

K&L GATES

**Constitution of
Meaningful Ageing Australia Ltd
ACN 640873169
a company limited by guarantee**

K&L Gates
Melbourne office
Ref: 0907895.00001

Table of Contents

1.	Nature of the Company	4
2.	Definitions and interpretation	4
2.1	Definitions	4
2.2	Interpretation	6
2.3	Replaceable rules	6
2.4	Compliance with the ACNC Act or the Corporations Act	6
2.5	Transitional	7
3.	Objects and powers of the Company	7
4.	Assets and income of the Company	8
5.	Membership	8
5.1	Number of Members	8
5.2	Initial Members	8
5.3	Membership requirements and undertaking	9
5.4	Liability of Members and undertaking	9
5.5	Eligibility and membership rights	9
5.6	Representatives	10
6.	Application for and cessation of membership	10
6.1	Application for membership	10
6.2	Membership fees	11
6.3	Failure to pay membership fees	11
6.4	No transfer of membership	12
6.5	Cessation of membership	12
7.	Register of Members	12
8.	General meetings	13
8.1	Annual general meetings	13
8.2	Business at annual general meeting	13
8.3	Power of Directors to convene general meeting	13
8.4	Power of Members to convene a general meeting	14
8.5	Members' resolutions at a general meeting	14
8.6	Notice of general meetings	14
8.7	Content of notice of general meetings	15
8.8	Failure to give notice	15
8.9	Use of technology	15
8.10	Quorum	16
8.11	If a quorum not Present	16
8.12	Chairperson of general meeting	16
8.13	Right of officers and advisers to attend general meeting	16
8.14	Adjournments	17
8.15	Written resolutions of Members	17
9.	Voting at general meetings	17
9.1	Voting rights	17
9.2	Members' resolutions	17
9.3	Voting by poll	18
9.4	Chairperson's casting vote	18

9.5	Objection to qualification to vote	18
9.6	Votes counted in error	19
9.7	Direct voting	19
10.	Proxies	19
10.1	Appointment of proxies	19
10.2	Rights of proxies	19
10.3	Form of proxy	20
10.4	Where proxy is incomplete	20
10.5	Lodgement of proxy	20
10.6	Validity of proxy vote	21
11.	Board of Directors	21
11.1	Number of Directors	21
11.2	Composition of the Board	21
11.3	Initial Directors	21
11.4	Appointment and removal of Directors	22
11.5	Term of appointment as Director	22
11.6	Nomination of Directors	23
11.7	Director qualifications	23
11.8	Vacation of office of Director	23
12.	Powers and duties of Directors	23
12.1	General management power	23
12.2	Appointment of attorneys and representatives	24
12.3	Committees	24
12.4	Negotiable instruments and electronic payments	25
12.5	By-laws	25
12.6	Acts of Directors valid despite defective appointment	25
12.7	Interested Directors	25
13.	Proceedings of Directors	26
13.1	Calling and holding Directors' meetings	26
13.2	Meetings by telecommunications	26
13.3	Quorum	26
13.4	Chairperson	27
13.5	Directors' resolutions	27
13.6	Acts of Directors valid despite defective appointment	27
13.7	Minutes	27
13.8	Written resolutions of Directors	28
14.	Alternate Directors and attendance by proxy	28
15.	Secretary	29
16.	Execution of documents	29
16.1	Execution generally	29
16.2	Execution by authorised persons	30
17.	Notices	30
17.1	How notice to be given	30
17.2	When notice is given	30
17.3	No notice of no valid address	30

18.	Audit and accounts	31
18.1	Company must keep accounts	31
18.2	Audit	31
18.3	Financial reporting	31
19.	Inspection of records	31
20.	Indemnity and insurance	31
20.1	Definition	31
20.2	Company may indemnify Officers	31
20.3	Documentary indemnity and insurance policy	32
21.	Affiliation and membership of other similar organisations	32
22.	Winding up	32
23.	Variation or amendment of Constitution	32
	Schedule 1 – Initial Members	33
	Schedule 2 – Initial Directors	33

Meaningful Ageing Australia Ltd ACN 640873169

A Company limited by guarantee

1. Nature of the Company

- (a) This Company is a not-for-profit public company limited by guarantee which is established to be, and to continue as, a charity.
- (b) The name of the Company is Meaningful Ageing Australia.
- (c) The Company does not have the power to issue shares.

2. Definitions and interpretation

2.1 Definitions

The following definitions apply in this Constitution unless the context requires otherwise:

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

Alternate Director means any person who, for the time being, has been duly appointed and is acting as an alternate Director;

Annual Fee means the annual fee determined under clause 6.2;

Appointing Director has the meaning given in clause 14(a);

Beneficiaries means older people in Australia who are assessed as needing care and are accessing health and/or care services (including community aged care services and programs, residential aged care services, healthcare services, accommodation services, rehabilitation services, hospitals, hospices and other health care and support systems and settings) and who experience physical, mental, functional and/or social impacts of ageing and associated diseases and disabilities;

Board means the board of Directors of the Company from time to time;

Business Day means a day that is not a Saturday, Sunday, public holiday or bank holiday in Melbourne, Victoria;

Chairperson means the Director who will chair Board meetings and is appointed under clause 11.2(b);

Company means Meaningful Ageing Australia Ltd ACN 640873169;

Constitution means this constitution as amended, supplemented or replaced from time to time;

Corporations Act means the *Corporations Act 2001 (Cth)* and any regulations made under that statute;

Deputy Chairperson means the Director who will chair Board meetings in the absence of the Chairperson and is appointed under clause 11.2(b);

Director means a person appointed or elected to the office of director of the Company and, where appropriate, includes an Alternate Director;

Financial Year means the 12 month period ending on 30 June;

Insolvency Event means, in relation to a person, any one or more of the following events or circumstances:

- (a) a winding up, dissolution, liquidation, provisional liquidation, administration or bankruptcy;
- (b) having a controller (as defined in the Corporations Act), receiver, receiver and manager, administrator, liquidator (whether provisional or otherwise) or analogous person appointed to it or any of its property;
- (c) being unable to pay any of its debts as and when due and payable or being deemed to be insolvent under any provision of the Corporations Act or any other law;
- (d) seeking protection from its creditors under any law, entering into a compromise, moratorium, assignment, composition or arrangement with, or for the benefit of, any of its members or creditors; or
- (e) any analogous event or circumstance to those described in paragraphs (a) to (d) under any law;

Member means a member of the Company entered in the Register as a Member;

Objects means the objects of the Company as set out in clause 3(a);

Office means the registered office of the Company;

Office-Bearers means the Chairperson, the Deputy Chairperson, the Treasurer and the Secretary;

Present means, in connection with a meeting, a Member being present in person or by proxy, attorney or Representative, and includes being present at a different venue from the venue at which other Members are participating in the same meeting, providing the pre-requisites for a valid meeting at different venues are observed;

Register means the register of Members of the Company;

Representative means a natural person nominated by an organisation in accordance with clause 5.6;

Secretary means a person appointed to the office of secretary of the Company from time to time;

Small Company Limited By Guarantee has the meaning given to that term in section 45B of the Corporations Act;

