

# **CORPORATIONS ACT**

Company Limited by Guarantee

## **CONSTITUTION**

**OF**

## **AUSTRALASIAN COLLOID and INTERFACE SOCIETY LIMITED**

28<sup>th</sup> June 2013

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**CORPORATIONS ACT 2001  
THE CONSTITUTION  
OF  
AUSTRALASIAN COLLOID and INTERFACE SOCIETY LIMITED  
A PUBLIC COMPANY LIMITED BY GUARANTEE**

# PRELIMINARY

## 1 Definitions and Interpretation

1.1 In this Constitution the following definitions apply, unless there is something in the subject or context which is inconsistent:-

**“Act”** means the Corporations Act 2001 (Commonwealth);

**“ASIC”** means the Australian Securities and Investments Commission or its relevant successor/s;

**“Board of directors”** or the **“Board”** means the directors for the time being of the Company or such number of them as having authority to act for the Company in accordance with this Constitution;

**“By-Laws”** means the by-laws created and introduced by the Board from time to time pursuant to this Constitution;

**“Company”** means the public company that has adopted this Constitution;

**“Constitution”** means this constitution, as amended, substituted or supplemented from time to time;

**“Director”** means the Directors for the time being of the Company;

**“Eligible Members”** means Ordinary Members, Honorary Members and Student Members;

**“Financial Year”** means 1 January to 31 December;

**“General Meeting”** means a meeting of the members of the Company;

**“Honorary Member”** has the meaning given to that term in Article 8 of this Constitution;

**“Member”** means a person in any class of members in Article 7 who:

- (a) is a member of the Company on the date of Adoption of this Constitution; or
- (b) agrees to become a member of the Company after its Adoption of this Constitution and whose name is entered on the register of members; and
- (c) is a person of good character over the age of 18 years;

**“Ordinary Member”** has the meaning given to that term in Article 7.3 of this Constitution;

**“Person”** means a natural person and any partnership, association or entity whether incorporated or not;

**“President”** has the meaning given to it in Article 31;

**“Secretary”** means any person appointed as the Secretary of the Company and includes any assistant or acting Secretary;

**“Special Resolution”** has the meaning given to that term in the Act, unless otherwise specified in this Constitution;

**“Student Member”** has the meaning given to that term in Article 7.5 of this Constitution;

**“Subscription Year”** means 1 July to 30 June;

**“Treasurer”** has the meaning given to it in Article 31; and

**“Vice-President”** has the meaning given to it in Article 31;

- 1.2 In this Constitution, unless there is something in the subject or context which is inconsistent:-
- (a) the singular includes the plural and vice versa;
  - (b) each gender includes all other genders;
  - (c) where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has the corresponding meaning;
  - (d) a reference to any legislation includes any subordinate legislation and any amendment, substitution, consolidation or re-enactment of that legislation or its subordinate legislation;
  - (e) the headings in this Constitution do not form part of or affect the interpretation of this Constitution;
  - (f) a reference to any Article is to a Article of this Constitution; and
  - (g) a reference to any period of time (e.g. month) is a reference to the calendar period of the time (e.g. a calendar month).
- 1.3 The internal management of the Company is governed by this Constitution and the By-Laws to the exclusion of any replaceable rule of the Act.
- 1.4 Except so far as the contrary intention appears in this Constitution, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

## **2 Company Name & Number**

- 2.1 The name of the Company is AUSTRALASIAN COLLOID and INTERFACE SOCIETY LIMITED.
- 2.2 The Company must set out its name with the expression Australian Company Number or ACN followed by its Australian Company Number on all its public documents and negotiable instruments (and if the Company’s name appears on 2 or more pages of the document or instrument, this must be done on the first of those pages) unless the Company is exempted from this requirement under the Act.
- 2.3 The Company may change its name by passing a special resolution adopting a new name and lodging a copy of the resolution with the ASIC within 14 days after it is passed. However the change of name only takes effect when ASIC alters the details of the Company's registration to record this change.
- 2.4 A change of the Company's name does not:
- (a) create a new legal entity;

- (b) affect the Company's existing property, rights or obligations; or
- (c) render defective any legal proceedings by (or against) the Company, and any legal proceedings that could have been continued or begun by (or against) the Company in its former name may be continued or begun by (or against) it in its new name.

### **3 Type of Company**

- 3.1 The Company is a public company limited by guarantee.
- 3.2 The liability of the Members is limited.
- 3.3 Every Member of the Company undertakes to contribute to the property of the Company in the event of its being wound up while they are a Member or within one year afterwards for the payment of debts and liabilities of the Company before the time at which they cease to be a Member, and the cost, charges and expenses on winding up and for any adjustment of rights of contributories among themselves is such amount as may be required not exceeding Twenty (20) Dollars.
- 3.4 The Company must have at least five (5) Members.

## **VISION, MISSION AND POWERS**

### **4 Vision and Mission**

- 4.1 ACIS is a not for profit company which
  - (a) is formed for the purpose of promoting science, in particular the field of colloid and interface science, to the community; and
  - (ii) applies its profits (if any) or other income in promoting its purpose; and
  - (iii) prohibits the distribution of its income or property to its members;
- 4.2 The Vision for which the Company is formed is:
  - (a) To be the nexus of colloid and interface science and technology activity in the Australasia region;
  - (b) To promote collaborative engagements across the community to disseminate colloid and interface technology to end users; and
  - (c) To capture current research and industry involvement and highlight future trends;
- 4.3 To achieve the Vision, the Mission of the Company is to aim at recognizing colloid and interface science and technology in Australasia, realising that this will be aligned with societal needs.

