

**CONSTITUTION
OF
International Society to
Improve the Use of Medicines**

Australian Company Number (ACN)
Australian Business Number (ABN)

A company limited by guarantee

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Preliminary

1. Name of the company

The name of the **company** is: International Society to Improve the Use of Medicines Ltd (the **company**).

2. Type of company

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

3. Limited liability of members

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

4. The guarantee

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

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

5. Definitions and Interpretation

In this constitution, words and phrases have the meanings and interpretations set out in clauses 70 and 72.

Charitable purpose

6. Object

The principal object of the **company** is to promote health and wellbeing through the prevention and control of diseases in human beings through the practice of the best use of medicines. The **company** aims to achieve this by:

- 6.1 Raising awareness and promoting the practice of the best use of medicines;
- 6.2 Promoting and facilitating discussion, learning and innovation among professionals and others in connection with the practice of the best use of medicines; and
- 6.3 Developing practical and ethical standards in connection with the practice of the best use of medicines.

7. Not-for-profit

- 7.1 The **company** must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 7.2 and 68.
- 7.2 Clause 7.1 does not stop the **company** from doing the following things, provided they are done in good faith:
 - (a) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the **company**, or
 - (b) making a payment to a member in carrying out the **company**'s charitable purpose(s).

8. Amending the constitution

- 8.1 Subject to clause 8.2, the members may amend this constitution by passing a special resolution.

- 8.2 The members must not pass a special resolution that amends this constitution if passing it causes the **company** to no longer be a charity.

Members

9. Membership and register of members

- 9.1 The members of the **company** are:
- (a) initial members; and
 - (b) any other person that becomes a member in accordance with this constitution.
- 9.2 The **company** must establish and maintain a register of members. The register of members must be kept by the secretary.

10. Who can be a member

A person who supports the purposes of the **company** is eligible to apply to be a member of the **company** under clause 11 provided, however, that the person who applied to be a member is a natural person and not an incorporated or unincorporated body of any kind whatsoever.

11. How to become a member

A person may apply to become a member of the **company** so long as they pay the guarantee and satisfy any other requirements set by the Board from time to time.

12. Board to decide whether to approve membership

- 12.1 The Board must consider an application for membership within a reasonable time after the **company** receives the application.
- 12.2 If the Board approves an application, it must as soon as possible:
- (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 13).
- 12.3 If the Board rejects an application, the secretary must write to the applicant as soon as possible to tell them that their application has been rejected, but does not have to give reasons.

13. When a person becomes a member

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

14. When a person stops being a member

A person immediately stops being a member if they:

- (a) resign, by notice in writing to the **company**;
- (b) have not responded within three months to a written request from the **company** that they confirm in writing that they want to remain a member;
- (c) have not paid the annual subscription within three months of the due date for payment, unless otherwise determined by the Board;
- (d) are expelled under clause 16; or
- (e) die.

Dispute resolution and disciplinary procedures

15. Dispute resolution

- 15.1 The dispute resolution procedure in this clause applies to disputes under this constitution between either or both of:
- (a) a member or members and the Company; and
 - (b) a director or directors and the Company.
- 15.2 A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under this clause 15 until the disciplinary procedure is completed.
- 15.3 The parties to the dispute must in good faith attempt to resolve the dispute.
- 15.4 If:
- (a) the parties to the dispute fail to meet within 30 days of a notice by one party to the other parties requesting a meeting to attempt to resolve the dispute; or
 - (b) the dispute remains unresolved for a period of 20 days after the date that the parties to the dispute met,
- any party to the dispute may:
- (c) inform the Board about the dispute in writing, to the extent that the Board is not informed about the dispute;
 - (d) agree or request that a mediator be appointed to resolve the dispute; and
 - (e) attempt in good faith to settle the dispute by mediation.
- 15.5 The mediator must:
- (a) be chosen by agreement of those involved; or
 - (b) where those involved do not agree, a person chosen by the Board.
- 15.6 Any mediator chosen:
- (a) must be a qualified mediator or similar professional with professional experience in disputes (as determined by the Board in its absolute discretion); and
 - (b) must not have a personal interest in the dispute.
- 15.7 When conducting the mediation, the mediator will determine the rules and procedure of the mediation.
- 15.8 Unless the parties otherwise agree, any decision made by the mediator is not binding on the parties.

