

Constitution

Defence Special Needs Support Group Limited

A Public Company Limited by Guarantee

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Table of Contents

1	Name of the Company	1
2	Type of Company	1
3	Replaceable Rules	1
4	Definitions and Interpretation	1
	4.1 Definitions.....	1
	4.2 Interpretation	3
5	Objects	4
	5.1 Objects	4
	5.2 Income and Property	4
	5.3 Remuneration of Directors	5
	MEMBERSHIP	5
6	Admission to Membership	5
	6.1 Minimum Number of Members.....	5
	6.2 Eligibility for Membership	5
	6.3 Benefits	6
7	Membership Rights	6
8	Applications for Membership	6
	8.1 Applications for Membership.....	6
9	Register	6
10	Membership Entitlements Not Transferable	7
11	Entrance Fee and Subscriptions	7
12	Cessation of Membership	7
13	Disciplining of Members	8
	13.1 Disciplining of Members.....	8
	13.2 Right of Appeal of Disciplined Member	9
14	Resolution of Disputes Between Members	9
	GENERAL MEETINGS	10
15	Convening of General Meetings	10
	15.1 AGMs	10
	15.2 Convening of General Meetings.....	10
16	Notice of General Meeting	10
17	Cancellation or Postponement of General Meeting	11
	17.1 Cancellation or Postponement of General Meeting	11
	17.2 Failure to Notify in Writing.....	11
	PROCEEDINGS AT GENERAL MEETINGS	11
18	Quorum	11
19	Chairperson	12
20	Adjournments	12

21	Determination of Questions.....	13
22	Polls	13
23	Direct Voting.....	13
24	Voting Rights.....	14
25	Disqualification.....	14
26	Objection to Qualification to Vote	14
27	Casting Vote	15
28	Right of Non-Members to Attend General Meeting	15
	PROXIES.....	15
29	Right to Appoint Proxies	15
30	Appointing a Proxy	15
	30.1 Appointing a Proxy.....	15
	30.2 Instrument of Proxy.....	15
31	Lodgement of Proxies.....	16
32	Validity of Proxies	16
33	Rights of Proxies and Attorneys	16
	APPOINTMENT AND REMOVAL OF DIRECTORS	17
34	Number and Appointment of Directors.....	17
	34.1 Number of Directors.....	17
	34.2 Constitution of Board	17
	34.3 Initial Board.....	17
	34.4 Eligibility as a Director	18
	34.5 Elected Directors	18
	34.6 Co-Opted Directors.....	18
	34.7 Term.....	18
	34.8 Office Bearers.....	19
35	General Right to Appoint and Remove Directors.....	19
36	Vacation of Office.....	19
37	Filling of Vacancies on the Board	20
38	Acting Office Bearers.....	20
39	Alternate Directors	21
	POWERS AND DUTIES OF DIRECTORS.....	21
40	Powers of Directors	21
41	Negotiable Instruments.....	21
42	Conferment of Powers	21
	DIRECTORS' DISCLOSURE OF INTEREST	21
43	Contracts	21
	PROCEEDINGS OF DIRECTORS.....	22
44	Meetings of Directors.....	22

45	Quorum	23
46	Chairperson	23
47	Voting	23
48	Resolutions by Directors	24
49	Committee.....	24
50	Validation of Acts of Directors	24
	MINUTES.....	24
51	Minutes	25
	SECRETARY	25
52	Appointment and Tenure	25
	52.1 Appointment of Secretary	25
	52.2 Terms and conditions of appointment	25
	52.3 Suspension or termination of appointment of Secretary	25
	BY-LAWS	25
53	By-Laws	25
	EXECUTION OF DOCUMENTS	26
54	Execution of Documents	26
	ACCOUNTS AND INSPECTION OF RECORDS	26
55	Accounts and Inspection	26
	NOTICES.....	26
56	Service of Notices	26
	WINDING UP	27
57	Winding Up	27
	57.1 Surplus	27
	INDEMNITY	28
58	Indemnity	28
59	Payment of Indemnity Policy Premium.....	29
60	Indemnity to Continue.....	29
Annexure A	Form of Appointment of Proxy	30

1 Name of the Company

The name of the Company is Defence Special Needs Support Group Limited.

2 Type of Company

- (a) The Company is a not-for-profit public company limited by guarantee.
- (b) Subject to this Constitution, each person who is a Member and each person who was a Member during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:
 - (i) payment of debts and liabilities of the Company;
 - (ii) payment of the costs, charges and expenses of winding up; and
 - (iii) any adjustment of the rights of the contributories among Members.
- (c) The amount that each Member or past Member is liable to contribute is limited to \$10.00.

3 Replaceable Rules

This Constitution displaces the Replaceable Rules to the extent that it is inconsistent with any Replaceable Rules.

4 Definitions and Interpretation

4.1 Definitions

In this Constitution, unless there is something in the subject or context which is inconsistent:

- (a) **ACNC** means Australian Charities and Not-for-profits Commission.
- (b) **ACNC Act** means *Australian Charities and Not-for-Profits Commission Act 2022* (Cth).
- (c) **ACNC Regulation** means *Australian Charities and Not-for-profits Commission Regulation 2022* (Cth).
- (d) **AGM** means annual general meeting.
- (e) **Ambassador** means the ambassador of the Company.
- (f) **Australian Defence Force Personnel** means any person who is a member of the Royal Australian Navy, Australian Army or Royal Australian Air Force.
- (g) **Board** means the board of Directors of the Company.
- (h) **Business Day** means a day that is not a Saturday, Sunday or public holiday in the Australian Capital Territory.
- (i) **By-Laws** means the by-laws adopted and amended by the Board from time to time in accordance with **clause 53**.
- (j) **Chairperson** means the person holding that office under this Constitution and includes any assistant or acting chairperson.

- (k) **Committee** means a committee established in accordance with **clause 49**.
- (l) **Company** means Defence Special Needs Support Group Limited.
- (m) **Constitution** means this constitution as amended or supplemented from time to time.
- (n) **Co-Opted Director** means a person appointed as a Director pursuant to **clause 34.6**.
- (o) **Corporations Act** means *Corporations Act 2001* (Cth).
- (p) **Dependent** means a child, spouse or elderly person.
- (q) **DGR** means deductible gift recipient as defined by law.
- (r) **Director** means any person holding the position of a director of the Company (and includes Co-Opted Directors and Elected Directors) and **Directors** means the directors for the time being of the Company or, as the context permits, such number of them as have authority to act for the Company.
- (s) **Direct Vote** means a vote cast pursuant to **clause 23**.
- (t) **Disciplinary Committee** means a Committee formed pursuant to **clause 13.2(a)** for the purpose of conducting disciplinary proceedings against a Member.
- (u) **Elected Director** means any person elected as a Director pursuant to **clause 34.5**.
- (v) **Honorary Solicitor** means the honorary solicitor of the Company.
- (w) **Member** means a member of the Company pursuant to **clause 6** and **Membership** has the corresponding meaning.
- (x) **Member Present** means in connection with a meeting of Members, a Voting Member being present in person or by proxy or attorney.
- (y) **Membership and Communications Officer** means Director appointed to that position pursuant to **clause 34.8(a)(v)**.
- (z) **Member's Guarantee Amount** means the amount referred to in **clause 2(c)**.
- (aa) **Objects** means the objects of the Company as set out in **clause 5.1**.
- (bb) **Office** means the registered office for the time being of the Company.
- (cc) **Office Bearer** means a person holding any of the offices specified in **clause 34.8**.
- (dd) **Officer** has the same meaning as given to that term in section 9 of the Corporations Act.
- (ee) **President** means an Elected Director appointed to that position pursuant to **clause 34.8(a)(i)**.
- (ff) **Register** means the register of Members to be kept pursuant to the Corporations Act.
- (gg) **Registration** means registration of the Company as a body corporate by the Australian Securities and Investments Commission.
- (hh) **Replaceable Rules** means the replaceable rules applicable to a public company limited by guarantee set out in the Corporations Act.

