

**CONSTITUTION OF AUSTRALIAN  
WARBIRDS ASSOCIATION  
LIMITED**

ACN 008 655 481

A company limited by  
guarantee

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## **Preliminary**

### **1 Name of the Company**

The name of the Company is Australian Warbirds Association Limited (the Company).

### **2 Type of Company**

The Company is a not-for-profit public Company limited by guarantee.

### **3 Limited liability of Members**

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

### **4 The Guarantee**

Each member must contribute an amount not more than one hundred dollar (\$100) (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, and
- (b) costs of winding up.

### **5 Definitions**

In this Constitution, words and phrases have the meaning set out in Clauses 65 and 67.

## **Purposes and powers**

### **6 Objectives**

The objectives of the company are as follows:

- (a) to encourage the preservation, restoration and safe flying of ex-military, historic and replica aircraft,
- (b) to promote historical interest and awareness through display of ex-military, historic and replica aircraft to the public, and,
- (c) to administer the operation of ex-military, historic and replica aircraft in accordance with the approval granted to the Company under the Civil Aviation Act 1988 (Cth)

### **7 Powers**

Subject to Clause 8, the Company has the following powers, which may only be used to carry out its objectives set out in Clause 6:

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

### **8 Not-for-profit**

8.1 The Company must not be carried on for the profit or gain of individual members and must not distribute any income or assets directly or indirectly to its members, except as provided in Clauses 63 and 64.

8.2 Clause 8.1 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 purposes.

### **9 Amending the Constitution**

The Members may amend this Constitution by passing a special resolution.

## **Members**

### **10 Membership and register of Members**

10.1 The Members of the Company are:

- (a) all persons who were members at the adoption of this Constitution, and
- (b) any other person admitted as a member pursuant Clause 11 that the Directors allow to be a member, in accordance with this Constitution.

10.2 The Company must establish and maintain a register of members. The register of members 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 and
- (b) for each person who stopped being a member in the last seven (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 Who can be a member**

11.1 A person who supports the purposes of the Company is eligible to apply to be a member of the Company under Clause 12.

11.2 In this Clause, 'person' means an individual or incorporated body.

11.3 Where a member is an incorporate body, it must appoint a natural person to represent in all dealings with the Company.

11.4 A membership shall be personal to the member only and any position as Trustee and/or in respect of a partnership and/or any unregistered organisation howsoever described shall not be recognised.

### **12 Classes of membership**

12.1 Directors may from time to time and at any time create and/or remove any class of membership provided that no member in good standing is deprived of any right or privilege of their membership and no class of membership is removed if there is a member of good standing in that class. The Board shall determine from time to time the rights associated with each class of membership.

12.2 Any change to a member's rights where the member did not prior to the alteration hold any voting rights shall not bestow voting rights by reason only of the change. A member so affected may seek membership with such rights as he or she seeks by the ordinary process of application for membership.

### **13 How to apply to become a member**

A person (as defined in Clause 11.2) may apply to become a member of the Company by writing to the Company in a format prescribed by the Company from time to time stating that they:

- (a) support the objectives of the Company, and
- (b) agree to comply with the Company's Constitution and Code of Conduct & Ethics, including paying the guarantee under Clause 4 if required, and
- (c) pay any applicable subscription, fee or other charge set in accordance with Clause 38.

**14 Directors decide whether to approve membership**

- 14.1 The Company must consider an application for membership as soon as practical after the Company receives the application. If the Directors approve an application, the Company must as soon as practical:
- (a) enter the new member on the register of members, and
  - (b) write to the applicant to tell them that their application was approved, and the date that their membership started (see Clause 15).
- 14.2 The directors may delegate the approval of membership applications to the Chief Executive Officer.
- 14.3 If the directors reject an application, the Company must write to the applicant as soon as possible tell them that their application has been rejected with reasons for the rejection.
- 14.4 Within sixty (60) days of the entry of an applicant's name into the register of Members and subject to Clause 38.4 the Board may make a decision to retract their approval of the application and formally reject the application. If so rejected the applicant shall be refunded all monies paid and no longer be a current member of the Company.
- 14.5 In the case of an applicant being rejected, that person shall be considered as a member in the class for which they applied from the time of entry on the register until the time of rejection.
- 14.6 For the avoidance of doubt, the directors may approve an application even if the application does not state the matters listed in Clauses 13(a) or 13(b). In that case, by applying to be a member, the applicant agrees to those matters.

