



CONSTITUTION OF YOTKOM UGANDA LIMITED

Australian Company Number (ACN)
622 357 331

A company limited by guarantee

Individual liability limited by a scheme approved under Professional Standards Legislation

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Certificate of Registration of a Company

This is to certify that

YOTKOM UGANDA LTD

Australian Company Number 622 357 331

is a registered company under the Corporations Act 2001 and
is taken to be registered in Queensland.

The company **is limited by guarantee.**

The company is a **public** company.

The day of commencement of registration is
the nineteenth day of October 2017.



ASIC

Australian Securities & Investments Commission

CERTIFICATE

Issued by the
Australian Securities and Investments Commission
on this nineteenth day of October, 2017.

A handwritten signature in black ink, appearing to read 'G. Medcraft'.

Greg Medcraft
Chairman

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Preliminary

1. Name of the Company

The name of the Company is Yotkom Uganda Limited (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 Registered 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 of not more than \$10.00 (the guarantee) to the property of the Company if the Company is wound up while the Member is a Member, or within twelve (12) months after the Member ceases to be 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 72 and 74.

Charitable Objects and Powers

6. Charitable Objects

6.1 The Company's Charitable Object is the relief of poverty, sickness, suffering, distress, misfortune, disability, destitution, or helplessness as arouses compassion in the community of Northern Uganda both directly and through the provision of monetary relief.

6.2 The Company may pursue such other incidental objects as may be deemed reasonably necessary or incidental to the carrying out of its Charitable Object.

7. Powers

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

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

8. Not-for-Profit

8.1 The Company must not distribute any income or assets directly or indirectly to its Directors or Members or to any former Director or Member, except as provided in clauses 8.2 and 70.

- 8.2 Clause 8.1 does not stop the Company from doing the following things, provided they are done in good faith:
- (a) paying a Director or Member for goods or services they have provided, or expenses they have properly incurred, at fair and reasonable rates or rates more favourable to the Company; or
 - (b) making a payment to a Member in carrying out the Company's Charitable Objects.

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 such a Special Resolution causes the Company to cease to be a Registered Charity.

Members

10. Membership and Register of Members

- 10.1 The Members of the Company are:
- (a) the Initial Members; and
 - (b) any other person or persons that the Directors admit as a Member of the Company, 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 of Members.
 - (b) for each person who stopped being a Member in the last seven (7) years:
 - (i) name;
 - (ii) address;
 - (iii) any alternative address nominated by the Member for the service of notices; and
 - (iv) dates the membership started and ended.
- 10.3 The Company must give current Members access to the Register of Members in accordance with the Corporations Act.
- 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 and in accordance with the Corporations Act.

11. Invitation to become a Member

11.1 Any person who:

- (a) supports the Charitable Object of the Company;
 - (b) fulfils any and all other criteria for Membership as determined by the Board from time to time; and
 - (c) agrees to comply with the Company's Constitution, including paying the guarantee under clause 4 if required,
- may be invited by the Board to apply to become a Member of the Company.

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

11.3 A decision of the Board to invite a person to become a Member is at the Board's sole and absolute discretion and is not subject to review.

12. Rights of Members

All Members of the Company are entitled to:

- (a) receive notices;
- (b) attend;
- (c) speak; and
- (d) vote,

on any proposed resolution or Special Resolution at any General Meeting, special General Meeting or Annual General Meeting of the Company.

13. How to apply to become a Member

13.1 A person (as defined in clause 11.2) who has been invited to apply for Membership pursuant to clause 11 may apply to become a Member of the Company by writing to the Secretary and in such form as prescribed by the Board from time to time stating that they:

- (a) want to become a Member;
- (b) fulfil any and all criteria for membership required by the Board, the Members or this Constitution;
- (c) support the Charitable Objects of the Company; and
- (d) agree to comply with the Company's Constitution, including paying the guarantee under clause 4 if required.

13.2 Unless and until the Directors or Members resolve to the contrary, no entrance fee or annual subscription is payable by Members.

