



STAR Community Services Ltd.

CONSTITUTION

CONSTITUTION
of
STAR Community Services Ltd.

Australian Company Number (ACN) 605 313 451

Australian Business Number (ABN) 26 729 619 090

A company limited by guarantee

(The liability of members is limited)

DOCUMENT CONTROL		
Version Number	Date approved by Members in General Meeting	Current Status
1	4 th May 2015 - upon registration as a public company limited by guarantee under <i>Corporations Act 2001</i> (Cth)	Superseded (amended)
2	15 th September 2018 – Annual General Meeting	Superseded (amended)
3	17th September 2022 – Annual General Meeting	CURRENT VERSION

Preliminary

1. Name of the company

The name of the **company** is STAR Community Services Ltd. (the **company**).

2. Type of company

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

3. Limited liability of members

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

4. The guarantee

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

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

5. Reading this constitution with the Corporations Act

- 5.1 The replaceable rules set out in the **Corporations Act** are displaced by the constitution and do not apply to the **company**.
- 5.2 While the **company** is a **registered charity**, the **ACNC Act** and the **Corporations Act** override any clauses in this constitution which are inconsistent with those Acts.
- 5.3 If the **company** is not a **registered charity** (even if it remains a charity under section 5 of the **Charities Act**), the **Corporations Act** overrides any clause in this constitution which is inconsistent with the **ACNC Act**.
- 5.4 A word or expression that is defined in the **Corporations Act**, or used in that Act and covering the same subject, has the same meaning in this constitution.

6. Definitions

In this constitution, words and phrases have the meaning set out in clauses 69 and 70.

Charitable purposes and powers

7. Object

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

- To assess and respond with flexible and innovative services of all kinds to the physical, developmental, emotional, intellectual and other care and support needs within the community of people of all abilities, including frail and elderly people, people with disabilities, and other disadvantaged people and their carers and support network.
- To maintain and utilise participation and collaboration with organisational and client-support networks as appropriate, in order to build and share information, ideas and opportunities that respond to clients' needs.

- To provide opportunities for the community to become involved in achieving these objectives.
- To continuously improve the client services and business processes of Star Community Services Ltd. to ensure services provided are suitable and relevant to clients' needs and are competitive and sustainable.
- To undertake such other activities and acquire resources in furtherance of the company's object as the Board of Directors from time to time may determine.

8. Powers

Subject to clause 9, the company has the following powers, which may only be used to carry out its purposes set out in clause 7:

- (a) the powers of an individual, and
- (b) all the powers of a company limited by guarantee under the Corporations Act.

9. Not-for-profit

- 9.1 The **company** must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 9.2 to 9.4 and 67.
- 9.2 The income and property of the Company must only be applied towards, and used solely for, the promotion of the Object of the Company in clause 7 of this Constitution.
- 9.3 No part of its income or property is to be distributed, paid or transferred by way of bonus, dividend or other similar payment to its members.
- 9.4 Clause 9.1 does not stop the **company** from doing the following things, provided they are done in good faith:
- (a) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the **company**, or
 - (b) making a payment to a member in carrying out the **company's** charitable purpose(s).

10. Amending the constitution

- 10.1 Subject to clause 10.3, the members may amend this constitution by passing a **special resolution**.
- 10.2 Any amendment to this constitution will take effect from the date of the special resolution, or from any later date specified in the resolution passing the amendment.
- 10.3 The members must not pass a **special resolution** that amends this constitution if passing it causes the **company** to no longer be a charity.

Members

11. Membership and register of members (Full or Community Members).

- 11.1 (a) The full members of the **company** are:
- i. **initial members**; and

- ii. any other person that the directors allow to be a full member, in accordance with this constitution.
- (b) The Community members of the **company** are persons approved by the Board of Directors who have no voting rights at general or other member meetings and cannot be elected or appointed as a director and are exempt from payment of membership fees.
- 11.2 The **company** must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:
- (a) for each current member:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. date the member was entered on to the register.
 - (b) for each person who stopped being a member in the last 7 years:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. dates the membership started and ended.
- 11.3 The **company** must give current full members access to the register of full members.
- 11.4 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

12. Who can be a member and member application

- 12.1 A person, or eligible organisation, who supports the purposes of the **company** is eligible to apply to be a member of the **company** under clause 10.1.
- 12.2 In this clause, 'person' means an individual or incorporated body. An individual must be at least 18 years of age.
- 12.3 Community members have no voting rights at general meetings of the company.
- 12.4 All clients will be invited to be full members annually, by written response to a forwarded application for membership form, and payment of the relevant full membership fees, as approved by the Board of Directors.
- 12.5 Clients must submit an application form for full Membership and pay the relevant full Membership fee, due on 1st July each year.
- 12.6 Membership year runs 1st July until 30th June. The unexpired portion of full Membership fees is non-refundable.
- 12.7 An application for membership requires the applicant to agree to comply with the **company's** constitution, including paying the guarantee under clause 4 if required.