**15 When a person becomes a member**

An applicant will become a member when they are entered on the register of members.

**16 When a person stops being a member**

A person immediately stops being a member if they:

- (a) resign by writing to the Company,
- (b) die,
- (c) are wound up or otherwise dissolved or deregistered (for an incorporated member),
- (d) become of unsound mind or a person who is, or whose estate is, liable to be dealt with in any way under a law relating to mental health,
- (e) become bankrupt or insolvent or make any arrangement or composition with his or her creditors,
- (f) fail to pay membership fees to the Company within 30 days of the fees falling due, provided that the Board may in its discretion reinstate the member's membership,
- (g) are the subject of a directors resolution pursuant to Clause 14.4, or
- (h) are expelled under the dispute resolution and disciplinary procedures of the Company.

**Dispute resolution and disciplinary procedures**

**17 Dispute resolution**

- 17.1 The Company shall have the right to discipline, limit the privileges of, and/or remove a member for breach of the Company's Code of Conduct & Ethics.
- 17.2 The Company shall ensure that any process in the Code of Conduct & Ethics complies with the rules of procedural fairness and all decisions shall be made by persons independent of the facts, matters and things under review.

## **General meetings of members**

### **18 General meetings called by directors**

18.1 The Directors may call a general meeting.

### **19 General meetings called by members**

19.1 If at least one hundred (100) members or 5% of the membership, whichever is the lower, make a written request to the Company for a general meeting to be held, the Directors must:

- (a) within twenty-one (21) days of the members' request, give all members notice of a general meeting, and
- (b) hold the general meeting at a time and place within reasonable access within two (2) months of the members' request.

19.2 The members requesting a general meeting pursuant to this Clause must be current members with voting rights at the time of making the request.

19.3 The members' written request for a general meeting must:

- (a) set out the wording of the proposed resolution, and
- (b) be signed by the members proposing to move the resolution.

19.4 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.

### **20 Annual General Meeting**

20.1 A general meeting, called the Annual General Meeting, must be held:

- (a) within eighteen (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 must 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 of auditors, if any.

20.3 Before or at the Annual General Meeting, the directors must, in accordance with law, make available information to the members on the Company's activities and finances during the periods since the last Annual General Meeting.

20.4 The Chairman 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, and
- (b) each director.

21.2 Notice of a general meeting must be provided at least twenty-one (21) days before the meeting.

21.3 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 two or more places, the technology that will be used to facilitate this),
- (b) the general nature of the meeting's business,
- (c) if applicable, any resolution that is to be proposed and the words of the proposed resolution, and

(d) a statement that members have the right to appoint a proxy.

21.4 If a general meeting is adjourned (put off) for one month or more, the members must be given a new notice of the resumed meeting.

## **22 Quorum at general meetings**

22.1 For a general meeting to be held, at least twenty (20) members (a Quorum) must be present in person or by proxy, for the whole meeting. At least five (5) persons must be physically present.

22.2 A member attending on his or her own behalf and on behalf of a corporation shall be counted as two (2) persons present for the purpose of the declaration of a Quorum.

22.3 The meeting may commence after the appointed time for the meeting save for the exception permitted for an adjourned meeting under Clause 22.6 immediately upon a Quorum being present and declared by the Chairman

22.4 No business may be conducted at a general meeting if a Quorum is not present save for the exception permitted for an adjourned meeting under Clause 22.6.

22.5 If there is no Quorum present within thirty (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 Chairman specifies. If the Chairman 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.

22.6 If no Quorum is present at the resumed meeting within thirty (30) minutes after the starting time set for that meeting, the meeting will proceed as though a Quorum had been declared and provided that the Chairman and one other person is present.

## **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 shall give the auditor (if any) any communications relating to the general meeting that a member of the Company is entitled to receive.

## **24 Chairman for general meetings**

24.1 The elected President of the Company is entitled to chair general meetings.

24.2 The members present and entitled to vote at a general meeting may choose a director or member to be the Chairman for that meeting or a portion thereof if:

- (a) there is no elected President, or
- (b) the elected President is not present within thirty (30) minutes after the starting time set for the meeting, or
- (c) the elected President is present but declines to act as Chairman of the meeting or a portion thereof.