Special Resolution has the meaning given to that term in section 9 of the Corporations Act; and

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

2.2 Interpretation

In this Constitution, unless the context requires otherwise:

- (a) the singular includes the plural and vice versa;
- (b) a gender includes the other genders;
- (c) headings are used for convenience only and do not affect the interpretation of this Constitution;
- (d) other grammatical forms of a defined word or expression have a corresponding meaning;
- (e) a reference to a document is to that document as amended, novated, supplemented, extended or restated from time to time;
- (f) if something is to be or may be done on a day that is not a Business Day then it must be done on the next Business Day;
- (g) "person" includes a natural person, partnership, body corporate, association, joint venture, governmental or local authority, and any other body or entity whether incorporated or not;
- (h) "month" means calendar month and "year" means 12 consecutive months;
- (i) a reference to all or any part of a statute, rule, regulation or ordinance (**statute**) is to that statute as amended, consolidated, re-enacted or replaced from time to time;
- (j) "include", "for example" and any similar expressions are not used, and must not be interpreted, as words of limitation;
- (k) money amounts are stated in Australian currency unless otherwise specified;
- (l) a reference to any agency or body that ceases to exist, is reconstituted, renamed or replaced, or has its powers or functions removed (**defunct body**) is to the agency or body that performs most closely the powers or functions of the defunct body; and
- (m) any expression in a provision of this Constitution that relates to a particular provision of the Corporations Act has the same meaning as in that provision of the Corporations Act.

2.3 Replaceable rules

The replaceable rules contained in the Corporations Act are displaced under section 135(2) of the Corporations Act and do not apply to the Company.

2.4 Compliance with the ACNC Act or the Corporations Act

This Constitution is subject to the ACNC Act whilst the Company is a registered charity, and is otherwise subject to the Corporations Act, and where there is any inconsistency between a clause of this Constitution and the ACNC Act or Corporations Act (whichever is applicable) which is not permissible under the ACNC Act or the Corporations Act (whichever is applicable), the ACNC Act or the Corporations Act (whichever is applicable) prevails to the extent of the inconsistency.

2.5 Transitional

Everything done under this Constitution of the Company continues to have the same operation and effect after the adoption of any successor Constitution as if properly done under that Constitution.

3. Objects and powers of the Company

- (a) The Objects for which the Company is established are to:
- (i) promote and pursue the provision of pastoral and spiritual care for the benefit of the Beneficiaries so that the Beneficiaries may receive multi-faceted care and support beyond purely physical or medical care;
 - (ii) develop and provide suitable materials, resources, training and other support to its Members and other caregivers in providing assistance to Beneficiaries;
 - (iii) facilitate and coordinate the effective delivery of the direct aid referred to in Objects 3(a)(i) and 3(a)(ii) by its Members and other caregivers to the Beneficiaries; and
 - (iv) without limiting the generality of Objects 3(a)(i), 3(a)(ii) and 3(a)(iii), to support the provision of services which respond to the pastoral and spiritual needs of the Beneficiaries by, among other things:
 - (A) equipping Members and other caregivers with the requisite grounding and education which supports the delivery of best practice pastoral and spiritual care;
 - (B) ensuring that the materials, resources and support provided to Members is informed by research which takes account of developing understanding of best and most effective practice;
 - (C) developing, contributing to, and disseminating policies, practices and standards;
 - (D) educating others who have a direct impact on the care of the Beneficiaries about pastoral and spiritual care as an integral component of holistic care;
 - (E) garnering funds to support a broadening of the scope and impact of the delivery of pastoral and spiritual care;
 - (F) undertaking and contributing to research to facilitate best practice in providing spiritual care and pastoral care and other strategies;
 - (G) acting as a clearing house for the communication, dissemination and promotion of better and more effective practice in pastoral and spiritual care; and
 - (H) liaise and network with organisations with similar objectives within and beyond Australia to understand how best to assist and support Beneficiaries,

which in each case aims to relieve depression, isolation, loneliness, psychological and spiritual distress among the Beneficiaries and promote the meaningful ageing of the Beneficiaries through the provision of high quality holistic care, including pastoral and spiritual care.

- (b) The Company has all the powers of a company set out in the Corporations Act. The Company may use its powers to do:
 - (i) anything which it considers will advance or achieve the Objects; and
 - (ii) all other things that are incidental or conducive to carrying out the Objects.

4. Assets and income of the Company

- (a) Subject to clause 4(b), all assets, income and profits of the Company must be applied solely towards the promotion of the Objects, and no portion of the Company's assets, income or profits may be:
 - (i) paid or distributed directly or indirectly by way of dividend, bonus or otherwise to any Member; or
 - (ii) paid as fees or otherwise to any Director except in accordance with clause 4(b).
- (b) Nothing in this Constitution prevents the Company from making a payment approved by the Board:
 - (i) for out-of-pocket expenses properly incurred by a Director in attending meetings of Directors, general meetings and committee meetings and otherwise performing duties as Director;
 - (ii) as bona fide compensation for a service rendered to the Company by a Director or Member in a professional or technical capacity (other than in the capacity as a Director), where the amount payable is commercially reasonable;
 - (iii) in good faith to any Member for goods supplied in the ordinary course of business;
 - (iv) in respect of the indemnification of, or payment of premiums on contracts of insurance for, any Director, in accordance with clause 20; and
 - (v) to a Member as part of the carrying out of the Company's Objects.

5. Membership

5.1 Number of Members

The number of Members of the Company is unlimited.

5.2 Initial Members

- (a) On the date of adoption of this Constitution, the persons listed in Schedule 1 will be the initial Members of the Company.

- (b) The Board may admit further persons as Members of the Company in accordance with this Constitution.

5.3 Membership requirements and undertaking

- (a) Every Member must:
 - (i) meet the eligibility requirements in clause 5.5;
 - (ii) be approved for membership in accordance with clause 6.1; and
 - (iii) fulfil their obligations under this Constitution.
- (b) Every Member undertakes to the best of their ability to:
 - (i) comply with this Constitution and any regulations, policies or standards of the Company in force from time to time; and
 - (ii) promote the Objects, interests and standing of the Company.

5.4 Liability of Members and undertaking

- (a) The liability of Members is limited to the amount of the guarantee in clause 5.4(b).
- (b) Each Member undertakes to contribute an amount of \$100 to the property of the Company if the Company is wound up while the Member is a Member or within one year after the Member ceases to be a Member, for:
 - (i) payment of the Company's debts and liabilities incurred before the time at which the Member ceased to be a Member;
 - (ii) the costs, charges and expenses of winding up; and
 - (iii) for the adjustment of rights of the contributories among themselves.

5.5 Eligibility and membership rights

- (a) To be eligible as a Member, an organisation must be a provider of health and/or care services to the Beneficiaries.
- (b) A Member has the right to:
 - (i) receive notices from the Company;
 - (ii) attend, request the convening of, vote at and be heard at all general meetings of the Company;
 - (iii) have its representative be eligible for election or appointment to the Board; and
 - (iv) subject to the Board's discretion, be appointed or have its Representative appointed, as applicable to any committee, working party or similar representative body of the Company or the Board, with or without a determinative vote.

