

Constitution

Ability Options Limited

ACN 003 175 335

A Public Company Limited by Guarantee

Adopted 5 December 2019

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1 Name of the Company

The name of the Company is Ability Options Limited.

2 Type of Company

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

3 Replaceable Rules

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

4 Definitions and Interpretation

4.1 Definitions

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

- (a) **ACNC** means the Australian Charities and Not-for-Profits Commission;
- (b) **ACNC Act** means *Australian Charities and Not-for-profits Commission Act 2012* (Cth);
- (c) **ACNC Regulation** means *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth);
- (d) **AGM** means annual general meeting;
- (e) **Alternate Director** means a person of a Director's choosing who sits on the Board in lieu of a Director in the event that the Director cannot attend a meeting;
- (f) **Board** means the board of Directors of the Company;
- (g) **Business Day** means a day that is not a Saturday, Sunday or public holiday in New South Wales;
- (h) **By-Laws** means the by-laws adopted and amended by the Board from time to time in accordance with **clause 52**;
- (i) **Chair** means a Director appointed to that position pursuant to **clause 32.7(a)(i)**;

- (j) **Chairperson** means the person holding that office under this Constitution and includes any assistant or acting chairperson;
- (k) **Committee** means a committee of the Board established in accordance with **clause 48**;
- (l) **Company** means Ability Options Limited (ACN 003 175 335);
- (m) **Constitution** means this constitution as amended or supplemented from time to time;
- (n) **Co-Opted Director** means a person appointed as a Director pursuant to **clause 32.5**;
- (o) **Corporations Act** means *Corporations Act 2001* (Cth);
- (p) **Deputy-Chair** means a Director appointed to that position pursuant to **clause 32.7(a)(ii)**;
- (q) **DGR** means a deductible gift recipient as defined by the law;
- (r) **Director** means any person holding the position of a director of the Company (and includes both Elected Directors and Co-Opted Directors) and **Directors** means the directors for the time being of the Company or, as the context permits, such number of them as has authority to act for the Company;
- (s) **Disciplinary Committee** means a Committee formed pursuant to **clause 11.2(a)** for the purpose of conducting disciplinary proceedings against a Member;
- (t) **Elected Director** means a person elected as a Director pursuant to **clause 32.4**;
- (u) **Financial Year** means the period from 1 July in one calendar year until 30 June in the next calendar year;
- (v) **Life Member** means a person in the Membership class set out in **clause 7.2**;
- (w) **Member** means a member of the Company pursuant to **clause 6** (and includes both Ordinary Members and Life Members) and **Membership** has the corresponding meaning;
- (x) **Member Present** means in connection with a meeting of Members, a Member being present in person or by proxy or attorney;
- (y) **Member's Guarantee Amount** means the amount referred to in **clause 2(c)**;
- (z) **Objects** means the objects of the Company as set out in **clause 5.1**;
- (aa) **Office** means the registered office for the time being of the Company;
- (bb) **Office Bearer** means a person holding any of the offices specified in **clause 32.7**;
- (cc) **Officer** has the same meaning as given to that term in section 9 of the Corporations Act;
- (dd) **Ordinary Member** means a person in the Membership class set out in **clause 7.1**;
- (ee) **Register** means the register of Members to be kept pursuant to the Corporations Act;

- (ff) **Replaceable Rules** means the replaceable rules applicable to a public company limited by guarantee set out in the Corporations Act;
- (gg) **Secretary** means the person appointed as the secretary of the Company under **clause 51(a)** and includes any assistant or acting secretary; and
- (hh) **Special Resolution** has the meaning given to it by the Corporations Act.

4.2 Interpretation

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

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

5 Objects and Powers

5.1 Objects

- (a) The Company is a public benevolent institution, established to:
 - (i) support people who need assistance, in order to achieve their aspirations and inclusion in the community due to their disability and/or disadvantage; and
 - (ii) do anything ancillary to the Object in **clause 5.1(a)(i)**.
- (b) The Company can only exercise the powers in section 124(1) of the Corporations Act to:
 - (i) carry out the Objects; and
 - (ii) do all things incidental or convenient in relation to the exercise of power under **clause 5.1(b)(i)**.

5.2 Income and Property

- (a) The income and property of the Company will only be applied towards the promotion of the Objects of the Company.
- (b) No income or property of the Company will be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any Member of the Company. However nothing in this Constitution will prevent payment in good faith to a Member:
 - (i) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company;
 - (ii) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent to the Company, as well as repayment of the principal; or
 - (iii) of reasonable and proper rent for premises leased by any Member to the Company.

5.3 Remuneration of Directors

- (a) No payment shall be made to any Director (except any executive Director in that Director's capacity as an employee of the Company) other than the following payments in good faith by the Company:
 - (i) subject to **clause 5.3(b)**, such remuneration, and on such conditions, as the Board sees fit;
 - (ii) out of pocket expenses incurred by the Director in the performance of any duty as a Director where the amount payable does not exceed an amount previously approved by the Board; and
 - (iii) for any service rendered to the Company by the Director in a professional or technical capacity, other than in the capacity as Director, where the provision of the service has the prior approval of the Board and where the amount payable is approved by the Board and is not more than an amount which commercially would be reasonable for the service.
- (b) If the Board proposes to:
 - (i) make payments to Directors pursuant to **clause 5.3(a)(i)**, when no such payments were made in the previous Financial Year; or
 - (ii) increase the aggregate amount of the payments made to Directors under **clause 5.3(a)(i)** from what was paid in the previous Financial Year,

the Board must first obtain the approval of the Members by resolution in a general meeting.