This will be achieved by:

- (a) providing an open forum for transferring and sharing technologies as well as capabilities within the members, industries and higher education organisations;

- (b) supporting multidisciplinary networking events;
- (c) providing leadership and mentorship in colloid and interface science for the Australasian colloid and interface science community;
- (d) promoting opportunities for young members; and
- (e) enabling wider understanding of the colloid and interface technologies for public interest.
- (f) promoting engagement with the international community of colloid and interface science

## **5 Legal Capacity and Powers**

- 5.1 The Company has the legal capacity and powers of a natural person in any jurisdiction.
- 5.2 The Company also has all the powers of a body corporate, including (but not limited to) the powers to:
  - (a) borrow money;
  - (b) give security by granting a floating charge over the Company's property; and
  - (c) do anything that it is authorised to do by any other law.

## **6 No Profits for Members**

- 6.1 The income and property of the Company must be applied solely towards the promotion of the objects of the Company as set out in this Constitution.
- 6.2 No income or property of the Company may be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to any Member.
- 6.3 Nothing in this Article 6 prevents:
  - (a) the payment in good faith of:
    - (i) remuneration to any officers or employees of the Company for services actually rendered to the Company;
    - (ii) an amount to any Member of the Company in return for any services actually rendered to the Company or for goods supplied in the ordinary course of business;
    - (iii) interest (at a rate not exceeding any rate which may at any time be fixed for the purpose of this paragraph in accordance with this Constitution but not exceeding the highest rate charged by trading banks carrying on business in Australia on overdraft accounts of less than \$100,000) on money borrowed from any Members; or
    - (iv) reasonable rent for premises let by any Member of the Company;
  - (b) the Company from providing services or information to the Members on terms which are different from the terms under which services or information are provided to persons who are not Members.



## **MEMBERSHIP**

### **7 Classes of Membership**

7.1 Membership of the Company is divided into the following classes:

- (a) Ordinary Members – being the persons appointed as Ordinary Members;
- (b) Corporate Members – being the persons appointed as Corporate Members;
- (c) Honorary Members – being the members elected by the Board from time to time as Honorary Members pursuant to Article 8; and
- (d) Student Members – being persons appointed as Student Members

7.2 The candidate for membership must be qualified to the standard set out in the By-Laws to be accepted for admission for the appropriate class of membership of the Company to which the applicant seeks to be admitted.

7.3 Ordinary Members and Honorary Members:

- (a) shall have no right, title or interest in any of the property of the Company;
- (b) shall be given notice of and be entitled to vote at any meeting or general meeting, each Member having one vote; and
- (c) may nominate an Eligible Member of the Company to be appointed as a Director.

7.4 Corporate Members:

- (a) may nominate a person from their company to be an Ordinary Member who shall have the same rights and entitlements set out in Article 7.3;
- (b) may attend meetings of the Company and participate in any conference organised by the Company;
- (c) shall have no right to receive notice of meetings of the Company;
- (d) shall have no voting rights at meetings of the Company; and
- (e) shall have no entitlement to nomination for election as a Director.

7.5 Student Members:

- (a) must be enrolled at a higher education institute as an undergraduate or postgraduate student;
- (b) shall have the same rights and entitlements as Ordinary Members and Honorary Members set out in Article 7.3; and
- (c) may be entitled to a discount on registration fees and receive other benefits as decided by the Board.

### **8 Honorary Members**

- 8.1 Any person who has rendered exceptional service to the Company may be nominated for Honorary Membership for their lifetime.
- 8.2 Any of the Directors may propose a candidate for Honorary Membership
- 8.3 The election of such an Honorary Member shall be determined by the Board by a majority vote at the Board meeting immediately preceding the Annual General Meeting. The announcement of the Honorary Member shall be made at the Annual General Meeting.
- 8.4 Not more than one Honorary Member can be elected annually.
- 8.5 Honorary Members shall enjoy all the privileges of the Company and the same rights as Ordinary Members for their lifetime but shall not have to pay any subscription fees during their lifetime of membership.
- 8.6 Honorary Members shall be responsible to arrange for their own indemnity insurance and for payment of the indemnity insurance premiums.

## **9 Application for Membership**

- 9.1 Application for membership shall be made electronically or in writing for the appropriate class of membership and lodged with the Secretary of the Company. Such application should be accompanied by the applicant's entrance fee (if payable) and the appropriate annual subscription for the class of membership to which the applicant seeks to be admitted.
- 9.2 The application for membership shall be in such form as the Board may prescribe from time to time, and must contain the full name and address of the applicant.

## **10 Election of Members**

- 10.1 The candidate for membership will be excluded from membership if the member fails to satisfy the requirements and standards prescribed by the By-Laws to be accepted for admission for the appropriate class of membership of the Company to which the applicant seeks to be admitted.
- 10.2 When a candidate for membership has been appointed they will be added to the register of Members, recording the class of membership to which the new Member has been appointed.
- 10.3 If a candidate for membership has been rejected, the Secretary shall send to that candidate notification

## **11 Fees and Subscriptions**

- 11.1 The annual subscription fee and entrance fee payable by each of the categories of Membership will be determined by the Board from time to time.
- 11.2 The annual subscription and entrance fee (if any) shall be payable in advance by all Members on the 1st day of July.
- 11.3 The board may approve a reduced rate of subscription for any person admitted to the Company after the 1<sup>st</sup> of March for subscription for the remaining portion of that Subscription year at a rate not less than the pro-rata subscription rate for the appropriate class of membership.
- 11.4 The Secretary must notify any Member whose subscription is overdue by more than one month by sending an account rendered. If the subscription remains unpaid on 30 September of

that year, the member's name must be struck off the register of members and the membership shall cease. Such person may re-apply as a member of the Company.