5.6 Representatives

- (a) Each Member, being an organisation, must by notice in writing to the Secretary appoint and remove a natural person to act as its Representative:
 - (i) in all matters as permitted by the Corporations Act and subject to any restrictions on the Representative's powers imposed by the Member; and
 - (ii) provided that the appointment is not valid until it has been approved by the Board, such approval not to be unreasonably withheld.
- (b) A certificate executed by the appointing Member is rebuttable evidence of the appointment or removal (as applicable) of a Representative.
- (c) Subject to this Constitution, a Representative is entitled to:
 - (i) exercise at a general meeting all the powers which its appointing Member could exercise if it were a natural person;
 - (ii) be counted towards a quorum on the basis that the Member will be deemed Present at a general meeting by its Representative; and
 - (iii) be nominated as a Director of the Company.
- (d) Where:
 - (i) a Representative's appointment has been revoked; and
 - (ii) the Secretary has not received written notice of the revocation prior to a general meeting,

any vote given at the relevant meeting in accordance with the terms of instrument appointing the Representative is valid.
- (e) If written notice of the appointment of a Representative has not been received in accordance with clause 5.6(a), the Chairperson of a general meeting may allow a Representative to vote on the condition that they subsequently establish their status as a Representative within a period prescribed by, and to the satisfaction of, the Chairperson of the general meeting.
- (f) The Board may, in its sole discretion, by resolution withdraw its approval of a Representative, if it believes on reasonable grounds that it is in the interests of the Company to do so.

6. Application for and cessation of membership

6.1 Application for membership

- (a) Except for the initial Members in accordance with clause 5.2, every application for membership of the Company must:
 - (i) be on a written form approved by the Board for that purpose and signed by the applicant

- (ii) be accompanied by payment of the applicant's Annual Fee (as determined by the Board); and
 - (iii) be submitted to the Secretary at the Office or in any other way approved by the Board from time to time.
- (b) Within a reasonable period of receipt of a membership application, the Board will consider the application and will, in its absolute discretion without having to provide reasons:
- (i) approve or reject the applicant and (if applicable) determine the class of membership; or
 - (ii) decide to request an applicant to supply any evidence of eligibility that the Board considers reasonably necessary.
- (c) An applicant will be admitted to membership of the Company as a Member if 75% of the Directors entitled to vote at the meeting vote to admit the applicant as a Member.
- (d) If the Board rejects a membership application, the Secretary must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- (e) If the Board approves a membership application, the Secretary must, as soon as practicable, notify the applicant in writing of the approval for membership and the class of membership.
- (f) The Secretary must, within 30 days after a membership application is approved by the Directors, enter the applicant's name in the Register in accordance with clause 7.

6.2 Membership fees

- (a) The Annual Fee payable by Members, and the conditions upon which certain Members may pay a different Annual Fee than other Members, will be determined by the Board from time to time.
- (b) Except for the first Annual Fee payable by a new Member in accordance with clause 6.1(a)(ii), all Annual Fees are due and payable in advance on 1 July each year or as otherwise determined by the Board from time to time.

6.3 Failure to pay membership fees

- (a) If any amount owing under clause 6.2 remains unpaid for a period of 30 days after it falls due, the Secretary may send a notice to the Member requiring payment of the outstanding amount within 14 days of the date of the notice.
- (b) If the amount is not paid within this 14 day period then the Member will at the end of the period automatically and without further notice cease to be a Member.
- (c) The Board may, in its absolute discretion, reinstate the Member on payment of all arrears of amounts owing under clause 6.2.

6.4 No transfer of membership

A right, privilege or obligation of a person by reason of membership:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon the cessation of membership.

6.5 Cessation of membership

- (a) A Member will cease to be a Member:
 - (i) if the Member resigns by notice in writing to the Secretary, on the date that the notice is received by the Secretary;
 - (ii) if their membership is cancelled in accordance with clause 6.3;
 - (iii) if, in the Board's reasonable opinion, either:
 - (A) the Member's status or conduct renders it undesirable that the Member continue to be a Member, including (without limitation) if the Member brings the reputation of the Company into disrepute; or
 - (B) the Member no longer meets the applicable criteria for membership in clause 5.5;

and both of the following requirements are met:

 - (C) 75% of the Directors entitled to vote at a Board meeting vote in favour of terminating the membership of the Member; and
 - (D) the Member has been given at least 21 days' notice of the resolution and has had the opportunity to be heard at the meeting at which the resolution is proposed;
 - (iv) where the Member is deregistered or otherwise ceases to be an organisation; or
 - (v) if the Member is the subject of an Insolvency Event.
- (b) Any Member ceasing to be a Member:
 - (i) will have its name removed from the Register;
 - (ii) is not be entitled to any refund (or part refund) of any Annual Fee or other fee already paid; and
 - (iii) will remain liable for and must pay to the Company all fees and any other amounts which were due to the Company at the date of ceasing to be a Member.

7. Register of Members

- (a) The Secretary must keep and maintain a Register containing:
 - (i) the name and address of each Member;

- (ii) the date on which each Member's name was entered into the Register; and
 - (iii) the name and date of appointment of each Representative.
- (b) The Register is available for inspection free of charge by any Member upon request.
 - (c) A Member may make a copy of entries in the Register.

8. General meetings

8.1 Annual general meetings

- (a) The Company must hold an annual general meeting within 18 months after the date of its registration.
- (b) After the first annual general meeting, the Company must hold an annual general meeting once in each calendar year and no later than 5 months after the end of each Financial Year.
- (c) The annual general meeting must be held at the place that the Board sets for the meeting.

8.2 Business at annual general meeting

Even if these items are not set out in the notice of meeting under clause 8.6, the business of an annual general meeting may include:

- (a) reviewing the Company's activities and finances since the last preceding annual general meeting;
- (b) confirming the minutes of the last preceding annual general meeting and of any other general meeting held since the last annual general meeting;
- (c) unless for the preceding Financial Year the Company was a Small Company Limited By Guarantee, considering the annual report, Directors' report, and the auditor's report (if any);
- (d) electing Directors;
- (e) (where relevant) appointing the auditor and fixing the remuneration of the auditor; and
- (f) transacting any other business which under this Constitution or the Corporations Act may properly be brought before the meeting.

8.3 Power of Directors to convene general meeting

- (a) The Board may convene a general meeting of the Company's Members whenever it thinks fit, at any place it thinks fit.
- (b) The Board must convene a general meeting of Members, on the request of Members with at least 5% of the votes that may be cast at a general meeting.
- (c) Subject to the Corporations Act, the Board may cancel or postpone any general meeting or change its venue by giving notice to all persons to whom the notice of

the original meeting was given, but may not cancel a general meeting which was called or requested by persons other than the Directors, without the prior written consent of those persons.

8.4 Power of Members to convene a general meeting

- (a) Members with at least 5% of the votes that may be cast at a general meeting may call, and arrange to hold, a general meeting.
- (b) As far as reasonably practicable, a general meeting under this clause 8.4 must be called in the same way in which general meetings of the Company are called.
- (c) The Members calling the general meeting must pay the expenses of calling and holding it under this clause 8.4.

