

# Constitution

The Winston Churchill Memorial Trust

ABN 1600 844 5707 “**Company**”

A company limited by guarantee

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# 1 Definitions and interpretation

## 1.1 Definitions

In this Constitution unless the contrary intention appears:

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

**Charitable Fundraising Legislation** means the *Charitable Collections Act 2003* (ACT) and corresponding legislation in other Australian States and Territories.

**Chief Executive Officer** means a person appointed under clause 13.

**Committee** means a committee of Directors constituted under clause 10.6.

**Company** means The Winston Churchill Memorial Trust ABN 1600 844 5707.

**Constitution** means this constitution as amended from time to time, and a reference to a clause is a reference to a clause of this Constitution.

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

**Director** means a person holding office as a director.

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

**Life Member** means a Member admitted under clause 4.3.

**Member** means a person entered in the Register of Members as a member of the Company and who has not ceased to be a member in accordance with this Constitution and includes a Life Member.

**National Chair** means the Director elected to that position under clause 7.

**Objects** means the objects specified in clause 2.

**Register** means the register of Members of the Company whether in paper or electronic form.

**Registered Office** means the registered office of the Company.

**Representative** means a person appointed to represent a corporate Member at a general meeting of the Company in accordance with the Corporations Act.

**Secretary** means a person appointed under clause 14 as a secretary of the Company, and where appropriate includes an acting secretary and a person appointed by the Directors to perform all or any of the duties of a secretary of the Company.

**Tax Act** means the *Income Tax Assessment Act 1936* (Cth) or the *Income Tax Assessment Act 1997* (Cth), as the context requires.

## 1.2 Interpretation

In this Constitution unless the contrary intention appears:

(a) **(gender)** words importing any gender include all other genders;

- (b) **(person)** the word person includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (c) **(particular person)** a reference to a particular person includes the person's executors, administrators, successors, substitutes and permitted assigns;
- (d) **(singular includes plural)** the singular includes the plural and vice versa;
- (e) **(document)** a reference to a document (including this Constitution) includes any variation or replacement of it;
- (f) **(meaning not limited)** a reference to the words "include", "including", "for example" or "such as", when introducing an example, does not limit the meaning of the words to which the example relates to that example or examples of a similar kind;
- (g) **(regulations)** a reference to a legislation includes regulations and other instruments made under it any variation or replacement of any of them;
- (h) **(from time to time)** a power, an authority or a discretion reposed in a Director, the Directors, the Company in general meeting or a Member may be exercised at any time and from time to time;
- (i) **(signed)** where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors;
- (j) **(writing)** "writing" and "written" includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise;
- (k) **(law)** the word "law" includes common law, principles of equity and legislation, and a reference to legislation includes regulations and other instruments under it and any variation or replacement of any of them;
- (l) **(present)** the word "present" in the context of a person being present at a meeting includes participating using technology approved by the Directors in accordance with this Constitution; and
- (m) **(currency)** a reference to \$ is a reference to the lawful currency of Australia.

### 1.3 ACNC Act and Corporations Act

In this Constitution unless the contrary intention appears:

- (a) while the Company is a registered charity under the ACNC Act:
  - (i) the provisions of the ACNC Act and the Corporations Act, in that order, take precedence over the terms of this Constitution to the extent of any inconsistencies;
  - (ii) a word or expression defined or used in the ACNC Act or Corporations Act has the same meaning when used in this Constitution in a similar context; and

- (b) if at any time the Company is not a registered charity under the ACNC Act (even if it remains a charity):
  - (i) the provisions of the ACNC Act and the Corporations Act take precedence of this Constitution to the extent of any inconsistencies;
  - (ii) a word or expression defined or used in the ACNC Act or Corporations Act has the same meaning when used in this Constitution in a similar context; and

#### **1.4 Headings**

Headings are inserted for convenience and are not to affect the interpretation of this Constitution.

#### **1.5 Replaceable rules not to apply**

The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.

#### **1.6 Amending the Constitution**

- (a) Subject to clause 1.6(b), the Members may amend this Constitution by passing a special resolution; and
- (b) the Members must not pass a special resolution that amends this constitution if passing it causes the Company to no longer be a charity.

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## **2 Objects of the Company**

2.1 The principal activities of the Company are to:

- (a) perpetuate and honour the memory of Sir Winston Churchill through the awarding of Churchill Fellowships (Fellowships), which may be awarded to:
  - (i) Australian citizens located in Australia, or any external territory under the control of the Commonwealth of Australia; and
  - (ii) permanent residents of Australia located in Australia, or any external territory under the control of the Commonwealth of Australia,(together the “**Eligible Recipients**”); and
- (b) award Fellowships to Eligible Recipients, engaged in any field, to enable Eligible Recipients to:
  - (i) travel overseas or in Australia to study, train or conduct research to further their knowledge for the benefit of the Australian community;
  - (ii) travel in Australia to study, train or conduct research to further their knowledge for the benefit of the Australian community in certain circumstances as determined by the Company from time to time, such as personal factors of the Eligible Recipient such as living in external territories or other remote locations that would ordinarily mean travel within Australia would be of significant benefit to the individual and their community;