- 11.5 The payment of a subscription binds the Member to this Constitution and the By-Laws, which each Member is required to familiarise themselves with.

## **12 Member Details and the Register of Members**

- 12.1 The Secretary shall keep a register of Members setting out in full the names and addresses of all Members, the class of membership to which each Member has been admitted and the state of their subscription. This register may be in electronic form.
- 12.2 Every Member at the time of joining as a member shall inform the Secretary of their postal and electronic address and shall from time to time inform them of any change of addresses. Such addresses shall be registered by the Company.

## **13 Members Resignation**

- 13.1 A Member may resign membership at any time by notifying the Secretary in writing or by email and upon acceptance of same by the Board, they shall cease to be a Member.
- 13.2 A Member's resignation does not relieve them of payment of any moneys due or payable before or at the time of such resignation and does not entitle them to a refund of any annual subscription fees or entrance fees paid for membership.
- 13.3 A Member ceasing to be a Member for any cause shall not be entitled to any claim of any kind whatsoever on the property or funds of the Company.
- 13.4 Any person who ceased to be a Member for a reason other than expulsion may be reappointed. Such a person will have to undergo the same application procedure listed in Article 9 of this Constitution.
- 13.5 If a Member resigns after the 1st October in a year they shall be liable for yearly subscriptions due on the date of resignation.

## **14 Suspension or Expulsion of Members**

- 14.1 The Board shall have the power to censure, suspend, or expel any Member who, in the majority of Director's opinions is guilty of:
- (a) infringing the provisions of this Constitution, the Rules or the By-Laws including the Company's Code of Conduct;
  - (b) conduct which is unbecoming of the character of a member or prejudicial to the interests of the Company or brings the Company into disrepute; or
  - (c) failure to pay any debt due to the Company for a period of two (2) months after the date for payment.
- 14.2 The Board shall give to any Member alleged to be guilty of any offence in Article 14.1, a notice to attend before them, at which time such allegations will be considered. Attendance may be made electronically.
- 14.3 The notice to attend shall be given to the Member, at least seven days (7) before the date when the allegations will be considered.

- 14.4 The notice to attend shall set out in general the offence with which the Member is charged and that in the event of the Member's failure to attend, the charge may be dealt with in the member's absence.
- 14.5 Pending investigation of any charge against a Member, the President or the President's proxy shall have the power to restrict or suspend such Member from the privileges of the Company.
- 14.6 Where it is proposed that the Member be expelled from Membership of the Company, the Member shall have the right to have such expulsion reviewed in accordance with the appeal procedures set out in Articles 14.7 -14.8.
- 14.7 At least one week before the meeting of the Board at which such an expulsion resolution is to be passed, the Member must be given notice of the meeting and of the proposed resolution.
- 14.8 The Member shall have an opportunity of giving the Board orally or in writing or by email any further information, explanation, defence or other relevant matter that they may think fit.

## **MEETINGS OF THE COMPANY'S MEMBERS**

### **15 Annual General Meetings**

- 15.1 Subject to the Act, a general meeting shall be held at least once in every calendar year and within the period of five (5) months after the end of the Financial Year at such time and place as may be determined by the Board. The abovementioned general meeting shall be called the "Annual General Meeting" and all other meetings of the Company shall be called "general meetings".
- 15.2 The first Annual General Meeting must be held within eighteen (18) months after the incorporation of the Company and at such place as the Board may determine.
- 15.3 The Annual Report and Balance Sheet shall be placed before the Members at the Annual General Meeting, along with consideration of the Statement of Financial Performance, the director's report, the auditor's report. The business of the Annual General Meeting must include the election of Directors.

### **16 Convening General Meetings**

- 16.1 Any Director may convene a general meeting of the Company's Members whenever they think fit.
- 16.2 The Board must convene a general meeting of the Company's Members on the request of Members in accordance with section 249D of the Act. The Members may convene a meeting of the Company's Members in accordance with sections 249E and 249F of the Act.

### **17 Notice of General Meetings**

- 17.1 A notice of a meeting of the Company's Members shall specify:
  - (a) the place, date and time for the meeting (and, if the meeting is to be held in 2 or more places, the technology that will be used to facilitate this);
  - (b) state the general nature of the meeting's business; and
  - (c) if a special resolution is to be proposed at the meeting—set out an intention to propose the special resolution and state the resolution; and

(d) if a Member is entitled to appoint a proxy, contain a statement setting out the following information:

- (i) that the Member has a right to appoint a proxy;
- (ii) whether or not the proxy needs to be a Member; and

(e) such other information as is required by section 249L of the Act.

17.2 The Company may hold a meeting of its Members at two or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.

17.3 Subject to the provisions of the Act relating to agreements for shorter notice, at least 21 day's notice must be given of a meeting of the Company's Members.

17.4 Notice of every meeting of the Company's Members shall be given in the manner authorised by Article 17.1 to:

- (a) each Member entitled to vote at the meeting except those Members who have not supplied to the Company electronic address for service;
- (b) each Director; and
- (c) the auditor of the Company.

17.5 No other person is entitled to receive notices of meetings of the Company's Members.

## **18 Quorum**

18.1 At an Annual General Meeting or General Meeting of the Company, either ten (10) Members or 25% of the total membership, whichever is the lesser, shall form a quorum and the quorum must be present at all times during the meeting.

18.2 In determining whether a quorum is present, individuals attending as proxies are counted except if a Member has appointed more than 1 proxy, only 1 of them is counted.

