21 days of the members' request, give all members notice of a general meeting; and
  - (2) hold the meeting within 2 months of the members' request.
- (c) The members who make the request for a general meeting must:
  - (1) state in the request the resolution to be proposed at the meeting;
  - (2) sign the request; and
  - (3) give the request to the company.
- (d) The directors may not postpone or cancel a general meeting convened in response to a members requisition under rule (b) in accordance with rule 11.4 without the prior written consent of the persons who requisitioned or convened the meeting.

## 11.3 Notice of general meetings

- (a) At least 21 days' notice of every general meeting must be given in any manner authorised by rule 15 to each person who is at the date of the notice:
  - (1) a member;
  - (2) a director;
  - (3) the auditor of the company, if applicable.
- (b) A notice of a general meeting must:
  - (1) specify the date, time and place of the meeting;
  - (2) state the general nature of the business to be transacted at the meeting and if a special resolution is proposed, state the full terms of the special resolution; and
  - (3) specify any details of voting such as proxies, written voting or other methods, if any, as decided by the directors.
- (c) A person may waive notice of a general meeting or consent to shorter notice by written notice to the company.
- (d) The non-receipt of notice of a general meeting or proxy form by, or a failure to give notice of a general meeting or a proxy form to, any person entitled to receive notice of a general meeting does not invalidate anything done or resolution passed at the general meeting if:
  - (1) the non-receipt or failure occurred by accident or error; or

- (2) before or after the meeting, the person has notified or notifies the company of that person's agreement to that thing or resolution.
- (e) A person's attendance at a general meeting waives any objection that person may have to:
  - (1) a failure to give notice, or the giving of a defective notice, of the meeting unless, at the beginning of the meeting, the person objects to the holding of the meeting; and
  - (2) the consideration of a particular matter at the meeting which is not within the business referred to in the notice of the meeting, unless the person objects to considering the matter when it is presented.

#### **11.4 Changing, postponing or adjourning general meetings**

- (a) The directors may change the venue for, postpone, adjourn or cancel a general meeting if:
  - (1) they reasonably consider that the meeting has become unnecessary;
  - (2) the venue would be unreasonable or impractical;
  - (3) a change is necessary in the interests of conducting the meeting efficiently; or
  - (4) a quorum is not present under rule 11.5.
- (b) No business may be transacted at any adjourned meeting except the business left unfinished at the meeting from which the adjournment took place.
- (c) Where a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as for an original meeting.
- (d) Except as provided by rule 11.4(c), it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### **11.5 Quorum at general meetings**

- (a) No business may be transacted at a general meeting, except the election of a chairperson and the adjournment of the meeting, unless a quorum of members is present when the meeting proceeds to business.
- (b) A quorum consists of at least 5 members entitled to vote and be present at the meeting. A person may only be counted once even if a person is a representative or proxy of more than one member.
- (c) If a quorum is not present within 30 minutes after the time appointed for a general meeting the meeting stands adjourned to the day, and at the time and place, that the directors decide or, if the directors do not make a decision, to the same day in the next week at the same time and place.
- (d) If at the adjourned meeting under rule 11.5(c), a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting must be dissolved.

#### **11.6 General meetings by technology**

- (a) The simultaneous linking together by telephone or other electronic means of a sufficient number of the members in person, to constitute a quorum constitutes



a meeting of the members, provided each member has a reasonable opportunity to participate at the meeting.

- (b) All the provisions in this constitution relating to meetings of the members apply, as far as they can, with any necessary changes, to meetings of the members by telephone or other electronic means.
- (c) A member who takes part in a meeting by telephone or other electronic means is taken to be present in person at the meeting.
- (d) A meeting by telephone or other electronic means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the members involved was at that place for the duration of the meeting.

### **11.7 Chairperson of general meetings**

- (a) The chairperson of directors must preside as chairperson at a general meeting if present within 15 minutes after the time appointed for the meeting and willing to act.
- (b) If there is no chairperson of directors or both the conditions in rule 11.7(a) have not been met, the members present must elect another chairperson of the meeting.
- (c) A chairperson elected under rule 11.7(b) must be:
  - (1) another director who is present and willing to act; or
  - (2) if no other director present at the meeting is willing to act, a member who is present and willing to act.
- (d) A question arising at a general meeting relating to the order of business, procedure or conduct of the meeting must be referred to the chairperson of the meeting, whose decision is final.
- (e) Where the votes on a proposed resolution are equal:
  - (1) the chairperson does not have a second or casting vote; and
  - (2) the proposed resolution is taken as lost.