14. Directors decide whether to approve Membership

14.1 The Directors must consider an Application for Membership within a reasonable time after the Secretary receives such an application.

14.2 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 15).

14.3 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 for the Directors' decision.

14.4 For the avoidance of doubt, the Directors may approve an application even if the application does not state the matters listed in clauses 13(a), 13(c) or 13(d). In that case, by applying to be a Member, the applicant agrees to those three (3) matters.

15. When a Person becomes a Member

Other than Initial Members, an applicant will become a Member of the Company when their name is entered on the Register of Members.

16. 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;
- (d) are expelled under clause 18; or
- (e) have not responded within three (3) months to a written request from the Secretary that they confirm in writing that they want to remain a Member.

Dispute Resolution and Disciplinary Procedures

17. Dispute Resolution

17.1 The dispute resolution procedure in this clause applies to disputes (disagreements) under this Constitution between a Member or Director and:

- (a) one (1) or more Members;
- (b) one (1) or more Directors; or
- (c) the Company.

17.2 A Member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 18 until the disciplinary procedure set out in this clause 17 is undertaken and completed.

17.3 Those involved in the dispute must attempt to resolve the dispute between themselves within 14 days of becoming aware of the dispute.

17.4 If those involved in the dispute do not resolve it under clause 17.3, they must within ten (10) days:

- (a) tell the Directors about the dispute in writing;
- (b) agree or request that a mediator be appointed; and
- (c) attempt in good faith to settle the dispute by mediation.

17.5 The mediator must:

- (a) be chosen by agreement of those involved; or
- (b) where those involved do not agree:
 - (i) for disputes between Members, a person chosen by the Directors; or
 - (ii) for other disputes, a person chosen by either the Commissioner of the Australian Charities and Not-for-profits Commission (ACNC) or the president of the law institute or society in the state or territory in which the Company has its Registered Office.

- 17.6 A mediator chosen by the Directors under clause 17.5(b)(i):
- (a) may be a Member or former Member of the Company;
 - (b) must not have a personal interest in the dispute; and
 - (c) must not be biased towards or against anyone involved in the dispute.
- 17.7 When conducting the mediation, the mediator must:
- (a) allow those involved a reasonable chance to be heard;
 - (b) allow those involved a reasonable chance to review any written statements;
 - (c) ensure that those involved are given natural justice; and
 - (d) not make a decision on the dispute.

18. Disciplining Members

- 18.1 In accordance with this clause, the Directors may resolve to warn, suspend or expel a Member from the Company if the Directors, in their sole and absolute discretion, consider that:
- (a) the Member has breached this Constitution; or
 - (b) the Member's behaviour is causing, has caused, or is likely to cause harm to the Company.
- 18.2 At least 14 days before the Directors' meeting at which a resolution under clause 18.1 will be considered, the Secretary must notify the Member in writing:
- (a) that the Directors are considering a resolution to warn, suspend or expel the Member;
 - (b) that this resolution will be considered at a Directors' meeting and the time, date and location of that meeting;
 - (c) what the Member is said to have done or not done;
 - (d) the nature of the resolution that has been proposed; and
 - (e) that the Member may provide an oral or written explanation to the Directors at or before the proposed meeting, and details of how to do so.
- 18.3 Before the Directors pass any resolution under clause 18.1, the Member must be given a chance to explain or defend themselves by:
- (a) sending the Directors a written explanation before that Directors' meeting; and/or
 - (b) speaking at the meeting.
- 18.4 After considering any explanation under clause 18.3, the Directors may:
- (a) take no further action;
 - (b) warn the Member;
 - (c) suspend the Member's rights as a Member for a period of no more than twelve (12) months;
 - (d) expel the Member;
 - (e) refer the decision to an unbiased, independent person on conditions that the Directors consider appropriate (however, the person can only make a decision that the Directors could have made under this clause); or
 - (f) require the matter to be determined at a General Meeting.
- 18.5 The Directors cannot fine a Member.
- 18.6 The Secretary must give written notice to the Member of the decision under clause 18.4 as soon as possible thereafter.
- 18.7 Disciplinary procedures must be completed as soon as reasonably practicable.