18.3 If a quorum is not present within half an hour from the time appointed for the meeting:-

- (a) where the meeting was convened upon the request of Members - the meeting shall be dissolved; or
- (b) in any other case:
  - (i) the meeting stands adjourned to such day, and at such time and place, as the Board determine or, if no determination is made by the Board, to the same day in the next week at the same time and place; and
  - (ii) if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, then the meeting shall be dissolved.

## **19 Chairperson of General Meetings**

19.1 The President for the time being will be the chairperson of every general meeting of the Company.

19.2 Where a meeting of the Company's Members is held and:-

- (a) a President has not been elected as provided by Article 31; or
- (b) the person so elected is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting,

the Vice-President shall be the chairperson and if the person so elected is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting, the Members present who are entitled to vote at the meeting shall elect one of their number to be chairperson of the meeting(or part of it).

## **20 Adjournment of General Meetings**

- 20.1 The chairperson shall adjourn a meeting of the Company's Members from time to time and from place to place if the Members present with a majority of votes that may be cast at that meeting agree or direct the chairperson to do so. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 20.2 When a meeting of the Company's Members is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 20.3 Except as provided by Article 20.2, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **21 Voting at General Meetings**

- 21.1 At any meeting of the Company's Members a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before a vote is taken or before or immediately after the declaration of the result of the show of hands) demanded:-
  - (a) by the chairperson; or
  - (b) by at least four (4) Members (present in person or by proxy or representative) entitled to vote on the resolution.

- 21.2 Unless a poll is so demanded, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the records containing the minutes of the proceedings of the Company, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 21.3 The demand for a poll may be withdrawn.
- 21.4 If a poll is duly demanded, it shall be taken in such manner and (subject to Article 21.5) either at once or after an interval or adjournment or otherwise as the chairperson directs, and the result of the poll shall be the resolution of the meeting at which the poll was demanded.
- 21.5 A poll demanded on the election of a chairperson or on a question of adjournment shall be taken immediately.
- 21.6 In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting of the Company's Members at which the show of hands takes place or at which the poll is demanded has a casting vote in addition to any vote the chairperson may have in the capacity as a Member.
- 21.7 Subject to any restrictions being attached to Corporate Members pursuant to Article 7.4, and subject to Article 21.8 and 21.9:-
- (a) at general meetings of the Company's Members each Eligible Member may vote in person or by proxy or attorney or representative; and
  - (b) on a show of hands every person present who is a Member or a representative of a Member has one vote, and on a poll every person present in person or by proxy or attorney or representative has one vote.
- 21.8 Every Eligible Member will have one (1) vote on each subject and is not entitled to exercise more than one (1) proxy vote.
- 21.9 If a Member is of unsound mind or is a person whose personal estate is liable to be dealt with in any way under the law relating to mental health, the members committee or trustee or such other person as properly has the management of the members estate may exercise any rights of the Member in relation to a meeting of the Company's Members as if the committee, trustee or other person were the Member.
- 21.10 An objection may be raised to the qualification of a voter only at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 21.11 Any such objection shall be referred to the chairperson of the meeting of the Company's Members, whose decision is final.
- 21.12 A vote not disallowed pursuant to such an objection is valid for all purposes.

## **22 Proxies**

- 22.1 A Member who is entitled to attend and vote at a meeting of the Company's Members may appoint an Eligible Member as the Member's proxy to attend and vote for the Member at the meeting.
- 22.2 A proxy appointed has the same rights as the Member (subject to any limitation which may be imposed by this Constitution):

- (a) to speak at the meeting; and
- (b) to vote (but only to the extent allowed by the appointment);

except that such rights are suspended while the appointor is personally present at the meeting.

- 22.3 An instrument appointing a proxy shall be signed under the hand of the appointor or of the appointor's attorney duly authorised in writing or, if the appointor is a corporation, either under seal or executed in accordance with the Act or under the hand of an officer or attorney duly authorised.
- 22.4 An instrument appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where an instrument of proxy so provides, the proxy is not entitled to vote in the resolution except as specified in the instrument.
- 22.5 An instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- 22.6 The instrument appointing a proxy may be in such form as determined from time to time by the Board and an appointment on such instrument will be valid if signed by the Member (or an authorised attorney) and it contains the following information:
- (a) the Member's name and address;
  - (b) the Company's name;
  - (c) the proxy's name or the name of the office held by the proxy and the proxy's address;
  - (d) the meeting or meetings (including dates) at which the appointment may be used or that the appointment is a standing one until revoked; and
  - (e) the appointment of an Eligible Member as a proxy.
- 22.7 The instrument appointing the proxy shall not be treated as valid unless the instrument (and if the instrument is signed by the Member's attorney - the power of attorney under which the appointment is signed or a certified copy of the same) is or are received by the Company at:
- (a) its registered office;
  - (b) an email of the Company's registered office; or
  - (c) such other place, fax number or electronic address specified in the notice of meeting (or resumed meeting),
- at least 24 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll, not less than twenty four (24) hours before the time appointed for the taking of the poll.
- 22.8 Unless the Company has received written notice of the matter before the start or resumption of the meeting at which a proxy votes, a vote cast by the proxy will be valid even if, before the proxy votes the appointor:
- (a) dies or is mentally incapacitated;
  - (b) revokes the proxy's appointment;



- (c) ceases to be a Member in respect of which the instrument or power is given; or
  - (d) revokes the authority under which the proxy was appointed by a third party.
- 22.9 Any Member may by power of attorney lawfully executed appoint an individual as attorney to act on behalf of the Member but the power of attorney or certified copy of the same must be received by the Company at:
- (a) its registered office;
  - (b) by email at the Company's registered office; or
  - (c) such other place, fax number or electronic address specified in a notice of meeting (or resumed meeting);
- at least 48 hours (or such other longer or shorter period that the Board may specify in the notice or allow) before the appointment is effective for the meeting (or resumed meeting).

