

CONSTITUTION OF BAPTISTCARE RETIREMENT LIVING WA

ACN 000 388 385

A company limited by guarantee

As amended effective 22 October 2025

I certify this to be a true and correct copy of
the Constitution of BaptistCare Retirement Living WA
incorporating all amendments up to and effective
22 October 2025

A handwritten signature in black ink, appearing to read 'C. Officer', with a stylized flourish at the end.

Catherine Officer
Secretary, BaptistCare Retirement Living WA

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Preliminary

1. Name of the company

The name of the **company** is
BaptistCare Retirement Living WA (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 \$100 (the guarantee) to the property of the **company** if the **company** is wound up while the member is a member, or within 12 months after they stop being a member, and this contribution is required to pay for the:

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

5. Definitions

In this constitution, words and phrases have the meaning set out in clauses 65 and 67.

Charitable purposes and powers

6. Object

6.1 The **company** is motivated by transforming lives by expressing the love of Christ. It is a charitable institution established to provide relief to the disadvantaged, vulnerable and marginalised, as well as people at serious risk of experiencing those conditions, in accordance with the principles of the Baptist Church. The **company** achieves this object by:

- (a) supporting and providing care to vulnerable elderly persons, and persons who need assistance with everyday tasks due to their vulnerability;
- (b) providing benevolent relief of suffering, distress, misfortune, helplessness and disadvantage experienced by people living in local, regional and metropolitan communities throughout Australia, particularly by providing homes, social and affordable housing and related support to people who are disadvantaged through homelessness, sickness, disability, mental illness, ageing, low income or financial hardship;
- (c) providing relief to people suffering from mental illness and/or who are affected by family violence and/or abuse;
- (d) providing poor and disadvantaged persons anywhere with relief in money or in kind and to give them board, lodging, clothing, food, medical attendances, nursing services, medicine and all things and appliances of a medical, surgical, dietetic and dental nature; and

- (e) doing all such other lawful acts, matters and things as are incidental or conducive to the attainment of the above objects or any of them or any objects of a like or similar nature,

(Object).

7. Powers

Subject to clause 8, the **company** has the following powers, which may only be used to carry out its Object set out in clause 6:

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

8. Not-for-profit

8.1 The income and the property of the **company**, however derived, must be applied solely towards the promotion of the Object.

8.2 The **company** must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 8.3 and 64.

8.3 Clauses 8.1 and 8.2 do 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**;
- (b) making a payment to a member in carrying out the **company's** charitable purpose(s) and the Object;
- (c) paying a member fair and reasonable interest on money borrowed from that member at a rate not exceeding that fixed for the purposes of this clause 8.3(c) by the **company** at a General Meeting;
- (d) paying reasonable rent to a member for premises let by that member; and
- (e) paying a member in furtherance of the Object.

9. Amending the constitution

9.1 Subject to clause 9.2, the members may amend this constitution by passing a **special resolution**.

9.2 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

10. Membership and register of members

10.1 The members of the **company** are:

- (a) **initial members**;
- (b) a person approved as a member by a special resolution of the members; and
- (c) any other person that the directors approve to be a member, in accordance with this constitution.

- 10.2 The **company** must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:
- (a) for each current member:
 - i name;
 - ii address;
 - iii any alternative address nominated by the member for the service of notices; and
 - iv date the member was entered on to the register.
 - (b) for each person who stopped being a member in the last 7 years:
 - i name;
 - ii address;
 - iii any alternative address nominated by the member for the service of notices; and
 - iv dates the membership started and ended.
- 10.3 The **company** must give current members access to the register of members.
- 10.4 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.
- 11. Who can be a member**
- 11.1 A person who supports the Object of the **company** is eligible to apply to be a member of the **company** under clause 12.
- 11.2 In this clause, 'person' means an individual or incorporated body.
- 12. How to apply to become a member**
- A person (as defined in clause 11.2) may apply to become a member of the **company** by writing to the secretary stating that they:
- (a) consent in writing to becoming a member;
 - (b) support the purpose(s) and Object of the **company**; and
 - (c) agree to comply with the **company's** constitution, including paying the guarantee under clause 4 if required.
- 13. Directors decide whether to approve membership**
- 13.1 The directors must consider an application for membership within a reasonable time after the secretary receives the application.
- 13.2 If the directors approve an application, the secretary 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 14).
- 13.3 If the directors reject 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.

- 13.4 For the avoidance of doubt, the directors may approve an application even if the application does not state the matters listed in clauses 12(a), 12(b) or 12(c). In that case, by applying to be a member, the applicant agrees to those three matters.