- 12.8 Under no circumstances can the rights and obligations arising from membership be transferred by a member wholly or in part to another person.

13. Directors decide whether to approve membership

- 13.1 The Directors delegate the power of acceptance of membership application to the Chief Executive Officer, excluding applications for Community membership. The Directors/Company Secretary delegate the maintenance of the Membership Register to appropriate Finance Officer, supervised by the Chief Executive Officer.
- 13.2 The Chief Executive Officer must consider an application for membership within a reasonable time after the Company Secretary receives the application.
- 13.3 If the Chief Executive Officer approves an application, the Finance Officer must as soon as possible:
- (a) enter the new member on the register of members, upon receipt of signed membership application form and, if applicable, the full Membership fee; and
 - (b) advise the applicant of the success of the application and the admission of the person to membership.
- 13.4 If the Chief Executive Officer rejects an application, the Chief Executive Officer/Finance Officer must write to the applicant as soon as possible to advise the applicant that their application has been rejected, but does not have to give reasons.
- 13.5 For the avoidance of doubt, the directors may approve an application even if the application does not state the matters listed in clause 12.7. In that case, by applying to be a member, the applicant agrees to those matters.

14. When a person becomes a member

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

15. When a person stops being a member

A person immediately stops being a member if they:

- (a) die
- (b) are wound up or otherwise dissolved or deregistered (for an incorporated member)
- (c) resign, by writing to the Company Secretary
- (d) are expelled under clause 17,
- (e) have not renewed their membership by 1st September, for the membership period ending 30th June, prior, or
- (f) they have not responded within three months to a written request from the secretary that they confirm in writing that they want to remain a member.

Dispute resolution and disciplinary procedures

16. Dispute resolution

- 16.1 The dispute resolution procedure in this clause applies to disputes (disagreements) under this constitution between a member or director and:
- (a) one or more members
 - (b) one or more directors, or
 - (c) the **company**.
- 16.2 A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 16 until the disciplinary procedure is completed.
- 16.3 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.
- 16.4 If those involved in the dispute do not resolve it under clause 16.3, they must within 10 days:
- (a) tell the directors about the dispute in writing
 - (b) agree or request that a mediator be appointed, and
 - (c) attempt in good faith to settle the dispute by mediation.
- 16.5 The mediator must:
- (a) be chosen by agreement of those involved, or
 - (b) where those involved do not agree:
 - i. for disputes between members, a person chosen by the directors, or
 - ii. for other disputes, a person chosen by either the Commissioner of the Australian Charities and Not-for-profits Commission or the president of the law institute or society in the state or territory in which the **company** has its registered office.
- 16.6 A mediator chosen by the directors under clause 16.5(b)(i):
- (a) may be a member or former member of the **company**
 - (b) must not have a personal interest in the dispute, and
 - (c) must not be biased towards or against anyone involved in the dispute.
- 16.7 When conducting the mediation, the mediator must:
- (a) allow those involved a reasonable chance to be heard
 - (b) allow those involved a reasonable chance to review any written statements
 - (c) ensure that those involved are given natural justice, and
 - (d) not make a decision on the dispute.

17. Disciplining members

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

- 17.2 At least 14 days before the directors' meeting at which a resolution under clause 17.1 will be considered the Company Secretary must notify the member in writing:
- (a) that the directors are considering a resolution to warn, suspend or expel the member
 - (b) that this resolution will be considered at a directors' meeting and the date of that meeting
 - (c) what the member is said to have done or not done
 - (d) the nature of the resolution that has been proposed, and
 - (e) that the member may provide an explanation to the directors, and details of how to do so.
- 17.3 Before the directors pass any resolution under clause 17.1, the member must be given a chance to explain or defend themselves by:
- (a) sending the directors a written explanation before that directors' meeting, and/or
 - (b) speaking at the meeting.
- 17.4 After considering any explanation under clause 17.3, the directors may:
- (a) take no further action
 - (b) warn the member
 - (c) suspend the member's rights as a member for a period of no more than 12 months
 - (d) expel the member
 - (e) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause), or
 - (f) require the matter to be determined at a **general meeting**.
- 17.5 The directors cannot fine a member.
- 17.6 The Company Secretary must give written notice to the member of the decision under clause 17.4 as soon as possible.
- 17.7 Disciplinary procedures must accord natural justice and be completed as soon as reasonably practical.
- 17.8 There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

General meetings of members

18. General meetings called by directors

- 18.1 The directors may call a **general meeting**.
- 18.2 If members with at least 5% of the votes that may be cast at a **general meeting** make a written request to the **company** for a **general meeting** to be held, the directors must:
- (a) within 21 days of the members' request, give all members notice of a **general meeting**, and