## **DIRECTORS**

### **23 Management of the Company**

- 23.1 The business and affairs of the Company shall be managed by or under the direction of the Board of Directors.
- 23.2 The Board may continue to conduct and arrange the business affairs of the Company notwithstanding any vacancy on its body.

### **24 The Directors**

- 24.1 The number of the Directors will be determined by the Board as it sees fit but the number shall not be less than four (4) and shall not be greater than ten (10), with at least two (2) directors (not being an alternate director) who must ordinarily reside in Australasia (Australia and New Zealand).
- 24.2 The Directors shall have power at any time and from time to time to:-
- (a) appoint a new Director to fill any casual vacancy; and
  - (b) appoint additional Directors.
- 24.3 Any Director so appointed shall hold office only until the next following Annual General Meeting of the Company and shall then be eligible for election but shall not then be taken into account in determining the number of Directors who are to retire by rotation at such meeting.

### **25 Nomination and Election of Directors**

- 25.1 A Director shall be deemed to have been nominated for re-election unless they give written notice to the contrary.
- 25.2 Only Eligible Members may nominate and be nominated (the "General Candidates") for or elected as Directors.
- 25.3 All Eligible Members shall be entitled to vote for each of the General Candidates.

- 25.4 Nominations of General Candidates for election as Directors shall be:
- (a) required to fill the number of vacancies as created under the provisions of Article 26;
  - (b) in writing in the form prescribed by the Directors, and nominated by any two Eligible Members; (c) accompanied by a written consent of the candidate (which may be endorsed on the form of nomination); and
  - (c) delivered to the Secretary not less than fourteen (14) days before the date fixed for the holding of the Annual General Meeting.
- 25.5 Nominations for the General Candidates for Directors must be served on Eligible Members at least ten (10) days before the Annual General Meeting.
- 25.6 If the number of nominations received for General Candidates is less than or equal to the number of vacancies to be filled for that category, then the candidates nominated shall be deemed to be elected.
- 25.7 If the number of nominations received for General Candidates exceeds the number of vacancies to be filled for that category, then a ballot for that category shall be held.
- 25.8 The Ballot Process referred to in Article 25.7 shall be as follows:
- (a) The number of votes entitled to be cast by each Eligible Member for General Candidates shall be the sum of General Candidate vacancies.
  - (b) The ballot shall be made either electronically or physically as determined by the Directors
  - (c) The Ballot will be open to members not less than seven (7) days before the date fixed for the Annual General Meeting and closed not more than four(4) days and not less than 24 hours before the Annual General Meeting.
  - (d) The Ballot will record all nominations and the members will rank the names of the candidates in order from most preferred to least preferred candidate
  - (e) The votes will be evaluated to determine the preferred candidates by the standard method prescribed in the by-laws
  - (f) The Directors shall appoint two or more Members to oversee the ballot at any election of members of the Directors.
  - (g) If any number of General Candidates are tied, the President shall have a second or casting vote to elect the candidate.
  - (h) The result of the election shall be announced at the Annual General Meeting.

## **26 Rotations of Directors**

- 26.1 The following provisions shall apply to all the Directors.
- 26.2 The Directors shall be elected pursuant to Article 25 for a term of three (3) years. This term is deemed to expire at the close of the Annual General Meeting 3 years after they were elected; notwithstanding that this may in fact be a matter of days or weeks in excess of 3 years.
- 26.3 Subject to the provisions of the Act the Company in general meeting may at any time by special resolution remove any appointed or elected Director before the expiration of such Director's period of office and, if so desired, elect another person in such Director's stead. The

person so elected shall hold office during such time only as the Director in whose place such Director is elected would have held office if such Director had not been removed.

## **27 Remuneration of Director**

- 27.1 The Directors may be paid all travelling and other expenses properly incurred by them in attending meetings of the Board or any committee of the Directors or general meetings of the Company or otherwise in connection with the business of the Company.
- 27.2 The Directors must have taken an unpaid day off from their ordinary employment for the business of the Company in order to claim an expense pursuant to Article 27.1.

## **28 Powers and Duties of Directors**

- 28.1 Subject to the Act and to any other provision of this Constitution, rules, regulations or By-Laws, the business of the Company shall be managed by the Board, who may pay all expenses incurred in promoting and forming the Company, and may exercise all such powers of the Company as are not, by the Act or by this Constitution, required to be exercised by the Company in meeting of the Company's Members.
- 28.2 Without limiting the generality of Article 28.1, the Board may exercise all the powers of the Company to borrow money, to charge any property or business of the Company, to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person and has power to make, vary, and rescind By-Laws of the Company, so long as such By-Laws are not contrary to this Constitution.
- 28.3 The Directors may, by power of attorney, appoint any person or persons (either by name or by reference to position or office held) to be the attorney or attorneys of the Company for such purposes, with such powers, authorities and discretions (being powers, authorities and discretions vested in or exercisable by the Directors), for such period and subject to such conditions as they think fit.
- 28.4 Any such power of attorney may contain such provisions for the protection and convenience of persons dealing with the attorney as the Directors think fit and may also authorise the attorney to delegate all or any of the powers, authorities and discretions vested in them.
- 28.5 All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be by any two Directors, or by a Director or Secretary or in such other manner as the Directors determine.
- 28.6 The Board must cause a proper register to be kept in accordance with the requirements of the Act of all mortgages and charges specifically affecting the property of the Company and all requirements relating to the registration of such mortgages and charges must be complied with.