MEMBERSHIP

6 Admission to Membership

6.1 Eligibility for Membership

Any individual is eligible to apply to become a Member if the individual:

- (a) agrees to assume the liability to pay the Member's Guarantee Amount;
- (b) satisfies the criteria for the relevant class of Membership in accordance with **clause 7**;
- (c) supports the Objects of the Company and agrees to comply with the terms of this Constitution and any code of conduct which the Board may produce from time to time;
- (d) is, in the Board's opinion, of good character;
- (e) has not been convicted of an offence involving dishonesty;
- (f) has not received a civil penalty order;
- (g) is not an insolvent under administration, including being an undischarged bankrupt or have executed a personal insolvency agreement under Part X of the *Bankruptcy Act 1966* (Cth); and
- (h) lodges an application form in accordance with **clause 8**.

6.2 Benefits

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

7 Classes of Membership

There shall be the following classes of Membership:

7.1 Ordinary Members

An Ordinary Member is an individual who:

- (a) wishes to support the Objects;
- (b) is nominated to be an Ordinary Member by two (2) Members; and
- (c) has been accepted into Ordinary Membership by the Board.

7.2 Life Members

A Life Member is an individual who:

- (a) has shown continued service to the Company or to the disability community; and
- (b) has been invited to be a Life Member by the Board.

7.3 Additional Qualifications and Rights

The Board may determine from time to time additional qualifications for admission to each Membership class and the rights attached to each Membership class.

8 Applications for Ordinary Membership

8.1 Applications for Ordinary Membership

- (a) An application for Ordinary Membership of the Company must:
 - (i) be made in writing in the form prescribed by the Board from time to time;
 - (ii) be accompanied by a nomination from two (2) current Members;
 - (iii) include a signature, or equivalent acknowledgement by the applicant acknowledging that the applicant agrees to be bound by the Constitution; and
 - (iv) be lodged with the Secretary.
- (b) As soon as practicable after receiving an application for Ordinary Membership, the Secretary must refer the application to the Board which is to determine whether to approve or reject the application.
- (c) As soon as practicable after the Board makes that determination, the Secretary must:
 - (i) notify the applicant, in writing, that the Board approved or rejected the application (whichever is applicable); and
 - (ii) if the Board approved the application, enter the applicant's name and class of Membership in the Register and, subject to the Corporations Act, the person becomes a Member on the name being so entered; or
 - (iii) if the Board rejected the application, the Board will not be required to provide the applicant with any reasons for the rejection.

9 Membership Entitlements Not Transferable

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

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

10 Cessation of Membership

- (a) A Member's Membership will cease:
 - (i) on the date that the Secretary receives written notice of resignation from that Member;
 - (ii) upon that Member dying;
 - (iii) upon that Member no longer satisfying the criteria for its respective class of Membership;
 - (iv) upon that Member becoming bankrupt or insolvent or making an arrangement or composition with creditors of the person's joint or separate estate generally;
 - (v) if the Member is expelled from the Company pursuant to **clause 11**;

- (vi) if the Company in general meeting resolves by Special Resolution to terminate the Membership of a Member whose conduct or circumstances in the opinion of the Company renders it undesirable that that Member continue to be a Member of the Company. The Member must be given at least twenty-one (21) days' notice of the proposed resolution and must be given the opportunity to be heard at the meeting at which the resolution is proposed.
- (b) A Member may at any time, pursuant to **clause 10(a)(i)**, resign as a Member but shall continue to be liable for:
 - (i) any monies due by the Member to the Company; and
 - (ii) any sum for which the Member is liable as a Member of the Company under **clause 2(b)**.

11 Disciplining of Members

11.1 Disciplining of Members

- (a) Where the Board is of the opinion that a Member has:
 - (i) persistently refused or neglected to comply with a provision or provisions of this Constitution; or
 - (ii) persistently and wilfully acted in a manner prejudicial to the interests of the Company,the Board may:
 - (iii) expel the Member from the Company; or
 - (iv) suspend the Member from Membership of the Company for a specified period.
- (b) A resolution of the Board pursuant to **clause 11.1(a)** is of no effect unless the Board confirms the resolution in accordance with this **clause 11.1(b)** at a Board meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service on the Member of a notice pursuant to **clause 11.1(c)**.
- (c) If the Board resolves under **clause 11.1** to expel or suspend any Member, the Secretary must serve the Member with a notice in writing:
 - (i) setting out the resolution of the Board and the grounds upon which it is based;
 - (ii) stating that the Member may address the Board at a Board meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service of the notice;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the Member that the Member may do either or both of the following:
 - (A) attend and speak at that meeting;
 - (B) submit to the Board at or before the date of the meeting, written representations relating to the resolution.

- (d) At a meeting of the Board held as referred to in **clause 11.1(c)**, the Board must:
 - (i) give the Member an opportunity to make oral representations;
 - (ii) give due consideration to any written representations submitted to the Board by the Member at or before the Board meeting; and
 - (iii) by a resolution, determine whether to confirm or to revoke the resolution under **clause 11.1(a)**. A resolution to confirm the resolution under **clause 11.1(a)** requires the affirmative votes of at least seventy-five per cent (75%) of the Directors voting in the Board meeting.
- (e) The Member must be notified in writing of the decision of the Board within seven (7) days. If the Board resolves to confirm the expulsion or suspension, the Member must also be notified of the right of appeal available under **clause 11.2**.
- (f) A resolution confirmed by the Board under **clause 11.1(d)** does not take effect:
 - (i) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; and
 - (ii) where, within that period, the Member exercises the right of appeal, unless and until the Disciplinary Committee confirms the resolution pursuant to **clause 11.2(d)(ii)**.