- (b) hold the **general meeting** within 2 months of the members' request.
- 18.3 The percentage of votes that members have in clause 18.2 is to be worked out as at midnight before the members request the meeting.
- 18.4 The members who make the request for a **general meeting** must:
 - (a) state in the request any resolution to be proposed at the meeting
 - (b) sign the request, and
 - (c) give the request to the **company**.
- 18.5 Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

19. General meetings called by members

- 19.1 If the directors do not call the meeting within 21 days of being requested under clause 18.2, 50% or more of the members who made the request may call and arrange to hold a **general meeting**.
- 19.2 To call and hold a meeting under clause 19.1 the members must:
 - (a) as far as possible, follow the procedures for **general meetings** set out in this constitution
 - (b) call the meeting using the list of members on the **company's** member register, which the **company** must provide to the members making the request at no cost, and
 - (c) hold the **general meeting** within three months after the request was given to the **company**.
- 19.3 The **company** must pay the members who request the **general meeting** any reasonable expenses they incur because the directors did not call and hold the meeting.

20. Annual general meeting

- 20.1 A **general meeting**, called the annual **general meeting**, must be held:
 - (a) within 18 months after registration of the **company**, and
 - (b) after the first annual **general meeting**, at least once in every calendar year.
- 20.2 Even if these items are not set out in the notice of meeting, the business of an annual **general meeting** may include:
 - (a) a review of the **company's** activities
 - (b) a review of the **company's** finances
 - (c) any auditor's report
 - (d) the election of directors, and
 - (e) the appointment and payment of auditors, if any.
- 20.3 Before or at the annual **general meeting**, the directors must give information to the members on the **company's** activities and finances during the period since the last annual **general meeting**.

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

21. Notice of general meetings

- 21.1 Notice of a **general meeting** must be given to:
- (a) each member entitled to vote at the meeting
 - (b) each director, and
 - (c) the auditor (if any).
- 21.2 Notice of a **general meeting** must be provided in writing at least 21 days before the meeting.
- 21.3 Members may elect to receive notice:
- (a) In person
 - (b) by post
 - (c) by facsimile, or
 - (d) by electronic means.
- 21.4 Subject to clause 21.5, notice of a meeting may be provided less than 21 days before the meeting if:
- (a) for an annual **general meeting**, all the members entitled to attend and vote at the annual **general meeting** agree beforehand, or
 - (b) for any other **general meeting**, members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- 21.5 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
- (a) remove a director
 - (b) appoint a director in order to replace a director who was removed, or
 - (c) remove an auditor.
- 21.6 Notice of a **general meeting** must include:
- (a) the place, date and time for the meeting (and if the meeting is to be held in one or more physical venues and using virtual technology or using virtual technology only, the technology that will be used to facilitate this)
 - (b) the general nature of the meeting's business
 - (c) if applicable, that a **special resolution** is to be proposed and the words of the proposed resolution
 - (d) a statement that full members have the right to appoint proxies and that, if a member appoints a proxy:
 - i. the proxy must be a full member of the **company**
 - ii. the proxy form must be delivered to the **company** at its registered address or the address (including lodgement by technology to the company's electronic address nominated by the company) specified in the notice of the meeting, and

- iii. the proxy form must be delivered to the **company** at least 48 hours before the meeting.
- 21.7 An instrument appointing a proxy may be in the form (if any) issued with the notice of meeting or in any common form if it provides all the information required by sec. 250 of the Corporations Act.
- 21.8 If a **general meeting** is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

22. Quorum at general meetings

- 22.1 For a **general meeting** to be held, a quorum of at least 5 full members, in addition to any directors at that meeting, must be present in person, by representative or by proxy, for the whole meeting. When determining whether a quorum is present, a person may only be counted once.
- 22.2 No business may be conducted at a **general meeting** if a quorum is not present.
- 22.3 If there is no quorum present within 30 minutes after the starting time stated in the notice of **general meeting**, the **general meeting** is adjourned to the date, time and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:
- (a) if the date is not specified – the same day in the next week
 - (b) if the time is not specified – the same time, and
 - (c) if the place is not specified – the same place.
- 22.4 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

23. Auditor's right to attend meetings

- 23.1 The auditor (if any) is entitled to attend any **general meeting** and to be heard by the members on any part of the business of the meeting that concerns the auditor in the capacity of auditor.
- 23.2 The **company** must give the auditor (if any) any communications relating to the **general meeting** that a member of the **company** is entitled to receive.