16. Disciplining members

- 16.1 In accordance with this clause, the Board may resolve to warn, suspend or expel a member from the **company** if the Board considers that:
- (a) the member has breached this constitution; or
 - (b) the member's behaviour is causing, has caused, or is likely to cause harm to the **company** or bring the company into disrepute.
- 16.2 At least 14 days before the meeting of the Board at which a resolution under clause 16.1 will be considered by the Board, the **company** must notify the member in writing:
- (a) that the Board is considering a resolution to warn, suspend or expel the member;
 - (b) that this resolution will be considered at a meeting of the Board and the date of that meeting;
 - (c) what the member is said to have done or not done;
 - (d) the nature of the resolution that has been proposed; and

- (e) that the member may provide an explanation to the Board under and in accordance with clause 16.3, and details of how to do so.
- 16.3 Before the Board passes any resolution under clause 16.1, the member may make a written submission to the Board and must tender that submission to the Board before the meeting of the Board.
- 16.4 After considering any submission made under clause 16.3 (if one is made) and subject to clause 16.5, the Board may:
 - (a) take no further action;
 - (b) warn the member;
 - (c) suspend the member's rights as a member for a period of time determined by the Board;
 - (d) expel the member;
 - (e) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause);
 - (f) require the matter to be determined at a **general meeting**; or
 - (g) do any other thing.
- 16.5 The **company** cannot fine a member.
- 16.6 The **company** must give written notice to the member of the decision under clause 16.4 as soon as possible.
- 16.7 Disciplinary procedures must be completed as soon as reasonably practical.
- 16.8 There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

General meetings of members

17. General meetings called by directors

- 17.1 The Board may call a **general meeting**.
- 17.2 If members with at least 5 per cent of the votes that may be cast at a **general meeting** make a written request to the **company** for a **general meeting** to be held, the Board must:
 - (a) within 21 days of the members' request, give all members notice of a **general meeting**; and
 - (b) hold the **general meeting** within 2 months of the members' request.
- 17.3 The percentage of votes that members have (in clause 17.2) is to be worked out as at midnight before the members request the meeting.
- 17.4 The members who make the request for a **general meeting** must:
 - (a) state in the request any resolution to be proposed at the meeting
 - (b) sign the request; and
 - (c) give the request to the **company**.
- 17.5 Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

18. General meetings called by members

- 18.1 If the Board does not call the meeting within 21 days of being requested under clause 17.2, 50 per cent or more of the members who made the request may call and arrange to hold a **general meeting**.
- 18.2 To call and hold a meeting under clause 18.1 the members must:

- (a) as far as possible, follow the procedures for **general meetings** set out in this constitution;
 - (b) call the meeting using the list of members on the **company's** member register, which the **company** must provide to the members making the request at no cost; and
 - (c) hold the **general meeting** within three months after the request was given to the **company**.
- 18.3 The **company** must pay the members who request the **general meeting** any reasonable expenses they incur because the directors did not call and hold the meeting.

19. Annual general meeting

- 19.1 A **general meeting**, called the annual **general meeting**, must be held:
- (a) within 18 months after registration of the **company**; and
 - (b) after the first annual **general meeting**, at least once in every calendar year on a date determined by the Board provided that it must not be held less than 6 months after the date that the previous general meeting was held.
- 19.2 Even if these items are not set out in the notice of meeting, the business of an annual **general meeting** may include:
- (a) a review of the **company's** activities;
 - (b) a review of the **company's** finances;
 - (c) any auditor's report (if any);
 - (d) the election of directors; and
 - (e) the appointment and payment of auditors, (if required).
- 19.3 Before or at the annual **general meeting**, the directors must give information to the members on the **company's** activities and finances during the period since the last annual **general meeting**.
- 19.4 The chairperson of the annual **general meeting** must give members as a whole a reasonable opportunity at the meeting to ask questions or make comments about the management of the **company**.