- 18.8 There will be no liability for any loss or injury suffered by the Member as a result of any decision made in good faith under this clause.

General Meetings of Members

19. General Meetings called by Directors

- 19.1 The Directors may call a General Meeting.
- 19.2 If Members with at least five percent (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 two (2) months of the Members' request.
- 19.3 The percentage of votes that Members have (in clause 19.2) is to be worked out as at midnight before the Members request the meeting.
- 19.4 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.
- 19.5 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.

20. General Meetings called by Members

- 20.1 If the Directors do not call the meeting within 21 days of being requested under clause 19.2, 50% or more of the Members who made the request may call and arrange to hold a General Meeting.
- 20.2 To call and hold a meeting under clause 20.1 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 Register of Members, which the Company must provide to the Members making the request at no cost; and
 - (c) hold the General Meeting within three (3) months after the request was given to the Company.
- 20.3 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.

21. Annual General Meeting

- 21.1 A General Meeting, called the Annual General Meeting, must be held:
- (a) so long as the Company is a Registered Charity, in accordance with the provisions of the ACNC Act and the Governance Standards; or
 - (b) if the Company is not a Registered Charity, in accordance with the provisions of the Corporations Act.

- 21.2 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 remuneration of auditors, if any.
- 21.3 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.
- 21.4 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.

22. Notice of General Meetings

- 22.1 Notice of a General Meeting must be given to:
- (a) each Member entitled to vote at the General Meeting or receive notice thereof;
 - (b) each Director; and
 - (c) the auditor (if any).
- 22.2 Notice of a General Meeting must be provided in writing at least 21 days before the meeting.
- 22.3 Subject to clause 22.4, 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.
- 22.4 Notice of a General Meeting cannot be provided less than 21 days before the General 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.
- 22.5 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 (2) 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 proposed wording thereof;
 - (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 Office or the address (including an electronic address) specified in the notice of the meeting; and
 - (iii) proxy form must be delivered to the Company at least 48 hours before the meeting.

22.6 If a General Meeting is adjourned (put off) for one (1) month or more, the Members must be given new notice of the resumed meeting.

23. Quorum at General Meetings

23.1 For a General Meeting to be held, at least 60% of all Members (a quorum) must be present (in person, by proxy or by representative as applicable) for the entirety of the meeting. 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 (1) Member).

23.2 No business may be conducted at a General Meeting if a quorum is not present.

23.3 If there is no quorum present within 30 minutes after the starting time stated in the notice of General Meeting, the General Meeting is adjourned to the date, time and place that the Chairperson specifies. If the Chairperson does not specify one (1) 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.

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

24. Auditor's Right to Attend Meetings

24.1 The auditor (if any) is entitled to attend any General Meeting and to be heard by the Members on any part of the business of the meeting that concerns the auditor in the capacity of auditor.

24.2 The Company must give the auditor (if any) any communications relating to the General Meeting that a Member of the Company is entitled to receive.

25. Representatives of Members

25.1 An incorporated Member may appoint as a representative:

- (a) one (1) individual to represent the Member at meetings and to sign circular resolutions under clause 32; and
- (b) the same individual or another individual for the purpose of being appointed or elected as a Director.

25.2 The appointment of a representative by a Member must:

- (a) be in writing;
- (b) include the name of the representative;
- (c) be signed on behalf of the Member; and
- (d) be given to the Company or, for representation at a meeting, be given to the Chairperson before the meeting starts.

25.3 A representative has all the rights of a Member relevant to the purposes of the appointment as a representative.

25.4 The appointment may be standing (ongoing).

26. Using Technology to hold Meetings

- 26.1 The Company may hold a General Meeting at two (2) or more venues using any technology, including but not limited to teleconference facilities, that gives the Members as a whole a reasonable opportunity to participate, including a reasonable opportunity to hear and be heard.
- 26.2 Anyone using this technology is taken to be present in person at the meeting.