24. Representatives of Community members

- 24.1 A Community member may appoint as a representative one individual to represent the member at meetings.
- 24.2 The appointment of a representative by a Community member must:
- (a) be in writing
 - (b) include the name of the representative
 - (c) be signed by the Community member, and
 - (d) be given to the **company** or, for representation at a meeting, be given to the chairperson before the meeting starts.
- 24.3 A representative has all the rights of a Community member relevant to the purposes of the appointment as a representative.
- 24.4 The appointment may be standing (ongoing).

25. How meetings of members may be held

- 25.1 The **company** may hold a **general meeting** at:
- (a) at one or more physical venues, or
 - (b) one or more physical venues and using virtual technology, or
 - (c) using only virtual technology.
- 25.2 Directors should consider whether holding a meeting using virtual technology is appropriate in the circumstances, taking into account the needs of members.
- 25.3 Directors must ensure that meetings adopting virtual technology are conducted in a meaningful and effective way, having regard to Australian Securities and Investments Commission guidelines on the calling and holding of hybrid and virtual meetings of members.
- 25.4 The members as a whole must be given a reasonable opportunity to participate in the meeting.
- 25.5 Anyone using this technology is taken to be present in person at the meeting.

26. Chairperson for general meetings

- 26.1 The **elected chairperson** is entitled to chair **general meetings**.
- 26.2 The members present and entitled to vote at a **general meeting** may choose a director or member to be the chairperson for that meeting if:
- (a) there is no **elected chairperson**, or
 - (b) the **elected chairperson** is not present within 30 minutes after the starting time set for the meeting, or
 - (c) the **elected chairperson** is present but says they do not wish to act as chairperson of the meeting.

27. Role of the chairperson

- 27.1 The chairperson is responsible for the conduct of the **general meeting**, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).
- 27.2 The chairperson does not have a casting vote.

28. Adjournment of meetings

- 28.1 If a quorum is present, a **general meeting** must be adjourned if a majority of **members present** direct the chairperson to adjourn it.
- 28.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

Members' resolutions and statements

29. Members' resolutions and statements

- 29.1 Full members with at least 5% of the votes that may be cast on a resolution may give:
- (a) written notice to the **company** of a resolution they propose to move at a **general meeting** (members' resolution), and/or
 - (b) a written request to the **company** that the **company** give all of its members a statement about a proposed resolution or any other matter

that may properly be considered at a **general meeting** (members' statement).

- 29.2 A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.
- 29.3 A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.
- 29.4 Separate copies of a document setting out the notice or request may be signed by members if the wording is the same in each copy.
- 29.5 The percentage of votes that members have (as described in clause 29.1) is to be worked out as at midnight before the request or notice is given to the **company**.
- 29.6 If the **company** has been given notice of a members' resolution under clause 29.1(a), the resolution must be considered at the next **general meeting** held more than two months after the notice is given.
- 29.7 This clause does not limit any other right that a member has to propose a resolution at a **general meeting**.

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

- 30.1 If the **company** has been given a notice or request under clause 29(1):
 - (a) in time to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, it must do so at the **company's** cost, or
 - (b) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, then the members who proposed the resolution or made the request must pay the expenses reasonably incurred by the **company** in giving members notice of the proposed members' resolution or a copy of the members' statement. However, at a **general meeting**, the members may pass a resolution that the **company** will pay these expenses.
- 30.2 The **company** does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:
 - (a) it is more than 1 000 words long
 - (b) the directors consider it may be defamatory
 - (c) clause 30.1(b) applies, and the members who proposed the resolution or made the request have not paid the **company** enough money to cover the cost of sending the notice of the proposed members' resolution or a copy of the members' statement to members, or
 - (d) in the case of a proposed members' resolution, the resolution does not relate to a matter that may be properly considered at a **general meeting** or is otherwise not a valid resolution able to be put to the members.

Voting at general meetings

31. How many votes a member has

Each full member has one vote. A Community member has nil votes.

32. Challenge to member's right to vote

- 32.1 A full member or the chairperson may only challenge a person's right to vote at a **general meeting** at that meeting.
- 32.2 If a challenge is made under clause 32.1, the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

33. How voting is carried out

- 33.1 Voting must be conducted and decided by:
- (a) a show of hands
 - (b) a vote in writing, or
 - (c) another method chosen by the chairperson that is fair and reasonable in the circumstances.
- 33.2 Before a vote is taken, the chairperson must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.
- 33.3 On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.
- 33.4 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.

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

- 34.1 A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
- (a) at least five **members present**
 - (b) **members present** with at least 5% of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded), or
 - (c) the chairperson.
- 34.2 A vote in writing must be taken when and how the chairperson directs, unless clause 34.3 applies.
- 34.3 A vote in writing must be held immediately if it is demanded under clause 34.1:
- (a) for the election of a chairperson under clause 26.2, or
 - (b) to decide whether to adjourn the meeting.
- 34.4 A demand for a vote in writing may be withdrawn.