- (ii) **Secretary** means the person appointed as the secretary of the Company and includes any assistant or acting secretary.
- (jj) **Senior Vice-President** means an Elected Director appointed to that position pursuant to **clause 34.8(a)(ii)**.
- (kk) **Special Needs** means any physical, sensory, intellectual or psychiatric disability or impairment, any mental illness or disorder, developmental delay, learning disabilities or difficulties, attention deficit disorder, attention deficit hyperactivity disorder, autism, spectrum disorder, epilepsy, chronic illness, speech and language disorder, or any speech problems and includes gifted or talented qualities.
- (ll) **Special Needs Persons** means persons with Special Needs from families of active or former Australian Defence Force Personnel.
- (mm) **Special Resolution** has the meaning given to it by the Corporations Act.
- (nn) **Treasurer** means a Director appointed to that position pursuant to **clause 34.8(a)(iv)**.
- (oo) **Vice-President** means a Director appointed to that position pursuant to **clause 34.8(a)(iii)**.
- (pp) **Voting Members** are all Members entitled to vote pursuant to **clause 6.3(a)**.

4.2 Interpretation

In this Constitution, unless there is something in the subject or context which is inconsistent:

- (a) the singular includes the plural and vice versa;
- (b) each gender includes the other two genders;
- (c) the word **person** means a natural person and any partnership, association, body or entity whether incorporated or not;
- (d) the words **writing** and **written** include any other mode of representing or reproducing words, figures, drawings or symbols in a visible form;
- (e) where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has a cognate meaning;
- (f) a reference to any clause or schedule is to a clause or schedule of this Constitution;
- (g) a reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it;
- (h) an expression used in a particular Part or Division of the Corporations Act that is given by that Part or Division a special meaning for the purposes of that Part or Division has, unless the contrary intention appears, in any clause that deals with a matter dealt with by that Part or Division the same meaning as in that Part or Division; and
- (i) headings do not form part of or affect the construction or interpretation of this Constitution.

5 Objects

5.1 Objects

- (a) The Company is a charitable institution established to provide benevolent support and relief to persons with disabilities which may be medical, mental, psychological and/or developmental (**Special Needs Persons**). The Company's mission is "Connecting and Enabling the Defence Special Needs Community". In particular, the Company will provide benevolent support and relief to Special Needs Persons within families comprising active and/or former Australian Defence Force Personnel. The Company will achieve these Objects by:
- (i) assisting Special Needs Persons and their families to access disability services, support, equipment, information and education in relation to their Special Needs;
 - (ii) supporting Special Needs Persons and their families by offering opportunities for the development of support networks, friendships and shared knowledge, in relation to the Special Needs of Special Needs Persons;
 - (iii) running programs and activities for Special Needs Persons and their families to provide them with networks of support and learning to assist Special Needs Persons with their Special Needs;
 - (iv) creating a sense of belonging, identity and integration for Special Needs Persons;
 - (v) providing advocacy, to the Australian Defence Force, the Department of Defence, Australian Governments, the public and others involved in the support of Special Needs Persons, for Special Needs Persons regarding access to necessary services, support, equipment, information and education for their Special Needs;
 - (vi) inputting into support programs operated by the Australian Defence Force and Department of Defence to support Special Needs Persons with their Special Needs; and
 - (vii) anything ancillary to the Objects referred to in **clauses 5.1(a)(i) to 5.1(a)(vi)**.
- (b) The Company can only exercise the powers in section 124(1) of the Corporations Act to:
- (i) carry out the Objects; and
 - (ii) do all things incidental or convenient in relation to the exercise of power under **clause 5.1(b)(i)**.

5.2 Income and Property

- (a) The income and property of the Company will only be applied towards the promotion of the Objects of the Company.
- (b) No income or property of the Company will be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any Member of the Company. However, nothing in this Constitution will prevent payment in good faith to a Member:

- (i) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company;
- (ii) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent to the Company; or
- (iii) of reasonable and proper rent for premises leased by any Member to the Company.

5.3 Remuneration of Directors

No payment shall be made to any Director other than the following payments in good faith by the Company:

- (a) out of pocket expenses incurred by the Director in the performance of any duty as a Director where the amount payable does not exceed an amount previously approved by the Board; and
- (b) payment for any service rendered to the Company by the Director in a professional or technical capacity, other than in the capacity as Director, where the provision of the service has the prior approval of the Board and where the amount payable is approved by the Board and is not more than an amount which commercially would be reasonable for the service.

MEMBERSHIP

6 Admission to Membership

6.1 Minimum Number of Members

The Company must have at least fifty (50) Members at all times.

6.2 Eligibility for Membership

Any natural person is eligible to be admitted to Membership if that person:

- (a) lodges an application form in accordance with **clause 8**;
- (b) satisfies at least one of the following categories:
 - (i) is:
 - (A) a Special Needs Person or has a Dependent that is a Special Needs Person; and
 - (B) a current or former Australian Defence Force Personnel (permanent or reserve) or a partner (or former partner) of a current or former Australian Defence Force Personnel; or
 - (ii) is a former Dependent (over 18 years of age) of a Special Needs Person who is an Australian Defence Force Personnel or former Australian Defence Force Personnel; or
 - (iii) does not meet the criteria of **clauses 6.2(b)(i)** and **6.2(b)(ii)** but the Board, using its discretion, determines such person is suitable to become a Member;
- (c) agrees to assume the liability to pay the Member's Guarantee Amount;

- (d) supports the Objects of the Company and agrees to comply with the terms of this Constitution and any code of conduct which the Board may produce from time to time; and
- (e) agrees to become a Member.

6.3 Benefits

- (a) Each Member will be entitled to vote at all general meetings.
- (b) In addition to each Member being entitled to vote at all general meetings, the Board will determine from time to time what additional benefits shall attach to Membership.

7 Membership Rights

The Board may, from time to time:

- (a) create different classes of Membership; and
- (b) determine additional qualifications for admission to each Membership class and the rights attached to each Membership class.

8 Applications for Membership

8.1 Applications for Membership

- (a) An application for Membership of the Company must:
 - (i) be made in writing in any form acceptable to the Board;
 - (ii) include a signature, or equivalent acknowledgement by the applicant acknowledging that the applicant agrees to be bound by the Constitution; and
 - (iii) be lodged with the Secretary.
- (b) As soon as practicable after receiving an application for Membership, the Secretary must refer the application to the Board which is to determine whether to approve or reject the application.
- (c) As soon as practicable after the Board makes that determination, the Secretary must:
 - (i) notify the applicant, in writing, that the Board approved or rejected the application (whichever is applicable); and
 - (ii) if the Board approved the application, enter the applicant's name in the Register and, subject to the Corporations Act, the person becomes a Member on the name being so entered; or
 - (iii) if the Board rejected the application, the Board will not be required to provide the applicant with any reasons for the rejection.