27. Chairperson for General Meetings

- 27.1 The Elected Chairperson is entitled to chair General Meetings.
- 27.2 The Members present and entitled to vote at a General Meeting may choose a Director or Member to be the Chairperson for a particular meeting if:
- (a) there is no Elected Chairperson;
 - (b) the Elected Chairperson is not present within 30 minutes after the starting time set for the meeting; or
 - (c) the Elected Chairperson is present but says they do not wish to act as the Chairperson of the meeting.

28. Role of the Chairperson

- 28.1 The Chairperson is responsible for the conduct of the General Meeting, and for this purpose must give Members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).
- 28.2 At any General Meeting, if there is an equality of votes, the Chairperson may exercise a casting vote in addition to any deliberative vote which he or she may have as a Member of the Company.

29. Adjournment of Meetings

- 29.1 If a quorum is present, a General Meeting must be adjourned if a majority of Members Present direct the Chairperson to adjourn it.
- 29.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

Members' Resolutions and Statements

30. Members' Resolutions and Statements

- 30.1 Members with at least five percent (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/or
 - (b) a written request to the Company that the Company give all of its Members a statement about a proposed Members Resolution or any other matter that may properly be considered at a General Meeting (Members' Statement).
- 30.2 A notice of a Members' Resolution must set out the wording of the proposed Members Resolution and be signed by the Members proposing the resolution.

- 30.3 A request to distribute a Members' Statement must set out the statement to be distributed and be signed by the Members making the request.
- 30.4 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.
- 30.5 The percentage of votes that members have (as described in clause 30.1) is to be worked out as at midnight before the request or notice is given to the Company.
- 30.6 If the Company has been given notice of a Members' Resolution under clause 30.1(a), the resolution must be considered at the next General Meeting held more than two (2) months after the notice is given.
- 30.7 This clause does not limit any other right that a Member has to propose a resolution at a General Meeting.

31. Company must give Notice of Proposed Resolution or distribute Statement

- 31.1 If the Company has been given a notice or request under clause 30:
- (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.
- 31.2 The Company does not need to send the notice of proposed Members' Resolution or a copy of the Members' Statement to members if:
- (a) either the proposed Members' Resolution and/or Members' Statement it is more than 1,000 words long;
 - (b) the Directors consider the proposed Members' Resolution and/or the Members' Statement may be defamatory;
 - (c) clause 31.1(b) applies, and the Members who proposed the Members' 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.

32. Circular Resolutions of Members

- 32.1 Subject to clause 32.3, the Directors may put a resolution to the Members to pass a resolution without a General Meeting being held (a Circular Resolution).
- 32.2 The Directors must notify the auditor (if any) as soon as possible that a Circular Resolution has or will be put to Members, and set out the wording thereof.

- 32.3 Circular Resolutions cannot be used:
- (a) to remove an auditor, appoint a Director or remove a Director;
 - (b) in the case of a Special Resolution; or
 - (c) where the Corporations Act or this Constitution requires an actual meeting to be held.
- 32.4 A Circular Resolution is passed if all the Members entitled to vote on the resolution sign or agree to the Circular Resolution, in the manner set out in clause 32.5 or clause 32.6.
- 32.5 Members may sign:
- (a) a single document setting out the Circular Resolution and containing a statement that they agree to the resolution; or
 - (b) separate copies of that document, as long as the wording is the same in each copy.
- 32.6 The Company may send a Circular Resolution by email to Members and Members may agree by sending a reply email to that effect, including the text of the resolution in their reply.

Voting at General Meetings

33. How many Votes a Member has

Each Member has one (1) vote.

34. Challenge to Member's Right to Vote

- 34.1 A Member or the Chairperson may only challenge a person's right to vote at a General Meeting at that meeting.
- 34.2 If a challenge is made under clause 34.1, the Chairperson must decide whether or not the person may vote. The Chairperson's decision is final.