## **25 Role of the Chairman**

25.1 The Chairman 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)).

25.2 The Chairman has a deliberative vote, but does not have a casting vote.

## **26 Adjournment of meetings**

26.1 If a Quorum is present, a general meeting must be adjourned if a majority of members present direct the Chairman to adjourn it.



- 26.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

## **Members' resolutions and statements**

### **27 Members' resolutions and statements**

- 27.1 Where the Company has called for resolutions, any current member with voting rights may give:
- (a) written notice to the Company of a resolution they propose to move at the general meeting (members' resolution), and/or
  - (b) a written request to the Company that the Company must make available to its members a statement about a proposed resolution or any other matter that may properly be considered at a general meeting (members' statement).
- 27.2 A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.
- 27.3 A request to distribute a members' statement must be given to the Company at least fourteen (14) days prior to a general meeting and set out the statement to be distributed and be signed by the members making the request.
- 27.4 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.
- 27.5 If the Company has been given notice of a members' resolution under Clause 27.1(a), the resolution must be considered at the general meeting for which the resolution was called.
- 27.6 This Clause does not limit the right of a member to propose a resolution at a general meeting under the Corporations Act.

### **28 Company must give notice of proposed resolution or distribute statement**

- 28.1 If the Company has been given a notice or request under Clause 27:
- (a) in time to give notice of a 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 give notice of a 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.
- 28.2 The Company does not need to give notice of a 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 28.1(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 giving 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**

### **29 How many votes a member has**

No member shall have more than one vote at any meeting of members save for properly appointed proxy votes and persons appointed under Clause 11.3.

### **30 Challenge to member's right to vote**

30.1 A member or the Chairman may only challenge a person's right to vote at a general meeting at that meeting.

30.2 If a challenge is made under Clause 30.1, the Chairman may decline a member's eligibility to vote only if that member is voting in a capacity other than as a natural person who is a current member pursuant to Clause 16. The Chairman's decision is final.

### **31 How voting is carried out**

31.1 Voting must be conducted and decided by:

- (a) a show of hands,
- (b) a poll, or
- (c) another method previously approved by the Directors that is fair and reasonable in the circumstances.

31.2 Before a vote is taken, the Chairman must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.

31.3 On a show of hands, the Chairman's decision is conclusive evidence of the result of the vote.

31.4 The Chairman 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.

31.5 Any member may ask for a recount of the votes or voting to be conducted by secret ballot.

### **32 When and how a poll must be conducted**

32.1 A poll may be demanded on any resolution instead of or after a vote by a show of hands by:

- (a) at least ten (10) members present, or
- (b) the Chairman.

32.2 A poll must be taken when and how the Chairman directs, unless Clause 32.3 applies.

32.3 A poll must be held immediately if it is demanded under Clause 32.1:

- (a) for the election of a Chairman under Clause 24.2, or
- (b) to decide whether to adjourn the meeting.

32.4 A demand for a poll may be withdrawn.

32.5 On all occasions where there is an equality of votes the resolution before the meeting shall be regarded as being lost

32.6 The Chairman may with absolute discretion require the meeting to conduct a subsequent vote on the same proposed Resolution and the outcome of that vote shall determine the result. At the conclusion of the second vote the matter shall be debated no further.

### **33 Appointment of and voting by proxy**

33.1 A member may appoint a proxy to attend and vote at a general meeting on their behalf.

33.2 A proxy does not need to be a member and may be the Chairman of the meeting.

33.3 A proxy appointed to attend and vote for a member has the same rights as the member to:

- (a) speak at the meeting,
- (b) participate in a poll (but only to the extent allowed by the appointment), and

- (c) join in to demand a poll under Clause 32.1.
- 33.4 An appointment of proxy (proxy form) must be in the form prescribed by the Company and 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.
- 33.5 The proxy form must be delivered to the Company at its registered address, or the address (including an electronic address) specified in the notice of the meeting and must be delivered to the Company at least 48 hours before the meeting.
- 33.6 A proxy appointment may be ongoing.
- 33.7 A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- 33.8 Unless the Company receives 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.
- 33.9 A proxy appointment may specify the way the proxy must vote on a particular resolution.
- 33.10 When a poll 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 indifferent ways.