### **11.8 Decisions of the members**

- (a) Every member has one vote.
- (b) The directors may decide the manner voting is held at a meeting or, where a meeting is not required, by postal, electronic or any other means of voting.
- (c) Subject to this constitution, each member entitled to vote at a meeting of members may vote as decided by the directors:
  - (1) in person or, where a member is a body corporate, by its representatives;
  - (2) by one proxy (if permitted); or
  - (3) by written vote (if permitted).
- (d) A proxy (if any) or representative is entitled to a separate vote for each member the person represents, in addition to any vote the person may have as a member in his or her own right.



- (e) If the directors decide, written voting may be permitted in addition to or instead of proxy voting. The directors must decide the manner written votes are to be given.
- (f) An objection to the qualification of a person to vote must be:
  - (1) raised before the vote objected to is counted; and
  - (2) referred to the chairperson, whose decision is final.
- (g) A vote not disallowed by the chairperson under rule 11.8(f) is valid for all purposes.
- (h) Except where by law a resolution requires a special majority, resolutions must be decided by a majority of the votes cast by the members.

### **11.9 Voting by show of hands or ballot**

- (a) A resolution put to the vote of a general meeting must be decided on a show of hands unless, before the vote is taken or before or immediately after the declaration of the result of the show of hands, a ballot (poll) is demanded by:
  - (1) the chairperson of the meeting;
  - (2) at least 2 members present and with the right to vote on the resolution.
- (b) A demand for a ballot does not prevent a general meeting continuing to transact any business except the question on which the ballot has been demanded.
- (c) Unless a ballot is duly demanded, a declaration by the chairperson of a general meeting that a resolution has on a show of hands been carried or lost and an entry to that effect in the book containing the minutes of the company's proceedings, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- (d) If a ballot is duly demanded at a general meeting, it must be taken in such manner, and either at once or after an interval or adjournment or otherwise, as the chairperson of the meeting directs. The result of the ballot is the resolution of the meeting at which the ballot was demanded.
- (e) A ballot demanded at a general meeting on the election of a chairperson of the meeting or on a question of adjournment must be taken immediately.
- (f) The demand for a ballot may be withdrawn.

### **11.10 Voting by proxy or representative**

- (a) A member may appoint by written notice to the company, a proxy, and an incorporated member (a body corporate) may appoint a proxy or a representative, to attend meetings and vote on behalf of the member. The proxy must be a member of the company.
- (b) Unless otherwise provided in the written appointment, the appointment of a proxy or representative will give the proxy or representative the power:
  - (1) to agree to a meeting being convened by shorter notice than is required by law or by this constitution;
  - (2) to vote on any amendment to the proposed resolutions and on any motion that the proposed resolutions not be put or any similar motion;



- (3) to vote on any procedural motion, including any motion to elect the chairperson, to vacate the chair or to adjourn the meeting; and
- (4) to ask questions and other customary actions at a meeting.
- (c) The written appointment of a proxy or representative may direct the proxy or representative how to vote in respect of a particular resolution and, where this is provided, the proxy or representative is not entitled to vote on the proposed resolution except as directed in the appointment.
- (d) Unless the directors otherwise agree, a proxy or representative may not vote at a general meeting or adjourned meeting or on a ballot unless a written appointment is:
  - (1) received in the manner specified for that purpose in the notice convening the meeting before the time specified in the notice;
  - (2) in the case of an adjourned meeting, provided to the secretary at the adjourned meeting.
- (e) The appointment of a proxy is not revoked by the individual member appointer attending and taking part in the general meeting but, if the appointer votes on a resolution, the person acting as proxy for the appointer is not entitled to vote as the appointer's proxy on the resolution.

### **11.11 Voting by written votes**

- (a) The directors may decide that, at any general meeting, a member who is entitled to attend and vote on a resolution at that meeting is entitled to a written vote in respect of that resolution. A 'written vote' is a vote submitted by a member by giving notice to the company for or against the identified resolution.
- (b) The directors may decide the procedures in relation to written voting, including specifying the form, method and timing of giving a written vote at a meeting.
- (c) A person who has cast a written vote is entitled to attend a meeting. If a member attempts to cast more than one vote on a particular resolution, the vote cast in person prevails over the written vote.

