

# **AL-IHSAN FOUNDATION INTERNATIONAL LIMITED**

## **ACN 168 960 361**

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### **CONSTITUTION**

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# CONSTITUTION

## 1. DEFINITIONS AND INTERPRETATION

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### 1.1 Definitions

In this Constitution, unless the context requires otherwise:

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

**ACNC External Conduct standards** means the External Conduct Standards as determined and updated by the Australian Charities and Not for Profit Commission from time to time.

**Business Day** means a day that is not a Saturday, Sunday, public holiday or bank holiday in Sydney of New South Wales, Australia.

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

**Company** means Al-Ihsan Foundation International Limited ACN 168 960 361.

**Community Infrastructure** means a building or facilities to support the community, and may include community centres, rehabilitation and counselling facilities, community kitchens and places of worship.

**Constitution** means this constitution as amended, supplemented or replaced from time to time.

**Elected Chairperson** means a person elected by the directors to be the Company's chairperson under clause 9.3.

**General Meeting** means a meeting of members and includes the annual general meeting under clause 6.3.

**Initial Member** means a person who was a member of the Company at the time of adoption 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 under the ACNC Act.

**Special needs** means needs arising from impairments, intellectual or physical disabilities and high medical concerns.

**Special Resolution** means a resolution:

- (a) of which notice has been given under clause 1.1(b)(iii), 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.

## 1.2 Reading this Constitution with the Corporations Act

- (a) The replaceable rules set out in the Corporations Act do not apply to the Company.
- (b) 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.
- (c) 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.
- (d) A word or expression defined in the Corporations Act and used, but not defined, in this Constitution has the same meaning given to it in the Corporations Act.

## 1.3 Interpretation

In this Constitution, unless the context requires otherwise:

- (a) **(agreement other than this document)** A reference to an agreement other than this Constitution includes an undertaking, deed, agreement or legally enforceable arrangement or understanding whether or not in writing.
- (b) **(“at any time” or “from time to time”)** The expression “at any time” or “from time to time” includes reference to past, present and future time and the performance of any act and incurrence of any liability during any specified period.
- (c) **(Australian currency)** A reference to money amounts, dollars or \$ is to the lawful currency of the Commonwealth of Australia unless the amount is specifically denominated in another currency.
- (d) **(non-Business Days)** If something is to be or may be done on a day that is not a Business Day then it must be done on the next Business Day.
- (e) **(conduct)** Conduct includes an act, omission, statement, undertaking or acknowledgment, whether or not in writing.
- (f) **(corresponding meanings)** Other parts of speech and grammatical forms of and words or phrases derived from defined terms or expressions have corresponding meanings.
- (g) **(day)** A reference to a day is to be interpreted as the period of time commencing at midnight and ending twenty-four hours later unless otherwise specified or as adjusted due to daylight savings time.
- (h) **(defunct body)** A reference to any agency or body, if that agency or body ceases to exist or is reconstituted, merged, renamed or replaced or has its powers or functions removed, means the other agency or body who

substantially succeeds, has been transferred, has taken over and/or performs most closely the powers or functions of the defunct body.

- (i) **(document)** A reference to a document includes any part of any agreement or contract in writing, or any certificate, notice, deed, instrument or other document of any kind as amended, modified, varied, novated, supplemented or replaced from time to time and despite any change in the identity of the parties.
- (j) **(gender)** Words denoting gender includes the other genders.
- (k) **(headings)** The headings, subheadings, bold, italicised and highlighted font and table of contents are used for convenience only and do not affect the interpretation of this Constitution.
- (l) **("include", "including" and "for example")** Wherever the words "include", "including", "for example" or any form of those words or similar expressions are used, they do not limit what else is included and must be construed as if they are followed by the words "without limitation" or "without being limited to", unless there is express wording to the contrary.
- (m) **("in writing")** A reference to the words "in writing" includes any communication sent by letter, facsimile transmission or email or any other form of communication capable of being read by the recipient.
- (n) **(law)** A reference to a law includes:
  - (i) legislation, regulations and other instruments made under legislation and any consolidations, amendments, re-enactments or replacements of them;
  - (ii) any constitutional provision, treaty or decree;
  - (iii) any judgment; and
  - (iv) any rule or principle of common law or equity,and is a reference to that law as amended, consolidated, re-enacted, replaced or applied to new or different facts.
- (o) **(legislation)** A reference to all or any part of a statute, rule, regulation, proclamation, ordinance, code or by-law includes that statute, rule, regulation, proclamation, ordinance, code or by-law as amended, consolidated, re-enacted or replaced from time to time and a reference to a statute includes all rules, regulations, proclamations, ordinances, codes, by-laws and any other subordinate legislation issued under that statute.
- (p) **("month" and "year")** The word "month" means calendar month and the word "year" means twelve months.
- (q) **(period of time)** If a period of time begins on a given day or the day of an act or event, it is to be calculated exclusive of that day unless otherwise specified.