20. Notice of general meetings

- 20.1 Notice of a **general meeting** must be given to:
- (a) each member entitled to vote at the meeting;
 - (b) each director; and
 - (c) the auditor (if any).
- 20.2 Notice of a **general meeting** must be provided in writing at least 21 days before the meeting.
- 20.3 Subject to clause 20.4, notice of a meeting may be provided less than 21 days before the meeting if:
- (a) for an annual **general meeting**, all the members entitled to attend and vote at the annual **general meeting** agree beforehand; or
 - (b) for any other **general meeting**, members with at least 95 per cent of the votes that may be cast at the meeting agree beforehand.
- 20.4 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
- (a) remove a director;
 - (b) appoint a director in order to replace a director who was removed; or
 - (c) remove an auditor.

- 20.5 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, that a **special resolution** is to be proposed and the words of the proposed resolution; and
 - (d) a statement that members have the right to appoint proxies and that, if a member appoints a proxy:
 - i. the proxy does not need to be a member of the company ;
 - ii. 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
 - iii. the proxy form must be delivered to the **company** at least 48 hours before the meeting.
- 20.6 If a **general meeting** is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

21. Quorum at general meetings

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

22. Auditor's right to attend meetings

- 22.1 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.
- 22.2 The **company** must give the auditor (if any) any communications relating to the **general meeting** that a member of the **company** is entitled to receive.

23. Using technology to hold meetings

- 23.1 The **company** may hold a **general meeting** at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard.
- 23.2 Anyone using this technology is taken to be present in person at the meeting.

24. Chairperson for general meetings

- 24.1 The **elected chairperson** 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 chairperson for that meeting if:
- (a) there is no **elected chairperson**;

- (b) the **elected chairperson** is not present within 30 minutes after the starting time set for the meeting; or
- (c) the **elected chairperson** is present but says they do not wish to act as chairperson of the meeting.

25. Role of the chairperson

- 25.1 The chairperson is responsible for the conduct of the **general meeting**, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).
- 25.2 The chairperson 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 chairperson 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 Members with at least 5 per cent of the votes that may be cast on a resolution may give:
 - (a) written notice to the **company** of a resolution they propose to move at a **general meeting** (members' resolution); and/or
 - (b) a written request to the **company** that the **company** give all of its members a statement about a proposed resolution or any other matter that may properly be considered at a **general meeting** (members' statement).
- 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 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 The percentage of votes that members have (as described in clause 27.1) is to be worked out as at midnight before the request or notice is given to the **company**.
- 27.6 If the **company** has been given notice of a members' resolution under clause 27.1(a), the resolution must be considered at the next **general meeting** held more than two months after the notice is given.
- 27.7 This clause does not limit any other right that a member has to propose a resolution at a **general meeting**.

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 send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, it must do so at the **company's** cost; or
 - (b) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, then the members who proposed the resolution or made the request must pay the expenses reasonably incurred by the **company** in giving members notice of the proposed members' resolution or a copy of the members' statement. However, at a

general meeting, the members may pass a resolution that the **company** will pay these expenses.

- 28.2 The **company** does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:
- (a) it is more than 1,000 words long;
 - (b) the directors consider it may be defamatory
 - (c) clause 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 sending the notice of the proposed members' resolution or a copy of the members' statement to members; or
 - (d) in the case of a proposed members' resolution, the resolution does not relate to a matter that may be properly considered at a **general meeting** or is otherwise not a valid resolution able to be put to the members.