35. How Voting is Carried Out

- 35.1 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.
- 35.2 Questions arising at a General Meeting will be decided by a majority of votes cast, unless this Constitution or the Corporations Act require a special majority.
- 35.3 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.
- 35.4 On a show of hands, the Chairperson's decision is conclusive evidence of the result of the vote.
- 35.5 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.

36. When and How a Vote in Writing must be Held

- 36.1 A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
- (a) at least five (5) Members Present;
 - (b) Members Present with at least five percent (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.
- 36.2 A vote in writing must be taken when and how the Chairperson directs, unless clause 36.3 applies.
- 36.3 A vote in writing must be held immediately if it is demanded under clause 36.1:
- (a) for the election of a Chairperson under clause 27.2; or
 - (b) to decide whether to adjourn the meeting.
- 36.4 A demand for a vote in writing may be withdrawn at any time prior to being taken.

37. Appointment of Proxy

- 37.1 Clause 37 and 38 do not apply to the extent that the Company is a Registered Charity.
- 37.2 A Member may appoint a proxy to attend and vote at a General Meeting on his, her or its behalf.
- 37.3 A proxy may but need not be a Member.
- 37.4 A proxy appointed to attend and vote on behalf of a Member has the same rights as the Member to:
- (a) be counted in a quorum;
 - (b) speak and participate at the meeting;
 - (c) vote in a vote in writing (but only to the extent allowed by the appointment); and
 - (d) join in to demand a vote in writing under clause 36.1, subject to any limitations specified by the Member in the appointment of proxy.
- 37.5 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.
- 37.6 A proxy appointment may be standing (ongoing).
- 37.7 Proxy forms must be received by the Company at the address stated in the notice under clause 22.5(d) or at the Company's Registered Office at least 48 hours before a meeting.
- 37.8 A proxy does not have the authority to speak and vote for a Member at a meeting while the Member is at the meeting.

- 37.9 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.
- 37.10 A proxy appointment may specify the way the proxy must vote on a particular resolution.

38. Voting by Proxy

- 38.1 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).
- 38.2 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

39. Number of Directors

The Company must have at least three (3) Directors or such greater number as resolved by the Members from time to time.

40. Election and Appointment of Directors

- 40.1 The initial Directors are the people who have agreed to act as Directors and who are named as proposed Directors in the application for incorporation of the Company.
- 40.2 Apart from the initial Directors and Directors appointed under clause 40.7, the Members may elect a Director by a resolution passed in a General Meeting.
- 40.3 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.
- 40.4 A person is eligible for election as a Director of the Company if they:
- (a) are a person of good standing;
 - (b) supports the Charitable Object of the Company;
 - (c) are nominated by two (2) Members or representatives of Members entitled to vote (unless the person was previously elected as a Director at a General Meeting and has been a Director since that meeting);
 - (d) give the Company their signed consent to act as a Director of the Company; and
 - (e) are not ineligible to be a Director under the Corporations Act or the ACNC Act.

- 40.5 A person may, but need not, be a Member of the Company in order to be nominated as a Director of the Company.
- 40.6 Without limiting clause 40.4 or clause 40.5 above, it is beneficial but not essential that a person who is nominated as a Director of the Company has travelled to Uganda to view any of the projects and activities undertaken by the Company or its associated or affiliated organisations.
- 40.7 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, and such person holds office until the next General Meeting at which point they must retire but shall be eligible for renomination in accordance with this clause 40.
- 40.8 If the number of Directors is reduced to fewer than three (3) or is less than the number required for a quorum, the continuing Directors may act for the purpose of increasing the number of Directors to three (3) (or higher if required for a quorum) or calling a General Meeting, but for no other purpose.

41. Election of Chairperson

The Directors must elect a Director as the Company's Elected Chairperson.