- (r) **(person)** A reference to a "person" includes a natural person, partnership, joint venture, body corporate, association, governmental or local authority, agency and any other body or entity whether incorporated or not.
- (s) **(singular)** Words denoting the singular includes the plural and vice versa.
- (t) **(thing)** A reference to any thing (including any right) includes a part of that thing, but nothing in this clause implies that performance of part of an obligation constitutes performance of the obligation.
- (u) **(writing)** A reference to a notice, consent, request, approval or other communication under this document or an agreement between the parties means a written notice, consent, request, approval, communication or agreement.

## **2. PRELIMINARY**

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### **2.1 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.

### **2.2 Limited liability of members**

The liability of members is limited to the amount of the guarantee in clause 2.3.

### **2.3 The guarantee**

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

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

## **3. CHARITABLE PURPOSES AND POWERS**

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### **3.1 Charitable Purpose**

- (a) The purpose for which the Company is established is to provide public benevolent relief in Australia and overseas to:
  - (i) persons living in poverty;
  - (ii) persons affected by humanitarian emergencies and war;
  - (iii) persons with special needs;
  - (iv) persons recovering from drug or alcohol addiction;
  - (v) orphans; and



- (vi) unfortunate or helpless persons who are otherwise in need of urgent relief.

**(Charitable Purpose)**

- (b) In carrying its Charitable Purpose, the Company will be guided by principles to:
  - (i) serve those in need regardless of race, religion, ethnic or social background, age, health, disability, sexuality, gender or political opinions;
  - (ii) provide charity and any form of help that alleviates suffering or deprivation, and promotes human dignity and personal integrity in all their dimensions;
  - (iii) work with and assist people in need whilst respecting their dignity, sharing our hope and encouraging them to take control of their own future; and
  - (iv) promote informed discussion on the plight of those in need and to advocate improved services and facilities for them.

**(Principles)**

- (c) Without limiting the ways that the Company may provide relief, the Company may:
  - (i) build and maintain schooling programmes, and where necessary places of higher education, throughout the world;
  - (ii) provide meals and distribute food through community kitchens;
  - (iii) empower communities through education and self-sustainable social enterprises;
  - (iv) address and actively work to rid discrimination;
  - (v) build and maintain orphanages overseas;
  - (vi) encourage and promote the Company's youth programs and youth movement, the aims of which are to teach the formation of healthy habits of living, the importance of service to others, the development of a sense of social responsibility;
  - (vii) build and maintain schools and schooling programs for children with special needs throughout the world; and
  - (viii) build and maintain Community Infrastructure to use for charitable projects.
- (d) The company may also do anything ancillary, incidental or conducive to such purposes.
- (e) For the purposes of facilitating the Charitable Purposes, the Company:

- (i) is to raise money by all lawful means and to solicit, accept, receive and enlist financial or other aid from any source and to conduct fundraising campaigns for such Charitable Purpose;
  - (ii) is to collect, preserve and invest assets in order to maximise the distribution of funds to be used for such Charitable Purpose;
  - (iii) may pursue the Charitable Purpose by partnering or engaging with, and/or supporting, other Registered Charities whose objects are similar to that of the Company; and
  - (iv) may facilitate and support the progression of any other charitable objects in Australia relevant, incidental, conducive to or in furtherance of such Charitable Purpose.
- (f) The Company can only exercise the powers in section 124(1) of the Corporations Act to:
- (i) carry out the Charitable Purpose of the Company set out in clause 3.1(a); and
  - (ii) do all things incidental or convenient in relation to the exercise of power under clause 3.1(f)(i).

### **3.2 Powers**

Subject to clause 3.3, the Company has the following powers, which may only be used to carry out its purpose(s) set out in clause 3.1(a):

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

### **3.3 Not-for-profit**

- (a) The income and property of the Company will only be applied towards the promotion of the Charitable Purpose of the Company set out in clause 3.1(a).
- (b) The Company must not pay, transfer or distribute, directly or indirectly, by way of dividend, bonus or otherwise any income or assets directly or indirectly to its members, except as provided in clauses 3.3(c) and 19.2.
- (c) Clause 3.3(b) does not stop the Company from doing the following things, provided they are done in good faith:
  - (i) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the Company; or
  - (ii) making a payment to a member in carrying out the Company's Charitable Purpose.