- (iii) virtually engage overseas or in Australia, using technology, to study, train or conduct research to further their knowledge for the benefit of the Australian community in certain circumstances as determined by the Company from time to time, such as international travel restrictions, or personal factors of the Eligible Recipient such as disability; or
  - (iv) achieve a combination of (i), (ii) and (iii) above as deemed appropriate.
- 2.2 The award of Fellowships for Australian travel, or virtual engagement, will be subject to appropriate policies relating to such awards, approved by the Board from time to time.
- 2.3 The Objects of the Company are to:
  - (a) conduct the principal activities set out in clause 2.1;
  - (b) maintain, increase and apply the financial reserves (corpus) of the Company in a balanced way so as to achieve the objectives described in clause 2.1;
  - (c) accept any gifts, endowments or bequests made to the Company with or without conditions and to act in accordance with conditions attached to any gift, endowment or bequest that the Company accepts provided that the Company shall only deal with any property which is subject to any trust in such manner as is allowed by law and having regard to such trusts;
  - (d) make known and further the objects of the Company by the production and distribution of papers, journals, other publications and by advertising;
  - (e) employ and engage staff, contractors and consultants whose services may be deemed necessary or desirable for the purpose of the operations of the Company;
  - (f) disseminate and support the outcomes of, and further work developing or expanding on, any knowledge gained from the Fellowships to the Australian community including by providing financial support, publishing the Fellowship reports on the Company's website and/or any other means as may be chosen by the Company or, subject to approval by the Company, those who have been awarded Fellowships; and
  - (g) do all other things as may be incidental or ancillary to the attainment of these objects.

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### **3 Income and property of the Company**

#### **3.1 Application of income and property for objects only**

The profits (if any), other income and property of the Company, however derived, must be applied solely towards the promotion of the Objects or invested with a view to future application towards the promotion of those Objects.

#### **3.2 No dividend, bonus or profit paid to Members**

No part of the profits, income or property of the Company may be paid or transferred to a Member, either directly or indirectly by way of dividend, bonus or otherwise, other than in accordance with clause 3.3.

### **3.3 Permitted payments by the Company in good faith**

Subject to clauses 8.1, 8.2 and 8.3, clause 3.2 does not prevent payment in good faith to an officer of the Company or a Member, or to a firm of which an officer of the Company or a Member is a partner:

- (a) of remuneration for services provided by, or reimbursement of expenses incurred by, that person (other than as a Director) or firm, including in accordance with clauses 8.2, 8.3 and 13(c); or
- (b) for goods supplied in the ordinary course of business.

### **3.4 Charitable Collections Act**

Funds raised by means of a collection within the meaning of the Charitable Fundraising Legislation must be maintained in accordance with those Acts.

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## **4 Membership**

### **4.1 Classes of Members**

The Members are divided into the following classes:

- (a) Directors' class; and
- (b) Life Members' class.

### **4.2 Directors' class**

A Director remains a Member of the Directors' class, subject to:

- (a) continuing to hold office as a Director; and
- (b) this Constitution.

### **4.3 Life Members' class**

- (a) A Director or a Life Member may nominate a natural person for admission as a Life Member by submitting to the Secretary a nomination that complies with the form, if any, prescribed by the Directors. The nomination must be supported by a seconder.
- (b) The Directors must consider and resolve whether or not to accept each nomination under this clause 4.3. If the Directors decide to accept a nomination for admission as a Life Member, they must notify the nominee within a reasonable time. The Directors are not required to notify the nominee or give reasons if they decide not to accept a nomination for admission as a Life Member.
- (c) A person is admitted as a Life Member when they sign a nomination that has been supported by the Directors. A person admitted as a Life Member agrees to be bound by this Constitution and any other rules, by-laws, policies or other standards prescribed by the Directors from time to time.
- (d) Notwithstanding any other provision of this clause 4.3, a person who has been appointed by the Directors as a "life member" prior to the adoption of this Constitution shall continue as a Life Member under this Constitution.

#### **4.4 Register of Members**

The Company must establish and maintain the Register and upon admission as a Member, that person's details will be recorded in the Register in accordance with the Corporations Act by a Director or the Company Secretary.

#### **4.5 Member to notify changes**

A Member must promptly notify the Company of any change in the details with respect to that Member which are recorded in the Register of Members.

#### **4.6 Directors may vary classes and class rights**

The Directors may, subject to this Constitution and the Corporations Act:

- (a) prescribe (and revoke or amend) the criteria for membership (including for any classes of membership) but, by doing so, do not become obliged to accept persons fulfilling those criteria as Members or Members of a class; and
- (b) vary or cancel the rights, restrictions and obligations of Members in any class, if:
  - (i) at least 75% of the Members of that class give their written consent; or
  - (ii) a special resolution to that effect is passed at a separate meeting of those Members.

The clauses on general meetings apply to meetings of a class of Members so far as they are capable of application and with the necessary changes to every separate meeting.