9 Register

- (a) The Company must establish and maintain a Register of Members.
- (b) The Register must be kept by the Secretary at the Company's Office and must contain:

- (i) for each current Member:
 - (A) their name;
 - (B) their address;
 - (C) any alternative address or addresses provided by the Member for the service of notices;
 - (D) the date the Member was entered on to the Register; and
- (ii) for each person who ceased to be a Member in the last seven (7) years:
 - (A) their name;
 - (B) their address last listed on the Register, or any alternative address nominated by the Member for the service of notices; and
 - (C) the dates the Membership started and ended.

10 Membership Entitlements Not Transferable

A right, privilege or obligation which a person has by reason of being a Member:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates on cessation of the person's Membership.

11 Entrance Fee and Subscriptions

There shall be no entrance fee or annual subscription payable by the Members.

12 Cessation of Membership

- (a) A Member's Membership will cease:
 - (i) on the date that the Secretary receives written notice of resignation from that Member;
 - (ii) upon that Member dying;
 - (iii) upon that Member no longer satisfying the criteria for its respective class of Membership, if any (unless transferred to another class of Membership by the Board);
 - (iv) if the Member is expelled from the Company pursuant to **clause 13**; or
 - (v) if the Company in general meeting resolves by Special Resolution to terminate the Membership of a Member whose conduct or circumstances in the opinion of the Company renders it undesirable that that Member continue to be a Member of the Company. The Member must be given at least twenty-one (21) days' notice of the proposed resolution and must be given the opportunity to be heard at the meeting at which the resolution is proposed.
- (b) A Member may at any time, pursuant to **clause 12(a)(i)**, resign as a Member but shall continue to be liable for:
 - (i) any monies due by the Member to the Company;

- (ii) any sum for which the Member is liable as a Member of the Company under **clause 2(b)**.

13 Disciplining of Members

13.1 Disciplining of Members

- (a) Where the Board is of the opinion that a Member has:
 - (i) persistently refused or neglected to comply with a provision or provisions of this Constitution; or
 - (ii) persistently and wilfully acted in a manner prejudicial to the interests of the Company,the Board may:
 - (iii) expel the Member from the Company; or
 - (iv) suspend the Member from Membership of the Company for a specified period.
- (b) A resolution of the Board pursuant to **clause 13.1(a)** is of no effect unless the Board confirms the resolution in accordance with this **clause 13.1(b)** at a Board meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service on the Member of a notice pursuant to **clause 13.1(c)**.
- (c) If the Board resolves under **clause 13.1** to expel or suspend any Member, the Secretary must serve the Member with a notice in writing:
 - (i) setting out the resolution of the Board and the grounds upon which it is based;
 - (ii) stating that the Member may address the Board at a Board meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service of the notice;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the Member that the Member may do either or both of the following:
 - (A) attend and speak at that meeting;
 - (B) submit to the Board at or before the date of the meeting, written representations relating to the resolution.
- (d) At a meeting of the Board held as referred to in **clause 13.1(c)**, the Board must:
 - (i) give the Member an opportunity to make oral representations;
 - (ii) give due consideration to any written representations submitted to the Board by the Member at or prior to the Board meeting; and
 - (iii) by a resolution of at least seventy-five per cent (75%) of the Directors participating in the Board meeting, determine whether to confirm or to revoke the resolution.
- (e) The Member must be notified in writing of the decision of the Board within seven (7) days. If the Board resolves to confirm the expulsion or suspension, the Member must also be notified of the right of appeal available under **clause 13.2**.

- (f) A resolution confirmed by the Board under **clause 13.1(d)** does not take effect:
 - (i) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; and
 - (ii) where, within that period, the Member exercises the right of appeal, unless and until the Disciplinary Committee confirms the resolution pursuant to **clause 13.2(d)(ii)**.

13.2 Right of Appeal of Disciplined Member

- (a) The Board will establish a Disciplinary Committee. The Disciplinary Committee will comprise of an independent panel of three (3) experts, all chosen by the Board. The experts will be chosen based upon the nature of the alleged misconduct by the Member. The Disciplinary Committee may seek advice from any relevant source.
- (b) A Member may appeal to the Disciplinary Committee against a resolution of the Board, which is confirmed under **clause 13.1(d)**. Written notice of such an appeal must be lodged with the Secretary within seven (7) days of service of the notice required under **clause 13.1(e)**.
- (c) Within thirty-five (35) days after receipt of a notice of appeal from the Member pursuant to **clause 13.2(b)**, the Disciplinary Committee must convene a meeting.
- (d) At the Disciplinary Committee meeting convened under **clause 13.2(c)**:
 - (i) the Member must be given the opportunity to state their case orally or in writing, or both using any technology (reasonably available to the Board) that gives the Member a reasonable opportunity to do so; and
 - (ii) the Disciplinary Committee must vote by ballot on the question of whether the resolution will be confirmed.
- (e) The Disciplinary Committee's decision, pursuant to **clause 13.2(d)(ii)**, is final. The Member is not entitled to appeal the Disciplinary Committee's decision.
- (f) The Member the subject of these disciplinary procedures is entitled to:
 - (i) subject to **clause 13.2(f)(ii)**, bring a support person to any meeting with the Disciplinary Committee or the Board, which meetings are being held pursuant to this **clause 13**; and
 - (ii) if the support person is legally qualified, the Member must notify the Disciplinary Committee or the Board (as the case may be) at least five (5) Business Days before the meeting that the support person attending the meeting will be legally qualified.
- (g) Natural justice will be applied during every disciplinary process under this **clause 13**, requiring the Board and Disciplinary Committee to act fairly, in good faith and without bias or conflict of interest when making its decision.

14 Resolution of Disputes Between Members

- (a) Disputes between Members (in their capacity as Members) shall be referred to the Board which must take steps to resolve the dispute.
- (b) If a dispute so referred is not resolved to the satisfaction of any party to the dispute within thirty (30) days of its being referred, then that party may refer the

dispute to mediation before a mediator appointed by mutual agreement of the parties.

- (c) Failing agreement by the parties to the appointment of a mediator within fourteen (14) days of a party notifying the other party of its intention to refer the dispute to mediation, the appointment of the mediator shall be made by the President of the Law Society of the Australian Capital Territory.
- (d) The costs of the mediator appointed pursuant to **clause 14(b)** or **clause 14(c)** (as the case may be) shall be shared equally between the Members party to the dispute.
- (e) At least seven (7) days before a mediation session established by a mediator appointed pursuant to **clause 14(b)** or **clause 14(c)** (as the case may be) is to commence, the parties to the dispute are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

GENERAL MEETINGS

15 Convening of General Meetings

15.1 AGMs

Notwithstanding section 111L of the Corporations Act:

- (a) the Board must convene an AGM at least once in each calendar year; and
- (b) any AGM which is convened must be done so in accordance with the requirements of the Corporations Act.

15.2 Convening of General Meetings

- (a) A minimum of three (3) Directors may, whenever those Directors think fit, convene a general meeting of the Company.
- (b) Notwithstanding section 111L of the Corporations Act:
 - (i) the Members may call a general meeting; and
 - (ii) the Company will do so,in accordance with the provisions of Part 2G.2 of the Corporations Act pertaining to the rights of members to call a general meeting.
- (c) A general meeting of the Company may be convened virtually or at two (2) or more venues using any technology that gives the Members a reasonable opportunity to participate in the meeting.