## **29 Convening Meetings of the Board**

- 29.1 The Board shall meet together for the dispatch of business as they think fit. The Board may at any time, and a Secretary shall on the requisition of a Director, convene a meeting of the Board.
- 29.2 Minutes of all resolutions and proceedings of the Board shall be recorded by the Secretary of the Company.

## **30 Electronic Meetings of the Board**

- 30.1 The Board may meet together for the dispatch of business and adjourn and otherwise regulate its meetings as it thinks fit and determine the quorum necessary for the transaction of business.
- 30.2 Without limiting the generality of Article 30.1, a meeting of the Board may be called or held using any technology consented to by all the Directors. A consent of a Director for the purposes of this Article may be a standing one. A Director may only withdraw consent within a reasonable time before the meeting of the Board.
- 30.3 For the purposes of this Constitution, the contemporaneous linking together by an instantaneous communication device of a number of Directors not less than the quorum, whether or not any one or more of the Directors is out of Australasia, shall be deemed to constitute a meeting of the Board and all the provisions of this Constitution as to meetings of the Board shall apply to any such meeting held by an instantaneous communication device so long as the following conditions are met:
- (a) all the Directors for the time being entitled to receive notice of the meeting of the Board (including any alternate for any Director) shall be entitled to notice of a meeting held by an instantaneous communication device and to be linked by an instantaneous communication device for the purpose of such meeting. Notice of any such meeting shall be given on the instantaneous communication device or in any other manner permitted by this Constitution; and
  - (b) each of the Directors taking part in the meeting by an instantaneous communication device must be able to hear each other of the Directors taking part at the commencement of the meeting.
- 30.4 A Director may not leave a meeting held by an instantaneous communication device by disconnecting the instantaneous communication device unless they have previously expressly notified the chairperson of the meeting of the intention to leave the meeting and a Director shall be conclusively presumed to have been present and to have formed part of the quorum at all times during such a meeting until such notified time of leaving the meeting.
- 30.5 A minute of the proceedings at meetings held by an instantaneous communication device shall be sufficient evidence of such proceeding and of the observance of all necessary formalities if certified as a correct minute by the chairperson of the meeting.
- 30.6 For the purpose of this Article “instantaneous communication device” shall include telephone, television or any other audio and/or visual device which permits instantaneous communication.

### **31 The Executive and the appointment of chairpersons**

- 31.1 The Executive comprises the President, the Vice-President and the Honorary Treasurer.
- 31.2 At the first Board Meeting following the Annual General Meeting, the Board shall elect, by majority vote, three of their number as the President, the Vice President and the Honorary Treasurer to be the Executive.
- 31.3 The Executive shall be elected for a term of one year. The office of each Executive position will become vacant at the end of the next Board meeting following Annual General Meeting the following year. The Directors shall elect one of their numbers to fill the vacancies in accordance with Article 31.2.
- 31.4 A person ceases to be a member of the Executive if that person ceases to be an Eligible Member or a Director. If a person ceases to be a member of the Executive, the Directors shall have power at any time to appoint a new Director to fill any casual vacancy by a majority vote.

Any member of the Executive so appointed shall hold office until the next Board meeting following the next Annual General Meeting of the Company.

31.5 The President will be the chairperson for the Board meetings and the general meetings of the Company. In the event that the President has not been elected, is unwilling to act or is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, the Vice-President will be the chairperson for the Board meeting.

31.6 Where a meeting of the Board is held and:

- (a) the President or the Vice-President has not been elected as provided by Article 31.2; or
- (b) the persons so elected are not present within fifteen (15) minutes after the time appointed for the holding of the meeting or are unwilling to act for all or part of the meeting,

the Directors present shall elect one of their numbers to be chairperson of such meeting or part of it.

### **32 Quorum for Board Meetings**

32.1 At a meeting of the Board, the number of Directors whose presence is necessary to constitute a quorum is such number as is from time to time determined by the Board and, unless so determined, is four (4) persons, provided that each such person is a Director or an alternate Director and is entitled under the Act to vote on a motion that may be moved at that meeting.

32.2 In the event of a vacancy or vacancies in the office of a Director or offices of Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Board, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum or of convening a meeting of the Company's Members.

### **33 Voting at Board Meetings**

33.1 Subject to this Constitution, questions arising at a meeting of the Board shall be decided by a majority of votes of Directors present and voting and any such decision shall for all purposes be deemed a decision of the Board.

33.2 Unless otherwise stated in this Constitution, in a case of an equality of votes, the chairperson of the meeting shall not have a casting vote in addition to any vote the chairperson may have in the capacity as a Director.

### **34 Circulating Resolutions**

34.1 If all the Directors entitled to vote on a resolution have signed a document containing a statement that they are in favour of a resolution of the Board in terms set out in the document, a resolution in those terms shall be deemed to have been passed at a meeting of the Board held on the day on which the document was signed and at the time at which the document was last signed by a Director or, if the Directors signed the document on different days, on the day on which, and at the time at which, the document was last signed by a Director.

34.2 For the purposes of Article 34.1, two or more separate documents containing statements in identical terms each of which is signed by one or more Directors shall together be deemed to constitute one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate document.