8.5 Members' resolutions at a general meeting

- (a) Members with at least 5% of the votes that may be cast on a resolution may give the Company notice of a resolution they propose to move at a general meeting.
- (b) The notice under clause 8.5(a) must:
 - (i) be in writing;
 - (ii) set out the wording of the proposed resolution; and
 - (iii) be signed by the Members proposing to move the resolution.
- (c) If the Company has been given notice of a Members' resolution under clause 8.5(a), the resolution must be considered at the next general meeting of the Company that occurs more than 2 months after the notice is given.

8.6 Notice of general meetings

- (a) Written notice of a general meeting must be given in accordance with this Constitution to:
 - (i) every Member;
 - (ii) every Director; and
 - (iii) the auditor (if any).
- (b) Notice of general meetings (including annual general meetings) must be provided to Members at least 21 clear days before the meeting is to be held.
- (c) Subject to the Corporations Act and clause 8.6(d), the Company may call, on shorter notice than that specified in clause 8.6(b):
 - (i) an annual general meeting, if all the Members entitled to attend and vote at the annual general meeting agree prior to the annual general meeting; and
 - (ii) any other general meeting, if Members holding at least 95% of the votes that may be cast at the general meeting agree prior to the general meeting.

- (d) The Company cannot call a general meeting or annual general meeting on shorter notice than that specified in clause 8.6(b) if a resolution will be moved at the meeting to:
 - (i) appoint or remove a Director; or
 - (ii) remove an auditor.
- (e) Subject to the Corporations Act, the Company may give notices to Members electronically, by notifying the Member:
 - (i) that the notice is available; and
 - (ii) how the Member may use electronic means to access the notice,
 by any electronic means permitted by the Corporations Act and to an electronic address nominated by the relevant Member for the purpose of receiving notices.

8.7 Content of notice of general meetings

A notice of a general meeting must:

- (a) specify the place, date and time for the general meeting (and, if the meeting is to be held in 2 or more places in accordance with clause 8.9, the technology that will be used to facilitate this);
- (b) state the general nature of the business to be transacted at the general meeting;
- (c) (if a Special Resolution is to be proposed at the general meeting) set out an intention to propose the Special Resolution and state the resolution; and
- (d) contain a statement of:
 - (i) each Member's right to appoint a proxy/Representative; and
 - (ii) the fact that a proxy/Representative need not be a Member of the Company.

8.8 Failure to give notice

Any resolution passed at a general meeting is not invalidated by:

- (a) the accidental omission to give notice of a general meeting to any Member or non-receipt of that notice by a Member; or
- (b) the accidental omission to send out the instrument of proxy to a person entitled to receive notice or non-receipt of that instrument.

8.9 Use of technology

- (a) The Company may hold a general meeting (including an annual general meeting) at 2 or more venues using any technology that gives Members a reasonable opportunity to participate, provided that arrangements are made at each venue for the recording of all votes cast.
- (b) The general meeting is taken to be held where the Chairperson of the general meeting conducts the general meeting. All proceedings conducted in accordance

with this clause 8.9 are as valid as if conducted at a single gathering of a quorum of those entitled to be present.

8.10 Quorum

- (a) No business may be transacted at a general meeting unless a quorum of Members is Present at the time when the meeting proceeds to business.
- (b) Except as otherwise provided in this Constitution, a quorum constitutes 5% (rounded up to the nearest whole number) of the current Members of the Company at that time being Present.

8.11 If a quorum not Present

If a quorum is not Present within 15 minutes after the time appointed for the general meeting in the notice:

- (a) where the meeting is convened on the requisition of Members, the meeting must be automatically dissolved (subject to clause 8.14(a)); and
- (b) in any other case:
 - (i) the meeting stands adjourned to a day and at a time and place as the Directors decide or, if no decision is made by the Directors, to the same day in the next week at the same time and place; and
 - (ii) if no quorum is Present at the resumed meeting within 15 minutes after the time appointed for the meeting, the meeting must be dissolved.

8.12 Chairperson of general meeting

- (a) Subject to clause 8.12(b), the Chairperson must preside as chair at every general meeting.
- (b) If a Chairperson is not appointed in accordance with clause 11.2(b) or is not present within 15 minutes after the time appointed for the meeting or is unwilling to act as chair, the Deputy Chairperson will chair the meeting.
- (c) If both a Chairperson and Deputy Chairperson have not been appointed in accordance with clause 11.2(b), or both the Chairperson and Deputy Chairperson are not present within 15 minutes after the time appointed for the holding of the meeting or decline to act as chair, the Members Present must elect one of their number to chair the meeting.
- (d) Where a person is appointed to chair a meeting under clause 8.12(c), in relation to that meeting, references to the Chairperson in this Constitution include a reference to that person.

8.13 Right of officers and advisers to attend general meeting

- (a) A Director who is not a Member is entitled to be present and to speak at any general meeting.
- (b) A Secretary who is not a Member is entitled to be present and, at the request of the Chairperson of the general meeting, to speak at any general meeting.

- (c) Any other person (whether a Member or not) required by the Directors to attend any general meeting is entitled to be present and, at the request of the Chairperson of the general meeting, to speak at that general meeting.

8.14 Adjournments

- (a) The Chairperson may, and must if directed to do so by the general meeting, adjourn a general meeting from time to time and from place to place.
- (b) Only business left unfinished at the meeting which was adjourned may be transacted at a meeting resumed after an adjournment.
- (c) A resolution passed at a meeting resumed after an adjournment is passed on the day it was in fact passed.
- (d) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of the original meeting. In all other cases it is not necessary to give notice of the adjourned meeting.

8.15 Written resolutions of Members

- (a) A resolution may be passed without a general meeting being held if all the Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Identical copies of the document may be distributed for signing by different Members and taken together will constitute the same document.
- (c) The resolution is passed when the last Member signs the document, and satisfies any requirement in this Constitution or the Corporations Act that the resolution be passed at a general meeting.

9. Voting at general meetings

9.1 Voting rights

- (a) Each Member has 1 vote.
- (b) Each person present at the general meeting who represents more than 1 Member, either personally, by proxy, attorney or as Representative, has 1 vote in respect of each member represented.
- (c) A Member ordinarily entitled to vote is not entitled to vote if they are not currently a financial member.

9.2 Members' resolutions

- (a) Except where by law a resolution is required to be a Special Resolution, a resolution put to the vote at a general meeting must be decided by a majority of votes cast by the Members Present at the general meeting.
- (b) A resolution put to the vote at a general meeting must be decided on a show of hands unless a poll is demanded in accordance with clause 9.3.

- (c) Before a vote is taken, the Chairperson must inform the general meeting whether any proxy votes have been received and how the proxy votes are to be cast on the resolution.
- (d) A declaration by the Chairperson that a resolution has on a show of hands been carried or lost and an entry to that effect in the minutes of the meeting is conclusive evidence of that fact. Neither the Chairperson nor the minutes of the meeting need to state the number or proportion of the votes recorded in favour or against the resolution.