35. Appointment of proxy

- 35.1 A full member may appoint a proxy to attend and vote at a **general meeting** on their behalf.
- 35.2 A proxy must be a full member.
- 35.3 No member, other than the Chairperson of the meeting, may hold more than two proxies.
- 35.4 A proxy appointed to attend and vote for a member has the same rights as the member to:

- (a) speak at the meeting
 - (b) vote in a vote in writing (but only to the extent allowed by the appointment), and
 - (c) join in to demand a vote in writing under clause 34.1.
- 35.5 An appointment of proxy (proxy form) must be signed by the member appointing the proxy and must contain:
- (a) the member's name and address
 - (b) the **company's** name
 - (c) the proxy's name or the name of the office held by the proxy, and
 - (d) the meeting(s) at which the appointment may be used.
- 35.6 A proxy appointment cannot be standing (ongoing).
- 35.7 Proxy forms must be received by the **company** at the address stated in the notice under clause 21.6(d) or at the **company's** registered address at least 48 hours before a meeting.
- 35.8 A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- 35.9 Unless the **company** receives written notice before the start or resumption of a **general meeting** at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:
- (a) dies
 - (b) is mentally incapacitated
 - (c) revokes the proxy's appointment, or
 - (d) revokes the authority of a representative or agent who appointed the proxy.
- 35.10 A proxy appointment may specify the way the proxy must vote on a particular resolution
- 35.11 Any question as to the validity or effect of an instrument appointing a proxy will be determined by the chairperson of the meeting and his or her decision will be final and binding on all members.

36. Voting by proxy

- 36.1 A proxy is not entitled to vote on a show of hands (but this does not prevent a member appointed as a proxy from voting as a member on a show of hands).
- 36.2 When a vote in writing is held, a proxy:
- (a) does not need to vote, unless the proxy appointment specifies the way they must vote
 - (b) if the way they must vote is specified on the proxy form, must vote that way, and
 - (c) if the proxy is also a member or holds more than one proxy, may cast the votes held in different ways.

Directors

37. Number of directors

The **company** must have at least three and no more than nine directors.

38. Election and appointment of directors

- 38.1 The initial directors are the people who have agreed to act as directors and who are named as proposed directors in the application for registration of the **company**.
- 38.2 Apart from the initial directors and directors appointed under clause 38.5, the full members may elect a director by a resolution passed in a **general meeting**.
- 38.3 Each of the directors must be appointed by a separate resolution, unless:
- (a) the members present have first passed a resolution that the appointments may be voted on together, and
 - (b) no votes were cast against that resolution.
- 38.4 A person is eligible for election as a director of the **company** if they:
- (a) are a full member of the **company**,
 - (b) have acknowledged in writing that he/she has read and understands the legal duties and obligations on directors of the **company** under the **Corporations Act** and the **ACNC Act**, in particular the ACNC Governance Standards,
 - (c) have completed all documents and processes and finalised all regulatory requirements of criminal history screening and suitability to be a director of the **company**,
 - (d) a director must be nominated by two current members,
 - (e) for the positions of Chairperson, Vice Chairperson, and Treasurer, two members must nominate the applicant, one of whom must be a current director.
 - (f) are nominated by two members or representatives of members entitled to vote (unless the person was previously elected as a director at a **general meeting** and has been a director since that meeting),
 - (g) give the **company** their signed consent to act as a director of the **company**, and
 - (h) are not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.
- 38.5 The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:
- (a) is a member of the **company**,
 - (b) gives the **company** their signed consent to act as a director of the **company**, and
 - (c) is not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.
- 38.6 If the number of directors is reduced to fewer than three or is less than the number required for a quorum, the continuing directors may act for the purpose of increasing the number of directors to three (or higher if required for a quorum) or calling a **general meeting**, but for no other purpose.

39. Election of chairperson

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

40. Term of office

- 40.1 Other than a director appointed under clause 38.5, a director's term of office starts at the end of the annual **general meeting** at which they are elected.
- 40.2 At each annual **general meeting** all directors must retire and the term of office of the retiring directors ends at the conclusion of the annual **general meeting** at which they retire
- 40.3 A director who retires under clause 40.2 may nominate for election or re-election.

41. When a director stops being a director

A director stops being a director if they:

- (a) give written notice of resignation as a director to the **company**
- (b) die
- (c) are removed as a director by a resolution of the members
- (d) stop being a member of the **company**
- (e) are absent for 3 consecutive directors' meetings without approval from the directors, or
- (f) become ineligible to be a director of the **company** under the **Corporations Act** or the **ACNC Act**.