11.2 Right of Appeal of Disciplined Member

- (a) The Board will establish a Disciplinary Committee. The Disciplinary Committee will comprise of an independent panel of three (3) experts, all chosen by the Board. The experts will be chosen based upon the nature of the alleged misconduct by the Member. The Disciplinary Committee may seek advice from any relevant source.
- (b) A Member may appeal to the Disciplinary Committee against a resolution of the Board, which is confirmed under **clause 11.1(d)**. Written notice of such an appeal must be lodged with the Secretary within seven (7) days of service of the notice required under **clause 11.1(e)**.
- (c) Within thirty-five (35) days after receipt of a notice of appeal from the Member pursuant to **clause 11.2(b)**, the Disciplinary Committee must convene a meeting.
- (d) At the Disciplinary Committee meeting convened under **clause 11.2(c)**:
 - (i) the Member must be given the opportunity to state their case orally or in writing, or both using any technology (reasonably available to the Board) that gives the Member a reasonable opportunity to do so; and
 - (ii) the Disciplinary Committee must vote by ballot on the question of whether the resolution will be confirmed.
- (e) The Disciplinary Committee's decision, pursuant to **clause 11.2(d)(ii)**, is final. The Member is not entitled to appeal the Disciplinary Committee's decision.
- (f) The Member the subject of these disciplinary procedures is entitled to:
 - (i) subject to **clause 11.2(f)(ii)**, bring a support person to any meeting with the Disciplinary Committee or the Board, which meetings are being held pursuant to this **clause 11**; and

- (ii) if the support person is legally qualified, the Member must notify the Disciplinary Committee or the Board (as the case may be) at least five (5) Business Days before the meeting that the support person attending the meeting will be legally qualified.
- (g) Natural justice will be applied during every disciplinary process under this **clause 11**, requiring the Board and Disciplinary Committee to act fairly, in good faith and without bias or conflict of interest when making its decision.

12 Resolution of Disputes Between Members

- (a) Disputes between Members (in their capacity as Members), including in relation to fundraising matters, shall be referred to the Board which must take steps to resolve the dispute.
- (b) If a dispute so referred is not resolved to the satisfaction of any party to the dispute within thirty (30) days of its being referred, then that party may refer the dispute to mediation before a mediator appointed by mutual agreement of the parties.
- (c) Failing agreement by the parties to the appointment of a mediator within fourteen (14) days of a party notifying the other party of its intention to refer the dispute to mediation, the appointment of the mediator shall be made by the President of the Law Society of New South Wales.
- (d) The costs of the mediator appointed pursuant to **clause 12(b)** or **clause 12(c)** (as the case may be) shall be shared equally between the Members party to the dispute.
- (e) At least seven (7) days before a mediation session established by a mediator appointed pursuant to **clause 12(b)** or **clause 12(c)** (as the case may be) is to commence, the parties to the dispute are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

GENERAL MEETINGS

13 Convening of General Meetings

13.1 AGMs

Notwithstanding section 111L of the Corporations Act:

- (a) in the event that the Board wishes to do so, it may convene an AGM; and
- (b) any AGM which is convened must be done so in accordance with the requirements of the Corporations Act.

13.2 Convening of General Meetings

- (a) A minimum of:
 - (i) two (2) Directors; or
 - (ii) the Chair,may, whenever those two (2) Directors think, or the Chair thinks, fit, convene a general meeting of the Company.

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

14 Notice of General Meeting

- (a) Subject to consent to shorter notice being given in accordance with the Corporations Act (notwithstanding section 111L of the Corporations Act), at least twenty-one (21) days' notice of any general meeting must be given specifying:
 - (i) the place, day and hour of the meeting;
 - (ii) the general nature of any business to be transacted at the meeting;
 - (iii) if a Special Resolution is to be proposed, the details of and intention to propose it;
 - (iv) if the meeting is to be held in two or more places, the technology that will be used to facilitate this; and
 - (v) any other information required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act).
- (b) The accidental omission to give notice of any general meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice will not invalidate the proceedings at or any resolution passed at the meeting.
- (c) Subject to **clause 14(b)**, notice of every general meeting must be given in any manner authorised by this Constitution to:
 - (i) every Member;
 - (ii) every Director; and
 - (iii) the auditor for the time being of the Company (if any).

15 Cancellation or Postponement of General Meeting

15.1 Cancellation or Postponement of General Meeting

- (a) Subject to the provisions of the Corporations Act (notwithstanding section 111L of the Corporations Act) and this Constitution, the Board may cancel a general meeting of the Company:
 - (i) convened by the Board; or
 - (ii) which has been convened by the Members pursuant to **clause 13.2(b)** upon receipt by the Company of a written notice withdrawing the requisition signed by the Members who convened the meeting.

- (b) The Board may postpone a general meeting or change the venue at which it is to be held. No business shall be transacted at any postponed meeting other than the business stated in the notice to the Members relating to the original meeting.
- (c) Where any general meeting is cancelled or postponed or the venue for a general meeting is changed, the Board must notify in writing each person entitled to receive notice of the meeting of the cancellation, the change of venue or the postponement of the meeting by any means permitted by this Constitution and in the case of the postponement of a meeting, the new place, date and time for the meeting.

15.2 Failure to Notify in Writing

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

PROCEEDINGS AT GENERAL MEETINGS

16 Quorum

- (a) No business may be transacted at any general meeting unless there is a quorum of Members Present at all times during the meeting.
- (b) Members Present which represent:
 - (i) the number of Members which constitutes ten per cent (10%) of all Members (rounded up to the nearest integer); or
 - (ii) three (3) Members,whichever is the higher, shall constitute a quorum for all general meetings.
- (c) If within thirty (30) minutes after the time appointed for holding a general meeting a quorum is not present:
 - (i) the meeting, if convened upon the requisition of Members, shall be dissolved; or
 - (ii) in any other case:
 - (A) it will stand adjourned to such other day time and place as the Board may by notice to the Members appoint; and
 - (B) if at such adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the holding of the meeting, the meeting shall be dissolved.