29. Circular resolutions of members

- 29.1 Subject to clause 29.3, the directors may put a resolution to the members to pass a resolution without a **general meeting** being held (a circular resolution).
- 29.2 The directors must notify the auditor (if any) as soon as possible that a circular resolution has or will be put to members, and set out the wording of the resolution.
- 29.3 Circular resolutions cannot be used:
- (c) for a resolution to remove an auditor, appoint a director or remove a director
 - (a) for passing a **special resolution**, or
 - (b) where the **Corporations Act** or this constitution requires a meeting to be held.
- 29.4 A circular resolution is passed if all the members entitled to vote on the resolution sign or agree to the circular resolution, in the manner set out in clause 29.5 or clause 29.6.
- 29.5 Members may sign:
- (a) a single document setting out the circular resolution and containing a statement that they agree to the resolution, or
 - (b) separate copies of that document, as long as the wording is the same in each copy.
- 29.6 The **company** may send a circular resolution by email to members and members may agree by sending a reply email to that effect, including the text of the resolution in their reply.

Voting at general meetings

30. How many votes a member has

Each member has one vote.

31. Challenge to member's right to vote

- 31.1 A member or the chairperson may only challenge a person's right to vote at a **general meeting** at that meeting.
- 31.2 If a challenge is made under clause 31.1, the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

32. How voting is carried out

- 32.1 Voting must be conducted and decided by:
- (a) a show of hands;
 - (b) a vote in writing; or

- (c) another method chosen by the chairperson that is fair and reasonable in the circumstances.
- 32.2 Before a vote is taken, the chairperson must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.
- 32.3 On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.
- 32.4 The chairperson and the meeting minutes do not need to state the number or proportion of the votes recorded in favour or against on a show of hands.

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

- 33.1 A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
 - (a) at least five **members present**;
 - (b) **members present** with at least 5 per cent of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded); or
 - (c) the chairperson.
- 33.2 A vote in writing must be taken when and how the chairperson directs, unless clause 33.3 applies.
- 33.3 A vote in writing must be held immediately if it is demanded under clause 33.1:
 - (a) for the election of a chairperson under clause 24.2; or
 - (b) to decide whether to adjourn the meeting.
- 33.4 A demand for a vote in writing may be withdrawn.

34. Appointment of proxy

- 34.1 A member may appoint a proxy to attend and vote at a **general meeting** on their behalf.
- 34.2 A proxy does not need to be a member.
- 34.3 A proxy appointed to attend and vote for a member has the same rights as the member to:
 - (a) speak at the meeting;
 - (b) vote in a vote in writing (but only to the extent allowed by the appointment); and
 - (c) join in to demand a vote in writing under clause 33.1.
- 34.4 An appointment of proxy (proxy form) must be signed by the member appointing the proxy and must contain:
 - (a) the member's name and address;
 - (b) the **company's** name;
 - (c) the proxy's name and address; and
 - (d) the meeting(s) at which the appointment may be used.
- 34.5 Proxy forms must be received by the **company** at the address stated in the notice under clause 20.5(d) or at the **company's** registered address at least 48 hours before a meeting.
- 34.6 A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- 34.7 Unless the **company** receives written notice before the start or resumption of a **general meeting** at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:
 - (a) dies;

- (b) is mentally incapacitated;
 - (c) revokes the proxy's appointment; or
 - (d) revokes the authority of a representative or agent who appointed the proxy.
- 34.8 A proxy appointment may specify the way the proxy must vote on a particular resolution.

35. Voting by proxy

- 35.1 A member appointed by a proxy may vote on a show of hands in its own right as a member and also in its capacity as a proxy, subject to the terms of the appointment of the proxy.
- 35.2 When a vote in writing is held, a proxy:
- (a) does not need to vote, unless the proxy appointment specifies the way they must vote;
 - (b) if the way they must vote is specified on the proxy form, must vote that way; and
 - (c) if the proxy is also a member or holds more than one proxy, may cast the votes held in different ways.