### **35 Directors Conflict of Interest**

35.1 Except as provided in the Act, any Director may:

- (a) in another capacity notwithstanding any rule of law or equity to the contrary:
  - (i) be appointed to any office or place of profit under the Company; or
  - (ii) be interested in any operation, contract, undertaking or business arrangement in which the Company may be engaged or concerned; or
- (b) vote in any proposed Directors' resolution relating to such operation, contract, undertaking or business arrangement notwithstanding such interest except to vote on a resolution to restrict the Director from exercising powers as a Director in relation to such operation, contract, undertaking or business arrangement,

and the Director will not be exposed to liability of any kind simply on the basis of such interest and will not be bound to account for any profits or gains made out of such interest provided in all cases the Director has at the relevant time fully and fairly disclosed any relevant interest to the Directors at a Board meeting.

### **36 Resignation and Removal of Directors**

36.1 A Director may resign by giving a written notice of resignation to the Company at its registered office but otherwise will continue to hold office as a Director of the Company until (but not limited to the following):

- (a) the Director is removed by a resolution of the Company passed at a general meeting or dies in office;
- (b) the Director becomes disqualified as a Member under this Constitution; or
- (c) the term of the Director's appointment expires and the appointment is not renewed.

36.2 A Director is disqualified from holding office of Director if the Director:

- (a) ceases to be or is removed as a director pursuant to the Act or is prohibited from being a director under the Act;
- (b) ceases to be a Member of the Company;
- (c) becomes bankrupt or enters into any arrangement with any class of creditors or creditors generally;
- (d) becomes of unsound mind or liable to be dealt with in any way under the law relating to mental health or the Director's estate is liable to be dealt with in any way under such law;
- (e) is absent from meetings of the Board without permission of the Board for three (3) consecutive meetings or more and the Director's office is declared vacant by the Board; or
- (f) without the consent of the Company in general meeting holds any other office of profit under the Company except that of managing director; or
- (g) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of their interest as required by Article 35.

- 36.3 To remove a Director by resolution, there must be a general meeting of Members and a vote to remove the Director must be made by a special resolution of Members present at the meeting.
- 36.4 The Board must appoint a Member capable of election as a Director to fill a casual vacancy or a vacation of office. Any Director so appointed will hold office until removed by the Board or until the next Annual General Meeting at which elections are held.

### **37 Alternate Directors**

- 37.1 A Director may, with the approval of the other Directors, appoint a person to be an alternate Director in their place during such period as they think fit.
- 37.2 An alternate Director is entitled to notice of meetings of the Board and, if the appointor is not present at such a meeting, is entitled to attend and vote in the director's stead.
- 37.3 An alternate Director may exercise any powers that the appointor may exercise and the exercise of any such power by the alternate Director shall be deemed to be the exercise of the power by the appointor.
- 37.4 An alternate Director is required to be an Eligible Member.
- 37.5 The appointment of an alternate Director may be terminated at any time by the appointor notwithstanding that the period of the appointment of the alternate Director has not expired, and terminates in any event if the appointor ceases to hold office as a Director.
- 37.6 An appointment, or the termination of an appointment, of an alternate Director shall be effected by a notice by the Director who makes or made the appointment and served on the Company.

### **38 By-Laws**

- 38.1 A notice of any By-Laws made, varied or rescinded by the Board pursuant to its power under Article 28.2 shall be posted on the notice board or website of the Company for a period of 14 days after the Board has created, varied, or rescinded such By-Laws.
- 38.2 The By-Laws are binding on all Members.

### **39 Delegation of Powers**

- 39.1 The Board may delegate any of their powers to a committee or committees consisting of such of their numbers as they think fit.
- 39.2 A committee to which powers have been so delegated shall exercise the powers delegated in accordance with any directions of the Board and a power so exercised shall be deemed to have been exercised by the Board.
- 39.3 The Secretary of the Company will set out in a document:
- (a) the members of the committee;
  - (b) the purpose for which that committee is set up; and
  - (c) the extent of the committee's power.
- 39.4 The members of such a committee may elect one of their number as chairperson of their meetings.

- 39.5 Where such a meeting is held and:
- (a) a chairperson has not been elected as provided by Article 39.4; or
  - (b) the person so elected is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting, the Members present shall elect one of their number to be chairperson of the meeting or part of it.
- 39.6 A committee may meet and adjourn as it thinks proper.
- 39.7 Questions arising at a meeting of a committee shall be determined by a majority of votes of the Members present and voting.
- 39.8 In the case of an equality of votes, the chairperson shall not have a casting vote in addition to any vote the chairperson may have in the capacity as a committee member.

#### **40 Special Purpose Committees**

- 40.1 The Board may by resolution establish special purpose committees, consisting of such Members of the Company as the Board may think fit. Any such special purpose committee may be authorised by resolution of the Board to advise the Board on matters specified in the resolution or to undertake such tasks as are identified in the resolution. Such Committee shall be subject to such reporting requirements to the Board as the resolution specifies.

#### **41 Defects in Appointment of Directors**

- 41.1 All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of a person to be a Director or a member of the committee, or to act as, a Director, or that a person so appointed was disqualified, as valid as if the person had been duly appointed and was qualified to be a Director or to be a member of the committee.

## **ADMINISTRATION**

#### **42 Secretary**

- 42.1 The Secretary holds office on such terms and conditions, as to remuneration and otherwise, as the Board determines.
- 42.2 The Secretary shall attend all Board meetings and have the following duties:
- (a) to keep the minutes of all Board meetings properly recorded;
  - (b) to receive and answer all correspondence in relation to the Company;
  - (c) to keep the Register of Members;
  - (d) to issue all notices of the Board relating to general meetings of the Company;
  - (e) to do all things required by an Act of Parliament or any regulations thereunder to be done by a Secretary of a Company.