17 Chairperson

- (a) The Chair shall preside as Chairperson at each general meeting.
- (b) Where a general meeting is held and:
 - (i) there is no Chair; or
 - (ii) the Chair is not present within thirty (30) minutes after the time appointed for the holding of the meeting or, if present, is unwilling to act as Chairperson of the meeting,

then the following person will be Chairperson in lieu of the Chair in the order of availability set out below:

- (iii) Deputy-Chair;
 - (iv) another Director chosen by the Directors present at the meeting; and
 - (v) a Member chosen by a majority of the Members Present.
- (c) The rulings of the Chairperson of a general meeting on all matters relating to the order of business, procedure and conduct of the meeting shall be final and no motion of dissent from such rulings shall be accepted.

18 Adjournments

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

19 Determination of Questions

- (a) At any general meeting a resolution to be considered at the meeting shall be decided on a show of hands unless a poll is demanded by:
 - (i) the Chairperson of the meeting; or
 - (ii) at least two (2) Members Present and entitled to vote on the resolution (or, if the Company ever has a sole Member, by that Member being a Member Present).
- (b) A declaration by the Chairperson of the result of a vote on a resolution by a show of hands and an entry to that effect contained in the minutes of the proceedings of the Company which has been signed by the Chairperson of the meeting or the next succeeding meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

20 Polls

- (a) A poll may be demanded:
 - (i) before a vote on a resolution is taken;
 - (ii) before the voting results on a show of hands are declared; or

- (iii) immediately after the voting results on a show of hands are declared.
- (b) If a poll is demanded it must be taken in such manner and at such time and place as the Chairperson of the meeting directs subject to **clause 20(e)**.
- (c) The result of the poll shall be taken to be the resolution of the meeting at which the poll was demanded.
- (d) The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.
- (e) A poll demanded on the election of a Chairperson or any question of adjournment of the meeting must be taken immediately.
- (f) The demand for a poll may be withdrawn.

21 Voting Rights

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

22 Disqualification

No person other than a Member shall be entitled to vote at a general meeting.

23 Objection to Qualification to Vote

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

24 Persons of Unsound Mind and Minors

- (a) A Member:
 - (i) of unsound mind; or
 - (ii) whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (iii) who is a minor,may vote whether on a show of hands or on a poll by that Member's committee or by such other person as properly has the management or guardianship of that Member's estate or by the public trustee (as the case may be) and the committee or other person or trustee may vote by proxy or representative.
- (b) Any person having the right of management or guardianship of the person or estate in respect of a Member as referred to in **clause 24(a)** must not exercise any of the rights conferred under that clause unless and until the person has provided to the Board satisfactory evidence of the appointment of the person accordingly.

25 Casting Vote

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

26 Right of Non-Members to Attend General Meeting

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

PROXIES

27 Right to Appoint Proxies

Notwithstanding section 111L of the Corporations Act:

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

28 Appointing a Proxy

28.1 Appointing a Proxy

The instrument appointing a proxy must be in writing signed by the appointor or the appointor's attorney duly authorised in writing or, if the appointor is a corporation, signed by an authorised officer or attorney of the corporation.

28.2 Instrument of Proxy

- (a) The instrument of proxy is valid if it contains the following information, and any additional information required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act):
 - (i) the name and address of the Member;
 - (ii) the name of the Company;
 - (iii) the proxy's name or the name of the office of the proxy; and
 - (iv) the meetings at which the instrument of proxy may be used.
- (b) An instrument of proxy may be expressed to be a standing appointment. An instrument of proxy for a specified meeting is only valid for that meeting and any postponement or adjournment of that meeting.
- (c) An instrument of proxy shall not be treated as invalid merely because it does not specify all of the information required by **clause 28.2(a)**.
- (d) An instrument of proxy may be revoked at any time by notice in writing to the Company.

29 Lodgement of Proxies

- (a) An instrument appointing:
- (i) a proxy and the power of attorney or other authority (if any) under which it is signed or executed or a certified copy of that power or authority; or
 - (ii) an attorney to exercise a Member's rights at a general meeting or a certified copy of that power of attorney,
- must be deposited at the Office or at such other place as is specified for that purpose in the notice convening the general meeting not less than forty-eight (48) hours (or such shorter period as the Board may allow) before the time appointed for the holding of the meeting or adjourned meeting as the case may be at which the person named in the instrument proposes to vote. In default, the instrument of proxy or the power of attorney will not be treated as valid.
- (b) For the purposes of this **clause 29** it will be sufficient that any document required to be lodged by a Member be received in legible form by facsimile at the place at which the document is required to be delivered by the Member and the document shall be regarded as received at the time the facsimile was received at that place.
- (c) For the purposes of this **clause 29** it will be sufficient that any document required to be lodged by a Member be received in legible form by email if the notice of meeting so permits at the address and in the form specified in the notice and the proxy shall be regarded as received at the time of the receipt of the email or other electronic transmission by the Company.