Directors

36. Number of directors

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

37. Election and appointment of directors

- 37.1 The initial directors are the people who have agreed to act as directors and who are named as proposed directors in the application for registration of the **company**.
- 37.2 Apart from the initial directors and directors appointed under clause 37.5, the members may elect a director by a resolution passed in a **general meeting**.
- 37.3 Each of the directors must be appointed by a separate resolution, unless:
- (a) the members present have first passed a resolution that the appointments may be voted on together; and
 - (b) no votes were cast against that resolution.
- 37.4 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 members entitled to vote (unless the person was previously elected as a director at a **general meeting** and has been a director since that meeting);
 - (c) give the **company** their signed consent to act as a director of the **company**; and
 - (d) are not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.
- 37.5 The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:
- (a) is a member of the **company**;
 - (b) gives the **company** their signed consent to act as a director of the **company**; and
 - (c) is not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.
- 37.6 If the number of directors is reduced to fewer than three or is less than the number required for a quorum, the continuing directors may act for the purpose of increasing the number of directors to three (or higher if required for a quorum) or calling a **general meeting**, but for no other purpose.

38. Election of chairperson

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

39. Term of office

39.1 At each annual **general meeting**:

- (a) any director appointed by the directors to fill a casual vacancy or as an additional director must retire; and
- (b) at least one-third of the remaining directors must retire.

39.2 The directors who must retire at each annual **general meeting** under clause 39.1(b) will be the directors who have been longest in office since last being elected. Where directors were elected on the same day, the director(s) to retire will be decided by the elected chairperson unless they agree otherwise.

39.3 Other than a director appointed under clause 37.5, 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.

39.4 Each director must retire at least once every three years.

39.5 A director who retires under clause 39.1 may nominate for election or re-election.

40. When a director stops being a director

A director stops being a director if they:

- (a) cease to be a director in accordance with the **Corporations Act**; or
- (b) become ineligible to be a director under the **Corporations Act** or the **ACNC Act**.

Powers of directors

41. Powers of directors

41.1 The Board is responsible for managing and directing the activities of the **company** to achieve the objects set out in clause 6.

41.2 The Board 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.

41.3 The Board must decide on the responsible financial management of the **company** including:

- (a) any suitable written delegations of power under clause 42; and
- (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.

41.4 The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution at a **general meeting**.

41.5 The company may require the payment of fees or levies (including any annual subscription) by members in the amounts and at the times as the Board may from time to time resolve.

42. Delegation of directors' powers

42.1 The Board may delegate any of their powers and functions to a committee, a director, an employee of the **company** (such as a chief executive officer) or any other person, as they consider appropriate.

42.2 The delegation must be recorded in the **company's** minute book.

43. Payments to directors

- 43.1 The **company** must not pay fees to a director for acting as a director.
- 43.2 The **company** may:
- (a) pay a director for work they do for the **company**, other than as a director, if the amount is no more than a reasonable fee for the work done; or
 - (b) reimburse a director for expenses properly incurred by the director in connection with the affairs of the **company**.
- 43.3 Any payment made under clause 43.2 must be approved by the directors.
- 43.4 The **company** may pay premiums for insurance indemnifying directors, as allowed for by law (including the **Corporations Act**) and this constitution.

44. Execution of documents

The **company** may execute a document without using a common seal if the document is signed by:

- (a) two directors of the **company**, or
- (b) a director and the secretary.

Duties of directors

45. Duties of directors

The directors must comply with their duties as directors under legislation and common law (judge-made law), and with the duties described in governance standard 5 of the regulations made under the **ACNC Act** which 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 objects 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 46;
- (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.