16 Notice of General Meeting

- (a) Subject to consent to shorter notice being given in accordance with the Corporations Act (notwithstanding section 111L of the Corporations Act), at least twenty-one (21) days' notice of any general meeting must be given specifying:
 - (i) the place, day and hour of the meeting;
 - (ii) the general nature of any business to be transacted at the meeting;
 - (iii) if a Special Resolution is to be proposed, the details of and intention to propose it;

- (iv) if the meeting is to be held virtually or in two or more places, the technology that will be used to facilitate this; and
- (v) any other information required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act).
- (b) The accidental omission to give notice of any general meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice will not invalidate the proceedings at, or any resolution passed at, the meeting.
- (c) Subject to **clause 16(b)**, notice of every general meeting must be given in any manner authorised by this Constitution to:
 - (i) every Member;
 - (ii) every Director; and
 - (iii) the auditor for the time being of the Company (if any).

17 Cancellation or Postponement of General Meeting

17.1 Cancellation or Postponement of General Meeting

- (a) Subject to the provisions of the Corporations Act (notwithstanding section 111L of the Corporations Act) and this Constitution, the Board may cancel a general meeting of the Company:
 - (i) convened by the Board; or
 - (ii) which has been convened by the Members pursuant to **clause 15.2(b)** upon receipt by the Company of a written notice withdrawing the requisition signed by the Members who convened the meeting.
- (b) The Board may postpone a general meeting or change the venue at which it is to be held. No business shall be transacted at any postponed meeting other than the business stated in the notice to the Members relating to the original meeting.
- (c) Where any general meeting is cancelled or postponed or the venue for a general meeting is changed, the Board must notify in writing each person entitled to receive notice of the meeting of the cancellation, the change of venue or the postponement of the meeting by any means permitted by this Constitution and in the case of the postponement of a meeting, the new place, date and time for the meeting.

17.2 Failure to Notify in Writing

Any failure to notify in writing any person entitled to receive notice of the meeting or failure of a person to receive a written notice shall not affect the validity of the cancellation, the change of venue or the postponement of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

18 Quorum

- (a) No business may be transacted at any general meeting unless there is a quorum of Members Present at all times during the meeting.
- (b) A quorum necessary for the transaction of business at any general meeting of the Company will be twenty-five (25) Members Present.

- (c) If within thirty (30) minutes after the time appointed for holding a general meeting a quorum is not present:
 - (i) the meeting, if convened upon the requisition of Members, shall be dissolved; or
 - (ii) in any other case:
 - (A) it will stand adjourned to such other day time and place as the Board may by notice to the Members appoint; and
 - (B) if at such adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the holding of the meeting, the meeting shall be dissolved.

19 Chairperson

- (a) The President shall preside as Chairperson at each general meeting.
- (b) Where a general meeting is held and:
 - (i) there is no President; or
 - (ii) the President is not present within thirty (30) minutes after the time appointed for the holding of the meeting or, if present, is unwilling to act as Chairperson of the meeting,then the following person will be Chairperson in lieu of the President in the order of availability set out below:
 - (iii) Senior Vice-President;
 - (iv) Vice-President;
 - (v) another Director chosen by the Directors present at the meeting; and
 - (vi) a Voting Member chosen by a majority of the Members Present.
- (c) The rulings of the Chairperson of a general meeting on all matters relating to the order of business, procedure and conduct of the meeting shall be final and no motion of dissent from such rulings shall be accepted.

20 Adjournments

- (a) The Chairperson of a general meeting at which a quorum is present:
 - (i) may adjourn a meeting with the consent of the meeting; and
 - (ii) must adjourn the meeting if the meeting so directs,to a time and place as determined.
- (b) No business may be transacted at any adjourned general meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) A resolution passed at a meeting resumed after an adjournment is passed on the day it was passed.
- (d) It is not necessary to give any notice of an adjournment of a general meeting or of the business to be transacted at the adjourned meeting except if the meeting is adjourned for thirty (30) days or more in which case notice of the adjourned meeting must be given as in the case of an original meeting.

21 Determination of Questions

- (a) At any general meeting a resolution to be considered at the meeting shall be decided on a show of hands unless a poll is demanded by:
 - (i) the Chairperson of the meeting; or
 - (ii) at least two (2) Members Present.
- (b) Before a vote on a resolution is taken, the Chairperson must inform the meeting whether any proxy votes have been received and how the proxy votes are to be cast.
- (c) A declaration by the Chairperson of the result of a vote on a resolution by a show of hands and an entry to that effect contained in the minutes of the proceedings of the Company which has been signed by the Chairperson of the meeting or the next succeeding meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

22 Polls

- (a) A poll may be demanded:
 - (i) before a vote on a resolution is taken;
 - (ii) before the voting results on a show of hands are declared; or
 - (iii) immediately after the voting results on a show of hands are declared.
- (b) If a poll is demanded it must be taken in such manner and at such time and place as the Chairperson of the meeting directs subject to **clause 22(e)**.
- (c) The result of the poll shall be taken to be the resolution of the meeting at which the poll was demanded.
- (d) The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.
- (e) A poll demanded on the election of a Chairperson or any question of adjournment of the meeting must be taken immediately.
- (f) The demand for a poll may be withdrawn.

23 Direct Voting

- (a) The Board will determine from time to time if Members are entitled to vote by a Direct Vote on a matter or a resolution. If the Board has determined that Members are entitled to vote by a Direct Vote, then the Members must do so using the form prescribed by the Board from time to time, which may include electronic means.
- (b) If sent by post, the Direct Vote must be signed by the Member or by a duly authorised officer or attorney.
- (c) If sent by electronic transmission, the Direct Vote is to be taken to have been signed if it has been signed or authorised by the Member in the manner approved by the Board.

- (d) The Direct Vote must be received by the Company at least forty-eight (48) hours before the time of the relevant general meeting in order to be valid.
- (e) A Direct Vote is valid if it contains the following information:
 - (i) the Member's name and address, or any applicable identifying notations such as the Member's identification number or similar approved by the Board or specified in the notice of meeting; and
 - (ii) the Member's voting intention on any or all of the resolutions to be put before the meeting.
- (f) A Direct Vote is valid unless the Company receives written notification changing the voting intention before the vote is cast.
- (g) The Chairperson's decision as to whether a Direct Vote is valid is conclusive.
- (h) A Member who has cast a Direct Vote is entitled to attend the meeting. The Member's attendance cancels the Direct Vote:
 - (i) unless the Member instructs the Company otherwise; or
 - (ii) the Board has determined that Direct Votes are the only method permitted for voting on a resolution.
- (i) If a vote is taken at a meeting on a resolution on which a Direct Vote was cast, the Chairperson of the meeting must:
 - (i) on a vote by show of hands, count each Member who has submitted a Direct Vote for or against the resolution in accordance with their Direct Vote; and
 - (ii) on a poll, count the votes cast by each Member who has submitted a Direct Vote directly for or against the resolution.

24 Voting Rights

A Voting Member has one (1) vote, both on a show of hands and a poll.

25 Disqualification

No person other than:

- (a) a Voting Member; or
 - (b) a proxy or attorney of a Voting Member,
- shall be entitled to vote at a general meeting.