#### **4.7 Ceasing to be a Member**

A person immediately ceases to be a Member on:

- (a) resignation;
- (b) in the case of a Member of the Directors' class, ceasing to hold office as a Director;
- (c) death;
- (d) becoming bankrupt or insolvent or making an arrangement or composition with creditors of the person's joint or separate estate generally;
- (e) becoming of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health; or
- (f) the termination of the person's membership by the Directors or by the Company in general meeting in accordance with this Constitution.

#### **4.8 Resignation**

A Member may by written notice to the Company resign from membership with immediate effect or with effect from a specified date occurring not more than 30 days after the service of the notice. A Member remains liable after resignation for any money due by the Member to the Company, in addition to any sum for which the Member is liable as a Member under clause 19.

#### **4.9 Censuring, suspension or expulsion of a Member**

If any Member wilfully refuses or neglects to comply with the provisions of this Constitution, by-laws, policies or other standards prescribed by the Directors, or acts in a manner which in the opinion of the Directors is prejudicial to the interests of the Company, the Directors may by resolution censure, suspend or expel the Member from the Company, provided that the following procedure is observed:

- (a) at least 21 days before the Directors' meeting at which the resolution is to be considered, the Member must be given notice of the meeting by a Director or Secretary setting out:
  - (i) what is alleged against the Member; and
  - (ii) the intended resolution; and
- (b) at the Directors' meeting, and before voting on the resolution, the Member must be given an opportunity to give a written or verbal explanation as the Member thinks fit; and
- (c) if a resolution for the Member's expulsion is passed in accordance with this clause, the Member's membership automatically terminates.

#### **4.10 Patrons**

The Directors may appoint and remove any persons as a patron or any other honorary title-holder of the Company on any terms the Directors think fit. A patron (or other honorary title-holder) may, in the discretion of the Directors, be given the right to:

- (a) attend and speak (but not vote) at any general meeting of the Company and be given notice of the meeting as if they are a Member; and
- (b) receive annual reports and accounts of the Company when available to Members.

#### **4.11 Limited liability**

A Member has no liability as a Member except as set out in this clause 4 and clause 19.

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## **5 General meetings**

### **5.1 Annual general meeting**

Annual general meetings of the Company are to be held in accordance with the Corporations Act.

### **5.2 Convening a general meeting**

The Directors may call a general meeting of the Company when they think fit and must do so if required to do so under the Corporations Act.

### **5.3 Members have power to convene general meeting**

If there are not sufficient Directors for a quorum, a Director or any two or more Members may convene a general meeting of the Company at the cost of the Company.

#### **5.4 Use of technology at general meetings**

The Company may hold a meeting of Members at two or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate, including to hear, be heard, and vote. Any Member using this technology is taken to be present in person at the meeting.

#### **5.5 Notice of general meeting**

Notice of a general meeting must be given in accordance with clause 17 and the Corporations Act.

#### **5.6 Directors entitled to notice of general meeting**

A Director is entitled to receive notice of and to attend all general meetings of the Company and all separate meetings of any class of Members and is entitled to speak at those meetings.

#### **5.7 Auditor entitled to notice of general meeting**

To the extent required by the Corporations Act, an auditor of the Company is entitled to receive notice of, and to attend and speak at, all general meetings of the Company.

#### **5.8 Cancellation or postponement of general meeting**

- (a) Where a general meeting (including an annual general meeting) is convened by the Directors, they may by notice, whenever they think fit, cancel the meeting or postpone the holding of the meeting to a date and time determined by them or change the place for the meeting. The only business that may be transacted at a postponed general meeting is the business specified in the original notice convening the meeting.
- (b) This clause does not apply to a meeting convened in accordance with the Corporations Act by a single Director, by Members, by the Directors on the request of Members, or to a meeting convened by a court.

#### **5.9 Notice of cancellation, postponement or change of place of general meeting**

Written notice of cancellation, postponement or change of place of a general meeting must be given at least two business days before the date the meeting is convened, and the notice must:

- (a) specify the reason for the cancellation, postponement or change of place;
- (b) specify the new date, time and place of the meeting;
- (c) give the number of clear days' notice of the postponed meeting required by the Corporations Act;
- (d) if the meeting is to be held in two or more places, the technology that will be used to facilitate the holding of the meeting in that manner; and
- (e) be given to all persons entitled to receive notices of general meetings from the Company.

### **5.10 Non-receipt of notice**

The non-receipt of, or accidental omission to give, a notice of a general meeting or cancellation, postponement or change of details for a general meeting to a person entitled to receive notice does not invalidate any resolution passed at the general meeting or at a postponed meeting or the cancellation or postponement of a meeting.

### **5.11 Proxy, attorney or Representative at postponed general meeting**

Where by the terms of an instrument appointing a proxy or attorney or of an appointment of a Representative:

- (a) the appointed person is authorised to attend and vote at a general meeting or general meetings to be held on or before a specified date; and
- (b) the date for holding the meeting is postponed to a date later than the date specified in the instrument of proxy, power of attorney or appointment of Representative,

then the later date is substituted for and applies to the exclusion of the date specified in the instrument of proxy, power of attorney or appointment of Representative unless the Member appointing the proxy, attorney or Representative gives to the Company at its Registered Office notice in writing to the contrary not less than 48 hours before the time to which the holding of the meeting has been postponed.