46. Conflicts of interest

- 46.1 A director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution):
- (a) to the other directors, or
 - (b) if all of the directors have the same conflict of interest, to the members at the next **general meeting**, or at an earlier time if reasonable to do so.
- 46.2 The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.
- 46.3 Each 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, except as provided under clauses 46.4:
- (a) be present at the meeting while the matter is being discussed; or

- (b) vote on the matter.
- 46.4 A director may still be present and vote if:
- (a) their interest arises because they are a member of the **company**, and the other members have the same interest;
 - (b) their interest relates to an insurance contract that insures, or would insure, the director against liabilities that the director incurs as a director of the **company** (see clause 65);
 - (c) their interest relates to a payment by the **company** under clause 64 (indemnity), or any contract relating to an indemnity that is allowed under the **Corporations Act**;
 - (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

47. When the directors meet

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

48. Calling directors' meetings

48.1 Three directors may call a directors' meeting by giving reasonable notice to all of the other directors provided always that if there are at any time fewer than three directors, then any one director may give notice of their intention to call a directors' meeting. A director may give notice in writing or by any other means of communication that has previously been agreed to by all of the directors.

49. Chairperson for directors' meetings

49.1 The **elected chairperson** is entitled to chair directors' meetings.

49.2 The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the **elected chairperson** is:

- (a) not present within 30 minutes after the starting time set for the meeting; or
- (b) present but does not want to act as chairperson of the meeting.

50. Quorum at directors' meetings

50.1 Unless the Board determines otherwise, the quorum for a meeting of the Board is a majority (more than 50 per cent) of directors.

50.2 A quorum must be present for the whole directors' meeting.

51. Using technology to hold directors' meetings

The Board may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by the Board.

52. Standing Board agreement

Any Board agreement may be a standing (ongoing) one.

53. Passing directors' resolutions

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

54. Circular resolutions of directors

- 54.1 The directors may pass a circular resolution without a directors' meeting being held.
- 54.2 A circular resolution is passed if all the directors entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 54.3 or clause 54.4.
- 54.3 Each director may sign:
- (a) a single document setting out the resolution and containing a statement that they agree to the resolution; or
 - (b) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- 54.4 The **company** may send a circular resolution by email to the directors and the directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- 54.5 A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 54.3 or clause 54.4.

Secretary

55. Appointment and role of secretary

- 55.1 The **company** must have at least one secretary, who may also be a director.
- 55.2 A secretary must be appointed by the directors (after giving the **company** their signed consent to act as secretary of the **company**) and may be removed by the directors.
- 55.3 The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration.
- 55.4 The role of the secretary includes:
- (a) maintaining a register of the **company's** members; and
 - (b) maintaining the minutes and other records of **general meetings** (including notices of meetings), meetings of the Board and circular resolutions.

Minutes and records

56. Minutes and records

- 56.1 The **company** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of **general meetings**;
 - (b) 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.
- 56.2 The **company** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees); and
 - (b) minutes of circular resolutions of directors.
- 56.3 To allow members to inspect the **company's** records:
- (a) the **company** must give a member access to the records set out in clause 56.1; and
 - (b) the directors may authorise a member to inspect other records of the **company**, including records referred to in clause 56.2 and clause 57.1.
- 56.4 The directors must ensure that minutes of a **general meeting** or a directors' meeting are signed within a reasonable time after the meeting by:

- (a) the chairperson of the meeting; or
 - (b) the chairperson of the next meeting.
- 56.5 The directors must ensure that minutes of the passing of a circular resolution (of members or directors) are signed by a director within a reasonable time after the resolution is passed.

57. Financial and related records

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

By-laws

58. By-laws

- 58.1 The directors may pass a resolution to make by-laws to give effect to this constitution.
- 58.2 Members and directors must comply with by-laws as if they were part of this constitution.

Notice

59. What is notice

- 59.1 Anything written to or from the **company** under any clause in this constitution is written notice and is subject to clauses 60 to 62, unless specified otherwise.
- 59.2 Clauses 60 to 62 do not apply to a notice of proxy under clause 34.5.

60. Notice to the company

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

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

61. Notice to members

- 61.1 Written notice or any communication under this constitution may be given to a member:
- (a) in person;
 - (b) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member for service of notices;
 - (c) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any);
 - (d) sending it to the fax number nominated by the member as an alternative address for service of notices (if any); or

- (e) if agreed to by the member, by notifying the member at an email or other electronic address nominated by the member, that the notice is available at a specified place or address (including an electronic address).