### **3.4 Amending the Constitution**

- (a) Subject to clause 3.4(b), the members may amend this Constitution by passing a Special Resolution.
- (b) The members must not pass a Special Resolution that amends this Constitution if passing it causes the Company to no longer be a charity.

## **4. MEMBERS**

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### **4.1 Membership and register of members**

- (a) The members of the Company are:
  - (i) Initial Members; and
  - (ii) any other person that the members allow to be a member, in accordance with this Constitution.
- (b) The Company must have a minimum of three (3) and a maximum of ten (10) members.
- (c) The Company must establish and maintain a register of members.
- (d) The register of members must be kept by the secretary and must contain:
  - (i) for each current member:
    - (A) name;
    - (B) address;
    - (C) any alternative address nominated by the member for the service of notices; and
    - (D) date the member was entered on to the register, and
  - (ii) for each person who stopped being a member in the last 7 years:
    - (A) name;
    - (B) address;
    - (C) any alternative address nominated by the member for the service of notices; and
    - (D) dates the membership started and ended.
- (e) The Company must give current members access to the register of members.
- (f) Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

## **4.2 Who can be a member**

- (a) A person who supports the purposes of the Company is eligible to apply to be a member of the Company under clause 4.3.
- (b) In this clause, 'person' means an individual or a corporation.

## **4.3 How to apply to become a member**

A person (as defined in clause 4.2(b)) may apply to become a member of the Company by writing to the secretary stating that they:

- (a) want to become a member;
- (b) support the purpose(s) of the Company; and
- (c) agree to comply with the Company's Constitution, including paying the guarantee under clause 2.3 if required.

## **4.4 Categories of membership**

The Company has only one category of membership, with all members having equal rights.

## **4.5 Members decide whether to approve membership**

- (a) The members must consider and determine an application for membership by way of Special Resolution within a reasonable time after the secretary receives the application.
- (b) If the members approve an application, the secretary must as soon as possible:
  - (i) enter the new member on the register of members; and
  - (ii) write to the applicant to tell them that their application was approved, and the date that their membership started (see clause 4.6).
- (c) If the members 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.
- (d) For the avoidance of doubt, the members may approve an application even if the application does not state the matters listed in clause 4.3, and in that case, by applying to be a member, the applicant agrees to those three matters.

## **4.6 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.

## **4.7 When a person stops being a member**

A person immediately stops being a member if they:

- (a) die;
- (b) resign, by writing to the secretary or Elected Chairperson;
- (c) are expelled under clause 5.2; or
- (d) have not responded within three months to two (2) separate written requests from the secretary that they confirm in writing that they want to remain a member.

## **5. DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURES**

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### **5.1 Dispute resolution**

- (a) The dispute resolution procedure in this clause applies to disputes (disagreements) under this Constitution between a member or director and:
  - (i) one or more members;
  - (ii) one or more directors; or
  - (iii) the Company.
- (b) A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 5.2 until the disciplinary procedure is completed.
- (c) Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.
- (d) If those involved in the dispute do not resolve it under clause 5.1(c), they must within 10 days:
  - (i) tell the directors about the dispute in writing;
  - (ii) agree or request that a mediator be appointed; and
  - (iii) attempt in good faith to settle the dispute by mediation.
- (e) The mediator must:
  - (i) be chosen by agreement of those involved; or
  - (ii) where those involved do not agree:
    - (A) for disputes between members, a person chosen by the directors; or
    - (B) for other disputes, a person chosen by either the Commissioner of the Australian Charities and Not-for-profits Commission or the president of the law institute or society in the state or territory in which the Company has its registered office.
- (f) A mediator chosen by the directors under clause 1.1(b)(ii):

- (i) may be a member or former member of the Company;
  - (ii) must not have a personal interest in the dispute; and
  - (iii) must not be biased towards or against anyone involved in the dispute.
- (g) When conducting the mediation, the mediator must:
  - (i) allow those involved a reasonable chance to be heard;
  - (ii) allow those involved a reasonable chance to review any written statements;
  - (iii) ensure that those involved are given natural justice; and
  - (iv) not make a decision on the dispute.