9.3 Voting by poll

- (a) A poll may be demanded by:
 - (i) the Chairperson; or
 - (ii) at least 5% (rounded up to the nearest whole number) of the current Members of the Company at that time who are Present and entitled to vote on the resolution.
- (b) A poll may be demanded:
 - (i) before a vote is taken; or
 - (ii) before or immediately after the voting results on a show of hands are declared.
- (c) The demand for a poll may be withdrawn.
- (d) Subject to clause 9.3(e), if a poll is demanded, it is to be taken in the manner and at the time the Chairperson directs.
- (e) A poll demanded on the election of a Chairperson or on a question of adjournment must be taken immediately.
- (f) The result of the poll will be the resolution of the meeting at which the poll was demanded.
- (g) The demand for a poll does not prevent a general meeting from proceeding with any other business.

9.4 Chairperson's casting vote

Subject to the Corporations Act, in the case of an equality of votes on a show of hands or on a poll, the Chairperson of the relevant general meeting has a casting vote, in addition to any vote to which the Chairperson may otherwise be entitled.

9.5 Objection to qualification to vote

- (a) An objection to a person's right to vote at a general meeting:
 - (i) may only be raised at the general meeting or adjourned meeting at which the vote objected to is tendered; and
 - (ii) must be determined by the Chairperson of the meeting, whose decision is final.

- (b) A vote allowed after an objection is valid for all purposes.

9.6 Votes counted in error

If any vote is counted which ought not to have been counted or might have been rejected, the error will not invalidate the resolution unless the error is:

- (a) detected at the same general meeting; and
- (b) of sufficient magnitude, in the opinion of the Chairperson, as to invalidate the resolution.

9.7 Direct voting

- (a) The Directors may determine that, at any general meeting or class meeting, a Member who is entitled to attend and vote on a resolution at that meeting is entitled to vote by direct vote in respect of that resolution. A direct vote includes a vote delivered to the Company by post, fax or other electronic means approved by the Directors.
- (b) Where clause 9.7(a) applies, the notice of meeting must indicate that direct voting is available at the relevant meeting or on particular resolutions.
- (c) The Directors may prescribe regulations, rules and procedures in relation to direct voting, including (without limitation):
 - (i) specifying the form, method and timing of casting a direct vote at a meeting for the vote to be valid; and
 - (ii) the circumstances in which a direct vote may be withdrawn by the Member or deemed withdrawn.

10. Proxies

10.1 Appointment of proxies

- (a) A Member who is entitled to attend and vote at a general meeting may appoint a person as that Member's proxy to attend and vote for that Member at a general meeting.
- (b) A proxy need not be a Member of the Company.

10.2 Rights of proxies

A proxy appointed to attend and vote at a general meeting for a Member in accordance with this clause 10 has the same rights as the Member to:

- (a) speak at the meeting;
- (b) vote (to the extent allowed by the appointment); and
- (c) demand, or join in a demand, for a poll.

10.3 Form of proxy

- (a) An instrument appointing a proxy is valid if it is in the form specified by the Directors from time to time and is:
 - (i) signed by or on behalf of the Member making the appointment; and
 - (ii) contains the following information:
 - (A) the 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 meetings at which the appointment may be used.
- (b) The proxy form must provide for the Member to vote for or against each resolution and may provide for abstention to be indicated.
- (c) An instrument appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution. Where it does so, the proxy is not entitled to vote on the resolution except as specified in the instrument. A proxy may vote as the proxy thinks fit on any motion or resolution in respect of which no manner of voting is indicated.
- (d) An instrument appointing a proxy will not be valid after 12 months from the date of its execution, unless it is expressly stated to be a standing appointment or to extend for a longer period.

10.4 Where proxy is incomplete

- (a) No instrument appointing a proxy is treated as invalid merely because:
 - (i) it does not contain the address of the appointor or proxy;
 - (ii) it is not dated; or
 - (iii) in relation to any or all resolutions, it does not contain an indication of the manner in which the proxy is to vote.
- (b) Where the instrument does not indicate the name of the proxy, the instrument is treated as given in favour of the Chairperson of the general meeting.

10.5 Lodgement of proxy

- (a) An instrument appointing a proxy is not treated as valid unless:
 - (i) the instrument;
 - (ii) and either:
 - (A) the power of attorney or other authority (if any) under which the instrument is signed; or

- (B) a copy of that power or authority certified in a manner acceptable to the Directors,

are lodged not less than 24 hours (or any shorter period as the Directors may permit, subject to the Corporations Act) before the time for holding the meeting at the place specified for that purpose in the notice of the meeting or, if none, at the Office.

10.6 Validity of proxy vote

- (a) A vote exercised in accordance with the terms of an instrument of proxy, a power of attorney or other relevant instrument of appointment is valid despite:
- (i) the previous death or mental incapacity of the appointing Member;
 - (ii) the revocation of the relevant instrument or of the authority under which the instrument was executed; or
 - (iii) the revocation of the power of attorney,
- if no notice in writing of the death, mental incapacity or revocation has been received by the Company at the Office before the commencement of the general meeting or adjourned meeting at which the instrument or power of attorney is used.
- (b) A proxy is not revoked by the appointing Member attending and taking part in the general meeting, unless the Member actually votes on the resolution for which the proxy is proposed to be used.

11. Board of Directors

11.1 Number of Directors

- (a) The Company must have at least 7 Directors, or such greater number of Directors not exceeding 9 (being the total positions identified in clause 11.2) as the Directors think fit, in office at all times. At least 7 of the Directors must be ordinarily resident in Australia.
- (b) The Company in general meeting may by ordinary resolution alter the number of Directors, provided that the minimum number is not reduced below 7.

11.2 Composition of the Board

- (a) The Board consists of:
- (i) 7 ordinary Directors; and
 - (ii) up to 2 additional Directors (if any) appointed in accordance with clause 11.4(b)(ii).
- (b) Office-Bearers shall be appointed by the Board (subject to clause 15), annually after the election of the Board in accordance with this clause 11.

11.3 Initial Directors

- (a) There will be 7 initial Directors.

- (b) On the date of adoption of this Constitution, the persons listed in Schedule 2 will be the initial Directors, and the initial Directors will hold office for the period specified in Schedule 2 and then must submit himself or herself for re-election.

11.4 Appointment and removal of Directors

- (a) Subject to the Corporations Act, the Company may by resolution appoint or remove a Director from office.
- (b) Subject to the Corporations Act, the Directors may at any time appoint:
 - (i) any person to be a Director to fill a casual vacancy, in which case the term of appointment of the replacement Director will be the same as the term of appointment of the replaced Director in accordance with clause 11.5(a); or
 - (ii) up to 2 Directors additional to the number of existing Directors;

provided the total number of Directors does not exceed the maximum number specified in clause 11.1(a).