30 Validity of Proxies

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

31 Rights of Proxies and Attorneys

- (a) The instrument appointing a proxy will be taken to confer authority to demand or join in demanding a poll.
- (b) Subject to **clause 31(c)**, unless a Member by the instrument of proxy directs the proxy to vote in a certain manner, the proxy may vote as the proxy thinks fit on any motion or resolution. Otherwise the proxy shall follow the voting instructions contained in the instrument of proxy.
- (c) A proxy will not be revoked by the appointor of the proxy attending and taking part in any general meeting, but if the appointor of the proxy votes on a resolution, either on a show of hands or on a poll, the person acting as proxy for the appointor of the proxy shall not be entitled to vote in that capacity in respect of the resolution.
- (d) The Chairperson of a general meeting may require any person acting as a proxy to establish to the satisfaction of the Chairperson that he or she is the person nominated as proxy in the form of proxy lodged under this Constitution. If the person is unable to establish his or her identity he or she may be excluded from voting either upon a show of hands or upon a poll.

APPOINTMENT AND REMOVAL OF DIRECTORS

32 Number and Appointment of Directors

32.1 Number of Directors

- (a) The Board of Directors shall consist of not fewer than three (3) and not more than ten (10) persons.
- (b) Subject to section 201P of the Corporations Act, the Board may by resolution vary the number of Directors holding office from that referred to in **clause 32.1**.

32.2 Composition of Board

The Board shall consist of:

- (a) at least three (3) and up to ten (10) Elected Directors, the number of whom is to be determined by the Board; and
- (b) up to two (2) Co-Opted Directors, the number of whom is to be determined by the Board,

so long as the total number of Directors is within the total referred to in **clause 32.1(a)**.

32.3 Initial Board

The Directors holding office as at the adoption of this Constitution in 2019 shall all be deemed to be Elected Directors

32.4 Elected Directors

- (a) Nominations of candidates for election as Elected Directors:

- (i) shall be in writing in a form prescribed by the Board signed by two (2) Members and be accompanied by the written consent of the nominee (which may be endorsed on the nomination); and
 - (ii) shall be delivered to the Secretary (or other person authorised by the Board for the purpose) not later than close of business five (5) Business Days before the day fixed for the holding of the AGM (or other annual meeting) at which the election is to take place.
- (b) If the number of nominations received is equal to the number of positions to be filled, the persons nominated shall be taken to be elected.
 - (c) If the number of nominations received exceeds the number of positions to be filled, a ballot shall be held.
 - (d) Elected Directors must be Members at all times that they hold the office of Elected Director.

32.5 Co-Opted Directors

- (a) The Board may appoint Co-Opted Directors to the Board at any time to fill the positions provided for in **clause 32.2(b)**.
- (b) A Co-Opted Director shall be a person who will bring skills and experience to the Board to enable the Board to advance the Objects.
- (c) A Co-Opted Director may be, but need not be, a Member.

32.6 Term

- (a) Directors shall:
 - (i) subject to **clause 32.6(d)(i)**, hold office for a term of four (4) years; and
 - (ii) subject to **clause 32.6(b)**, be eligible for reappointment or re-election for a further term of four (4) years..
- (b) Subject to **clause 32.6(d)**, Directors shall not hold office for more than eight (8) consecutive years.
- (c) Once a Director has served the maximum term of eight (8) consecutive years (or longer in accordance with **clause 32.6(d)**), the Director is not eligible for re-election or reappointment to the Board until after a period of at least four (4) years has passed since the expiry of the Director's previous term on the Board.
- (d) Notwithstanding anything herein contained, immediately following the adoption of this Constitution in 2019, the Board will pass a resolution regarding when each existing Director's term will end (in order for Directors' terms to expire in a staggered arrangement). The Board's resolution may allow:
 - (i) Directors' terms to be different from the term referred to in **clause 32.6(a)**; and
 - (ii) some Directors to serve on the Board for longer than eight (8) consecutive years (counting time served before the adoption of this Constitution in 2019).

32.7 Office Bearers

- (a) The Board shall, at the first meeting of the Board held after the adoption of this Constitution in 2019 and thereafter at the first meeting of the Board held after an

Office Bearer has retired, appoint from among the Directors sitting on the Board at the time of the Board meeting:

- (i) a Chair; and
 - (ii) a Deputy-Chair,
- should the position be vacant.
- (b) The Chair shall hold office for a term of four (4) years (or a shorter period, if the Chair has less than four (4) years remaining in his or her term as a Director), but shall be eligible for reappointment for a further term of four (4) years, provided that the Chair shall not hold office beyond his or her retirement or removal from the Board as a Director.
 - (c) The term of the Deputy-Chair will be determined from time to time by the Board, so long as the Deputy-Chair does not hold office beyond his or her retirement or removal from the Board as a Director.

33 Board May Act Despite Vacancy

The Board may act despite any vacancy in their body, but if its number falls below the minimum fixed in accordance with **clause 32.1** the Board may act:

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

34 Vacation of Office

- (a) Any Director may resign from office on giving written notice to the Company at the Office of his intention to resign and the resignation shall take effect at the time expressed in the notice (provided the time is not earlier than the date of delivery of the written notice to the Company).
- (b) The office of a Director shall become vacant if the Director:
 - (i) dies;
 - (ii) is an Elected Director and ceases to be a Member;
 - (iii) becomes bankrupt or makes any arrangement or composition with creditors generally;
 - (iv) becomes prohibited from being a director of, or managing, a company by reason of any order made under the Corporations Act;
 - (v) has been disqualified by the Australian Charities and Not-for-Profits Commissioner, at any time during the preceding twelve (12) months, from being a responsible entity of a registered entity under clause 45.20(4) of the ACNC Regulation;
 - (vi) becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;

- (vii) is removed from office by the Company in general meeting;
- (viii) resigns by notice in writing to the Company; or
- (ix) is absent without permission of the Board from three (3) meetings of the Board in a calendar year, unless the Board resolves that this does not constitute resignation.