## **Directors**

### **34 Number and appointment of Directors**

- 34.1 The Company must have no more than nine (9) Directors elected by the members.
- 34.2 A person is eligible for election as a Director of the Company if they:
  - (a) are a member of the Company,
  - (b) are nominated by two (2) members entitled to vote,
  - (c) give the Company their signed consent to act as a Director of the Company, and
  - (d) are eligible to be a director under the Corporations Act.
- 34.3 Subject to the Corporations Act and Clause 36, the directors may from time to time determine the process by which directors shall be elected and re-elected by the members in General Meeting.
- 34.4 The Directors shall ensure that the process of calling for nominations and the election of directors shall be made available to Members and candidates and take account of the skills and experience reasonably required to have oversight of the Company.
- 34.5 The directors may appoint a person as a director to fill a casual vacancy if that person is eligible under Clause 36. For the purposes of this Constitution a person appointed to fill a casual vacancy shall have the status of an elected director.
- 34.6 If the number of elected directors is reduced to fewer than three (3) or is less than the number required for a Quorum, the continuing directors may act for the purpose

of increasing the number of elected directors to three (3) (or higher if required for a Quorum) or calling a general meeting, but for no other purpose.

**35 Election of office bearers**

35.1 The directors must elect from their number –

- (i) a President
- (ii) a Vice-President
- (iii) a Secretary
- (iv) a Treasurer, and
- (v) such office bearers as the directors decide are required.

35.2 Subject to Clause 51, the roles and responsibilities of the office bearers shall be as determined by the directors

35.3 The President or the Vice-President must be in attendance at any Annual General Meeting, or meeting concerning changes to this Constitution

**36 Term of office**

36.1 At each Annual General Meeting:

- (a) any director appointed by the directors to fill a casual vacancy under Clause 34.6 must retire, and
- (b) at least two (2) directors must retire unless there are fewer than four (4) current directors in which case at least one (1) director must retire.

36.2 The directors who must retire at each annual general meeting under Clause 36.1(b) will be the directors who have been longest in office since last being elected.

36.3 Where Directors were elected on the same day, the director(s) to retire under Clause 36.1(b) will be decided by lot unless they agree otherwise.

36.4 A director's term of office starts at the end of the Annual General Meeting at which they are elected and ends at the end of the Annual General Meeting at which they retire.

36.5 Each director must retire at least once every two (2) years.

36.6 A director who retires under Clause 36.1 may nominate for election or re-election.

**37 When a director stops being a director**

A director immediately and irrevocably stops being a director if they:

- (a) give written notice of resignation as a director to the Company with the resignation becoming effective as of the date specified in the notice,
- (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 three (3) consecutive directors' meetings without approval from the directors, or
- (f) become ineligible to be a director of the Company under the Corporations Act.

**Powers of directors**

**38 Powers of directors**

- (a) The directors are responsible for oversight of the activities of the Company to achieve the objectives set out in Clause 6.
- (b) The directors may set such subscriptions, fees and other charges that they consider are necessary to properly fund the Company's operations in fulfilling its Objectives in Clause 6.
- (c) 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.
- (d) The directors must decide on the responsible financial management of the Company including:
- the appointment and terms of engagement of a Chief Executive Officer,
  - any suitable written delegations of power under Clause 39, and
  - how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- (e) The directors cannot remove a director or auditor. directors and auditors may only be removed by a members' resolution at a general meeting.

**39 Delegation of directors' powers**

- 39.1 The directors may delegate any of their powers and functions to a committee, a director, an employee of the Company or any other person, as they consider appropriate.
- 39.2 The delegation must be recorded by the Company.

**40 Payments to Directors.**

- 40.1 The Company may reimburse a director for expenses properly incurred by the director in connection with the affairs of the Company.
- 40.2 No director may hold another office for the Company on a paid or voluntary basis, unless as provided for in Clause 51.

**41 Execution of documents**

The Company may execute a document having the force of a Deed without using a common seal if the document is signed by:

- (a) two (2) directors of the Company, or
- (b) a director and an officer of the Company.

**Duties of directors**

**42 Duties of directors**

The directors must comply with their duties as directors under legislation and common law (judge-made law), which include:

- (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 objectives of the Company set out in Clause 6
- (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 43
- (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.