Powers of directors

42. Powers of directors

- 42.1 The directors, acting collectively as the Board, are responsible for managing and directing the activities of the **company** to achieve the purposes set out in clause 7.
- 42.2 The directors may use all the powers of the **company** except for powers that, under the **Corporations Act** or this constitution, may only be used by members.
- 42.3 The directors must decide on the responsible financial management of the **company** including:
 - (a) any suitable written delegations of power under clause 43, and
 - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 42.4 The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution at a **general meeting**.

43. Delegation of directors' powers

- 43.1 The directors may delegate any of their powers and functions to a sub-committee of the board, a director, an employee of the **company** (such as a Chief Executive Officer) or any other person, for any purposes and on such terms, conditions and limitations as the directors consider appropriate.

- 43.2 The delegation must be recorded in the **company's** minute book.
- 43.3 If the directors delegate a power under clause 43.1 a director is responsible for the exercise of the power by the delegate as if the power had been exercised by the directors themselves, subject to the provisions in sec. 190(2) of the Corporations Act.

44. Payments to directors

- 44.1 The **company** must not pay fees to a director for acting as a director.
- 44.2 The **company** may:
- (a) pay a director for work they do for the **company**, other than as a director, if the amount is no more than a reasonable fee for the work done, or
 - (b) reimburse a director for expenses properly incurred by the director in connection with the affairs of the **company**.
- 44.3 Any payment made under clause 44.2 must be approved by the directors.
- 44.4 The **company** may pay premiums for insurance indemnifying directors, as allowed for by law (including the **Corporations Act**) and this constitution.

45. Execution of documents

- 45.1 The **company** may execute a document without using a common seal if the document is signed by:
- (a) two directors of the **company**, or
 - (b) a director and the Company Secretary.
- 45.2 A person may sign a document:
- (a) by signing a physical form of the document by hand, or
 - (b) by signing an electronic form of the document using electronic means.

Duties of directors

46. Duties of directors

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

- (a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the **company**
- (b) to act in good faith in the best interests of the **company** and to further the charitable purpose(s) of the **company** set out in clause 7
- (c) not to misuse their position as a director
- (d) not to misuse information they gain in their role as a director
- (e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 47
- (f) to ensure that the financial affairs of the **company** are managed responsibly, and
- (g) not to allow the **company** to operate while it is insolvent.

47. Conflicts of interest

- 47.1 A Register of Interests will be kept by the Company Secretary comprising all declarations of interest made by Directors and the Chief Executive Officer. The register must be open for inspection by any Director.
- 47.2 The Company Secretary will keep the Board informed of all entries to the register. The Company Secretary and Directors must treat all personal information contained in the register as confidential.
- 47.3 A director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of directors, except as provided under clause 47.4:
- (a) to the other directors, or
 - (b) if all of the directors have the same conflict of interest, to the members at the next **general meeting**, or at an earlier time if reasonable to do so.
- 47.4 A director does not need to disclose an actual or perceived material conflict of interest to the other directors under clause 47.3 if:
- (a) their interest arises because they are a member of the **company**, and the other members have the same interest
 - (b) their interest relates to an insurance contract that insures, or would insure, the director against liabilities that the director incurs as a director of the **company** (see clause 65)
 - (c) their interest relates to a payment by the **company** under clause 64 (indemnity), or any contract relating to an indemnity that is allowed under the **Corporations Act**
- 47.5 The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting and noted in the Register of Interests.
- 47.6 Each director who has a material personal interest in a matter that is being considered at a meeting of directors must not, except as provided under clause 47.7:
- (a) be present at the meeting while the matter is being discussed, or
 - (b) vote on the matter.
- 47.7 A director may still be present and vote if:
- (a) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter, or
 - (b) the directors who do not have a material personal interest in the matter pass a resolution that:
 - (i) identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the **company**, and
 - (ii) says that those directors are satisfied that the interest should not stop the director from voting or being present.

Directors' meetings

48. When the directors meet

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

49. Calling directors' meetings

- 49.1 A director may call a directors' meeting by giving reasonable notice to all of the other directors.
- 49.2 A director may give notice in writing or by any other means of communication that has previously been agreed to by all of the directors.
- 49.3 The notice shall include the place, date and time for the meeting (and if the meeting is to be held in one or more physical venues and using virtual technology or using virtual technology only, the technology that will be used to facilitate this) and the general nature of the meeting's business.

50. Chairperson for directors' meetings

- 50.1 The **elected chairperson** is entitled to chair directors' meetings.
- 50.2 The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the **elected chairperson** is:
 - (a) not present within 30 minutes after the starting time set for the meeting, or
 - (b) present but does not want to act as chairperson of the meeting.

51. Quorum at directors' meetings

- 51.1 Unless the directors determine otherwise, the quorum for a directors' meeting is a majority (more than 50%) of directors.
- 51.2 A quorum must be present for the whole directors' meeting.