26 Objection to Qualification to Vote

Any challenge as to the qualification of a person to vote at a general meeting or the validity of any vote tendered may only be raised at the meeting and must be determined by the Chairperson whose decision shall be final and conclusive and a vote allowed by the Chairperson shall be valid for all purposes.

27 Casting Vote

In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting at which the show of hands is taken or at which the poll is demanded is entitled to a casting vote in addition to a deliberative vote.

28 Right of Non-Members to Attend General Meeting

- (a) The Chairperson of a general meeting may invite any person who is not a Member to attend and address a meeting.
- (b) Any auditor, the Honorary Solicitor, the Ambassador and any Director of the Company shall be entitled to attend and address a general meeting.

PROXIES

29 Right to Appoint Proxies

Notwithstanding section 111L of the Corporations Act:

- (a) a Voting Member may appoint a person as proxy to attend and vote for the Voting Member at the meeting; and
- (b) if a Voting Member appoints a proxy, the proxy is entitled to vote on a show of hands and on a poll.

30 Appointing a Proxy

30.1 Appointing a Proxy

The instrument appointing a proxy must be in writing signed by the appointor or the appointor's attorney duly authorised in writing.

30.2 Instrument of Proxy

- (a) The instrument of proxy is valid if it contains the following information, and any additional information required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act):
 - (i) the name and address of the Voting Member;
 - (ii) the name of the Company;
 - (iii) the proxy's name or the name of the office of the proxy; and
 - (iv) the meetings at which the instrument of proxy may be used.
- (b) An instrument of proxy may be expressed to be a standing appointment. An instrument of proxy for a specified meeting is only valid for that meeting and any postponement or adjournment of that meeting.
- (c) An instrument of proxy shall not be treated as invalid merely because it does not specify all of the information required by **clause 30.2(a)**.
- (d) An instrument of proxy may be revoked at any time by notice in writing to the Company.

31 Lodgement of Proxies

- (a) An instrument appointing:
- (i) a proxy and the power of attorney or other authority (if any) under which it is signed or executed or a certified copy of that power or authority; or
 - (ii) an attorney to exercise a Voting Member's rights at a general meeting or a certified copy of that power of attorney,
- must be deposited at the Office or at such other place as is specified for that purpose in the notice convening the general meeting not less than forty-eight (48) hours (or such shorter period as the Board may allow) before the time appointed for the holding of the meeting or adjourned meeting, as the case may be, at which the person named in the instrument proposes to vote. In default, the instrument of proxy or the power of attorney will not be treated as valid.
- (b) For the purposes of this **clause 31**, it will be sufficient that any document required to be lodged by a Voting Member be received in legible form by email if the notice of meeting so permits at the address and in the form specified in the notice and the proxy shall be regarded as received at the time of the receipt of the email or other electronic transmission by the Company.

32 Validity of Proxies

- (a) A vote exercised pursuant to an instrument of proxy, a power of attorney or other instrument of appointment is valid notwithstanding:
- (i) the death or unsoundness of mind of the Voting;
 - (ii) the bankruptcy of the Voting Member; or
 - (iii) the revocation of the instrument of proxy or the power of attorney or any instrument under which the instrument or the power was granted,
- if the Company has not received at its Office written notice of the death, unsoundness of mind, bankruptcy or revocation at least twenty-four (24) hours (or such shorter period as the Board may allow) before the time appointed for the holding of the general meeting or adjourned meeting, as the case may be, at which the instrument of proxy or the power of attorney is exercised.
- (b) A proxy who is not entitled to vote on a resolution as a Voting may vote as a proxy for another Voting Member who can vote if the appointment specifies the way the proxy is to vote on the resolution and the proxy votes that way.
- (c) Except on a show of hands, a proxy may vote as more than one (1) Voting Member if the proxy holds appointments for those Voting Members which specify the way the proxy is to vote on the resolution and the proxy votes that way.

33 Rights of Proxies and Attorneys

- (a) The instrument appointing a proxy will be taken to confer authority to demand or join in demanding a poll.
- (b) Subject to **clause 33(c)**, unless a Voting Member by the instrument of proxy directs the proxy to vote in a certain manner, the proxy may vote as the proxy thinks fit on any motion or resolution. Otherwise, the proxy shall follow the voting instructions contained in the instrument of proxy.

- (c) A proxy will not be revoked by the appointor of the proxy attending and taking part in any general meeting, but if the appointor of the proxy votes on a resolution, either on a show of hands or on a poll, the person acting as proxy for the appointor of the proxy shall not be entitled to vote in that capacity in respect of the resolution.
- (d) The Chairperson of a general meeting may require any person acting as a proxy to establish to the satisfaction of the Chairperson that he or she is the person nominated as proxy in the form of proxy lodged under this Constitution. If the person is unable to establish his or her identity, he or she may be excluded from voting either upon a show of hands or upon a poll.

APPOINTMENT AND REMOVAL OF DIRECTORS

34 Number and Appointment of Directors

34.1 Number of Directors

- (a) The Board of Directors will consist of not fewer than five (5) and not more than seven (7) Directors.
- (b) Subject to section 201P of the Corporations Act, the Board may by resolution vary the number of Directors holding office from that referred to in **clause 34.1(a)**, provided that the minimum number is not fewer than three (3), as required by the Corporations Act.

34.2 Constitution of Board

The Board of Directors will consist of:

- (a) five (5) Elected Directors; and
- (b) up to two (2) Co-Opted Directors,

so long as the number of Directors is within the range referred to in **clause 34.1**.

34.3 Initial Board

- (a) The Directors to hold office at Registration will be:
 - (i) Claire Macfarlane-Rowles;
 - (ii) Cherie Davis;
 - (iii) Diana Simpson;
 - (iv) Kerry Moretti; and
 - (v) Bianca Stowell.
- (b) The initial Directors will nominate from among their number who will hold each office (as set out in **clause 34.8(a)**).
- (c) The initial Directors shall all be deemed to be Elected Directors.
- (d) No later than the first Board meeting after Registration, the initial Directors will nominate from among their number who will hold office for an initial term of one (1) year and who will hold office for an initial term of two (2) years, so long as half of the Directors (rounded up to the nearest integer) serve an initial term of one (1) year.

34.4 Eligibility as a Director

A person is eligible to be elected or appointed as a Director if the person:

- (a) has given the Company written consent to act as Director; and
- (b) is not disqualified by the ACNC Act or the Corporations Act from being a Director of the Company.

34.5 Elected Directors

- (a) An Elected Director must be a Member at all times that they hold office as an Elected Director.
- (b) Nominations of candidates for election as Elected Directors:
 - (i) shall be in writing in a form prescribed by the Board signed by the Member who is nominating the nominee and be accompanied by the written consent of the nominee (which may be endorsed on the nomination); and
 - (ii) shall be delivered to the Secretary (or other person authorised by the Board for the purpose) not later than close of business two (2) Business Days before the day fixed for the holding of the AGM or other general meeting at which the election is to take place.
- (c) If insufficient nominations are received to fill all positions on the Board which are to be filled at the election, the candidate or candidates nominated shall be deemed to be elected and further nominations shall be received at the meeting at which the election is to take place.
- (d) If insufficient further nominations are received, any unfilled positions remaining on the Board shall be deemed to be casual vacancies.
- (e) If the number of nominations received is equal to the number of positions to be filled, the persons nominated shall be taken to be elected.
- (f) If the number of nominations received exceeds the number of positions to be filled, a ballot shall be held. The Board shall determine how the ballot is to be held.