### **11.12 Written resolutions of members**

- (a) A members' resolution may be passed without a meeting (unless a meeting is required under this constitution or the Corporations Act, such as a resolution to remove an auditor or a director, or for passing a special resolution). Such a resolution is passed if all the members entitled to vote sign or agree in writing to the resolution. The resolution is taken to be passed on the date the last member signs or agrees to the resolution.
- (b) If the company has only one member, the company may pass a resolution by the member recording it and signing the record.

## **12 Directors**

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### **12.1 Appointing and removing directors**

- (a) The minimum number of directors is 3. The maximum number of directors is to be fixed by the directors, but may not be more than 9, unless the company in



general meeting resolves otherwise. The directors must not fix a maximum which is less than the number of directors in office at the time.

- (b) The directors may appoint any individual as a director, either to fill a casual vacancy or as an addition to the existing directors, provided:
  - (1) the number of directors does not exceed the maximum number fixed under rule 12.1(a); and
  - (2) before appointing the director, that individual signs a consent to act as a director; and
  - (3) the director is not disqualified from managing a corporation under the Corporations Act nor disqualified from being a responsible entity under the ACNC Act.

## 12.2 Retirement of directors by rotation

- (a) The directors must hold a general meeting each financial year for the election of directors in accordance with this rule. This meeting is referring to as the 'election general meeting' in rules 12.2 and 12.3.
- (b) A director appointed by the directors under rule 12.1(b) holds office only until the conclusion of the next election general meeting following his or her appointment.
- (c) At every election general meeting if the number of directors (after excluding any director appointed by the directors under rule 12.1(b) and standing for election):
  - (1) is 5 or less, then at least 2 of the remaining directors must retire from office; or
  - (2) if the number is more than 5, at least one third of those directors (to the nearest whole number) must retire from office.
- (d) No director may hold office without re-election beyond the third election general meeting following the meeting at which the director was last elected or re-elected.
- (e) The directors to retire under rule 12.2(c) are those directors who wish to retire and not offer themselves for re-election, those directors required to retire under rule 12.2(d) and, so far as is necessary to obtain the number required, those who have been longest in office since their last election or appointment. As between directors who were last elected or appointed on the same day, those to retire must, unless they can agree among themselves, be decided by lot.
- (f) The directors to retire under rule 12.2(c) (both as to number and identity) is decided having regard to the composition of the board of directors at the date of the notice calling the election general meeting. A director is not required to retire and is not relieved from retiring because of a change in the number or identity of the directors after the date of the notice but before the meeting closes.
- (g) A director retiring from office is eligible for re-election subject to a maximum term of 9 years, unless the maximum term is varied for a particular director by the directors.
- (h) The retirement of a director from office and the re-election of the director or the election of another person to that office (as the case may be) takes effect at the conclusion of the meeting at which the retirement and re-election or election occur.



### 12.3 Nomination of directors

- (a) Nominations of candidates for election as directors will be received by the secretary up to 45 days prior to the election general meeting unless the directors agree to accept nominations after this time.
- (b) The nominations must be:
  - (1) made in writing, signed by one member other than the candidate;
  - (2) accompanied by a short biographical statement and the written consent of the candidate (which may be endorsed on the form of nomination);
  - (3) delivered to the secretary before the date notified.

### 12.4 Vacation of office

The office of a director becomes vacant:

- (a) in the circumstances outlined in the Corporations Act;
- (b) if the director becomes of unsound mind or a director is, or their estate is, liable to be dealt with in any way under the law relating to mental health;
- (c) if the director is removed from office by resolution of the members;
- (d) if the director is disqualified from managing a corporation under the Corporations Act or disqualified from being a responsible entity under the ACNC Act;
- (e) except to the extent of a leave of absence granted by the directors, if the director fails to attend at least 3 consecutive meetings of the directors or at least 4 meetings over a period of 365 days;
- (f) if the director resigns by written notice to the company; or
- (g) if the director is appointed for a specific term of office and is not reappointed.