52. Using technology to hold directors' meetings

- 52.1 The directors may hold their meetings by using any technology (such as videoconferencing, teleconferencing, electronic voting, and electronic execution of documents) that is agreed to by all of the directors.
- 52.2 The technology used must be such that directors participating by that technology are able to hear, be heard by all other directors, and read all written documents.
- 52.3 The directors' agreement may be a standing (ongoing) one.
- 52.4 A director may only withdraw their consent within a reasonable period before the meeting.

53. Passing directors' resolutions

- 53.1 A directors' resolution must be passed by a majority of the votes cast by directors present and entitled to vote on the resolution.
- 53.2 Each director has one vote.
- 53.3 The chairperson for the directors' meeting does not have a casting vote
- 53.4 A resolution passed by a majority of directors in clause 53.1 is a decision of the Board.

54. Circular resolutions of directors

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

- 54.2 A circular resolution is passed if all the directors entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 54.3 or clause 54.4.
- 54.3 Each director may sign:
- (a) a single document setting out the resolution and containing a statement that they agree to the resolution, or
 - (b) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- 54.4 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.
- 54.5 A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 54.3 or clause 54.4.

Company Secretary and Public Officer

55. Appointment and regulatory roles of Company Secretary and Public Officer

- 55.1 The **company** must have a Company Secretary and Public Officer, who may also be a director.
- 55.2 A person to perform the roles of Company Secretary and Public Officer must be appointed by the directors (after giving the **company** their signed consent to act as Company Secretary and Public Officer of the **company**) and may be removed by the directors.
- 55.3 The directors must decide the terms and conditions under which the Company Secretary and Public Officer is appointed.
- 55.4 The regulatory role of the Public Officer under sec. 252(1) of the *Income Tax Assessment Act 1936* (Cth) includes responsible for ensuring that the company complies with the tax law and for liaising with the ATO concerning the company's taxation matters.
- 55.5 The regulatory role of the Company Secretary appointed under sec. 204D of the Corporations Act includes:
- (a) maintaining a register of the **company's** members, and
 - (b) maintaining the minutes and other records of **general meetings** (including notices of meetings), directors' meetings and circular resolutions.

56. Minutes and records

- 56.1 The **company** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of **general meetings**
 - (b) copy of a notice of each **general meeting**, and
 - (c) copy of a members' statement distributed to members under clause 30.
- 56.2 The **company** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees), and

- (b) minutes of circular resolutions of directors.
- 56.3 To allow members to inspect the **company's** records:
 - (a) the **company** must give a member access to the records set out in clause 56.1, and
 - (b) the directors may authorise a member to inspect other records of the **company**, including records referred to in clause 56.2 and clause 57.1.
- 56.4 The directors must ensure that minutes of a **general meeting** or a directors' meeting are signed within a reasonable time after the meeting by:
 - (a) the chairperson of the meeting, or
 - (b) the chairperson of the next meeting.
- 56.5 The directors must ensure that minutes of the passing of a circular resolution of directors are signed by a director within a reasonable time after the resolution is passed.
- 56.6 The Board shall cause minutes to be made:
 - (a) of all appointments of officers and employees;
 - (b) of the names of the Directors present at all meetings of the Company and of the Board; and
 - (c) of all proceedings at all meetings of the Company and of the Board.Such minutes shall be signed by the chairperson of the meeting at which the proceedings were held or by the chairperson of the next succeeding meeting.

57. Financial and related records

- 57.1 The **company** must make and keep written financial records that:
 - (a) correctly record and explain its transactions and financial position and performance, and
 - (b) enable true and fair financial statements to be prepared and to be audited.
- 57.2 The **company** must also keep written records that correctly record its operations.
- 57.3 The **company** must retain its records for at least 7 years.
- 57.4 The directors must take reasonable steps to ensure that the **company's** records are kept safe.

By-laws

58. By-laws

- 58.1 The directors may pass a resolution to make by-laws to give effect to this constitution. For the avoidance of doubt, by-laws made and revised from time to time pursuant to this clause, are not amendments to this Constitution (clause 10).
- 58.2 All by-laws must be consistent with this Constitution and the ACNC Act and Corporations Act.
- 58.3 Members and directors must comply with by-laws as if they were part of this constitution.

Notice

59. What is notice

- 59.1 Anything written to or from the **company** under any clause in this constitution is written notice and is subject to clauses 60 to 62, unless specified otherwise.
- 59.2 Clauses 60 to 62 do not apply to a notice of proxy under clause 35.7.