34.6 Co-Opted Directors

- (a) The Board may appoint Co-Opted Directors to the Board at any time to fill the positions provided for in **clause 34.2(b)**.
- (b) A Co-Opted Director shall be a person who will bring skills and experience to the Board to enable the Board to advance the Objects.

34.7 Term

- (a) Subject to **clause 34.3(d)**, Elected Directors shall hold office for a term of two (2) years, but are eligible for re-election for further terms of two (2) years each.
- (b) Co-Opted Directors shall hold office for a term of one (1) year but are eligible for reappointment for further terms of one (1) year each.
- (c) Directors may not hold office for more than three (3) consecutive terms.
- (d) Once a Director has served the maximum term pursuant to **clause 34.7(c)**, the Director is not eligible for reappointment or re-election to the Board until after a

period of at least one (1) year has expired since the expiry of the Director's previous term on the Board.

34.8 Office Bearers

- (a) The Board shall, at the first meeting of the Board held after Registration and thereafter at the first meeting of the Board held after an Office Bearer has retired, appoint from among the Directors sitting on the Board at the time of the Board meeting:
- (i) a President;
 - (ii) a Senior Vice-President;
 - (iii) a Vice-President;
 - (iv) a Treasurer;
 - (v) a Membership and Communications Officer; and
 - (vi) such additional Office Bearer positions as the Board deems necessary from time to time,
- should the position be vacant.
- (b) Despite any other clause in this Constitution, Co-Opted Directors may not be appointed to the offices of President or Senior Vice-President.
- (c) The Office Bearers shall hold office for a term of one (1) year (or a shorter period, if the Office Bearer has less than one (1) year remaining in his or her term as a Director) but shall be eligible for reappointment for terms of one (1) year each, provided that Office Bearers shall not hold office beyond their retirement or removal from the Board as a Director.
- (d) There is no maximum consecutive number of terms for which Office Bearers can be appointed to Office Bearer positions.

35 General Right to Appoint and Remove Directors

The Board may act despite any vacancy in their body, but if the number falls below the minimum fixed in accordance with **clause 34.1** the Board may act:

- (a) for the purpose of:
- (i) increasing the number of Directors to the minimum; or
 - (ii) convening a general meeting; or
- (b) in emergencies,
- but for no other purpose.

36 Vacation of Office

- (a) Any Director may resign from office on giving written notice to the Company at the Office of his intention to resign and the resignation shall take effect at the time expressed in the notice (provided the time is not earlier than the date of delivery of the written notice to the Company).
- (b) The office of a Director shall become vacant if the Director:
- (i) dies;

- (ii) being an Elected Director, ceases to be a Member;
- (iii) becomes bankrupt or makes any arrangement or composition with creditors generally;
- (iv) becomes prohibited from being a director of, or managing, a company by reason of any order made under the Corporations Act;
- (v) has been disqualified by the Australian Charities and Not-for-Profits Commissioner, at any time during the preceding twelve (12) months, from being a responsible entity of a registered entity under section 45.20(4) of the ACNC Regulation;
- (vi) becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;
- (vii) is removed from office by the Company in general meeting;
- (viii) resigns by notice in writing to the Company; or
- (ix) is absent without the permission of the Board from:
 - (A) two (2) consecutive meetings of the Board; or
 - (B) three (3) meetings of the Board,in a twelve (12) month period in a given calendar year, unless the Board resolves that the Director should not vacate his or her office as Director.

37 Filling of Vacancies on the Board

- (a) In the event of a casual vacancy occurring on the Board:
 - (i) in relation to an Elected Director vacancy, the Board can appoint any Member to fill that vacancy; and
 - (ii) in relation to a Co-Opted Director vacancy, the Board can appoint any person to fill that vacancy in accordance with **clause 34.6**.
- (b) Any Director appointed pursuant to **clause 37(a)** shall hold office for the balance of the term of the vacating Director.
- (c) Any term served by a Director, pursuant to this **clause 37** will count toward the maximum number of consecutive terms of a Director pursuant to **clause 34.7(c)**.

38 Acting Office Bearers

- (a) In the event of a vacancy occurring in the position of President, the Senior Vice-President shall assume office as President until the next meeting of the Board, at which time the Board shall appoint a new President, in accordance with **clause 34.8(a)(i)** for the balance of the term of the vacating President.
- (b) In the event of a vacancy occurring in the position of Senior Vice-President (including in the situation described in **clause 38(a)**), the Vice-President shall assume office as Senior Vice-President for the balance of the term of the vacating Senior Vice-President, after which the Board shall either appoint a new Senior Vice-President, or re-elect that Senior Vice-President, in accordance with **clause 34.8(a)(ii)** for a full new term.

- (c) In the event of a vacancy occurring in any other Office Bearer position, the Board shall appoint a new Director to such office at the next meeting of the Board, pursuant to **clause 34.8**.
- (d) If any Office Bearer is temporarily absent or temporarily unable to perform his or her duties, the Board may authorise another Director to act in the vacant position during the absence or inability of the Office Bearer.
- (e) Nothing in this **clause 37** permits any person to simultaneously hold more than one position of Office Bearer.

39 Alternate Directors

Alternate Directors shall not be permitted.

POWERS AND DUTIES OF DIRECTORS

40 Powers of Directors

The control, management and conduct of the Company shall be vested in the Board who shall exercise all such powers of the Company as are not by the Corporations Act or by this Constitution required to be exercised in any other manner.

41 Negotiable Instruments

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, all requests or arrangements for electronic fund transfers and all receipts for money paid to the Company must be signed, drawn, accepted, endorsed or otherwise executed as the case may be, as provided for in the By-laws from time to time.

42 Conferment of Powers

- (a) The Board may from time to time confer upon any Director for the time being or any other person as they may select such of the powers exercisable under this Constitution by the Board as it may think fit for such time and to be exercised for such purposes and on such terms and conditions and with such restrictions as it may think expedient.
- (b) Powers conferred under this **clause 42** may be exercised concurrently with the powers of the Board in that regard and the Board may from time to time withdraw, revoke or vary all or any of such powers.

DIRECTORS' DISCLOSURE OF INTEREST

43 Contracts

- (a) The Company may enter into contracts or arrangements with other companies or bodies in which a Director has an interest, provided it does so according to the usual commercial terms and conditions which apply to such contracts or arrangements.
- (b) Any interest of a Director must be dealt with in accordance with the provisions of the relevant legislation, being either:
 - (i) the Corporations Act; or

- (ii) the ACNC Regulation,
which shall include disclosing an interest and having the Secretary record all declarations in the minutes of the relevant meeting.
- (c) Subject to **clause 43(b)**, a Director who has an interest in a contract or arrangement made by the Company and has disclosed this interest to the Board may:
 - (i) be present while the matter is being considered at a meeting;
 - (ii) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement; and
 - (iii) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement,
but may not vote on the matter or in respect of any matter arising out of the contract or arrangement or proposed contract or arrangement.
- (d) A Director's failure to make disclosure under this **clause 43** does not render void or voidable a contract or arrangement in which the Director has a direct or indirect interest.
- (e) A general notice given to the Board by a Director that the Director is an officer, a member of, or otherwise interested in any specified corporation or firm stating the nature and the extent of the Director's interest in the corporation or firm shall, in relation to any matter involving the Company and that corporation or firm after the giving of the notice, be a sufficient disclosure of the Director's interest, provided that the extent of the interest is no greater at the time of first consideration of the relevant matter by the Board than was stated in the notice.