42. Term of Office

- 42.1 At each Annual General Meeting:
- (a) any Director appointed by the Directors to fill a casual vacancy or as an additional Director must retire; and
 - (b) at least one-half of the remaining Directors must retire.
- 42.2 The Directors who must retire at each Annual General Meeting under clause 42.1(b) will be the Directors who have been longest in office since last being elected. Where Directors were elected on the same day, the Director(s) to retire will be decided by lot unless they agree otherwise.
- 42.3 Other than a Director appointed under clause 40.7, a Director's term of office starts at the end of the Annual General Meeting at which they are elected and ends at the conclusion of the Annual General Meeting at which they retire.
- 42.4 Each Director must retire at least once every two (2) years.
- 42.5 A Director who retires under clause 42.1 may nominate for election or re-election.

43. When a Director stops being a Director

A Director stops being a director if they:

- (a) give written notice of his or her resignation as a Director to the Company or the Secretary;
- (b) are convicted of an indictable offence;
- (c) die;
- (d) become bankrupt or make any arrangement or composition with creditors;
- (e) are removed as a Director by a resolution of the Members in accordance with the provisions of the Corporations Act;

- (f) are absent for three (3) consecutive Directors' meetings without approval from the Directors; or
- (g) become ineligible to be a Director of the Company under the Corporations Act or the ACNC Act.

Powers of Directors

44. Powers of Directors

- 44.1 The Directors are responsible for managing and directing the activities of the Company to achieve the Charitable Objects set out in clause 6.
- 44.2 The Directors may exercise any and all the powers of the Company except for powers that, under the Corporations Act or this Constitution, may only be exercised by Members in a General Meeting.
- 44.3 The Directors must decide on the responsible financial management of the Company including:
 - (a) any suitable written delegations of power under clause 45; and
 - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 44.4 The Directors cannot remove a Director or auditor. Directors and auditors may only be removed by a Members' Resolution at a General Meeting.

45. Delegation of Directors' Powers

- 45.1 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.
- 45.2 The delegation must be recorded in the Company's minute book.
- 45.3 The Directors may revoke a delegation.
- 45.4 The Directors may specify the terms of a particular delegation, including any terms and conditions associated therewith.

46. Payments to Directors

- 46.1 The Company must not pay fees to a Director for acting as a Director.
- 46.2 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.
- 46.3 Any payment made under clause 46.2 must be approved by the Directors.
- 46.4 The Company may pay premiums for insurance indemnifying Directors, as allowed for by law (including the Corporations Act) and this Constitution.

47. Execution of Documents

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

- (a) two (2) Directors of the Company; or
- (b) one (1) Director and one (1) Secretary of the Company.

Duties of Directors

48. Duties of Directors

The Directors must comply with any and all duties imposed on them by law, which may include:

- (a) to the extent the Company is a Registered Charity, duties under the ACNC Act and Governance Standard 5; and
- (b) to the extent the Company is not a Registered Charity, duties under the Corporations Act.

49. Conflicts of Interest

49.1 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.

49.2 The disclosure of a conflict of interest by a Director must be recorded in the minutes of the meeting.

49.3 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 49.4:

- (a) be present at the meeting while the matter is being discussed; or
- (b) vote on the matter.

49.4 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 67);
- (c) their interest relates to a payment by the Company under clause 66 (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

50. When the Directors Meet

The Directors may decide how often, where and when they meet but in any event the Directors must meet not less than twice in any given year.

51. Calling Directors' Meetings

51.1 A Director may call a Directors' meeting by giving reasonable notice to all of the other Directors.

51.2 A Director may give notice in writing or by any other means of communication that has previously been agreed to by all of the Directors.

52. Chairperson for Directors' meetings

52.1 The Elected Chairperson is entitled to chair Directors' meetings.

52.2 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.

53. Quorum at Directors' Meetings

53.1 Unless the Directors determine otherwise, the quorum for a Directors' meeting is a majority (more than 50%) of Directors.

53.2 A quorum must be present for the whole Directors' meeting.

54. Using Technology to hold Directors' Meetings

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

54.2 The Directors' agreement may be a standing (ongoing) one.

54.3 A Director may only withdraw their consent within a reasonable period before the meeting.

55. Passing Directors' Resolutions

55.1 A meeting of the Directors at which a quorum is present may exercise all the powers and discretions vested in or exercisable by the Directors under this Constitution.