### 12.5 Directors conflict of interest

- (a) A director must disclose a perceived or actual material conflict of interest to the other directors.
- (b) Unless the directors otherwise decide and where permitted by law, a director who has a material personal interest in a matter that is being considered at a directors' meeting must not:
  - (1) be present while the matter is being considered at the meeting; or
  - (2) vote on the matter.
- (c) The directors may make a policy or rules relating to disclosure of interests and subsequent requirements of the directors. Any policy or rules will bind all directors. An act, transaction, agreement, instrument, resolution or other thing with a third party is not invalid or voidable only because a director fails to comply with the policy or rules.
- (d) A director is not disqualified from contracting or entering into an arrangement with the company as vendor, purchaser or in another capacity, merely because the director holds office as a director or because of the fiduciary obligations arising from that office.





- (e) A contract or arrangement entered into by or on behalf of the company in which a director is in any way interested is not invalid or voidable merely because the director holds office as a director or because of the fiduciary obligations arising from that office.
- (f) A director who is interested in an arrangement involving the company is not liable to account to the company for any profit realised under the arrangement merely because the director holds office as a director or because of the fiduciary obligations arising from that office, provided that the director complies with applicable disclosure requirements under this constitution, any policy or rules adopted by the directors, and under the Corporations Act and ACNC Act regarding that interest.
- (g) A director may hold any other office or position (except auditor) in the company or related body corporate in conjunction with his or her directorship and may be appointed to that office or position on terms (including remuneration and tenure) that the directors decide.

## 12.6 Powers and duties of directors

- (a) The directors are responsible for carrying out the company's purposes set out in rule 3 and for managing the company's affairs to further the purposes.
- (b) The directors may exercise all the company's powers which are not required, by the Corporations Act or by this constitution, to be exercised by the members in a general meeting.
- (c) The directors must ensure they are aware of, and comply with their duties as directors.
- (d) The directors must ensure the company's financial affairs are managed in a responsible manner, including:
  - (1) maintaining financial records that correctly record and explain its transactions and financial performance, and enable true and fair financial statements to be prepared annually;
  - (2) deciding how payments are to be approved or executed by or on behalf of the company; and
  - (3) ensuring the company does not continue to operate while insolvent.
- (e) The directors may delegate any of their powers and functions to one or more of the directors, a committee, an employee, or agent or other person as the directors decide.

## 12.7 Meetings of directors

- (a) The directors may meet together and adjourn and otherwise regulate their meetings as they think fit.
- (b) A director may call a meeting of the directors by giving reasonable notice to the other directors, or by the secretary giving notice of the meeting to all directors.
- (c) A notice of a meeting of directors:
  - (1) must specify the time and place of the meeting;
  - (2) need not state the nature of the business to be transacted at the meeting;
  - (3) may be given immediately before the meeting; and



- (4) may be given in any way authorised by rule 15.2.
- (d) The non-receipt of notice of a meeting of directors by, or a failure to give notice of a meeting of directors to, a director does not invalidate any thing done or resolution passed at the meeting if:
  - (1) the non-receipt or failure occurred by accident or error;
  - (2) the director has waived or waives notice of that meeting before or after the meeting;
  - (3) the director has notified or notifies the company of his or her agreement to that thing or resolution personally or by post, telephone, email or other electronic means before or after the meeting; or
  - (4) the director attended the meeting.

### **12.8 Directors' meetings using technology**

- (a) The simultaneous linking together by telephone or other electronic means of a sufficient number of the directors to constitute a quorum constitutes a meeting of the directors. All the provisions in this constitution relating to meetings of the directors apply, as far as they can and with any necessary changes, to meetings of the directors by telephone or other electronic means.
- (b) A director who takes part in a meeting by telephone or other electronic means is taken to be present in person at the meeting.
- (c) A meeting by telephone or other electronic means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the directors involved was at that place for the duration of the meeting.
- (d) If, before or during the meeting, a technical difficulty occurs which means that one or more directors cease to participate, the chairperson may adjourn the meeting until the difficulty is remedied or may, if a quorum of directors remains present, continue with the meeting.

### **12.9 Quorum at meetings of directors**

- (a) No business may be transacted at a meeting of directors unless a quorum of directors is present at the time the business is dealt with.
- (b) A quorum consists of a majority of the directors, or at least 3 directors, whichever is the greater number.
- (c) If the number of directors in office at any time is not sufficient to constitute a quorum, or is less than the minimum number of directors fixed under this constitution, the remaining directors must act as soon as possible to appoint additional directors, as required, and, until that has happened, may only act if and to the extent that there is an emergency requiring them to act.