14. When a person becomes a member

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

15. When a person stops being a member

A person immediately stops being a member if they:

- (a) die;
- (b) are wound up or otherwise dissolved or deregistered (for an incorporated member);
- (c) resign, by writing to the secretary; or
- (d) have not responded within three months to a written request from the secretary that they confirm in writing that they want to remain a member.

General meetings of members

16. General meetings called by directors

- 16.1 The directors may call a **general meeting**.

- 16.2 If members with at least 5% of the votes that may be cast at a **general meeting** make a written request to the **company** for a **general meeting** to be held, the directors must:

- (a) within 21 days of the members' request, give all members notice of a **general meeting**; and
- (b) hold the **general meeting** within 2 months of the members' request.

- 16.3 The percentage of votes that members have (in clause 16.2) is to be worked out as at midnight before the members request the meeting.

- 16.4 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**.

- 16.5 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.

17. General meetings called by members

- 17.1 If the directors do not call the meeting within 21 days of being requested under clause 16.2, 50% or more of the members who made the request may call and arrange to hold a **general meeting**.

- 17.2 To call and hold a meeting under clause 17.1 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**.
- 17.3 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.
- 18. Annual general meeting**
- 18.1 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**, in accordance with the Corporations Act.
- 18.2 Even if these items are not set out in the notice of meeting, the business of an annual **general meeting** may include:
 - (a) a review of the **company's** activities;
 - (b) a review of the **company's** finances;
 - (c) any auditor's report;
 - (d) the election of directors; and
 - (e) the appointment and payment of auditors, if any.
- 18.3 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**.
- 18.4 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**.
- 19. Notice of general meetings**
- 19.1 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).
- 19.2 Notice of a **general meeting** must be provided in writing at least 21 days before the meeting.
- 19.3 Subject to clause 19.4, 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% of the votes that may be cast at the meeting agree beforehand.
- 19.4 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.

19.5 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.

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

20. Quorum at general meetings

20.1 For a **general meeting** to be held:

- (a) if there is more than one member of the **company**, a majority of members present are a quorum at a **general meeting**; and
- (b) if there is only one member of the company, that member being present is a quorum at a **general meeting**.

20.2 When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one member).

20.3 No business may be conducted at a **general meeting** if a quorum is not present.

20.4 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.

20.5 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

21. Auditor's right to attend meetings

21.1 The auditor 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.

21.2 The **company** must give the auditor any communications relating to the **general meeting** that a member of the **company** is entitled to receive.

22. Using technology to hold meetings

22.1 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.

22.2 Anyone using this technology is taken to be present in person at the meeting.

23. Chairperson for general meetings

23.1 The **elected chairperson** is entitled to chair **general meetings**.

23.2 The members present and entitled to vote at a **general meeting** may choose a director or member to be the chairperson for that meeting if:

- (a) there is no **elected chairperson**; or
- (b) the **elected chairperson** is not present within 30 minutes after the starting time set for the meeting; or
- (c) the **elected chairperson** is present but says they do not wish to act as chairperson of the meeting.

24. Role of the chairperson

24.1 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).

24.2 The chairperson does not have a casting vote.

25. Adjournment of meetings

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

Members' resolutions and statements

26. Members' resolutions and statements

26.1 Members with at least 5% of the votes that may be cast on a resolution may give:

- (a) written notice to the **company** of a resolution they propose to move at a **general meeting** (members' resolution); and
- (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).

26.2 A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.

26.3 A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.

- 26.4 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.
- 26.5 The percentage of votes that members have (as described in clause 26.1) is to be worked out as at midnight before the request or notice is given to the **company**.
- 26.6 If the **company** has been given notice of a members' resolution under clause 26.1(a), the resolution must be considered at the next **general meeting** held more than two months after the notice is given.
- 26.7 This clause does not limit any other right that a member has to propose a resolution at a **general meeting**.

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

- 27.1 If the **company** has been given a notice or request under clause 26:
- (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.
- 27.2 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 27.1(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.

28. Circular resolutions of members

- 28.1 The directors may put a resolution to the members to pass a resolution without a **general meeting** being held (**a circular resolution**).
- 28.2 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 28.3 or clause 28.4.
- 28.3 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.

- 28.4 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

29. How many votes a member has

Each member has one vote.

30. Challenge to member's right to vote

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

30.2 If a challenge is made under clause 30.1, the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

31. How voting is carried out

31.1 Voting must be conducted and decided by:

- (a) a show of hands;
- (b) a vote in writing; or
- (c) another method chosen by the chairperson that is fair and reasonable in the circumstances.