55.2 A Directors' Resolution must be passed by a majority of the votes cast by Directors present and entitled to vote on the resolution. Such a decision is for all purposes a decision of the Board.

55.3 In the case where the votes cast on a resolution are equal, the Elected Chairperson may exercise a casting vote in addition to any deliberative vote he or she may exercise as a Director of the Company.

56. Circular Resolutions of Directors

- 56.1 The Directors may pass a Circular Resolution without a Directors' meeting being held.
- 56.2 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 56.3 or clause 56.4.
- 56.3 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.
- 56.4 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.
- 56.5 A Circular Resolution is passed when the last Director signs or otherwise agrees to the resolution in the manner set out in clause 56.3 or clause 56.4.

Secretary

57. Appointment and Role of Secretary

- 57.1 The Company must have at least one (1) Secretary, who may also be a Director.
- 57.2 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.
- 57.3 The Directors must decide the terms and conditions under which the Secretary is appointed, including any remuneration.
- 57.4 For the avoidance of doubt, the Secretary has no right to vote at a meeting of the Directors unless they are also a Director and has no right to vote at a General Meeting of the Members unless they are also a Member.
- 57.5 The role of the Secretary includes:
- (a) maintaining the Company's Register of Members; and
 - (b) maintaining the minutes and other records of General Meetings (including notices of meetings), Directors' meetings and Circular Resolutions.

Minutes and Records

58. Minutes and Records

- 58.1 The Company must, within one (1) 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 in accordance with clause 31.

- 58.2 The Company must, within one (1) month, make and keep the following records:
- (a) minutes of proceedings and resolutions of Directors' meetings (including meetings of any committees); and
 - (b) minutes of Circular Resolutions of Directors.
- 58.3 To allow Members to inspect the Company's records:
- (a) the Company must give a Member access to the records set out in clause 58.1; and
 - (b) the Directors may authorise a Member to inspect other records of the Company, including records referred to in clause 58.2 and clause 59.1.
- 58.4 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.
- 58.5 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.

59. Financial and Related Records

- 59.1 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 if required under the Corporations Act and the ACNC Act.
- 59.2 The Company must also keep written records that correctly record its operations.
- 59.3 The Company must retain its records for at least seven (7) years or such longer time as required by law or by resolution of the Members.
- 59.4 The Directors must take reasonable steps to ensure that the Company's records are kept safe.

By-laws

60. By-laws

- 60.1 The Directors may pass a resolution to make by-laws to give effect to this Constitution and revoke, alter or vary such by-laws from time to time as they see fit.
- 60.2 Members and Directors must comply with any such by-laws as if they were part of this Constitution.

Notice

61. What is Notice

- 61.1 Anything written to or from the Company under any clause in this Constitution is written notice and is subject to clauses 62 to 64, unless specified otherwise.
- 61.2 Clauses 62 to 64 do not apply to a notice of proxy under clause 37.7.

62. 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;
- (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; or
- (d) sending it to the fax number notified by the Company to the Members as the Company's fax number.

63. Notice to Members

63.1 Written notice or any communication under this Constitution may be given to a Member:

- (a) in person;
- (b) by posting it to, or leaving it at the address of, the Member in the Register of Members or an alternative address (if any) nominated by the Member for service of notices;
- (c) sending it to the email or other electronic address nominated by the Member as an alternative address for service of notices (if any);
- (d) sending it to the fax number nominated by the Member as an alternative address for service of notices (if any); or
- (e) if agreed to by the Member, by notifying the Member at an email or other electronic address nominated by the Member, that the notice is available at a specified place or address (including an electronic address).

63.2 If the Company does not have an address for the Member, the Company is not required to give notice in person.

64. When Notice is taken to be Given

A notice:

- (a) delivered in person, or left at a the recipient's address, is taken to be given on the day it is delivered;
- (b) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs;
- (c) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent; and
- (d) given under clause 63.1(e) is taken to be given on the business day after the notification that the notice is available is sent.