35 Filling of Vacancies on the Board

- (a) In the event of a casual vacancy occurring on the Board:
 - (i) in relation to an Elected Director vacancy, the Board will appoint a Member to fill the vacancy; and
 - (ii) in relation to a Co-Opted Director vacancy, the Board may appoint any person to fill that vacancy in accordance with **clause 32.5**.
- (b) Any Director appointed pursuant to **clause 35(a)(i)** shall hold office for the balance of the term of the vacating Elected Director.
- (c) Any Director appointed pursuant to **clause 35(a)(ii)** shall hold office for a full new term.

36 Office Bearer Vacancies

- (a) In the event of a vacancy occurring in the position of Chair, the Deputy-Chair shall assume office as acting Chair until the next meeting of the Board, at which time the Board shall elect a new Chair in accordance with **clause 32.7(a)(i)** for a fresh new term.
- (b) In the event of a vacancy occurring in the position of Deputy-Chair, another Director (elected by the Directors at the next meeting of the Board) who is not Chair, shall assume office as Deputy-Chair for the balance of the term of the vacating Deputy-Chair, or until such time as he or she ceases to be a Director, whichever is earlier.
- (c) If any Office Bearer is temporarily absent or temporarily unable to perform his or her duties, the Board may authorise another Director to act in the vacant position during the absence or inability of the Office Bearer.
- (d) Nothing in **clause 36(a)** permits any person to simultaneously hold more than one position of Office Bearer.

37 Alternate Directors

Alternate Directors shall not be permitted.

POWERS AND DUTIES OF DIRECTORS

38 Duties of Directors

- (a) Each Director is subject to, and must comply at all times with, the duties set out in Governance Standard 5 in section 45.25 of the ACNC Regulation.

- (b) In accordance with Governance Standard 4 in section 45.20 of the ACNC Regulation, the Board will take reasonable steps to ensure that the Board does not at any time include a Director who is disqualified from managing a corporation under the Corporations Act or from being a responsible entity under subsection 45.20(4) of the ACNC Regulation.

39 Powers of Directors

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

40 Negotiable Instruments

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, all requests or arrangements for electronic fund transfers and all receipts for money paid to the Company must be signed, drawn, accepted, endorsed or otherwise executed as the case may be by two (2) people authorised by resolution of the Board. The Board may authorise:

- (a) a Director(s);
 - (b) a Secretary(s); or
 - (c) another staff member of the Company,
- to sign such instruments.

41 Conferment of Powers

- (a) The Board may from time to time confer upon any Director for the time being or any other person as they may select such of the powers exercisable under this Constitution by the Board as it may think fit for such time and to be exercised for such purposes and on such terms and conditions and with such restrictions as it may think expedient.
- (b) Powers conferred under this **clause 41** may be exercised concurrently with the powers of the Board in that regard and the Board may from time to time withdraw, revoke or vary all or any of such powers.

DIRECTORS' DISCLOSURE OF INTEREST

42 Contracts

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

- (ii) the ACNC Regulation,
which shall include disclosing an interest and having the Secretary record all declarations in the minutes of the relevant meeting.
- (c) Subject to **clause 42(b)**, a Director who has an interest in a contract or arrangement made by the Company and has disclosed this interest to the Board may:
 - (i) not be present while the matter is being considered at a meeting;
 - (ii) not vote on the matter;
 - (iii) still be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
 - (iv) not sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
 - (v) not vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.
- (d) A Director's failure to make disclosure under this **clause 42** does not render void or voidable a contract or arrangement in which the Director has a direct or indirect interest.
- (e) A general notice given to the Board by a Director that the Director is an officer, a member of, or otherwise interested in any specified corporation or firm stating the nature and the extent of the Director's interest in the corporation or firm shall, in relation to any matter involving the Company and that corporation or firm after the giving of the notice, be a sufficient disclosure of the Director's interest, provided that the extent of the interest is no greater at the time of first consideration of the relevant matter by the Board than was stated in the notice.

PROCEEDINGS OF DIRECTORS

43 Meetings of Directors

- (a) The Board may meet together for the despatch of business, adjourn and otherwise regulate their meetings and proceedings as it thinks fit, provided that the Board must meet not fewer than six (6) times each calendar year.
- (b) A Director may at any time, and the Secretary upon the request of a Director shall, convene a meeting of the Board by giving at least twenty-four (24) hours' notice of the meeting to all Directors, provided that the Director or Secretary must have used their best endeavours to ensure that the notice was properly served and received.
- (c) Notice of a meeting of the Board must be in writing in any form, including email or digital messaging, provided that proof of service can be provided upon request.
- (d) Subject to **clause 43(e)**, a Board meeting may be convened or held using any technology consented to by a majority of Directors. The consent may be a standing one. A Director may withdraw consent to the use of a particular technology within a reasonable time period before a Board meeting.

- (e) The particular technology used to convene or hold a Board meeting, pursuant to **clause 43(d)**, must be of a type that is available and accessible to all Directors who wish to attend the Board meeting.
- (f) All resolutions of the Directors passed at a meeting of the Board where a quorum is present but where notice of the meeting has not been given as required to each Director, or any act carried out pursuant to such resolution shall, provided each Director to whom notice was not given subsequently agrees to waive the same, be as valid as if notice of the meeting had been duly given to all Directors. Attendance by a Director at a meeting of Directors waives any objection which that Director may have to a failure to give notice of the meeting.

44 Quorum

- (a) The quorum necessary for the transaction of the Board's business is Directors being personally present (or in conference in accordance with **clause 43**) who represent the majority of the total number of Directors, rounded up to the nearest integer.
- (b) A quorum must be present at all times during the meeting in order for business to be transacted.