PROCEEDINGS OF DIRECTORS

44 Meetings of Directors

- (a) The Board may meet together for the despatch of business, adjourn and otherwise regulate their meetings and proceedings as it thinks fit, provided that the Board must meet not fewer than four (4) times each calendar year.
- (b) A Director may at any time, and the Secretary upon the request of a Director shall, convene a meeting of the Board by giving at least twenty-four (24) hours' notice of the meeting to all Directors, provided that the Director or Secretary must have used their best endeavours to ensure that the notice was properly served and received.
- (c) Notice of a meeting of the Board need not be in writing.
- (d) Subject to **clause 44(e)**, a Board meeting may be convened or held using any technology consented to by a majority of Directors. The consent may be a standing one. A Director may withdraw consent to the use of a particular technology within a reasonable time period before a Board meeting.
- (e) The particular technology used to convene or hold a Board meeting, pursuant to **clause 44(d)**, must be available and accessible to all Directors who wish to attend the Board meeting.

- (f) All resolutions of the Directors passed at a meeting of the Board where a quorum is present but where notice of the meeting has not been given as required to each Director, or any act carried out pursuant to such resolution, shall, provided each Director to whom notice was not given subsequently agrees to waive the same, be as valid as if notice of the meeting had been duly given to all Directors. Attendance by a Director at a meeting of Directors waives any objection which that Director may have to a failure to give notice of the meeting.

45 Quorum

- (a) The quorum necessary for the transaction of the Board's business is three (3) Directors being personally present (or in conference in accordance with **clause 44**).
- (b) A quorum must be present at all times during the meeting.
- (c) A Director who is disqualified from voting on a matter pursuant to **clause 43** shall be counted in the quorum despite that disqualification.

46 Chairperson

- (a) The President of the Board shall be the Chairperson.
- (b) The President shall, if present, preside as Chairperson of every meeting of the Board.
- (c) If a meeting of Board is held and the President is:
- (i) not present within fifteen (15) minutes after the time appointed for the holding of the meeting; or
 - (ii) if present, does not wish to chair the meeting,
- then the Senior Vice-President shall preside as Chairperson. If the Senior Vice-President is:
- (iii) not present within fifteen (15) minutes after the time appointed for the holding of the meeting; or
 - (iv) if present, does not wish to chair the meeting,
- then the other Directors present must elect one of the Elected Directors to be Chairperson of the meeting, and if no agreement is reached this will be the Vice-President.

47 Voting

- (a) A resolution of the Board must be passed by a majority of votes of the Directors present at the meeting who vote on the resolution. A resolution passed by a majority of the votes cast by the Directors will for all purposes be taken to be a determination of the Board.
- (b) Each Director shall have one (1) vote.
- (c) In case of an equality of votes at a meeting of the Board, the Chairperson is entitled to a casting vote in addition to a deliberative vote.

48 Resolutions by Directors

- (a) The Board may pass a resolution without a Board meeting being held if Directors, who represent the majority of the Directors of the Company, sign a document containing a statement that they are in favour of the resolution set out in that document. For this purpose, signatures can be contained in more than one document.
- (b) An email transmission which is received by the Company and which purports to have been sent by a Director shall for the purposes of this **clause 48** be taken to be in writing and signed by that Director at the time of the receipt of the email transmission by the Company.
- (c) A vote made by a Director using an online voting platform operated or commissioned by the Company shall for the purposes of this **clause 48** be taken to be in writing and signed by that Director at the time the vote was received by the online voting platform.

49 Committee

- (a) The Board may, from time to time, form and delegate any of its powers any Committees that it sees fit to delegate its powers to, consisting of such Directors and other persons as it thinks fit and may from time to time revoke such delegation. The Board has the power to require any Committee to have all decisions made by that Committee ratified by the Board.
- (b) A Committee must in exercise of the powers delegated to it conform to any directions and restrictions that may be imposed on it by the Board. A power so exercised shall be taken to be exercised by the Board.
- (c) The meetings and proceedings of any Committee consisting of more than one person will be governed by the provisions for regulating the meetings and proceedings of the Board contained in this Constitution.
- (d) A minute of all the proceedings and decisions of every Committee shall be made, entered and signed in the same manner in all respects as minutes of proceedings of the Board are required by the Corporations Act and this Constitution to be made entered and signed. A copy of such Committee minutes shall be tabled at the next Board meeting.

50 Validation of Acts of Directors

All acts done:

- (a) at any meeting of the Board; or
- (b) by any person acting as a Director,

shall, even if it is discovered afterwards that there was a defect in the appointment or continuance in office of any such Director or person or that they or any of them were disqualified or were not entitled to vote, be as valid as if every such person had been duly appointed or had continued in office and was duly qualified to be a Director and had been entitled to vote.

MINUTES

51 Minutes

- (a) The Board must cause minutes to be kept in such a manner as is required by the Corporations Act for the purposes of recording:
 - (i) the names of the Directors present at each meeting of the Board and of Directors present at each meeting of any Committee;
 - (ii) all orders, resolutions and proceedings of general meetings and of meetings of the Board and of Committees; and
 - (iii) such matters as are required by the Corporations Act to be recorded in the record books of the Company including without limitation all declarations made or notices given by any Director of his interest in any contract or proposed contract or the holding of any office or property whereby any conflict of duty or interest may arise.
- (b) Such minutes shall be signed by the Chairperson of the meeting, or the Chairperson of the next succeeding meeting and minutes which purport to be signed accordingly shall be received in evidence without any further proof as sufficient evidence that the matters and things recorded by such minutes actually took place or happened as recorded and of the regularity of such matters and things and that the same took place at a meeting duly convened and held.

SECRETARY**52 Appointment and Tenure**

52.1 Appointment of Secretary

- (a) The Board must appoint one or more persons to the office of secretary to the Company, at least one of which must ordinarily reside in Australia.
- (b) A Director may also be appointed as a Secretary.

52.2 Terms and conditions of appointment

- (a) A Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authority as the Board determines.
- (b) The exercise of those powers and authorities and the performance of those duties by a Secretary are subject at all times to the control of the Board.

52.3 Suspension or termination of appointment of Secretary

The Board may suspend, remove or terminate the appointment of a Secretary, subject to any agreement between the Company and the Secretary.

BY-LAWS**53 By-Laws**

- (a) The Board may from time to time make such By-Laws as are in its opinion necessary and desirable for the proper control, administration and management of the Company's affairs, operations, finances, interests, effects and property and to amend and repeal those By-Laws from time to time.

- (b) A By-Law must be subject to this Constitution and must not be inconsistent with any provision contained in this Constitution.
- (c) When in force, a By-Law is binding on the Members and has the same effect as this Constitution.
- (d) The Board will adopt such measures as it deems appropriate to bring to the notice of the Members all By-Laws, amendments and repeals.