11.5 Term of appointment as Director

- (a) Subject to clause 11.3(b), each Director holds office for:
 - (i) if elected, a period of 3 years, or until the first annual general meeting following the Director's election, whichever is the longer, and then must submit himself or herself for re-election; or
 - (ii) if appointed under clause 11.4(b)(ii), a period of up to 3 years as determined by the Directors.
- (b) At each annual general meeting, the person or persons (if any) standing for election as Director will be, as applicable:
 - (i) any Director required to retire under clause 11.3(b) or 11.5(a) who nominates for re-election;
 - (ii) any Director submitting for election under clause 11.4(b); and
 - (iii) any other person standing for election as a new Director.
- (c) A retiring Director is eligible for re-election without needing to give any prior notice of an intention to submit for re-election and holds office as a Director until the end of the meeting at which the Director retires.
- (d) If a Director is required to retire under clause 11.5(a) and does not intend to submit for re-election under clause 11.5(c), that Director must give the Board 6 months' notice of their desire to not nominate for re-election.
- (e) Each Director is eligible for re-election or re-appointment for a maximum of 3 continuous terms whereupon the member is again eligible for re-election after 1 year.

11.6 Nomination of Directors

- (a) Nominations for each position on the Board which are to be filled at the next annual general meeting in accordance with this Constitution are to be made in writing and signed by 2 Members.
- (b) A nomination under clause 11.6(a) must be in writing, signed by the nominators and be submitted to the Secretary at the Office at least 7 days before the annual general meeting at which the election is to take place.

11.7 Director qualifications

- (a) A Director is not required to be a Representative of a Member.
- (b) A person must give the Company a signed written consent to act as a Director before being appointed as a Director.

11.8 Vacation of office of Director

In addition to the circumstances in which the office of a Director becomes vacant:

- (a) under the Corporations Act and the ACNC Act;
- (b) because of a resolution under clause 11.4(a); or
- (c) under clause 11.5;

the office of a Director becomes vacant if the Director:

- (d) becomes physically or mentally incapable of performing the Director's duties and the Board resolves that his or her office be vacated for that reason;
- (e) resigns by notice in writing to the Company;
- (f) dies;
- (g) is absent (and not represented by an Alternate Director) from 2 consecutive regular meetings of the Directors without special leave of absence from the Directors and the Board resolves that his or her office be vacated; or
- (h) subject to clause 12.7, without the prior or subsequent consent of the other Directors, is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of the Director's interest as required by the Corporations Act.

12. Powers and duties of Directors

12.1 General management power

- (a) Subject to the Corporations Act and this Constitution, the Directors are responsible for managing the business of the Company and may exercise all powers of the Company which are not required to be exercised by the Company in a general meeting by the Corporations Act or this Constitution.

- (b) Without limiting clause 12.1(a), the Directors may exercise all the powers of the Company to:
 - (i) borrow or raise money;
 - (ii) grant security over any property or business of the Company or all or any of its uncalled capital;
 - (iii) pay interest on any debt due by the Company; and
 - (iv) issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.

12.2 Appointment of attorneys and representatives

- (a) The Directors may, by power of attorney or by general or specific appointment, appoint any person or persons to be an attorney or representative of the Company with such powers, authorities and discretions (being powers, authorities and discretions vested in or exercisable by the Directors), for such period and subject to such conditions as they think fit.
- (b) An appointment under clause 12.2(a) may be made on terms for the protection and convenience of persons dealing with the attorney or representative as the Directors think fit and may also authorise the attorney or representative to delegate all or any of the powers, authorities and discretions vested in the attorney or representative.

12.3 Committees

- (a) The Directors may create a committee or committees consisting of any number of Directors, Members or other persons (including, without limitation, employees or volunteers of the Company) as they think fit.
- (b) The Directors may delegate any of their powers to a committee. In that case:
 - (i) the committee must exercise those powers in accordance with any direction of the Directors; and
 - (ii) a power exercised in accordance with clause 12.3(b)(i) is taken to be exercised by the Directors.
- (c) If the Board does not delegate any of its powers to a committee, that committee will act as an advisory committee only.
- (d) Clauses 13.1, 13.2, 13.4 and 13.5 apply to any committee as if each reference in those clauses to the Directors was a reference to the members of the committee and each reference to a meeting of Directors were to a meeting of the committee.
- (e) Minutes of all the proceedings and decisions of every committee must be made, entered and signed in the same manner in all respects as minutes of proceedings of the Directors are required by the Corporations Act to be made, entered and signed.

12.4 Negotiable instruments and electronic payments

- (a) All negotiable instruments of the Company are to be executed by the persons and in the manner determined by the Directors from time to time.
- (b) All electronic payments by the Company are to be made or authorised in the manner determined by the Directors from time to time.

12.5 By-laws

- (a) The Directors have the power to make by-laws regulating the establishment, organisation and conduct of the Company and its committees, provided such by-laws are not inconsistent with this Constitution or the Corporations Act.
- (b) All by-laws made and in force from time to time are binding on the Members.

12.6 Acts of Directors valid despite defective appointment

Any act done at any meeting of the Directors or of a committee of Directors by any person acting as a Director is, although it is later discovered that there was some defect in the appointment of any such Director or that the Director was disqualified, is valid as if the Director had been duly appointed and was qualified to be a Director or to be a member of the committee.

12.7 Interested Directors

- (a) A Director may hold another position (except as auditor) in the Company or any related body corporate on terms as to remuneration, tenure and otherwise that the Directors think fit. A director:
 - (i) may be employed by the Company or act in a professional or technical capacity (except as auditor) on behalf of the Company;
 - (ii) is not disqualified, merely because he or she is a Director, from contracting with the Company in any respect including, but not limited to:
 - (A) selling property to, or purchasing property from, the Company;
 - (B) lending money to the Company with or without interest or security;
 - (C) guaranteeing the repayment of money borrowed by the Company for a commission or profit; or
 - (D) underwriting or guaranteeing the subscription for securities in any related body corporate or other body corporate promoted by the Company or in which the Company is interested as a shareholder or otherwise, for a commission or profit.
- (b) The Directors may exercise the voting rights conferred by shares in any body corporate held or owned by the Company in the manner that they think fit.
- (c) A contract or arrangement made by the Company with a Director or in which a Director is in any way directly or indirectly interested may not be avoided merely because the Director is a party to or interested in it.

- (d) A Director who has a material personal interest in a matter that relates to the affairs of the Company may:
- (i) be counted in a quorum at a Directors' meeting considering the matter;
 - (ii) be present while the matter is being considered at the meeting; or
 - (iii) vote on the matter,
- except where this is prohibited by the Corporations Act.
- (e) The Directors may make regulations requiring the disclosure of interests that a Director, and any person considered by the Directors as related to or associated with the Director, may have in any matter concerning the Company. Any regulations made under this Constitution bind all Directors.

13. Proceedings of Directors

13.1 Calling and holding Directors' meetings

- (a) The Board or a Director may call a Directors' meeting by giving reasonable notice to each Director.
- (b) The Directors may adjourn and otherwise regulate their meetings as they think fit.