## 5.2 Disciplining members

- (a) The directors may, from time to time and as deemed reasonably necessary, make recommendations to the members that certain members be subjected to disciplinary action in accordance with this clause 5.2 (**Contentious Member**).
- (b) In accordance with this clause, the members may resolve by way of Special Resolution at a General Meeting to warn, suspend or expel a Contentious Member from the Company if the members consider that:
  - (i) the Contentious Member has breached this Constitution; or
  - (ii) the Contentious Member's behaviour is causing, has caused, or is likely to cause harm to the Company.
- (c) At least 14 days before the members' meeting at which a resolution under clause (b) will be considered, the secretary must notify the Contentious Member in writing:
  - (i) that the members are considering a resolution to warn, suspend or expel the Contentious Member;
  - (ii) that this resolution will be considered at a members' meeting and the date of that meeting;
  - (iii) what the Contentious Member is said to have done or not done;
  - (iv) the nature of the resolution that has been proposed; and
  - (v) that the Contentious Member may provide an explanation to the members, and details of how to do so.
- (d) Before the members pass any resolution under clause (b), the Contentious Member must be given a chance to explain or defend themselves by:
  - (i) sending the members a written explanation before that members' meeting; and/or

- (ii) speaking at the meeting.
- (e) After considering any explanation under clause (d), the members may:
  - (i) take no further action;
  - (ii) warn the Contentious Member;
  - (iii) suspend the Contentious Member's rights as a member for a period of no more than 12 months;
  - (iv) expel the Contentious Member; or
  - (v) refer the decision to an unbiased, independent person on conditions that the members consider appropriate (however, the person can only make a decision that the members could have made under this clause).
- (f) The members cannot resolve to fine a Contentious Member.
- (g) The secretary must give written notice to the Contentious Member of the decision under clause 5.2(e) as soon as possible.
- (h) Disciplinary procedures must be completed as soon as reasonably practical.
- (i) There will be no liability for any loss or injury suffered by the Contentious Member as a result of any decision made in good faith under this clause

## **6. GENERAL MEETINGS OF MEMBERS**

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### **6.1 General meetings called by directors**

- (a) The directors may call a General Meeting.
- (b) 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:
  - (i) within 21 days of the members' request, give all members notice of a General Meeting; and
  - (ii) hold the General Meeting within 2 months of the members' request.
- (c) The percentage of votes that members have (in clause 6.1(b)) is to be worked out as at midnight before the members request the meeting.
- (d) The members who make the request for a General Meeting must:
  - (i) state in the request any resolution to be proposed at the meeting;
  - (ii) sign the request; and
  - (iii) give the request to the Company.

- (e) 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.

## **6.2 General meetings called by members**

- (a) If the directors do not call the meeting within 21 days of being requested under clause 6.1(b), 50% or more of the members who made the request may call and arrange to hold a General Meeting.
- (b) To call and hold a meeting under clause 6.2(a) the members must:
  - (i) as far as possible, follow the procedures for General Meetings set out in this Constitution;
  - (ii) 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
  - (iii) hold the General Meeting within three months after the request was given to the Company.
- (c) 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.

## **6.3 Annual general meeting**

- (a) A General Meeting, called the annual General Meeting, must be held at least once in every calendar year.
- (b) Even if these items are not set out in the notice of meeting, the business of an annual General Meeting may include:
  - (i) a review of the Company's activities;
  - (ii) a review of the Company's finances;
  - (iii) any auditor's report;
  - (iv) the election of directors; and
  - (v) the appointment and payment of auditors, if any.
- (c) 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.
- (d) 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.

## **6.4 Notice of general meetings**

- (a) Notice of a General Meeting must be given to:



- (i) each member entitled to vote at the meeting;
  - (ii) each director; and
  - (iii) the auditor (if any).
- (b) Notice of a General Meeting must be provided in writing at least 21 days before the meeting.
- (c) Subject to clause 6.4(d), notice of a meeting may be provided less than the period prescribed in clause 6.4(b) before the meeting if:
  - (i) for an annual General Meeting, all the members entitled to attend and vote at the annual General Meeting agree beforehand; or
  - (ii) for any other General Meeting, members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- (d) Subject to the Corporations Act, notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
  - (i) remove a director;
  - (ii) appoint a director in order to replace a director who was removed; or
  - (iii) remove an auditor.
- (e) Notice of a General Meeting must include:
  - (i) 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);
  - (ii) the general nature of the meeting's business;
  - (iii) if applicable, that a Special Resolution is to be proposed and the words of the proposed resolution;
  - (iv) a statement that members have the right to appoint proxies and that, if a member appoints a proxy:
    - (A) the proxy does not need to be a member of the Company;
    - (B) 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
    - (C) the proxy form must be delivered to the Company at least 48 hours before the meeting.
- (f) If a General Meeting is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