EXECUTION OF DOCUMENTS

54 Execution of Documents

- (a) Without limiting the manner in which the Company may execute any contract, including as permitted under section 126 of the Corporations Act, the Company may execute any agreement, deed or other document by:
 - (i) two (2) Directors signing the same; or
 - (ii) one (1) Director and one (1) Secretary signing the same.
- (b) Nothing in this Constitution requires the Company to execute any agreement, deed or other document under common seal for the same to be effectively executed by the Company.

ACCOUNTS AND INSPECTION OF RECORDS

55 Accounts and Inspection

The Board shall:

- (a) cause proper financial records to be kept and must, if required by the Corporations Act or the ACNC Act or the ACNC Regulation, prepare and distribute copies of the financial reports of the Company and a Directors' report;
- (b) where required by the Corporations Act or ACNC Act, cause the financial records to be audited or reviewed by a properly qualified auditor or other entity authorised by the Corporations Act or the ACNC Act; and
- (c) from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting and other records of the Company or any of them will be open to the inspection of the Member.

NOTICES

56 Service of Notices

- (a) A notice may be given by the Company to any Member by:
 - (i) serving it on the Member personally;
 - (ii) sending it by post to the Member or leaving it at the Member's address shown in the Register or otherwise the address supplied by the Member to the Company for the giving of notices; or

- (iii) sending it to the electronic address supplied by the Member to the Company for the giving of notices.
- (b) A Member may elect to be sent documents in a physical form or electronic form by notifying the Company of the election, in accordance with the Corporations Act. The Company must take reasonable steps to comply.
- (c) Any Member who has not left at or sent to the Office his or her place of address for inclusion in the Register as the place at which notices may be given to the Member shall not be entitled to receive any notice.
- (d) Where a notice is sent by post, service of the notice shall be taken to be effected by properly addressing, prepaying and posting a letter containing the notice and shall be deemed to have been effected on the third (3rd) Business Day after the date of posting. Service of a notice to a Member outside Australia shall be deemed to have been made in the ordinary course of the post.
- (e) Where a notice is sent by electronic means, service of the notice shall be taken to be effected by properly addressing and sending the notice and in such case shall be taken to have been effected on the Business Day after it is sent.
- (f) Evidence of service of a notice may be established by proving that the envelope containing the notice and stamped appropriately was properly posted and a certificate given by any Officer of the Company to that effect shall be conclusive evidence of service.
- (g) The Company must send the Member of the Company, at least once in each financial year, a notice setting out the following or make such a notice readily available on a website:
 - (i) that they have a right to elect and to request to be sent documents in physical form under sections 110E and 110J of the Corporations Act;
 - (ii) that they have a right to elect and to request to be sent documents in electronic form under sections 110E and 110J of the Corporations Act; and
 - (iii) that they have a right to elect not to be sent annual financial reports under section 314 of the Corporations Act.
- (h) This **clause 56** does not limit the way in which notice may be given, including under Division 2 of Part 1.2AA of the Corporations Act.

WINDING UP

57 Winding Up

57.1 Surplus

- (a) Any surplus remaining following the winding up of the Company, will be paid to, transferred, or distributed to another institution(s) or corporation(s) as follows:
 - (i) in relation to all remaining gifts, deductible contributions, and money received in relation to such gifts and contributions, to another institution(s) or corporation(s) which has:
 - (A) objects which are similar to the Objects and is charitable;

- (B) a constitution which requires its income and property to be applied solely in promoting its objects;
 - (C) a constitution which prohibits it from paying or distributing its income and property amongst its members to an extent at least as great as imposed on the Company by **clause 5.2(b)**; and
 - (D) DGR endorsement.
- (ii) in relation to all remaining surplus assets not included in **clause 57.1(a)(i)**, to another institution(s) or corporation(s) which has:
- (A) objects which are similar to the Objects and is charitable;
 - (B) a constitution which requires its income and property to be applied solely in promoting its objects; and
 - (C) a constitution which prohibits it from paying or distributing its income and property amongst its members to an extent at least as great as imposed on the Company by **clause 5.2(b)**;
- however any such other institution(s) or organisation(s) are not required to be endorsed as a DGR.
- (b) The identity of the corporation(s) or institution(s) referred to in **clause 57.1(a)** is to be determined:
- (i) by the Board; or
 - (ii) if the Board does not decide or does not wish to decide, then by the Members,
- in writing at or before the time of dissolution and failing such determination being made, by application to the Supreme Court of the Australian Capital Territory for determination.
- (c) In the event that the Company subsequently has its endorsement as a DGR revoked, the Company must transfer all remaining gifts, deductible contributions and any money received in respect of such gifts and contributions to another DGR which is charitable, such DGR to be determined by the Board, or failing the Board, the Members and failing such determination being made by either the Board or Members, by application to the Supreme Court of the Australian Capital Territory.

INDEMNITY

58 Indemnity

To the extent permitted by law every Officer (and former Officer) of the Company shall be indemnified out of the funds of the Company against all costs, expenses and liabilities incurred as such an Officer or employee (or former Officer or employee). However, no such Officer (or former Officer) shall be indemnified out of the funds of the Company under this clause unless:

- (a) it is in respect of a liability to another person (other than the Company or a related body corporate to the Company) where the liability to the other person does not arise out of conduct involving a lack of good faith; or
- (b) it is in respect of a liability for costs and expenses incurred:

- (i) in defending proceedings, whether civil or criminal, in which judgment is given in favour of the Officer (or former Officer) or in which the Officer (or former Officer) is acquitted; or
- (ii) in connection with an application, in relation to such proceedings, in which the court grants relief to the Officer (or former Officer) under the Corporations Act.

59 Payment of Indemnity Policy Premium

- (a) To the extent permitted by law the Company may at the discretion of the Board enter into and/or pay a premium in respect of a policy of insurance insuring an Officer (or former Officer) of the Company against any liability incurred by such person in that capacity (whether in respect of acts or omissions prior to or after the date of the issue of the policy or both) except for:
 - (i) a liability arising out of conduct involving a wilful breach of duty in relation to the Company; or
 - (ii) a liability arising out of conduct that contravenes the governance standards in sections 45.5 to 45.25 of the ACNC Regulation.
- (b) The Board shall have the discretion to approve the terms and conditions of any such policy of insurance.
- (c) Where an Officer (or former Officer) has the benefit of an indemnity pursuant to an insurance policy in respect of his or her actions or omissions then the Company shall not be required to indemnify the Officer under **clause 58** except to the extent that the indemnity affected by the insurance policy does not fully cover the person's liability.

60 Indemnity to Continue

The indemnity granted by the Company contained in **clauses 58** and **59** shall continue in full force and effect notwithstanding the deletion or modification of that clause, in respect of acts and omissions occurring before the date of the deletion or modification.

Annexure A Form of Appointment of Proxy

Defence Special Needs Support Group Limited
(incorporated under the *Corporations Act 2001*)

PROXY FORM

1. Your details

(Please print your name and address)

Name of Member: _____

Address: _____

City: _____

State: _____

Postcode: _____

Telephone: _____

2. Appoints

Name: _____

(Please print name of proxy)

or failing the person so named, or if no person is named, the **Chairperson of the Meeting** to vote in accordance with the following directions or, if no directions have been given, as the proxy or the Chairperson sees fit at the (Annual) General Meeting of Defence Special Needs Support Group Limited to be held on *[insert date]* commencing at *[insert time]* and at any adjournment thereof.

3. Directions

4. Signature

5. Date