13.2 Meetings by telecommunications

Without limiting the power of the Directors to regulate their meetings as they think fit, the Directors may hold a valid meeting using any medium by which each of the Directors can simultaneously hear all the other participants (including telephone and video conferencing), and in that case:

- (a) the participating Directors are taken to be present at the meeting for the purposes of this Constitution;
- (b) the meeting is taken to be held where the Chairperson of the meeting is;
- (c) if a failure in communications prevents any Director present at the meeting from participating in the meeting, then the meeting will be suspended until communications are restored, unless communications cannot be restored within 15 minutes, in which case the meeting will be deemed to have terminated; and
- (d) all proceedings of the Directors conducted in accordance with this clause 13.2 are as valid and effective as if conducted at a meeting at which all of them were present in person

13.3 Quorum

- (a) At a meeting of Directors, the number of Directors whose presence is necessary to constitute a quorum is a majority of the Directors.
- (b) If the office of a Director becomes vacant, the remaining Directors may act but, if the total number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, the Directors may act only for the purpose of increasing the

number of Directors to a number sufficient to constitute a quorum or for the purpose of convening a general meeting of the Company.

13.4 Chairperson

- (a) Subject to this clause 13.4, the Chairperson must preside as chair at every Directors' meeting.
- (b) Where a meeting of the Directors is held and:
 - (i) a Chairperson has not been appointed in accordance with clause 11.2(b); or
 - (ii) the Chairperson declines to act or is not present within 15 minutes after the time appointed for the holding of the meeting,

the Deputy Chairperson will chair the meeting.
- (c) Where a meeting of the Directors is held and:
 - (i) both a Chairperson and Deputy Chairperson have not been appointed in accordance with clause 11.2(b); or
 - (ii) the Chairperson and Deputy Chairperson both decline to act or are not present within 15 minutes after the time appointed for the holding of the meeting,

the Directors present must elect one of their number to chair the meeting.
- (d) Where a person is appointed to chair a meeting under clause 13.4(b) or 13.4(c), in relation to that meeting, references to the Chairperson in this Constitution include a reference to that person.

13.5 Directors' resolutions

- (a) Subject to this Constitution, a resolution of the Board must be passed by a majority of the votes of Directors present and entitled to vote on the resolution.
- (b) In case of an equality of votes, the Chairperson has a second or casting vote in addition to his or her deliberative vote (if any).

13.6 Acts of Directors valid despite defective appointment

Any act done at any meeting of the Directors or of a committee of Directors by any person acting as a Director is, although it is later discovered that there was some defect in the appointment of any such Director or that the Director was disqualified, is valid as if the Director had been duly appointed and was qualified to be a Director or to be a member of the committee.

13.7 Minutes

- (a) The Directors must cause minutes to be made of:
 - (i) proceedings and resolutions of general meetings of the Members and resolutions passed by Members without a meeting;
 - (ii) all appointments of Directors, Alternate Directors and officers;

- (iii) all orders made by the Directors;
- (iv) proceedings and resolutions of Directors' meetings and resolutions passed by Directors without a meeting,

and retain the minutes in a minute book for a period of at least 10 years or such other period as may be required under the Corporations Act.

- (b) The Company must ensure that minutes are signed within a reasonable time after the date of the meeting or of the resolution being passed by:
 - (i) the Chairperson of the meeting; or
 - (ii) the Chairperson of the next meeting; or
 - (iii) in the case of a resolution without a meeting, a Director.
- (c) In the absence of evidence to the contrary, contents of the minute book that is recorded and signed in accordance with this clause 13.7 is evidence of the matters shown in the minute.

13.8 Written resolutions of Directors

- (a) The Directors may pass a resolution without a Directors' meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Identical copies of the document may be distributed for signing by different Directors and taken together will constitute the same document.
- (c) The resolution is passed when the last Director signs the document.
- (d) Where a committee consists of one Director only, a document signed by that Director and recording a decision of the committee is valid and effective as if it were a decision made at a meeting of that committee and that document constitutes a minute of that decision.

14. Alternate Directors and attendance by proxy

- (a) A Director (**Appointing Director**) may, with the approval of a majority of the other Directors, appoint a person to be an Alternate Director in the Appointing Director's place during any period that the Appointing Director thinks fit.
- (b) The appointment of an Alternate Director:
 - (i) may be terminated or suspended at any time by the Appointing Director; and
 - (ii) terminates automatically if the Appointing Director vacates office as a Director.
- (c) An appointment, or the termination or suspension of an appointment, of an Alternate Director is effected by delivery of a written notice signed by the Appointing Director to the other Directors. Delivery may be by post, fax or electronic message.
- (d) An Alternate Director:

- (i) is entitled to notice of meetings of the Directors and, if the Appointing Director is not present at such a meeting, is entitled to attend, participate and vote in the Appointing Director's stead; and
 - (ii) subject to any limitation in the appointment of the Alternate Director, may exercise all the powers and perform all the duties of the Appointing Director, except the power to appoint an Alternate Director.
- (e) The exercise of any power by the Alternate Director is as officer of the Company and not as agent of the Appointing Director and the Alternate Director is responsible to the Company for his or her own acts and omissions.
 - (f) Where the Alternate Director is another Director, that Director is entitled to cast a deliberative vote on the Director's own account and on account of each Appointing Director by whom the Director has been appointed as an Alternate Director.
 - (g) Except for reimbursement of expenses in accordance with clause 4(b)(i), an Alternate Director is not entitled to receive remuneration for acting as Alternate Director.
 - (h) An Alternate Director is not taken into account in determining the number of Directors or rotation of Directors.
 - (i) A Director may attend and vote by proxy at any meeting of the Directors provided that such proxy is a Director and has been appointed in writing signed by the Appointing Director. Such appointment may be general or for any particular meeting or meetings.

15. Secretary

- (a) A person must give the Company a signed written consent to act as Secretary before being appointed as a Secretary in accordance with clause 11.2(b).
- (b) A Secretary of the Company holds office on the terms and conditions, as to remuneration and otherwise, as the Directors decide.
- (c) A Secretary may be a Director, as the Board sees fit, but is not required to be a Director.

16. Execution of documents

16.1 Execution generally

- (a) The Company may execute documents (including deeds) in any way permitted by the Corporations Act.
- (b) Without limiting clause 16.1(a), the Company may validly execute a document (including a deed) if the document is signed by a Director and countersigned by another Director, Secretary or another person appointed by the Directors to countersign that document or a class of documents in which that document is included.

16.2 Execution by authorised persons

Clause 16.1 does not limit the ability of the Directors to authorise a person who is not an officer of the Company to execute a document for and on behalf of the Company.

17. Notices

17.1 How notice to be given

The Company may give a notice to any Member by:

- (a) serving it on the Member personally;
- (b) sending it by post to the Member's address as shown in the Register or an alternative address (if any) supplied by the Member to the Company for the purpose of giving notices;
- (c) giving it to a Member's Representative in any manner contemplated by this clause 17.1, where the Member has by written notice to the Secretary required that all notices to be given to the Member be given to its Representative;
- (d) sending it by facsimile to the facsimile number (if any) nominated by the Member for the giving of notices;
- (e) sending it by email to an email address nominated by the Member;
- (f) sending it via any other electronic means permitted by the Corporations Act and nominated by the Member for the giving of notices, including providing an electronic link to the notice; or
- (g) giving it by any other means permitted by the Corporations Act.