#### **43 Minutes**

- 43.1 The Board will cause minutes of:



- (a) all proceedings and resolutions of meetings of the Company's Members;
  - (b) all proceedings and resolutions of meetings of the Board, including meetings of a committee of Board;
  - (c) resolutions passed by Members without a meeting;
  - (d) resolutions passed by the Board without a meeting, to be duly entered into the records kept for that purpose in accordance with the Act.
- 43.2 A minute recorded in accordance with the Act is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.
- 43.3 Records containing the minutes of the Company's Members and resolutions passed by Members without a meeting will be open for inspection by any Member free of charge.

#### **44 Execution of Company Documents**

- 44.1 The Company may execute a document (including a deed) without using a common seal if the document is signed by either 2 Directors or 1 Director and 1 Secretary.
- 44.2 The Board may approve and adopt a common seal for the Company and if so, the Board must provide for the safe custody of the seal and regulate the using of the seal which must only be used by the authority of the Board and every document to which the seal is affixed must also be signed in accordance with Article 44.1.
- 44.3 Without limiting the above, the Board may regulate the manner of execution of any document by the Company.

#### **45 Financial Records and Audit**

- 45.1 The Board must cause written financial records to be kept that:
- (a) correctly record and explain the transactions and financial position and performance of the Company; and
  - (b) would enable true and fair financial statements to be prepared and audited, and such financial records must be retained for at least 7 years after the transactions covered by the records are completed.
- 45.2 The Board may determine where to keep or retain the financial records provided they are readily available for inspection and if kept in electronic form are reasonably readily convertible into hard copy.
- 45.3 The Board will (subject to any requirements of the Act) regulate the manner and the extent to which the books and records of the Company will be opened for public inspection and inspection by Members (not being Directors) but no such Members have any right of inspection of any books or records of the Company except as conferred by law or authorised by the Board or by the Company in a meeting of the Company's Members.
- 45.4 The Board is only obliged to comply with the minimum requirements (if any) imposed on the Company by the Act in relation to the preparation of financial reports and the reporting of the financial affairs of the Company to Members.
- 45.5 The treasurer shall submit the financial records of the company to at least two other Directors of the company at least 14 days prior to the AGM to allow the financial records of the company to be checked. Once checked a signed statement by the other Directors specifying

that they have inspected the financial records and are satisfied within reason of their accuracy will be presented at the AGM with the financial report. Should the Act require or if the board deem it necessary an auditor shall be appointed by the Board to audit the financial records of the Company. The auditor's duties shall be regulated in accordance with the Act.

#### **46 Alteration of Constitution**

- 46.1 The Company may modify or repeal this Constitution, or a provision of this Constitution, by Special Resolution.
- 46.2 A Special Resolution modifying or repealing this Constitution or adopting a new constitution for the Company will take effect:
- (a) on the date on which the resolution is passed; or
  - (b) on a later date (if any) specified in, or determined in accordance with, the resolution, but this does not apply to a Special Resolution passed in connection with a change of the Company's name or type.

#### **47 Company Notices**

- 47.1 A Company's notice may be given to any Member by:
- (a) delivering it to the Member personally;
  - (b) sending it by prepaid post to or leaving it at, in either case the Member's address as shown in the Register of Members or such other address as is given to the Company by the Member for these purposes;
  - (c) transmitting it to the facsimile number given to the Company by the Member for these purposes; or
  - (d) sending it to the electronic address given to the Company by the Member for these purposes.
- 47.2 A Company's notice is deemed to have been received:
- (a) if delivered personally or left at the Member's address, upon delivery;
  - (b) if sent by prepaid post, on the second day that the postal service is open for business after the day of posting and if to be sent outside Australia, at the time at which a letter would be delivered in the ordinary course of post; or
  - (c) if transmitted by facsimile or sent by other electronic means, on the business day after it is transmitted or sent,

and a written declaration by any officer of the Company that such notice was correctly addressed and properly delivered, posted or transmitted will be conclusive evidence that the notice was given.

#### **48 Winding Up**

- 48.1 Members have no right to any surplus assets remaining after the completion of the winding up or dissolution of the Company. Any surplus assets must be given or transferred to some other institution or company having objects similar to the objects of the Company.

48.2 Such an institution or company must have a constitution that prohibits the distribution of its income and property among its members. The constitution must contain provisions that are substantially similar in effect to Article 4 of this constitution.

48.3 At or before the completion of the winding up or dissolution of the Company, the Members must decide which institution or company is to receive the surplus assets of the Company. In default of any decision by the Members, a senior barrister shall be briefed to decide which institution or company is to receive the surplus assets.

#### **49 Indemnity for Officers**

49.1 The Company may at the discretion of the Board indemnify a Member who is or has been an officer or auditor of the Company against any liability of that person (as an officer or auditor of the Company):

(a) to another person (not being the Company or a related body corporate) which does not arise out of conduct involving a lack of good faith; and

(b) for costs and expenses incurred:

(i) in defending any proceeding, whether civil or criminal, in which judgement is given in favour of that person or in which that person is acquitted; or

(ii) in connection with an application in relation to any proceeding, whether civil or criminal, in which the Court grants relief to that person pursuant to the Act.

49.2 The Company may at the discretion of the Board insure or provide funds to insure (in either case on such terms and conditions as the Board sees fit) any person who is or has been an officer of the Company against any liability incurred by the person in that capacity, whether in respect of acts or omissions of that person before or after the issue of such insurance policy, except any such liability arising out of conduct involving:

(a) a wilful breach of duty in relation to the Company; or

(b) a contravention of section 182 and section 183 of the Act.

49.3 Any indemnity or insurance effected pursuant to Article 49.1 or 49.2 respectively will notwithstanding any alteration to those Articles continue in full force and effect in respect of any acts or omissions before the date of alteration.