### **12.10 Chairperson of directors**

- (a) The directors may elect one of the directors as chairperson of directors and may decide the period for which that director is to be the chairperson.
- (b) The chairperson of directors must preside as chairperson at each meeting of directors if present within 10 minutes after the time appointed for the meeting and willing to act.



- (c) If there is no chairperson of directors or the conditions in rule 12.10(b) have not been met, the directors present must elect one of the directors as chairperson of the meeting.

### **12.11 Decisions of directors**

- (a) A directors' resolution at a directors' meeting must be decided by a majority of votes cast by the directors present. Such a decision is for all purposes a decision of the directors.
- (b) Where the votes on a proposed resolution are equal:
  - (1) the chairperson of the meeting does not have a second or casting vote; and
  - (2) the proposed resolution is taken as lost.

### **12.12 Written resolutions of directors**

- (a) A resolution is taken to have been passed by a meeting of directors if:
  - (1) all the directors who would be entitled to receive notice of a meeting and to vote on a resolution are given a document setting out that resolution; and
  - (2) all the directors sign or consent to the resolution.
- (b) A director may consent to a resolution by:
  - (1) signing the document containing the resolution (or a copy of that document);
  - (2) giving to the company written notice (including by email or other electronic means) addressed to the secretary or to the chairperson agreeing to the resolution and either setting out its terms or otherwise clearly identifying them; or
  - (3) telephoning the secretary or the chairperson of directors and signifying assent to the resolution and clearly identifying its terms.
- (c) The resolution is taken as passed when the last director signs or consents to that resolution.

### **12.13 Minutes of meetings and minutes of resolutions**

- (a) The directors must ensure:
  - (1) minutes of general meetings, directors' meetings and committee meetings (including all resolutions proposed); and
  - (2) records of resolutions passed by members, directors and committees, without a meeting,are recorded and kept as part of the company's records. The records must be made within one month after the relevant meeting is held or written resolution passed.
- (b) The minutes of a meeting must be signed within a reasonable time by the chairperson of the meeting or the chairperson of the next meeting.



## 12.14 Committees

- (a) The directors may delegate any of their powers to one or more committees consisting of the number of directors and others as they think fit.
- (b) A committee to which powers have been delegated must exercise those powers delegated in accordance with directions given by the directors.
- (c) Provisions of this constitution that apply to meetings and resolutions of directors apply, as far as they can, with any necessary changes, to meetings and resolutions of a committee of directors.

## 12.15 Validity of acts

An act done by a person acting as a director, a meeting of directors, or a committee of directors attended by a person acting as a director, is not invalidated merely because of one of the following circumstances, if that circumstance was not known by that person, the directors or the committee (as applicable) when the act was done:

- (a) a defect in the appointment of the person as a director;
- (b) the person being disqualified as a director or having vacated office; or
- (c) the person not being entitled to vote.

## 13 Secretary

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- (a) The directors must appoint at least one secretary, who may also be a director.
- (b) The secretary must provide written consent to the appointment.
- (c) The secretary can be removed by the directors, and another person appointed as secretary, at any time.

## 14 Indemnity and insurance

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### 14.1 Persons to whom the indemnity and insurance apply

The indemnity and insurance referred to in this rule 14 applies to Indemnified Officers.

### 14.2 Indemnity

- (a) The company must indemnify, on a full indemnity basis and to the full extent permitted by law, each Indemnified Officer against all losses or liabilities (including costs and expenses) incurred by the person as an officer of the company.
- (b) This indemnity:
  - (1) is a continuing obligation and is enforceable by an Indemnified Officer even though that person has ceased to be an officer of the company;
  - (2) is enforceable without that person having first to incur any expense or make any payment; and

- (3) operates only to the extent that the loss or liability in question is not covered by insurance.

### **14.3 Insurance**

The company may, to the extent permitted by law:

- (a) purchase and maintain insurance; or
- (b) pay or agree to pay a premium for insurance,

for any Indemnified Officer against any liability incurred by the person as an officer of the company where the directors consider it appropriate to do so.

### **14.4 Savings**

Nothing in this rule 14:

- (a) affects any other right or remedy that an Indemnified Officer may have in respect of any loss or liability referred to in this rule 14; or
- (b) limits the capacity of the company to indemnify or provide or pay for insurance for any person to whom this rule 14 does not apply.