17.2 When notice is given

A notice is deemed to be given by the Company and received by the Member:

- (a) if delivered in person, when delivered to the Member;
- (b) if posted, on the day after the date of posting to the Member, whether delivered or not;
- (c) if sent by facsimile transmission, on the day after the date of its transmission; or
- (d) if sent by email or other electronic means, on the day after the date of its transmission,

but if the delivery or receipt is on a day which is not a Business Day or is after 4.00 pm (addressee's time), it is deemed to have been received at 9.00 am (addressee's time) on the next Business Day.

17.3 No notice of no valid address

If:

- (a) any Member has not provided to the Office an address for registration in the Register; or
- (b) the Company believes that a Member is not known at the address registered in the Register,

unless and until the Member provides a valid address to the Office, all notices to be sent to that Member are taken to be given to the Member if the notice is displayed at the Company's Office for 48 hours, and are taken to be served at the commencement of that period.

18. Audit and accounts

18.1 Company must keep accounts

- (a) The Company must keep accounts in accordance with the requirements of the Corporations Act or the ACNC Act (as applicable).
- (b) The Company must allow the Directors and the auditor to inspect those accounts at all reasonable times.

18.2 Audit

If required by the Corporations Act or the ACNC Act (as applicable), the Board must cause the Company's financial report for each Financial Year to be audited and obtain an auditor's report.

18.3 Financial reporting

The Board must cause the Company to comply with all financial reporting obligations imposed on it under the Corporations Act or the ACNC Act (as applicable).

19. Inspection of records

- (a) Subject to the Corporations Act or the ACNC Act (as applicable), the Directors must determine whether and on what terms the accounting records and other documents of the Company or any of them will be open to the inspection of Members other than Directors.
- (b) A Member other than a Director does not have the right to inspect any document of the Company except as provided by the Corporations Act or ACNC Act (as applicable), or otherwise as authorised by the Directors or by the Company in general meeting.

20. Indemnity and insurance

20.1 Definition

In this clause **Officer** has the meaning given in section 9 of the Corporations Act.

20.2 Company may indemnify Officers

To the full extent permitted by law and without limiting the powers of the Company, the Company may indemnify any person who is or has been an Officer of the Company, or of a related body corporate of the Company against all losses, liabilities, damages, costs,

charges and expenses of any kind incurred by the Officer as an officer of the Company or of a related body corporate except for cases of dishonesty, recklessness or fraud.

20.3 Documentary indemnity and insurance policy

To the extent permitted by the Corporations Act and any applicable law and without limiting the powers of the Company, the Directors authorise the Company to, and the Company must, enter into any:

- (a) documentary indemnity in favour of; and/or
- (b) insurance policy for the benefit of,

a person who is, or has been, an Officer of the Company or of a related body corporate of the Company, which indemnity or insurance policy may be in such terms as the Directors approve and, in particular, may apply to acts or omissions prior to or after the time of entering into the indemnity or policy.

21. Affiliation and membership of other similar organisations

The Company may in general meeting determine to affiliate with or become a member of, or to accept affiliation or membership of, any organisation (including any regional or international association) having similar or like interests to the Company.

22. Winding up

- (a) If upon the winding up or dissolution of the Company there remains, after satisfaction of all its debts and liabilities, any property or assets whatsoever, such property or assets will not be paid to or distributed among the Members but, in accordance with clause 22(b) will be given or transferred to another organisation or organisations:
 - (i) with objects similar to the Objects;
 - (ii) which are endorsed as deductible gift recipients under Division 30 of the Tax Act; and
 - (iii) which prohibit the distribution of its income and property amongst its members to an extent at least as great as that imposed on the Company under clause 4.
- (b) The organisation or organisations selected for the purpose of clause 22(a) will be determined by a Special Resolution of Members or if it not practicable to obtain such a Special Resolution, by a resolution of the Board.

23. Variation or amendment of Constitution

This Constitution may be varied or amended from time to time by Special Resolution of the Members, in accordance with the Corporations Act.

Schedule 1 – Initial Members

(Clause 5.2)

St Andrews Village	Matthew Flinders Home
AdventCare	McLean Care
Adventist Senior Living	Mercy Community Services SEQ
Anglicare (Sydney)	Mercy Health
Anglicare SA	MercyCare
Arcare	Multicultural Aged Care
Ashfield Baptist Homes	Multicultural Aged Care Illawarra
Assisi Centre	Multicultural Services Centre
Australian Sangha Association	Novacare Community Services
Autumn Lodge	Nurse Watch
AvantiCare	OneCare
Bamford	Opal Aged Care
Baptcare	Outlook Gardens
BaptistCare NSW/ACT	Pathways Residences
Baptistcare WA	Presbyterian Aged Care NSW & ACT
Barossa Village	PresCare
Bene Aged Care	RAAFA WA
Brightwater Care Group	Ralac Lionsbrae
Calvary Aged and Community Care Services	Resthaven
Capecare	Ridleyton Greek Home for the Aged
Carinity	Roper Gulf Regional Council
Carrington	Royal Freemasons' Benevolent Institution (RFBI)
Catholic Care of the Aged Port Macquarie	RSL Care SA
Catholic Healthcare	Sawtell Catholic Care of the Aged
Catholic Homes	Scalabrini Village
Charingfield	Seventh-day Adventist Aged Care (South Queensland)
Christadelphian Aged Care	Sir William Hudson Memorial Centre
Churches of Christ in Queensland	Southern Cross Care (Broken Hill)
City of Port Adelaide Enfield	Southern Cross Care (NSW & ACT)
Community Gateway	Southern Cross Care (Qld)
Country Home Advocacy Project	Southern Cross Care (SA, NT & VIC)
Creative Ageing and Spirituality	St Basil's Aged Care Services WA
ECH	St Basils Homes
Echuca Community for the Aged	St Hedwig Village
Eldercare	St Joseph's Aged Care Facility Lismore
Fitzgerald Memorial Aged Care	St Mary's Villa
Fresh Hope Care	St Paul's Lutheran Homes
Garden Village Port Macquarie	SummitCare
Greengate	Tanunda Lutheran Home
Hall and Prior	The Bethanie Group
Harbison Care	The Forrest Centre
Holy Family Services	The Salvation Army Aged Care
Illawarra Diggers Aged and Community Care	Twilight Aged Care
IRT Group	Uniting
Kalyra Communities	Uniting AgeWell
Kirkbrae	UnitingCare QLD
Leigh Place Aged Care	UnitingSA
LHI Retirement Services	Vasey RSL Care
Life Care	VMCH
Lutheran Aged Care Albury	Volunteering Central Coast
Lutheran Services	Warramunda Village
Lyndoch Living	Warrigal
Maroba Caring Communities	Wesley Mission Qld
Masonic Care Tasmania	Will It To Be
Masonic Care WA	

Schedule 2 – Initial Directors

(Clause 11.3)

No.	Member-appointed	End of term
1.	Bryan Mason	2020 AGM
2.	Sonya Smart	2020 AGM
3.	Ross Low	2021 AGM
4.	Raad Richards	2021 AGM
5.	Kellie Whelan	2021 AGM
6.	Nick Ryan	2022 AGM
7.	Jennifer O'Connell	2022 AGM
	Board-appointed	
8.	John Ireland	2020 AGM
9.	Odette Waanders	2020 AGM