60. Notice to the company

Written notice or any communication under this constitution may be given to the **company**, the directors or the Company Secretary by:

- (a) delivering it to the **company's** registered office
- (b) posting it to the **company's** registered office or to another address chosen by the **company** for notice to be provided
- (c) sending it to an email address or other electronic address notified by the **company** to the members as the **company's** email address or other electronic address, or
- (d) sending it to the fax number notified by the **company** to the members as the **company's** fax number.

61. Notice to members

- 61.1 Written notice or any communication under this constitution may be given to a member:
- (a) in person
 - (b) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member for service of notices
 - (c) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any)
 - (d) sending it to the fax number nominated by the member as an alternative address for service of notices (if any), or
 - (e) if agreed to by the member, by notifying the member at an email or other electronic address nominated by the member, that the notice is available at a specified place or address (including an electronic address).
- 61.2 If the **company** does not have an address for the member, the **company** is not required to give notice in person.

62. When notice is taken to be given

A notice:

- (a) delivered in person, or left at the recipient's address, is taken to be given on the day it is delivered
- (b) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs
- (c) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent, and

- (d) given under clause 61.1(e) is taken to be given on the business day it is sent.

Financial year

63. Company's financial year

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

Indemnity, insurance and access

64. Indemnity

- 64.1 The **company** indemnifies each officer of the **company** out of the assets of the **company**, to the relevant extent, against all losses and liabilities (including costs, expenses and charges) incurred by that person as an officer of the **company**.
- 64.2 In this clause, 'officer' means a director or Company Secretary and Public Officer and includes a director or Company Secretary and Public Officer after they have ceased to hold that office.
- 64.3 In this clause, 'to the relevant extent' means:
- (a) to the extent that the **company** is not precluded by law (including the **Corporations Act**) from doing so, and
 - (b) for the amount that the officer is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).
- 64.4 The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the **company**.

65. Insurance

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

66. Directors' access to documents

- 66.1 A director has a right of access to the financial records of the **company** at all reasonable times.
- 66.2 If the directors agree, the **company** must give a director or former director access to:
- (a) certain documents, including documents provided for or available to the directors, and
 - (b) any other documents referred to in those documents.

Winding up

67. Surplus assets not to be distributed to members

If the **company** is wound up, any **surplus assets** must not be distributed to a member or a former member of the **company**, unless that member or former member is a registered charity defined in clause 69 and meets the requirements

of a charitable institution registered under section 149C(5)(c) of Part 11A of the *Taxation Administration Act 2001* (Qld).

68. Distribution of surplus assets (whole DGR endorsement)

- 68.1 Subject to the Corporations Act and any other applicable Act, and any court order, any surplus assets (including 'gift funds' defined in clause 68.4) that remain after the company is wound up must be distributed to one or more charities:
- a. with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 7
 - b. which also prohibit the distribution of any surplus assets to its members to at least the same extent as the company, and
 - c. that is or are deductible gift recipients within the meaning of the *Income Tax Assessment Act 1997* (Cth).
- 68.2 The decision as to the charity or charities to be given the surplus assets must be made by a special resolution of members at or before the time of winding up. If the members do not make this decision, the company may apply to the Supreme Court to make this decision.
- 68.3 If the company's deductible gift recipient endorsement is revoked (whether or not the company is to be wound up), any surplus gift funds must be transferred to one or more charities that meet the requirements of 68.1(a), (b) and (c), as decided by the directors.
- 68.4 For the purpose of this clause:
- a. 'gift funds' means:
 - (i) gifts of money or property for the principal purpose of the company
 - (ii) contributions made in relation to a fund-raising event held for the principal purpose of the company, and
 - (iii) money received by the company because of such gifts and contributions.
 - b. 'contributions' and 'fund-raising event' have the same meaning as in Division 30 of the *Income Tax Assessment Act 1997* (Cth).

Definitions and interpretation

69. Definitions

In this constitution:

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

community member means a person or corporate body who has interest in the organisation, may attend the AGM or other general meetings, and has no voting rights

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

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

day means calendar days being all days including Saturdays, Sundays and public holidays

elected chairperson means a person elected by the directors to be the **company's** chairperson under clause 39

full member means a member who is paid up and has voting rights

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

initial member means a person who is named in the application for registration of the **company**, with their consent, as a proposed member of the **company**

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

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

special resolution means a resolution:

- i. of which notice has been given under clause 21.6(c) and
- ii. that has been passed by at least 75% of the votes cast by **members present** and entitled to vote on the resolution, and

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

70. Interpretation

In this constitution:

- (a) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression,
- (b) to the extent permitted by law, reference to the execution or signing of any document by any person includes the electronic execution of such document provided:
 - i. the method identifies the person executing and indicates their intention in respect of the information in the document; and
 - ii. the method is either as reliable as appropriate for the purpose for which the information is recorded, or proven in fact to have indicated the person's identity and intention to execute, and
- (c) reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).