31.2 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.

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

31.4 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.

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

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

- (a) a majority of **members present**;
- (b) **members present** with at least 5% of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded); or
- (c) the chairperson.

32.2 A vote in writing must be taken when and how the chairperson directs, unless clause 32.3 applies.

32.3 A vote in writing must be held immediately if it is demanded under clause 32.1:

- (a) for the election of a chairperson under clause 23.2; or
- (b) to decide whether to adjourn the meeting.

32.4 A demand for a vote in writing may be withdrawn.

33. Appointment of proxy

- 33.1 A member may appoint a proxy to attend and vote at a **general meeting** on their behalf.
- 33.2 A proxy does not need to be a member.
- 33.3 A proxy appointed to attend and vote for a member has the same rights as the member to:
- (a) speak at the meeting;
 - (b) 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 32.1.
- 33.4 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 or the name of the office held by the proxy; and
 - (d) the meeting(s) at which the appointment may be used.
- 33.5 A proxy appointment may be standing (ongoing).
- 33.6 Proxy forms must be received by the **company** at the address stated in the notice under clause 19.5(d) or at the **company's** registered address at least 48 hours before a meeting.
- 33.7 A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- 33.8 Unless the **company** receives 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.
- 33.9 A proxy appointment may specify the way the proxy must vote on a particular resolution.

34. Voting by proxy

- 34.1 A proxy is not entitled to vote on a show of hands (but this does not prevent a member appointed as a proxy from voting as a member on a show of hands).
- 34.2 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

35. Number of directors

The **company** must have at least two and no more than six directors.

36. Election and appointment of directors

36.1 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**.

36.2 Apart from the initial directors and directors appointed under clause 36.5, the members may elect a director by a resolution passed in a **general meeting**.

36.3 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.

36.4 A person is eligible for election as a director of the **company** if they:

- (a) give the **company** their signed consent to act as a director of the **company**; and
- (b) are not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.

36.5 The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:

- (a) gives the **company** their signed consent to act as a director of the **company**; and
- (b) is not ineligible to be a director under the **Corporations Act** or the **ACNC Act**.

36.6 If the number of directors is reduced to fewer than two 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 two (or higher if required for a quorum) or calling a **general meeting**, but for no other purpose.

37. Election of chairperson

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

38. When a director stops being a director

A director stops being a director if they:

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

39. Holding company

If the **company** is a wholly-owned subsidiary, a director is authorised to act in the best interests of its holding company provided that the director acts in good faith in the best

interests of that holding company and the **company** is not insolvent at the time the director acts and does not become insolvent because of the director's act.

Powers of directors

40. Powers of directors

- 40.1 The directors are responsible for managing and directing the activities of the **company** to achieve the Object set out in clause 6.
- 40.2 The directors may use all the powers of the **company** except for powers that, under the **Corporations Act** or this constitution, may only be used by members.
- 40.3 The directors must decide on the responsible financial management of the **company** including:
- (a) any suitable written delegations of power under clause 41; and
 - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 40.4 The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution at a **general meeting**.

41. Delegation of directors' powers

- 41.1 The directors 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.
- 41.2 The delegation must be recorded in the **company's** minute book.

42. Payments to directors

- 42.1 The **company** must not pay fees to a director for acting as a director.
- 42.2 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**.
- 42.3 Any payment made under clause 42.2 must be approved by the directors.
- 42.4 The **company** may pay premiums for insurance indemnifying directors, as allowed for by law (including the **Corporations Act**) and this constitution.

43. 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

44. Conflicts of interest

- 44.1 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.
- 44.2 The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.
- 44.3 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 44.4:
- (a) be present at the meeting while the matter is being discussed; or
 - (b) vote on the matter.
- 44.4 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 61);
 - (c) their interest relates to a payment by the **company** under clause 60 (indemnity), or any contract relating to an indemnity that is allowed under the **Corporations Act**;
 - (d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter; or
 - (e) the directors who do not have a material personal interest in the matter pass a resolution that:
 - i identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the **company**; and
 - ii says that those directors are satisfied that the interest should not stop the director from voting or being present.

Directors' meetings

45. When the directors meet

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

46. Calling directors' meetings

- 46.1 Any two directors may call a directors' meeting by giving reasonable notice to all of the other directors.
- 46.2 Such directors may give notice in writing or by any other means of communication that has previously been agreed to by all of the directors.