## **6.5 Quorum at general meetings**

- (a) For a General Meeting to be held, at least 3 members (a quorum) must be present (in person, by proxy or by representative) for the whole meeting.
- (b) 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).
- (c) No business may be conducted at a General Meeting if a quorum is not present.
- (d) 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, and if the chairperson does not specify one or more of those things, the meeting is adjourned to:
  - (i) if the date is not specified – the same day in the next week;
  - (ii) if the time is not specified – the same time; and
  - (iii) if the place is not specified – the same place.
- (e) If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

## **6.6 Auditor's right to attend meetings**

- (a) 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.
- (b) 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.

## **6.7 How General Meetings may be held**

- (a) The Company may hold a General Meeting:
  - (i) at one or more physical venues; or
  - (ii) at one or more physical venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard; or
  - (iii) using virtual meeting technology only, with such a technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard.
- (b) Anyone attending a General Meeting by using this technology is taken to be present in person at the meeting.

## **6.8 Chairperson for general meetings**

- (a) The Elected Chairperson is entitled to chair General Meetings.
- (b) 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:
  - (i) there is no Elected Chairperson;
  - (ii) the Elected Chairperson is not present within 15 minutes after the starting time set for the meeting; or
  - (iii) the Elected Chairperson is present but says they do not wish to act as chairperson of the meeting.

## **6.9 Role of the chairperson**

- (a) 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)).
- (b) The chairperson does not have a casting vote.

## **6.10 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.

# **7. MEMBERS' RESOLUTIONS AND STATEMENTS**

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## **7.1 Members' resolutions and statements**

- (a) Members with at least 5% of the votes that may be cast on a resolution may give:
  - (i) written notice to the Company of a resolution they propose to move at a General Meeting (members' resolution); and/or
  - (ii) 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).
- (b) A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.
- (c) A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.
- (d) 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.

- (e) The percentage of votes that members have (as described in clause 7.1(a)) is to be worked out as at midnight before the request or notice is given to the Company.
- (f) If the Company has been given notice of a members' resolution under clause 7.1(a)(i), the resolution must be considered at the next General Meeting held not more than two months after the notice is given.
- (g) This clause does not limit any other right that a member has to propose a resolution at a General Meeting.

## **7.2 Company must give notice of proposed resolution or distribute statement**

- (a) If the Company has been given a notice or request under clause 7.1:
  - (i) 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
  - (ii) 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.
- (b) The Company does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:
  - (i) it is more than 1000 words long;
  - (ii) the directors consider it may be defamatory;
  - (iii) clause 7.2(a)(ii) 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
  - (iv) 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.

## **7.3 Circular resolutions of members**

- (a) Subject to clause 7.3(c), the directors may put a resolution to the members to pass a resolution without a General Meeting being held (a circular resolution).
- (b) The directors must notify the auditor (if any) as soon as possible that a circular resolution has or will be put to members, and set out the wording of the resolution.

- (c) Circular resolutions cannot be used:
  - (i) for a resolution to remove an auditor, appoint a director or remove a director;
  - (ii) for passing a Special Resolution; or
  - (iii) where the Corporations Act or this Constitution requires a meeting to be held.
- (d) 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 7.3(e) or clause 7.3(f).
- (e) Members may sign:
  - (i) a single document setting out the circular resolution and containing a statement that they agree to the resolution; or
  - (ii) separate copies of that document, as long as the wording is the same in each copy.
- (f) 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.

## **8. VOTING AT GENERAL MEETINGS**

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### **8.1 How many votes a member has**

Each member has 1 vote.

### **8.2 Challenge to member's right to vote**

- (a) A member or the chairperson may only challenge a person's right to vote at a General Meeting at that meeting.
- (b) If a challenge is made under clause 8.2(a), the chairperson, acting reasonably, must decide whether or not the person may vote.
- (c) The chairperson's decision is final.

### **8.3 How voting is carried out**

- (a) Voting must be conducted and decided by:
  - (i) a show of hands;
  - (ii) a vote in writing; or
  - (iii) another method chosen by the chairperson that is fair and reasonable in the circumstances.
- (b) 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.