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## **6 Proceedings at general meetings**

### **6.1 Number for a quorum**

Subject to clause 6.3(b), seven Members present in person or by proxy, attorney or Representative are a quorum at a general meeting of the Company. In determining whether a quorum is present, each individual attending as a proxy, attorney or Representative is to be counted, except that:

- (a) where a Member has appointed more than one proxy, attorney or Representative, only one proxy is to be counted;
- (b) where an individual is attending both as a Member and as a proxy, attorney or Representative, that individual is to be counted only once; and
- (c) where a Member and the Member's appointed proxy are present, the proxy will not be counted.

### **6.2 Requirement for a quorum**

No business may be transacted at a general meeting if quorum is not present. If a quorum is present at the time the first item of business is transacted, it is taken to be present for the entirety of the meeting, unless the chair of the meeting declares otherwise.

### **6.3 If quorum not present**

- (a) If within one hour after the time appointed for a general meeting a quorum is not present, the meeting:
  - (i) if convened by a Director, or at the request of Members, is dissolved; and

(ii) in any other case, stands adjourned to the same day in the next week and the same time and place, or to such other day, time and place as the Directors appoint by notice to the Members and others entitled to notice of the meeting.

(b) At a meeting adjourned under clause 6.3(a)(ii), two persons each being a Member, proxy, attorney or Representative present at the meeting are a quorum. If a quorum is not present within 15 minutes after the time appointed for the adjourned meeting, the meeting is dissolved.

#### **6.4 Appointment of chair of general meeting**

If the Directors have elected one of their number as chair of their meetings, that person is entitled to preside as chair at a general meeting of the Company.

#### **6.5 Absence of chair at general meeting**

If a general meeting is held and:

- (a) a chair has not been elected by the Directors; or
- (b) the elected chair is not present within 15 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the following may preside as chair of the meeting (in order of precedence):

- (c) the deputy chair (if any);
- (d) a Director chosen by a majority of the Directors present;
- (e) the only Director present; or
- (f) a Member chosen by a majority of the Members present in person or by proxy, attorney or Representative.

#### **6.6 Conduct of general meetings**

The chair of a general meeting:

- (a) has charge of the general conduct of the meeting and the procedures to be adopted at the meeting;
- (b) may require the adoption of any procedure which is in the chair's opinion necessary or desirable for proper and orderly debate or discussion and the proper and orderly casting or recording of votes at the general meeting; and
- (c) may, having regard where necessary to the Corporations Act, terminate discussion or debate on any matter whenever the chair considers it necessary or desirable for the proper conduct of the meeting,

and a decision by the chair under this clause is final.

#### **6.7 Adjournment of general meeting**

- (a) The chair of a general meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting

either to a later time at the same meeting or to an adjourned meeting at any time and place, but:

- (i) in exercising this discretion, the chair may, but need not, seek the approval of the Members present in person or by proxy, attorney or Representative; and
  - (ii) only unfinished business is to be transacted at a meeting resumed after an adjournment.
- (b) Unless required by the chair, a vote may not be taken or demanded by the Members present in person or by proxy, attorney or Representative in respect of any adjournment.
- (c) For a general meeting adjourned under clause 6.7(a), it is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for one month or more. In that case, notice of the adjourned meeting must be given as in the case of an original meeting.

#### **6.8 Questions decided by majority**

Subject to the requirements of the Corporations Act, a resolution is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it.

#### **6.9 Equality of votes - casting vote for chair**

If there is an equality of votes, whether on a show of hands or on a poll, the chair of the general meeting is entitled to a casting vote in addition to any votes to which the chair is entitled as a Member or proxy, attorney or Representative of a Member.

#### **6.10 Voting on show of hands**

At any general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is effectively demanded, and the demand is not withdrawn. The chairperson and the meeting minutes do not need to state the number or proportion of the votes recorded in favour or against on a show of hands. A declaration by the chair that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the minutes of the proceedings of the Company, is conclusive evidence of the fact.

#### **6.11 Demanding a poll**

At a general meeting of the Company, a poll may be demanded by:

- (i) at least three Members entitled to vote on the resolution; or
- (ii) Members with at least 10% of the votes that may be cast on the resolution on a poll; or
- (iii) the chair of the meeting.

#### **6.12 Poll**

- (a) If a poll is to be conducted in accordance with clause 6.11:

- (i) it must be taken in the manner and at the date and time directed by the chair and the result of the poll is a resolution of the meeting at which the poll was demanded;
- (ii) on the election of a chair or on a question of adjournment it must be taken immediately;
- (iii) the demand may be withdrawn; and
- (iv) the demand does not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

#### **6.13 Entitlement to vote**

Subject to the rights and any restrictions attached to any class of Members and to this Constitution:

- (a) on a show of hands, each Member present in person and each other person present as proxy, attorney or Representative of a Member has one vote; and
- (b) on a poll, each Member present in person has one vote and each person present as proxy, attorney or Representative of a Member has one vote for each Member that the person represents.