61.2 If the **company** does not have an address for the member, the **company** is not required to give notice in person.

62. When notice is taken to be given

A notice:

- (a) delivered in person, or left at a the recipient's address, is taken to be given on the day it is delivered;
- (b) sent by post, is taken to be given on the seventh day after it is posted with the correct payment of postage costs;
- (c) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent; and
- (d) given under clause 61.1(e) is taken to be given on the business day after the notification that the notice is available is sent.

Financial year

63. Company's financial year

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

Indemnity, insurance and access

64. Indemnity

64.1 The **company** indemnifies each officer of the **company** out of the assets of the **company**, to the relevant extent, against all losses and liabilities (including costs, expenses and charges) incurred by that person as an officer of the **company**.

64.2 In this clause, 'officer' means a director or secretary and includes a director or secretary after they have ceased to hold that office.

64.3 In this clause, 'to the relevant extent' means:

- (a) to the extent that the **company** is not precluded by law (including the **Corporations Act**) from doing so; and
- (b) for the amount that the officer is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).

64.4 The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the company.

65. Insurance

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

66. Directors' access to documents

66.1 A director has a right of access to the financial records of the **company** at all reasonable times.

66.2 If the directors agree, the **company** must give a director or former director access to:

- (a) certain documents, including documents provided for or available to the directors; and
- (b) any other documents referred to in those documents.

Winding up

67. Surplus assets not to be distributed to members

If the **company** is wound up, any **surplus assets** must not be distributed to a member or a former member of the **company**.

68. Distribution of surplus assets

- 68.1 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 charities:
- (a) with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 6; and
 - (b) which also prohibit the distribution of any **surplus assets** to its members to at least the same extent as the **company**.
- 68.2 The decision as to the charity or charities to be given the **surplus assets** must be made by a **special resolution** of members at or before the time of winding up. If the members do not make this decision, the **company** may apply to the Supreme Court to make this decision.

Revocation of DGR status

69. Revocation of deductible gift recipient status

- 69.1 If the **company** is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, and which is charitable at law, to which income tax deductible gifts can be made including:
- (a) gifts of money or property for the principal purpose of the **company**;
 - (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the **company**; or
 - (c) money received by the **company** because of such gifts and contributions.

Definitions and interpretation

70. Definitions

In this constitution, unless the contrary intention appears:

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

Board means the board of directors of the company.

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

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

elected chairperson means a person elected by the directors to be the **company's** chairperson under clause 38.

general meeting means a meeting of members and includes the annual **general meeting**, under clause 19.1 .

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

member present means, in connection with a **general meeting**, a **member present** in person, or by proxy, at the venue or venues for the meeting including present in accordance with clause 23.2.

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

special resolution means a resolution that is passed by at least 75 per cent of the votes cast by the **members present** and entitled to vote of the resolution.

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.

71. Reading this constitution with the Corporations Act

71.1 The replaceable rules set out in the **Corporations Act** do not apply to the **company**.

71.2 The **ACNC Act** and the **Corporations Act** override any clauses in this constitution which are inconsistent with those Acts, unless the **company** is not a **registered charity** and, in which case, the **Corporations Act** overrides any clause in this constitution which is inconsistent with the **Corporations Act**.

71.3 A word or expression that is defined in the **Corporations Act**, or used in the **Corporations Act** and covering the same subject, has the same meaning as in this constitution.

72. Interpretation

In this constitution, unless the context otherwise requires:

- (a) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression;
- (b) a reference to a clause is to a clause of this constitution;
- (c) words importing the singular include the plural and vice versa and words importing a gender include other genders;
- (d) where a word or phrase is given a particular meaning, other parts of speech or grammatical forms of that word or phrase have corresponding meanings;
- (e) headings are for convenience and shall be disregarded;
- (f) references to statutes includes statutes amending, consolidating or replacing the statutes referred to and all regulations, orders in council, rules, by-laws and ordinances made under these statutes; and
- (g) a 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).