**43 Conflicts of interest**

- 43.1 A director or employee of the Company must disclose, in sufficient detail to enable a clear appraisal of the conflict to be made, the nature and extent of any actual or perceived material personal interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution):

- (a) to the other directors, where possible prior to the meeting or distribution of the circular motion, or

- (b) if all of the Directors have the same material personal interest, to the members at the next general meeting, or at an earlier time if reasonable to do so.
- 43.2 The disclosure of a material personal interest by a director must be recorded in the minutes of the meeting.
- 43.3 Except as provided for under Clause 43.4, any director who has a material personal interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution) must not:
  - (a) be present at the meeting while the matter is being discussed, provided that the director may attend solely for the purpose of explaining the material personal interest, and/or
  - (b) vote on the matter (where they are eligible to do so).
- 43.4 A director or employee of the Company may still be present and vote (where they are eligible to do so) 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 61),
  - (c) their interest relates to a payment by the Company under Clause 60 (indemnity), or any contract relating to an indemnity that is allowed under the Corporations Act,
  - (d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter, or
  - (e) 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**

### **44 When the directors meet**

- 44.1 The directors may decide how often, where and when they meet.
- 44.2 The directors shall endeavour to meet face to face on not less than one (1) occasion in any calendar year.

### **45 Calling directors' meetings**

- 45.1 A director may call a directors' meeting by giving reasonable notice to all of the other directors.
- 45.2 A director may give notice in writing or using any established communication methods used by directors or by any other means of communication that has previously been agreed to by all of the directors.

### **46 Chairman for directors' meetings**

- 46.1 The President is entitled to chair directors' meetings.
- 46.2 Subject to Clause 35 the directors at a directors' meeting may choose a director to be the Chairman for that meeting or a portion thereof if the President is:
  - (a) not present within thirty (30) minutes after the starting time set for the meeting, or

- (b) present but declines for any reason to act as Chairman of the meeting or a portion thereof.

**47 Quorum at directors' meetings**

- 47.1 Unless the directors determine otherwise, the Quorum for a directors' meeting is a majority of directors or three directors whichever is the greater number.
- 47.2 A Quorum must be present for the whole directors' meeting and a director absent pursuant to Clause 43.3 shall be deemed to be present for the purpose of maintaining a quorum.

**48 Using technology to hold directors' meetings**

- 48.1 The directors may hold their meetings by using any technology.

**49 Passing directors' resolutions**

- 49.1 A directors' resolution must be passed by a majority of the votes cast by directors present and entitled to vote on the resolution.

**50 Circular resolutions of directors**

- 50.1 The directors may pass a circular resolution without a directors' meeting being held.
- 50.2 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.
- 50.3 A circular resolution of directors shall be valid if each director remits to the Company a response by any commercially acceptable electronic medium which accepts or rejects the resolution and includes the whole text of the proposed resolution.
- 50.4 A circular resolution shall contain no matter other than the proposed resolution and the affirmative or negative response by the director remitting it.
- 50.5 A circular resolution is passed when a majority of directors sign or otherwise agree to the circular resolution in the manner set out in this Clause.

**Secretary**

**51 Appointment and role of Secretary**

- 51.1 The Company must have at least one Secretary, who may also be a director.
- 51.2 The Secretary must be appointed by the directors (after giving the Company signed consent to act as Secretary of the Company) and may be removed by the directors.
- 51.3 The directors must decide the terms and conditions under which the Secretary is appointed, including any remuneration.
- 51.4 The role of the Secretary must ensure:
  - (a) a register of the Company's members is maintained, and
  - (b) the minutes and other records of general meetings (including notices of meetings), directors' meetings and circular resolutions are maintained.

**Minutes and records**

**52 Minutes and records**

- 52.1 The Company must, within one month, make and keep the following records:
  - (a) minutes of proceedings and resolutions of general meetings
  - (b) minutes of circular resolutions of members
  - (c) a copy of a notice of each general meeting, and
  - (d) a copy of a members' statement distributed to members under Clause 28.

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- 52.2 The Company must, within one (1) 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.
- 52.3 The Company must allow members to inspect those Company records which are lawfully accessible to members at the registered Company address at a reasonable time.
- 52.4 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 Chairman of the meeting, or
  - (b) the Chairman of the next meeting.
- 52.5 The directors must ensure that minutes of the passing of a circular resolution (of members or directors) are signed by a director within a reasonable time after the resolution is passed.