#### **6.14 Validity of vote in certain circumstances**

Unless the Company has received written notice of the matter before the start or resumption of the meeting at which a person votes as a proxy, attorney or Representative, a vote cast by that person is valid even if, before the person votes:

- (a) the appointing Member dies;
- (b) the appointing Member is mentally incapacitated; or
- (c) the Member revokes the appointment or authority.

#### **6.15 Objection to voting qualification**

An objection to the right of a person to attend or vote at a general meeting or adjourned general meeting or to vote on a poll:

- (a) may not be raised except at that meeting or adjourned meeting or when that poll is taken; and
- (b) must be referred to the chair of the meeting who must decide it, and whose decision made in good faith is final.

A vote not disallowed under the objection is valid for all purposes.

#### **6.16 Chair to determine voting dispute**

If there is a dispute as to the admission or rejection of a vote, the chair of the general meeting must decide it and the chair's decision made in good faith is final and conclusive.

### **6.17 Circulating resolutions of Members**

The Members may pass a resolution, including a special resolution, by a circulating resolution without holding a meeting in accordance with section 249A of the Corporations Act.

### **6.18 Right to appoint attorney**

A Member may by power of attorney appoint an attorney to act on the Member's behalf at all or any meetings of the Company or of any class of Members.

To be effective, an instrument appointing an attorney under this clause, together with any evidence of non-revocation the Directors require, must be received by the Company at least 48 hours before the meeting.

### **6.19 Suspension**

In addition to any other rights of the Company, if a Member is suspended, the Member has no right to be present at, be counted among the quorum for, or vote, whether in person or by proxy, attorney or Representative, at a general meeting of the Company.

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## **7 Directors**

### **7.1 Number of Directors**

Unless otherwise determined by a special resolution of Members, there will be:

- (a) one National Chair;
- (b) one Director from each of New South Wales, Queensland, South Australia, Tasmania, Victoria, Western Australia, the Australian Capital Territory and the Northern Territory; and
- (c) four Directors possessing the particular skills, qualifications or commercial investment experience deemed necessary or desirable by the Directors from time to time, having regard to the objects and perpetual nature of the Company.

The Directors in office at the time of adoption of this Constitution continue in office subject to this Constitution.

### **7.2 Directors to retire**

At each annual general meeting of the Company, the Directors in office at the date of the annual general meeting must retire from office.

### **7.3 Office held until conclusion of meeting**

A retiring Director holds office until the conclusion of the meeting at which that Director retires but is eligible for re-election.

### **7.4 Directors elected at general meeting**

At each annual general meeting, the Company may elect Directors, and those Directors so elected will hold office from the conclusion of that meeting until the office they hold is vacated in accordance with this Constitution.

### **7.5 Eligibility for election as Director**

A person is eligible for election as a Director at an annual general meeting of the Company (**Eligible Candidate**) if they are:

- (a) eligible for election under clause 7.8 after serving a casual vacancy; or
- (b) recommended by the Directors for election as:
  - (i) the National Chair; or
  - (ii) one of the category of Directors described in clause 7.1(c); or
- (c) in the case of the category of Directors described in clause 7.1(b), a person:
  - (i) ordinarily resident in the State or Territory for which they are nominated as a Director; and
  - (ii) who has submitted a written nomination at the Registered Office at least seven days before the general meeting which is signed by the nominee and a Member.

## **7.6 Order of election**

Directors must be elected by separate elections held in the following order, unless otherwise determined by the Company in a general meeting by resolution prior to the elections:

- (a) election of the National Chair;
- (b) election of the Directors of the category described in clause 7.1(c); and
- (c) election of the Directors of the category described in clause 7.1(b).

If a person is an Eligible Candidate for more than one of the categories of Directors described in clause 7.1, and that person is elected as a Director of one of those categories, they are no longer an Eligible Candidate in relation to the other category or categories.

## **7.7 Procedure for electing Directors**

- (a) If the number of Eligible Candidates for positions of Directors in the categories described in clause 7.1 is equal to or less than the maximum number of vacancies determined in accordance with that clause, the election of each Eligible Candidate as a Director will be determined by a separate resolution of the Company at the annual general meeting.
- (b) If there are more Eligible Candidates than the maximum number of vacancies determined by reference to clause 7.1 for a position:
  - (i) as a Director in one of the categories described in clause 7.1(a) or 7.1(c); or
  - (ii) as a Director from a particular State or Territory in the category described in clause 7.1(b),

the election of Directors at the annual general meeting to fill those positions is to be determined by a separate election for each such category or State or Territory using exhaustive preferential voting, such that:

- (iii) Members entitled to vote must indicate their order of preference (from first preference to last preference for any number of Eligible

Candidates not exceeding the maximum number of vacancies) on a ballot paper listing the names of all Eligible Candidates in alphabetical order;