45 Chairperson

- (a) The Chair of the Board shall be the Chairperson.
- (b) The Chair shall, if present, preside as Chairperson of every meeting of the Board.
- (c) If a meeting of the Board is held and the Chair is:
 - (i) not present within fifteen (15) minutes after the time appointed for the holding of the meeting; or
 - (ii) if present, does not wish to chair the meeting,then the Deputy-Chair shall preside as Chairperson. If the Deputy-Chair is:
 - (iii) not present within fifteen (15) minutes after the time appointed for the holding of the meeting; or
 - (iv) if present, does not wish to chair the meeting,then the other Directors present must elect one of their number to be Chairperson of the meeting.

46 Voting

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

47 Resolutions by Directors

- (a) The Board may pass a resolution without a Board meeting being held if all of the Directors sign a document containing a statement that they are in favour of the resolution set out in that document. For this purpose, signatures can be contained in more than one document.
- (b) A facsimile transmission which is received by the Company and which purports to have been signed by a Director shall for the purposes of this **clause 47** be taken to be in writing and signed by that Director at the time of the receipt of the facsimile transmission by the Company in legible form.
- (c) An email transmission which is received by the Company and which purports to have been sent by a Director shall for the purposes of this **clause 47** be taken to be in writing and signed by that Director at the time of the receipt of the email transmission by the Company.
- (d) A vote made by a Director using an online voting platform operated or commissioned by the Company shall for the purposes of this **clause 47** be taken to be in writing and signed by that Director at the time the vote was received by the online voting platform.
- (e) Any decisions made under **clauses 47(a) to 47(d)** shall be tabled at the next Board meeting.

48 Committees

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

49 Validation of Acts of Directors

All acts done:

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

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

appointed or had continued in office and was duly qualified to be a Director and had been entitled to vote.

MINUTES

50 Minutes

- (a) The Board must cause minutes to be kept in such a manner as is required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act) for the purposes of recording:
- (i) the names of the Directors present at each meeting of the Board and of Directors present at each meeting of any Committee;
 - (ii) all orders, resolutions and proceedings of general meetings and of meetings of the Board and of Committees; and
 - (iii) such matters as are required by the Corporations Act, the ACNC Act or the ACNC Regulation to be recorded in the record books of the Company including, without limitation, all declarations made or notices given by any Director of his or her interest in any contract or proposed contract or the holding of any office or property whereby any conflict of duty or interest may arise.
- (b) Such minutes shall be signed by the Chairperson of the meeting, or the Chairperson of the next succeeding meeting, and minutes which purport to be signed accordingly shall be received in evidence without any further proof as sufficient evidence that the matters and things recorded by such minutes actually took place or happened as recorded and of the regularity of such matters and things and that the same took place at a meeting duly convened and held.

SECRETARY

51 Appointment and Tenure

- (a) There must at all times be at least one (1) Secretary appointed by the Board for a term and on conditions determined by the Board. The Board will appoint a suitable individual as the Secretary on the recommendation of the chief executive officer.
- (b) The Board may remove and replace any Secretary so appointed.
- (c) The Secretary appointed under **clause 51(a)** shall be the Company Secretary for the purposes of the Corporations Act.

BY-LAWS

52 By-Laws

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

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

EXECUTION OF DOCUMENTS

53 Execution of Documents

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

ACCOUNTS AND INSPECTION OF RECORDS

54 Accounts and Inspection

The Board shall:

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

NOTICES

55 Service of Notices

- (a) A notice may be given by the Company to any Member by:
 - (i) serving it on the Member personally;

- (ii) sending it by post to the Member or leaving it at the Member's address shown in the Register or otherwise the address supplied by the Member to the Company for the giving of notices;
 - (iii) facsimile to the facsimile number supplied by the Member to the Company for the giving of notices; or
 - (iv) sending it to the electronic address supplied by the Member to the Company for the giving of notices.
- (b) Any Member who has not left at or sent to the Office his or her place of address for inclusion in the Register as the place at which notices may be given to the Member shall not be entitled to receive any notice.
- (c) Subject to this Constitution, a notice may be given under this Constitution to any Director by:
 - (i) serving it on the Director personally;
 - (ii) sending it by post to the Director or leaving it at the Director's usual residential or business address; or
 - (iii) sending it to the facsimile number supplied by the Director to the Company for the giving of notices; or
 - (iv) sending it to the electronic address supplied by the Director to the Company for the giving of notices.
- (d) Subject to this Constitution, a notice may be given by a Member or Director to the Company by:
 - (i) serving it on the Company at the Office;
 - (ii) sending it by post to the Office;
 - (iii) facsimile to the Company's principal facsimile number; or
 - (iv) email to the Company's principal email address.
- (e) Where a notice is sent by post, service of the notice shall be taken to be effected by properly addressing, prepaying and posting a letter containing the notice and shall be deemed to have been effected on the third (3rd) Business Day after the date of posting. Service of a notice to a Member outside Australia shall be deemed to have been made in the ordinary course of the post.
- (f) Where a notice is sent by facsimile or other electronic means, service of the notice shall be taken to be effected by properly addressing and sending the notice and in such case shall be taken to have been effected on the Business Day after it is sent.
- (g) A notice may be given by the Company to the persons entitled to a share in consequence of the death or bankruptcy of a Member by:
 - (i) service on the Member personally;
 - (ii) sending it by post addressed to the person by name or by the title of the representative of the deceased or lunatic or the assignee of the bankrupt or by any like description at the address, if any, within Australia, supplied for the purpose by the person claiming to be entitled;

- (iii) by giving the notice in any manner in which the same might have been given if the death, lunacy or bankruptcy had not occurred.
- (h) Evidence of service of a notice may be established by proving that the envelope containing the notice and stamped appropriately was properly posted and a certificate given by any Officer of the Company to that effect shall be conclusive evidence of service.