- (c) On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.
- (d) 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.

#### **8.4 When and how a vote in writing must be held**

- (a) A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
  - (i) at least 5 Members Present;
  - (ii) 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
  - (iii) the chairperson.
- (b) A vote in writing must be taken when and how the chairperson directs unless clause 8.4(c) applies.
- (c) A vote in writing must be held immediately if it is demanded under clause 8.4(a):
  - (i) for the election of a chairperson under clause 6.8; or
  - (ii) to decide whether to adjourn the meeting.
- (d) A demand for a vote in writing may be withdrawn.

#### **8.5 Appointment of proxy**

- (a) A member may appoint a proxy to attend and vote at a General Meeting on their behalf.
- (b) A proxy does not need to be a member.
- (c) A proxy appointed to attend and vote for a member has the same rights as the member to:
  - (i) speak at the meeting;
  - (ii) vote in a vote in writing (but only to the extent allowed by the appointment); and
  - (iii) join in to demand a vote in writing under clause 8.4(a).
- (d) An appointment of proxy (proxy form) must be signed by the member appointing the proxy and must contain:
  - (i) the member's name and address;
  - (ii) the Company's name;
  - (iii) the proxy's name or the name of the office held by the proxy; and

- (iv) the meeting(s) at which the appointment may be used.
- (e) A proxy appointment may be standing (ongoing).
- (f) Proxy forms must be received by the Company at the address stated in the notice under clause 1.1(b)(iv) or at the Company's registered address at least 48 hours before a meeting.
- (g) A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- (h) 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:
  - (i) dies;
  - (ii) is mentally incapacitated;
  - (iii) revokes the proxy's appointment; or
  - (iv) revokes the authority of a representative or agent who appointed the proxy.
- (i) A proxy appointment may specify the way the proxy must vote on a particular resolution.

## **8.6 Voting by proxy**

- (a) 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).
- (b) When a vote in writing is held, a proxy:
  - (i) does not need to vote, unless the proxy appointment specifies the way they must vote;
  - (ii) if the way they must vote is specified on the proxy form, must vote that way; and
  - (iii) if the proxy is also a member or holds more than one proxy, may cast the votes held in different ways.

## **9. DIRECTORS**

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### **9.1 Number of directors**

The Company must have at least 5 and no more than 10 directors.

### **9.2 Election and appointment of directors**

- (a) The initial directors are the people who have agreed to act as directors at the time of the adoption of this Constitution.

- (b) Apart from the initial directors and directors appointed under clause 9.2(e), the directors may be appointed by resolution of the Company in General Meeting.
- (c) Each of the directors must be appointed by a separate resolution, unless:
  - (i) the Members Present have first passed a resolution that the appointments may be voted on together; and
  - (ii) no votes were cast against that resolution.
- (d) A person is eligible for election as a director of the Company if they:
  - (i) are nominated by two 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);
  - (ii) give the Company their signed consent to act as a director of the Company; and
  - (iii) are not ineligible to be a director under the Corporations Act or the ACNC Act.
- (e) The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:
  - (i) gives the Company their signed consent to act as a director of the Company; and
  - (ii) is not ineligible to be a director under the Corporations Act or the ACNC Act.
- (f) If the number of directors is reduced to fewer than 5, but is at least 3, the continuing directors may continue to act and all decisions of the directors will be valid for the purposes of this Constitution; however, they must take steps to attempt to increase the number of directors to 5 (or higher) or call a General Meeting within a reasonable period.
- (g) If the number of directors is reduced to fewer than 3, the continuing directors may act for the purpose of increasing the number of directors to three (or higher if required for a quorum) or calling a General Meeting, but for no other purpose.
- (h) Subject to sub-clause (f), no more than 40% of directors can be employed by the Company at any one time.

### **9.3 Election of chairperson and vice chairperson**

- (a) The directors must elect a director as the Company's Elected Chairperson.
- (b) The directors may appoint one or more Directors as Vice Chairpersons. In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice Chairperson (or, if applicable, one of the Vice Chairpersons) shall perform the duties of the Chairperson, and when so



acting, shall have all powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson (or Vice Chairpersons) shall perform such other duties as from time may be assigned by the Chairperson or by the Board.