- (c) the Eligible Candidate who receives the fewest first preference votes is excluded, and each ballot paper which gave a first preference vote to them is to be treated as giving a first preference vote to the Eligible Candidate next in order of the voters' preference;
- (d) the process of excluding the Eligible Candidate who has the fewest first preference votes (including votes to be treated as first preference votes according to clause 7.7(c)) and treating each ballot paper which gives (or is treated as giving) a first preference vote to the Eligible Candidate next in order of the voters' preference and who has not been excluded, is to be repeated until the number of remaining Eligible Candidates is equal to the number of vacancies; and
- (e) if two or more Eligible Candidates have an equal number of first preference votes (including votes treated as first preference votes according to clause 7.7(c)) and one or more of them must be excluded, the Eligible Candidate (or Eligible Candidates) to be excluded will be decided by drawing lots in any manner determined by the chair of the annual general meeting.
- (f) If an insufficient number of Eligible Candidates (having regard to the maximum number of vacancies determined in accordance with clause 7.1) are elected under this clause, the unfilled positions so created are casual vacancies and may be filled by the Directors under clause 7.8.

## **7.8 Casual vacancy**

The Directors may at any time appoint any person to be a Director, to fill a casual vacancy.

A Director appointed under this clause holds office until the conclusion of the next annual general meeting of the Company but is eligible for election at that meeting.

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## **8 Remuneration and expenses**

### **8.1 Remuneration of Directors**

The Company must not pay any remuneration to a Director for services as a Director.

### **8.2 Reimbursement of expenses**

A Director is entitled to be reimbursed out of the funds of the Company for their reasonable travelling, accommodation and other expenses incurred when travelling to or from meetings of the Directors, a Committee or the Company or when otherwise engaged on the business of the Company.

### **8.3 Payments to a Director**

Any payment to a Director which is not prohibited under clause 8.1 (including a payment permitted under clause 8.2) must be for categories of expenditure and within a budget for such expenditure approved by the Directors.

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## **9 Conflict of interest and vacation of office**

### **9.1 Director's interests**

Subject to the provisions of this Constitution and to comply with the ACNC Act and Corporations Act regarding disclosure of and voting on matters involving material personal interests, a Director may:

- (a) enter into a contract or arrangement with the Company;
- (b) participate in any association, institution, fund, trust or scheme for past or present employees or Directors of the Company or persons dependent on or connected with them;
- (c) act in a professional capacity (or be a member of a firm which acts in a professional capacity) for the Company, except as auditor;
- (d) if the other Directors determine that the Director's interest should not disqualify the Director from considering or voting on a matter, participate in, vote on and be counted in a quorum for any meeting, resolution or decision of the Directors and may be present at any meeting where any matter is being considered by the Directors; and
- (e) despite having an interest in a document, sign or participate in the execution of a document by or on behalf of the Company; and
- (f) do any of the above despite the fiduciary relationship of the Director's office:
  - (i) without any liability to account to the Company for any direct or indirect benefit accruing to the Director; and
  - (ii) without affecting the validity of any contract or arrangement.

### **9.2 Vacation of office**

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, the office of a Director becomes vacant if the Director:

- (a) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health; or
- (b) resigns office by notice in writing to the Company.

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## **10 Powers and duties of Directors**

### **10.1 Directors to manage the Company**

The Directors are to manage the business of the Company and may exercise all the powers of the Company that are not, by the Corporations Act or by this Constitution, required to be exercised by the Company in general meeting.

### **10.2 Specific powers of Directors**

Without limiting the generality of clause 10.1, the Directors may exercise all the powers of the Company to create by-laws, to borrow or raise money, to charge any property or business of the Company or all or any of its uncalled capital and to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.

### **10.3 Appointment of attorney**

The Directors may, by power of attorney, appoint any person or persons to be the attorney or attorneys of the Company for the purposes and with the powers, authorities and discretions vested in or exercisable by the Directors for the period and subject to the conditions they think fit.

### **10.4 Provisions in power of attorney**

A power of attorney granted under clause 10.3 may contain any provisions for the protection and convenience of persons dealing with the attorney that the Directors think fit and may also authorise the attorney to delegate (including by way of appointment of a substitute attorney) all or any of the powers, authorities and discretions vested in the attorney.

### **10.5 Making payments**

The Directors may determine the manner in which and persons by whom payments are made by the Company.

### **10.6 Committees**

The Directors may delegate (and revoke the delegation of) any of their powers, other than powers required by law to be dealt with by Directors as a board, to a Committee or Committees consisting of one or more of their number as they think fit.

### **10.7 Powers delegated to Committees**

A Committee to which any powers have been delegated under clause 10.6 must exercise those powers in accordance with any directions of the Directors.

### **10.8 Powers of delegation**

The Directors may delegate any of their powers to any persons they select for any period, to be exercised for any objects and purposes on any terms and subject to any conditions and restrictions as they think fit, and may revoke, withdraw, alter or vary the delegation of any of those powers.

The powers of delegation expressly or impliedly conferred by this Constitution on the Directors are conferred in substitution for, and to the exclusion of, the power conferred by section 198D of the Corporations Act.