## **15 Notices**

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### **15.1 Notices by the company to members**

The company may give notices and any communication, including a notice of general meeting to a member:

- (a) personally;
- (b) by sending it by post to the address for the member in the register of members or the alternative address (if any) nominated by the member; or
- (c) by sending it to the email or other electronic address (if any) (including providing a URL link to any document or attachment) nominated by the member; or
- (d) by notifying the member by email or other electronic means, that the notice or communication or publication is available at a specified electronic address.

### **15.2 Notices by the company to directors**

Subject to this constitution, a notice may be given by the company to any director by:

- (a) serving it personally at the director's usual residential or business address;
- (b) sending it by post in a prepaid envelope to the director's usual residential or business address; or
- (c) sending it to the email or other electronic address supplied by the director to the company for giving notices.

### **15.3 Notices by member or directors to the company**

Subject to this constitution, a notice may be given by a member or director to the company by:



- (a) serving it on the company at the registered office of the company;
- (b) sending it by post in a prepaid envelope to the registered office of the company;  
or
- (c) sending it to the principal electronic address of the company at its registered office, or if there is no principal electronic address, to the email or other electronic address of the secretary.

#### 15.4 Time of service

- (a) A notice from the company properly addressed and posted is taken to be served at 10.00am on the day that is five Business Days after the date it was posted.
- (b) Where the company sends a notice by email or other electronic transmission, the notice is taken as served at the time the email or electronic transmission is sent.
- (c) If service under rules 15.4(a) or 15.4(b) is on a day which is not a Business Day or is after 4.00pm (addressee’s time), the notice is regarded as having been received at 9.00am on the next following Business Day.

#### 15.5 Other communications and documents

Rules 15.1 to 15.4 (inclusive) apply, as far as they can, with any necessary changes, to the service of any communication or document.

#### 15.6 Notices in writing

A reference in this constitution to a written notice includes a notice given by electronic transmission or any other form of written communication. A signature to a written notice need not be handwritten.

### 16 Definitions and interpretation

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#### 16.1 Definitions

The meanings of the terms used in this constitution are set out below.

Term	Meaning
<b>ACNC Act</b>	the <i>Australian Charities and Not-for-profits Commission Act 2012</i> (Cth).
<b>Business Day</b>	Monday to Friday inclusive, excluding New Years’ Day, Good Friday, Easter Monday, ANZAC Day, Christmas Day and Boxing Day.



<b>Corporations Act</b>	the <i>Corporations Act 2001</i> (Cth).
<b>Deductible Contribution</b>	a voluntary transfer of money or property in relation to an eligible fundraising event as described in item 7 or item 8 of the table in section 30-15 of the ITAA 97.
<b>Gift</b>	a voluntary transfer of money or property (including financial assets such as shares) where the donor receives no material benefit or advantage.
<b>Indemnified Officer</b>	<ol style="list-style-type: none"><li>1 each person who is or has been a director or executive officer of the company; and</li><li>2 any other officers or former officers of the company as the directors in each case decide.</li></ol>
<b>ITAA 97</b>	the <i>Income Tax Assessment Act 1997</i> (Cth).
<b>Registered Address</b>	a member's addresses (including any alternate or electronic addresses) as notified to the company by the member and recorded in the company's records.

## 16.2 Interpretation

In this constitution:

- references to notices include formal notices of meeting, all documents and other communications from the company to its members;
- a reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them;
- a word or expression defined or used in the Corporations Act, covering the same subject, has the same meaning in this constitution;
- a reference to a member present at a general meeting is a reference to a member present in person or by proxy, attorney or representative;
- a reference to writing and written includes printing, lithography, electronic means of writing (eg fax, email) and other ways of representing or reproducing words in a visible form;
- the singular includes the plural and the plural includes the singular; and
- headings and bold type are used for convenience only and do not affect the interpretation of this constitution.



## 17 Corporations Act and ACNC Act

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- (a) The replaceable rules set out in the Corporations Act do not apply to the company.
- (b) If at any time, the company is not a registered charity under the ACNC Act, the Corporations Act applies and (unless it is a replaceable rule) overrides any part of this constitution, or policy of the company, which is inconsistent with the Corporations Act.