#### **9.4 Term of office**

- (a) At each annual General Meeting:
  - (i) any director appointed by the directors to fill a casual vacancy or as an additional director must retire.
- (b) Other than a director appointed under clause 9.2(e), a director's term of office starts at the end of the annual General Meeting at which they are elected and ends at the end of the annual General Meeting at which they retire.
- (c) Each director must retire at least once every five (5) years.
- (d) A director who retires under clause 9.4(b) may nominate for election or re-election, subject to clause 9.4(e).
- (e) A director who has held office for a continuous period of ten (10) years or more may only be re-appointed or re-elected by a Special Resolution.

#### **9.5 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 by providing such notice to the secretary or Elected Chairperson;
- (b) die;
- (c) are removed as a director by a Special 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.

### **10. POWERS OF DIRECTORS**

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#### **10.1 Powers of directors**

- (a) The directors are responsible for managing and directing the activities of the Company to achieve the Charitable Purpose set out in clause 3.1(a).
- (b) 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.

- (c) The directors must decide on the responsible financial management of the Company including:
  - (i) any suitable written delegations of power under clause 10.2; and
  - (ii) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- (d) The directors cannot remove a director or auditor.
- (e) Directors and auditors may only be removed by a members' Special Resolution at a General Meeting.

## **10.2 Delegation of directors' powers**

- (a) 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.
- (b) The delegation must be recorded in the Company's minute book.

## **10.3 Payments to directors**

- (a) The Company must not pay fees to a director for acting as a director.
- (b) The Company may:
  - (i) 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
  - (ii) reimburse a director for expenses properly incurred by the director in connection with the affairs of the Company.
- (c) Any payment made under clause 10.3(b) must be approved by the directors.
- (d) The Company may pay premiums for insurance indemnifying directors, as allowed for by law (including the Corporations Act) and this Constitution.

## **10.4 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.

## **11. DUTIES OF DIRECTORS**

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### **11.1 Duties of directors**

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

- (a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the Company;
- (b) to act in good faith in the best interests of the Company and to further the Charitable Purpose of the Company;
- (c) not to misuse their position as a director;
- (d) not to misuse information they gain in their role as a director;
- (e) to treat all information gained in their role as a director in confidence unless otherwise directed by the Board;
- (f) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 11.2;
- (g) to ensure that the financial affairs of the Company are managed responsibly;
- (h) to set strategic goals for the Company;
- (i) to review and set policies governing the operation of the Company;
- (j) to monitor performance and review progress against the Charitable Purpose of the Company and ACNC External Conduct standards, and restructure programs where necessary;
- (k) to supervise the activities of staff, including the chief executive officer, if any;
- (l) to consider and approve recommendations from committees for the distribution of funds;
- (m) to set guidelines for the appointment and secondment of staff;
- (n) to determine the insurance to be effected by the Company; and
- (o) not to allow the Company to operate while it is insolvent.

### **11.2 Conflicts of interest**

- (a) 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):
  - (i) to the other directors; or

- (ii) 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.
- (b) The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.
- (c) 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 11.2(d):
  - (i) be present at the meeting while the matter is being discussed; or
  - (ii) vote on the matter.
- (d) A director may still be present and vote if:
  - (i) their interest arises because they are a member of the Company, and the other members have the same interest;
  - (ii) 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 18.2);
  - (iii) their interest relates to a payment by the Company under clause 18.1 (indemnity), or any contract relating to an indemnity that is allowed under the Corporations Act;
  - (iv) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter; or
  - (v) the directors who do not have a material personal interest in the matter pass a resolution that:
    - (A) 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
    - (B) says that those directors are satisfied that the interest should not stop the director from voting or being present.

## **12. DIRECTORS' MEETINGS**

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### **12.1 When the directors meet**

The directors shall meet at least four times per calendar year and otherwise as necessary.

### **12.2 Calling directors' meetings**

- (a) A director may call a directors' meeting by giving reasonable notice to all of the other directors.
- (b) 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.

### **12.3 Chairperson for directors' meetings**

- (a) The Elected Chairperson is entitled to chair directors' meetings.
- (b) The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the Elected Chairperson is:
  - (i) not present within 30 minutes after the starting time set for the meeting; or
  - (ii) present but does not want to act as chairperson of the meeting.

### **12.4 Quorum at directors' meetings**

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

### **12.5 Using technology to hold directors' meetings**

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

### **12.6 Passing directors' resolutions**

A directors' resolution must be passed by a majority of the votes cast by directors present and entitled to vote (at a director's meeting) on the resolution.