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## **11 Proceedings of Directors**

### **11.1 Directors' meetings**

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

### **11.2 Director may convene a meeting**

A Director may at any time, and the Secretary must on the written request of a Director, convene a meeting of the Directors.

### **11.3 Use of technology for Directors' meetings**

A Directors' meeting may be called or held using any technology consented to by all the Directors. The consent may be a standing one. A Director may only withdraw their consent within a reasonable period before the meeting.

#### **11.4 Questions decided by majority**

A question arising at a meeting of Directors is to be decided by a majority of votes of Directors present and entitled to vote and that decision is for all purposes a decision of the Directors.

#### **11.5 Chair of Directors' meetings**

The National Chair will act as the chair of the meetings of Directors.

#### **11.6 Absence of chair at Directors' meeting**

If a Directors' meeting is held and:

- (a) a National Chair has not been elected under clause 7; or
- (b) the National Chair is not present within 15 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the Directors present must elect one of their number to be a chair of the meeting.

#### **11.7 Chair's casting vote at Directors' meetings**

If there is an equality of votes cast for and against a question, the chair of a Directors' meeting has a casting vote, unless only two Directors are present and entitled to vote at the meeting on the question.

#### **11.8 Quorum for Directors' meeting**

- (a) At a meeting of Directors, the number of Directors whose presence in person is necessary to constitute a quorum is as determined by the Directors and, unless so determined, is half the number of Directors currently in office plus one Director.
- (b) A Director is deemed to be present and form part of the quorum throughout the meeting unless the Director obtains the consent of the chair of the meeting to leave the meeting, or disconnect from a meeting enabled by technology.
- (c) If there is only one Director, despite the vacancy in the number of Directors, that Director may continue to act.

#### **11.9 Circulating resolutions**

- (a) The Directors may pass a resolution without a Directors' meeting being held if all of the Directors who are 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. Separate copies of a document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy.
- (b) The company may send a circular resolution by email to the Directors and the Directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- (c) The resolution is passed when the last Director signs or otherwise agrees to the resolution in the manner set out in this clause.

### **11.10 Validity of acts of Directors**

All acts done at a meeting of the Directors or of a Committee, or by a person acting as a Director are, even if it is afterwards discovered that:

- (a) there was a defect in the appointment or continuance in office of a person as a Director or of the person so acting; or
- (b) a person acting as a Director was disqualified or was not entitled to vote,

as valid as if the relevant person had been duly appointed or had duly continued in office and was qualified and entitled to vote.

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## **12 Proceedings of Committees**

### **12.1 Chair of Committee**

The Directors may appoint a Director who is a member of a Committee as chair of the meetings of that Committee. If a meeting of a Committee is held and:

- (a) a chair has not been appointed; or
- (b) the appointed chair is not present within 15 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the members involved may elect one of their number to be chair of the meeting.

### **12.2 Meetings of Committee**

A Committee may meet and adjourn as it thinks proper.

### **12.3 Determination of questions**

Questions arising at a meeting of a Committee are to be determined by a majority of votes of the members of the Committee entitled to vote.

In the event of an equality of votes the chair of the meeting has a casting vote, unless only two members of the Committee are present and entitled to vote at the meeting on the question.

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## **13 Chief Executive Officer**

- (a) The Directors may appoint a Chief Executive Officer. The Directors may give a Chief Executive Officer any of the powers conferred on them by this Constitution, subject, at the Directors' discretion, to:
  - (i) any time period;
  - (ii) specific purposes; and
  - (iii) any other terms and restrictions.
- (b) All or any of those powers may be given collaterally with, or to the exclusion of, the powers of the Directors and may be revoked or varied by the Directors on any terms and conditions and with any restrictions as they think fit.

- (c) The Directors may fix the remuneration of the Chief Executive Officer which may be by way of salary drawn from the Company.

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## **14 Secretary**

### **14.1 Appointment of Secretary**

The Company must have at least one Secretary, who may be a Director and who is to be appointed by the Directors.

### **14.2 Suspension and removal of Secretary**

The Directors may suspend or remove a Secretary from that office.

### **14.3 Powers, duties and authorities of Secretary**

A Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, as determined by the Directors. The exercise of those powers and authorities and the performance of those duties by a Secretary is subject at all times to the control of the Directors.

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## **15 Seals**

### **15.1 Safe custody of common seals**

The Directors must provide for the safe custody of any seal of the Company.

### **15.2 Use of common seal**

If the Company has a common seal or duplicate common seal:

- (a) it may be used only by the authority of the Directors, or of a Committee authorised by the Directors to authorise its use; and
- (b) every document to which it is affixed must be signed by a Director and be countersigned by another Director, a Secretary or another person appointed by the Directors to countersign that document or a class of documents.

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## **16 Inspection of records**

### **16.1 Inspection by Members**

Subject to the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to the inspection of Members (other than Directors).

### **16.2 Right of a Member to inspect**

A Member (other than a Director) does not have the right to inspect any document of the Company except as provided by law or authorised by the Directors or by the Company in general meeting.