WINDING UP

56 Winding Up

56.1 Surpluses Arising from Deductible Donations

- (a) If any surplus arising from deductible gifts and contributions, and any money received in respect of such gifts and contributions, remains following the winding up of the Company, the surplus will not be paid to or distributed amongst Members, but will be given or transferred to another institution(s) or corporation(s) which has (have):
 - (i) objects which are similar to the Objects and is charitable;
 - (ii) a constitution which requires its income and property to be applied in promoting its objects;
 - (iii) a constitution which prohibits it from paying or distributing its income and property among its members to an extent at least as great as imposed on the Company by **clause 5.2(b)**; and
 - (iv) DGR endorsement,provided, however, that all remaining community housing assets in a participating jurisdiction on winding up will be transferred to another registered community housing provider or to a housing agency in the jurisdiction in which the asset is located. The words “community housing assets”, “registered community housing provider” and “housing agency” have the same meaning as defined in section 4 of the *Community Housing Providers (Adoption of National Law) Act 2012* (NSW).
- (b) The identity of the institution(s) or corporation(s) referred to in **clause 56.1(a)** is to be determined:
 - (i) by the Board; or
 - (ii) if the Board does not decide or does not wish to decide, then by the Members,in writing at or before the time of dissolution and failing such determination being made, by application to the Supreme Court of New South Wales for determination.
- (c) In the event that the Company subsequently has its endorsement as a DGR revoked, the Company must transfer all remaining gifts, deductible contributions and any money received in respect of such gifts and contributions to another DGR which is charitable at law, such DGR to be determined by the Board, or failing the Board, the Members, and failing such determination being made by

either the Board or the Members, by application to the Supreme Court of New South Wales for determination.

56.2 Other Surpluses

- (a) Any surplus remaining which is not within the ambit of **clause 56.1(a)** will be paid to or distributed to another institution(s) or corporation(s) which has:
- (i) objects which are similar to the Objects and is charitable;
 - (ii) a constitution which requires its income and property to be applied solely in promoting its objects; and
 - (iii) a constitution which prohibits it from paying or distributing its income and property amongst its members to an extent at least as great as imposed on the Company by **clause 5.2(b)**.
- (b) The identity of the institution(s) or corporation(s) referred to in **clause 56.2(a)** is to be determined:
- (i) by the Board; or
 - (ii) if the Board does not decide or does not wish to decide, then by the Member(s),

in writing at or before the time of dissolution and failing such determination being made, by application to the Supreme Court of New South Wales for determination.

INDEMNITY

57 Indemnity

To the extent permitted by law every Officer (and former Officer) of the Company shall be indemnified out of the funds of the Company on a full indemnity basis against all costs, expenses, losses, charges and liabilities incurred in that person's capacity as an Officer or employee of the Company (or former Officer or employee of the Company). However, no such Officer or employee (or former Officer or employee) shall be indemnified out of the funds of the Company under this **clause 57** unless:

- (a) it is in respect of a liability to another person (other than the Company or a related body corporate to the Company) where the liability to the other person does not arise out of conduct involving a lack of good faith; or
- (b) it is in respect of a liability for losses, costs, charges and expenses incurred:
 - (i) in defending proceedings, whether civil or criminal, in which judgment is given in favour of the Officer (or former Officer) or in which the Officer (or former Officer) is acquitted; or
 - (ii) in connection with an application, in relation to such proceedings, in which the court grants relief to the Officer (or former Officer) under the Corporations Act.

58 Payment of Indemnity Policy Premium

- (a) To the extent permitted by law the Company may at the discretion of the Board enter into and/or pay a premium in respect of a policy of insurance insuring an Officer (or former Officer) of the Company against any liability incurred by such person in that capacity (whether in respect of acts or omissions prior to or after the date of the issue of the policy or both) except for:
 - (i) a liability arising out of conduct involving a wilful breach of duty in relation to the Company; or
 - (ii) a liability arising out of conduct that contravenes the governance standards in sections 45.5 to 45.25 of the ACNC Regulation.
- (b) The Board shall have the discretion to approve the terms and conditions of any such policy of insurance.
- (c) Where an Officer (or former Officer) has the benefit of an indemnity pursuant to an insurance policy in respect of his or her actions or omissions then the Company shall not be required to indemnify the Officer under **clause 57** except to the extent that the indemnity affected by the insurance policy does not fully cover the person's liability.

59 Indemnity to Continue

The indemnity granted by the Company contained in **clauses 57** and **58** shall continue in full force and effect notwithstanding the deletion or modification of that clause, in respect of acts and omissions occurring before the date of the deletion or modification.

Annexure A Form of Appointment of Proxy

Ability Options Limited
ACN 003 175 335
(incorporated under the Corporations Act)

PROXY FORM

1. Your details

(Please print your name and address)

Name: _____

Address: _____

City: _____

State: _____

Postcode: _____

Country: _____

Telephone: _____

2. Appoints

Name: _____

(Please print name of proxy)

or failing the person so named, or if no person is named, the **Chairperson of the Meeting** to vote in accordance with the following directions or, if no directions have been given, as the proxy or the Chairperson sees fit at the (Annual) General Meeting of Ability Options Limited ACN 003 175 335 to be held on *[insert date]* commencing at *[insert time]* and at any adjournment thereof.

3. Directions

4. Signature

5. Date