### **12.7 Circular resolutions of directors**

- (a) The directors may pass a circular resolution without a directors' meeting being held.
- (b) 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 12.7(c) or clause 12.7(d).
- (c) Each director may sign:
  - (i) a single document setting out the resolution and containing a statement that they agree to the resolution; or
  - (ii) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- (d) 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.

- (e) A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 12.7(c) or clause 12.7(d).

### **13. SECRETARY**

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- (a) The Company must have at least 1 secretary, who may also be a director.
- (b) 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.
- (c) The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration.
- (d) The role of the secretary includes:
  - (i) maintaining a register of the Company's members; and
  - (ii) maintaining the minutes and other records of General Meetings (including notices of meetings), directors' meetings and circular resolutions.

### **14. MINUTES AND RECORDS**

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#### **14.1 Minutes and records**

- (a) The Company must, within 1 month, make and keep the following records:
  - (i) minutes of proceedings and resolutions of General Meetings;
  - (ii) minutes of circular resolutions of members;
  - (iii) a copy of a notice of each General Meeting; and
  - (iv) a copy of a members' statement distributed to members under clause 7.2.
- (b) The Company must, within 1 month, make and keep the following records:
  - (i) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees); and
  - (ii) minutes of circular resolutions of directors.
- (c) To allow members to inspect the Company's records:
  - (i) the Company must give a member access to the records set out in clause 14.1(a); and
  - (ii) the directors may authorise a member to inspect other records of the Company, including records referred to in clause 14.1(b) and clause 14.2(a).

- (d) The directors must ensure that minutes of a General Meeting or a directors' meeting are signed within a reasonable time after the meeting by:
  - (i) the chairperson of the meeting; or
  - (ii) the chairperson of the next meeting.
- (e) 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.

## **14.2 Financial and related records**

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

## **15. BY-LAWS**

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- (a) The directors may pass a resolution to make by-laws to give effect to this Constitution.
- (b) Members and directors must comply with by-laws as if they were part of this Constitution.

## **16. NOTICE**

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### **16.1 What is notice**

- (a) Anything written to or from the Company under any clause in this Constitution is written notice and is subject to clauses 16.2, 16.3 and 16.4, unless specified otherwise.
- (b) Clauses 16.2, 16.3 and 16.4 do not apply to a notice of proxy under clause 8.5(f).

### **16.2 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.

### **16.3 Notice to members**

- (a) Written notice or any communication under this Constitution may be given to a member:
  - (i) in person;
  - (ii) 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;
  - (iii) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any);
  - (iv) sending it to the fax number nominated by the member as an alternative address for service of notices (if any); or
  - (v) 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).
- (b) If the Company does not have an address for the member, the Company is not required to give notice in person.

### **16.4 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 16.3(a)(v) is taken to be given on the Business Day after the notification that the notice is available is sent.

## **17. FINANCIAL YEAR**

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



## **18. INDEMNITY, INSURANCE AND ACCESS**

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### **18.1 Indemnity**

- (a) 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.
- (b) In this clause 18, 'officer' means a director or secretary and includes a director or secretary after they have ceased to hold that office.
- (c) In this clause 18, 'to the relevant extent' means:
  - (i) to the extent that the Company is not precluded by law (including the Corporations Act) from doing so; and
  - (ii) 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).
- (d) The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the Company.

### **18.2 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.

### **18.3 Directors' access to documents**

- (a) A director has a right of access to the financial records of the Company at all reasonable times.
- (b) If the directors agree, the Company must give a director or former director access to:
  - (i) certain documents, including documents provided for or available to the directors; and
  - (ii) any other documents referred to in those documents.

## **19. WINDING UP**

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### **19.1 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 19.2(a).

## **19.2 Distribution of surplus assets**

- (a) To the extent applicable, if the Company's endorsement as a deductible gift recipient is revoked, any surplus of the following assets shall be transferred to another to one or more charities with charitable purpose(s) similar to, or inclusive of, the Charitable Purpose of the Company to which income tax deductible gifts can be made:
  - (i) gifts of money or property for the principal purpose of the organisation;
  - (ii) contributions made in relation to an eligible fundraising event held for the principal;
  - (iii) purpose of the organisation; and
  - (iv) money received by the organisation because of such gifts and contributions.
- (b) 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:
  - (i) with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause (a); and
  - (ii) which also prohibit the distribution of any Surplus Assets to its members to at least the same extent as the Company.
- (c) 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, and if the members do not make this decision, the Company may apply to the Supreme Court to make this decision.