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## **17 Service of documents**

### **17.1 Document includes notice**

In this clause 17, a reference to a document includes a notice and a notification by electronic means.

## **17.2 Form of document**

Unless expressly stated otherwise in this Constitution, all notices, certificates, statements, demands, appointments, directions and other documents referred to in this Constitution must be in writing.

## **17.3 Methods of service**

The Company may give a document to a Member:

- (a) personally;
- (b) by delivering it or sending it by post to the address for the Member in the Register or an alternative address nominated by the Member;
- (c) by sending it to a fax number or electronic address nominated by the Member; or
- (d) by notifying the Member by an electronic means nominated by the Member that:
  - (i) the document is available; and
  - (ii) how the Member may use the nominated access means to access the document.

## **17.4 Post**

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and
- (b) if sent to an address outside Australia, must be sent by airmail,

and in either case is taken to have been received five business days after the date of its posting.

## **17.5 Fax or electronic transmission**

A document is sent or given by fax or to an electronic address is taken:

- (a) to be effected by properly addressing and transmitting the fax or electronic transmission; and
- (b) to have been delivered on the day following its transmission.

## **17.6 Electronic notification**

A document made available by electronic means is taken to have been given and received on the day after the date of transmission of the notification specifying that the document is available and how it can be accessed.

## **17.7 Evidence of service**

A certificate signed by a Director or a Secretary stating that a document was sent, delivered or given to a Member by post, fax or other electronic means on a particular date is evidence that the document was sent, delivered or given on that date by that means.

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## **18 Indemnity and insurance**

### **18.1 Indemnity**

To the maximum extent permitted by law, the Company may indemnify any current or former Director or other officer of the Company out of the assets of the Company against:

- (a) any liability incurred by the person in that capacity (except a liability for legal costs);
- (b) reasonable legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature against the person or in which the person becomes involved because of that capacity; and
- (c) reasonable legal costs incurred in good faith in obtaining legal advice on issues relevant to the performance of their functions and discharge of their duties as an officer of the Company or a subsidiary, if that expenditure has been approved in accordance with the Directors' policy.

### **18.2 Insurance**

To the maximum extent permitted by law, and the if the Directors consider it appropriate, the Company may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or other officer of the Company against liability incurred by the person in that capacity, including a liability for legal costs.

### **18.3 Contract**

The Company may enter into an agreement with a Director or other officer of the Company with respect to the matters referred to in clauses 18.1 and 18.2 and including provisions relating to rights of access to the books of the Company conferred by the Corporations Act or otherwise by law.

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## **19 Winding up**

### **19.1 Contributions on winding up**

Each Member undertakes to contribute to the Company's property if the Company is wound up during, or within one year after the cessation of, the Member's membership on account of:

- (a) payment of the Company's debts and liabilities contracted before they ceased to be a Member;
- (b) the costs of winding up; and
- (c) adjustment of the rights of the contributories among themselves,

an amount not to exceed \$100.

### **19.2 Application of property on winding up**

If any property or funds remain on the winding-up or dissolution of the Company and after satisfaction of all its debts and liabilities, the property or funds may not be paid to or distributed among the Members but must be given or transferred to one or more funds, authorities, or institutions:

- (a) having objects and/or purposes similar to those of the Company; and
- (b) whose memorandum of association or constitution or rules prohibit the distribution of its property and funds among its members to an extent at least as great as is imposed on the Company under this Constitution; and
- (c) which is a fund, authority, or institution which falls within the description of an item in any of the tables in Subdivision 30-B of the Tax Act, which has been established for charitable purposes, and which is endorsed as a deductible gift recipient (**DGR**) under or for the purposes of the Tax Act

The funds or institutions are to be determined by the Members at or before the time of dissolution and in default by application to the Supreme Court of the Australian Capital Territory.

### **19.3 Application of property on DGR Revocation**

If the endorsement of the Company as a DGR is lost or revoked (whether or not the Company is wound up), the following assets remaining after the payment of the Company's liabilities, must be transferred to one or more funds, authorities, institutions which has been established for charitable purposes, and which is endorsed as a deductible gift recipient (**DGR**) under or for the purposes of the Tax Act:

- (a) deductible gifts of money or property;
- (b) deductible contributions made in relation to an eligible fundraising event; and
- (c) money received by the Company because of such gifts or contributions.

The funds or institutions are to be determined by the Members at or before the time of dissolution and in default by application to the Supreme Court of the Australian Capital Territory.

### **19.4 Directors' access to documents**

- (a) A Director has a right of access to the financial records of the Company at all reasonable times.
- (b) If the Directors' agree, the Company must give a Director or former Director access to:
  - (i) certain documents, including documents provided for or available to the Directors, and
  - (ii) any other documents referred to in those documents.

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## **20 Accounts**

The Directors must cause the accounts and records of the Company to be maintained and, if required, audited in accordance with the requirements of the Corporations Act and the Charitable Fundraising Legislation.

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## **21 Financial Year**

The Company's financial year is from 1 February to 31 January, unless the Directors pass a resolution to change the financial year.