47. Chairperson for directors' meetings

- 47.1 The **elected chairperson** is entitled to chair directors' meetings.
- 47.2 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.

48. Quorum at directors' meetings

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

49. Using technology to hold directors' meetings

- 49.1 The directors may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the directors.
- 49.2 The directors' agreement may be a standing (ongoing) one.
- 49.3 A director may only withdraw their consent within a reasonable period before the meeting.

50. 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.

51. Circular resolutions of directors

- 51.1 The directors may pass a circular resolution without a directors' meeting being held.
- 51.2 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 51.3 or clause 51.4.
- 51.3 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.
- 51.4 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.
- 51.5 A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 51.3 or clause 51.4.

Secretary

52. Appointment and role of secretary

- 52.1 The **company** must have at least one secretary.

- 52.2 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.
- 52.3 The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration.
- 52.4 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), directors' meetings and circular resolutions.

Minutes and records

53. Minutes and records

- 53.1 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 27.
- 53.2 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.
- 53.3 To allow members to inspect the **company's** records:
- (a) the **company** must give a member access to the records set out in clause 53.1; and
 - (b) the directors may authorise a member to inspect other records of the **company**, including records referred to in clause 53.2 and clause 54.1.
- 53.4 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.
- 53.5 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.

54. Financial and related records

- 54.1 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.
- 54.2 The **company** must also keep written records that correctly record its operations.
- 54.3 The **company** must retain its records for at least 7 years.

54.4 The directors must take reasonable steps to ensure that the **company's** records are kept safe.

By-laws

55. By-laws

55.1 The directors may pass a resolution to make by-laws to give effect to this constitution.

55.2 Members and directors must comply with by-laws as if they were part of this constitution.

Notice

56. What is notice

56.1 Anything written to or from the **company** under any clause in this constitution is written notice and is subject to clauses 57 to 59, unless specified otherwise.

56.2 Clauses 57 to 59 do not apply to a notice of proxy under clause 33.6.

57. 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.

58. Notice to members

58.1 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); or
- (d) 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).

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

59. When notice is taken to be given

A notice:

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

- (c) sent by email or other electronic method, is taken to be given on the business day after it is sent; and
- (d) given under clause 58.1(d) is taken to be given on the business day after the notification that the notice is available is sent.

Indemnity, insurance and access

60. Indemnity

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

61. Insurance

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

62. Directors' access to documents

- 62.1 A director has a right of access to the financial records of the **company** at all reasonable times.
- 62.2 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

63. Surplus assets not to be distributed to members

If the **company** is wound up, any **surplus assets** must not be distributed to a member or a former member of the **company**, unless that member or former member is a charity described in clause 64.1.

64. Distribution of surplus assets

- 64.1 Subject to the Corporations Act and any other applicable Act, and any court order, any **surplus assets** that remain after the **company** is wound up must be distributed to one or more charities:
- (a) with charitable purpose(s) similar to, or inclusive of, the Object in clause 6;
 - (b) which also prohibit the distribution of any surplus assets to its members to at least the same extent as the **company**; and
 - (c) that is or are deductible gift recipients within the meaning of the Income Tax Assessment Act 1997 (Cth), if the company is or was previously endorsed as a deductible gift recipient.
- 64.2 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.
- 64.3 If the company has deductible gift recipient endorsement and that endorsement is revoked (whether or not the company is to be wound up), any surplus funds must be transferred to one or more charities that meet the requirements of 64.1(a), (b) and (c), as decided by the Directors.

Definitions and interpretation

65. Definitions

In this constitution:

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

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 37.

general meeting means a meeting of members and includes the annual **general meeting**, under clause 18.1.

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

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

Object has the meaning given to it in clause 6.

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

special resolution means a resolution:

- (a) of which notice has been given under clause 19.5(c); and
- (b) that has been passed by at least 75% of the votes cast by **members present** and entitled to vote on 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.

66. Reading this constitution with the Corporations Act

- 66.1 The replaceable rules set out in the **Corporations Act** do not apply to the **company**.
- 66.2 While the **company** is a registered charity, the **ACNC Act** and the **Corporations Act** override any clauses in this constitution which are inconsistent with those Acts.
- 66.3 If the **company** is not a **registered charity** (even if it remains a charity), the **Corporations Act** overrides any clause in this constitution which is inconsistent with that Act.
- 66.4 A word or expression that is defined in the **Corporations Act**, or used in that Act and covering the same subject, has the same meaning as in this constitution.

67. Interpretation

In this constitution:

- (a) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression; and
- (b) reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).