### **53 Financial and related records**

- 53.1 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.
- 53.2 The Company must also keep written records that correctly record its operations.
- 53.3 The Company must retain its records for at least seven (7) years.
- 53.4 The directors must take reasonable steps to ensure that the Company's records are kept safe.

## **Members Charter**

### **54 Code of Conduct & Ethics**

- 54.1 The Company will establish a Code of Conduct & Ethics to set out the rights and responsibilities of members pursuant to this Constitution as adopted and amended from time to time.
- 54.2 Members and directors must comply with Code of Conduct & Ethics as if they were part of this Constitution. Breaches of the Code may be subject to the disciplinary processes of the Company.
- 54.3 In the event of any conflict between the Code and this Constitution then the provisions of this Constitution shall prevail.

## **Notice**

### **55 What is notice**

- 55.1 Anything written to or from the Company under any Clause in this Constitution is written notice and is subject to Clauses 56 to 58, unless specified otherwise.
- 55.2 Clauses 56 to 58 do not apply to a notice of proxy under Clause 33.

### **56 Notice to the Company**

- 56.1 Written notice or any communication under this Constitution may be given to the Company 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, or
  - (c) sending it to an email address or other electronic address notified by the



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Company to the members as the Company's email address or other electronic address.

### **57 Notice to members**

- 57.1 Notice or any communication under this Constitution may be given to a member:
- (a) 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,
  - (b) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any),
  - (c) 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), or
  - (d) any other means made available by the Company and agreed to by the member.
- 57.2 A member may agree to receive notice by publication of a notice on the Company's website.
- 57.3 Notices given for the purposes of disciplinary or dispute resolution matters shall be delivered in accordance with the processes referred to in Clause 17.

### **58 When notice is taken to be given**

A notice:

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

## **Financial year**

### **59 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**

### **60 Indemnity**

- 60.1 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 acting bona fide as an officer of the Company.
- 60.2 In this Clause, an 'officer' has the meaning in the Corporations Act.
- 60.3 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).
- 60.4 The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the Company.

**61 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.

**62 Directors' access to documents**

62.1 A director has a right of access to all documents and records of the Company which that director may require properly to perform and discharge his or her duty as a director of the Company in accordance with the relevant laws and regulations governing the activities of the Company.

62.2 The Company must give a former director access to:

- (a) such documents as relate to the affairs of the Company at the time of the former director holding office but subject to cause being shown, and
- (b) any other documents properly arising from inspection of those documents.

**Winding up**

**63 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 not-for-profit entity described in Clause 64.1.

**64 Distribution of surplus assets**

64.1 Subject to the Corporations Act and any other applicable Act, and any court order, any surplus assets that remain after the Company is wound up must be distributed to one or more not-for-profit entities:

- (a) with objective(s) similar to, or inclusive of, the objective(s) in Clause 6, and
- (b) which has governing documents which prohibit the entity from being carried on for the profit or gain of individual members, and which prohibit the distribution of any surplus assets to its members to at least the same extent as the Company.

64.2 The decision as to the entity or entities 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.

**Definitions and interpretation**

**65 Definitions**

In this Constitution:

“Company” means the Company referred to in Clause 1

“Corporations Act” means the Corporations Act 2001 (Cth), as amended and/or replaced from time to time

“general meeting” means a meeting of members and includes the Annual General Meeting, under Clause 20.1

“member present” means, in connection with a general meeting, a member present in person or by proxy at the venue or venues for the meeting.

“special resolution” means a resolution:

- i. of which notice has been given under Clause 21.3(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.

**66 Reading this Constitution with the Corporations Act**

- 66.1 The replaceable rules set out in the Corporations Act are displaced by this Constitution and do not apply to the Company.
- 66.2 The Corporations Act overrides any Clauses in this Constitution which are inconsistent with that Act.
- 66.3 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 as in this Constitution.

**67 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, and
- (b) 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).
- (c) Any by-law, regulation, rule or document produced as a consequence of this Constitution shall be read as subordinate to and dependent upon this Constitution. In the event of any inconsistency between the Constitution and that document, the document shall be read down so that the provisions of this Constitution shall prevail.