Financial Year

65. Company's Financial Year

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

Indemnity, Insurance and Access

66. Indemnity

- 66.1 To the extent permitted by the Corporations Act and, to the extent the Company is a Registered Charity, the ACNC Act, 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.
- 66.2 In this clause, 'Officer' means a Director or Secretary and includes a Director or Secretary after they have ceased to hold that office.
- 66.3 In this clause, 'to the relevant extent' means:
- (a) to the extent that the Company is not precluded by law (including the Corporations Act) or to the extent that the Company is a Registered Charity, the ACNC 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).
- 66.4 The indemnity is a continuing obligation and is enforceable by an Officer even though that person is no longer an Officer of the Company.

67. 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.

68. Directors' Access to Documents

- 68.1 A Director has a right of access to the financial records of the Company at all reasonable times.
- 68.2 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

69. Surplus Assets not to be Distributed to Members

If the Company is wound up, any Surplus Assets must not be distributed to any Director, Member, former Director or former Member of the Company, unless that Director, Member, former Director or former Member is a Registered Charity described in clause 70.

70. Distribution of Surplus Assets

- 70.1 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 Registered Charities:
- (a) with Charitable Objects similar to, or inclusive of, the Charitable Objects of the Company set out in clause 6; and
 - (b) which also prohibit the distribution of any Surplus Assets to its Directors and Members to at least the same extent as the Company.
- 70.2 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 or pass such a Special Resolution, the Company may apply to the Supreme Court to make this decision.

71. Revocation of DGR Status

- 71.1 If the Company is endorsed as a deductible gift recipient (DGR), and its endorsement is revoked, the following must be transferred to another charitable organisation to which income tax deductible gifts can be made – any surplus:
- (a) gifts of money or property for the Charitable Objects of the Company;
 - (b) contributions made in relation to an eligible fundraising event held for the Charitable Objects of the Company; and
 - (c) money received by the Company because of such gift and contributions.
- 71.2 Any assets which are not caught by clause 71.1 above may be retained by the Company, but must continue to be used and applied only as permitted by clauses 8, 69 and 70.

Definitions and interpretation

72. Definitions

In this Constitution:

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

“**Audit**” includes a review if permitted by the ACNC Act or the Corporations Act;

“**Auditor**” includes a reviewer if permitted by the ACNC Act or the Corporations Act;

“**Board**” means the Board of Directors of the Company;

“**Charitable Objects**” means the Charitable Objects of the Company set out in clause 6 of this Constitution;

“**Company**” means the Company referred to in clause 1;

“**Constitution**” means those rules for the operation of the Company set forth in this Constitution and as amended, modified or supplemented from time to time;

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

“Director” means a person named as a Director upon incorporation or a person who is thereafter elected or re-elected to the Board;

“Elected Chairperson” means a person elected by the Directors to be the Company’s Chairperson under clause 41;

“General Meeting” means a meeting of Members and includes the Annual General Meeting, under clause 21.1;

“Governance Standards” means the Governance Standards set out in Part 2.2 of the *Australian Charities and Not-for-Profits Commission Regulation 2013* (Cth);

“Governance Standard 5” means Governance Standard 5 set out in regulation 45.25 of the *Australian Charities and Not-for-Profits Commission Regulation 2013* (Cth);

“Initial Member” means a person who is named in the application for incorporation of the Company, with their consent, as a proposed Member of the Company;

“Member” means each Initial Member and any person who is admitted as a member of the Company in accordance with the provisions of this Constitution;

“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;

“Registered Charity” means a charity that is registered with the Australian Charities and Not-for-Profits Commission Register in accordance with the provisions of the ACNC Act;

“Special Resolution” means a resolution:

- (a) of which notice has been given under clause 22.5(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; and

“Surplus Assets” means any assets of the Company that remain after paying all debts and other liabilities of the Company, including the costs of winding up.

73. Reading this Constitution with the Corporations Act

73.1 The replaceable rules set out in the Corporations Act do not apply to the Company.

73.2 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.

73.3 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.

73.4 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.

74. 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).