

**Constitution of:  
Community Information  
Support Services Ltd**

**ABN 30 143 384 043**

**Incorporation Date: 29 April 2010**

*(as amended, 3 January 2015)*



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Reference 101390  
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## **PRELIMINARY**

### **1 Definitions**

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- 1.1 The words and phrases used in this Constitution have the meanings as set out at Schedule 1.
- 1.2 In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution has the same meaning as in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as a clause of this Constitution, that expression has the same meaning as in that provision.

### **2 Interpretation**

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- 2.1 In this Constitution, except where the context otherwise requires:
  - (a) the singular includes the plural and vice versa, and a gender includes other genders;
  - (b) another grammatical form of a defined word or expression has a corresponding meaning;
  - (c) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;
  - (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
  - (e) a reference to A\$, \$A, dollar or \$ is to Australian currency; and
  - (f) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.

### **3 Replaceable rules**

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- 3.1 To the extent permitted by law, the replaceable rules in the Corporations Act do not apply to the Company.

## **OBJECTS**

### **4 Objects**

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- 1.1 The primary object of the Company is to promote and provide ways local communities prevent and control disease and improve community wellbeing. The Company designs tools to assist people to find support and information focused on improving health and social outcomes in local communities.
- 4.1 In fulfilling this primary object, the Company will:
- (a) Focus on people most vulnerable to disease and isolation in the community including:
    - (i) People who struggle with their mental health
    - (ii) Older Australians
    - (iii) Young Parents
    - (iv) Aboriginal and Torres Strait Islander People
    - (v) People with chronic disease
    - (vi) People with a disability
  - (b) develop and provide practical tips, guidelines and links to resources and tools for the public, community organisations, councils and government to work together with people who are vulnerable.
  - (c) support the development of health pathways
  - (d) provide a knowledge hub and forum for news, information and knowledge sharing, crowd sourcing, collaboration and innovation across the health and community service sectors of the community;
  - (e) promote, support and provide education, training and community engagement activities for services or carers that assist or treat people affected by disease and engage in community awareness about disease.
  - (f) directly engage with hospitals, disability support services, aged care services, accommodation services and people who provide relief to people in need to improve health and social outcomes.
  - (g) engage, affiliate, cooperate or partner with organisations having similar objects; and
  - (h) establish and provide advisory consultancy services.
- 4.2 The Company may only exercise the powers in section 124(1) of the Corporations Act to:
- (a) carry out the objects in this clause; and
  - (b) do all things incidental or convenient in relation to the exercise of power under clause 4.1 and 4.2.

## **INCOME AND PROPERTY OF THE COMPANY**

### **5 Income and property of Company**

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- 5.1 The income and property of the Company will only be applied towards the promotion of the objects of the Company set out in clause 4.

- 5.2 No income or property will be paid or transferred directly or indirectly to any Member of the Company except:
- (a) for payments made in good faith to a Member in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company; or
  - (b) the payment of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent;
  - (c) the reimbursement of reasonable expenses incurred by any Member on behalf of the Company.

## **MEMBERSHIP**

### **6 Classes of membership**

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- 6.1 The number of members of the Company is unlimited.
- 6.2 The members of the Company will be:
- (a) the foundation members; and
  - (b) any other person admitted to membership by the Directors in accordance with this Constitution.

### **7 Admission**

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- 7.1 Applications for membership of the Company must be in writing, signed by the applicant and in a form approved by the Directors in their absolute discretion.
- 7.2 The Directors will consider each application for membership at the next meeting of Directors after the application is received. In considering an application for membership, the Directors may:
- (a) accept or reject the application; or
  - (b) ask the applicant to give more evidence of eligibility for membership.
- 7.3 If the Directors ask for more evidence under clause 7.2, their determination of the application for membership is deferred until the evidence is given.
- 7.4 The Directors do not have to give any reason for rejecting an application for membership.
- 7.5 As soon as practicable following acceptance of an application for membership, the Secretary will send the applicant written notice of the acceptance and request payment of the applicant's first Membership Fee (if any).
- 7.6 Subject to clause 7.7, an applicant for membership becomes a Member:
- (a) if the applicant has received a request for payment of a Membership Fee, when the Membership Fee is paid; or
  - (b) if applicant is not required to pay a Membership Fee, when the applicant's name is entered onto the Register.
- 7.7 If the first Membership Fee of an applicant for membership is not paid within 30 days after the date the applicant is notified of acceptance of their application for membership, the Directors may cancel their acceptance of the applicant for membership of the Company.
- 7.8 The rights and privileges of every Member are personal to each Member and are not transferable by the Member's own act or by operation of law.

## **8 Register of Members**

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- 8.1 Upon admission as a Member, the person, corporation or organisation will be entered into the Register.
- 8.2 The Secretary must maintain the Register which must include:
- (a) the name and address of each Member;
  - (b) the date on which the Member was admitted as a Member of the Company;
  - (c) the date (where applicable) when each Member resigns or ceases to be a Member; and
  - (d) where a Member is readmitted after previously resigning or having their membership terminated, this will be recorded in conjunction with the dates of their original admission, termination or resignation and readmission.
- 8.3 The Register must be kept at the Company's registered office where it will be made available for inspection by any Member for perusal at a time and date convenient to the Secretary and the Member concerned and within 7 days of the Company receiving a written request to inspect the Register.
- 8.4 If a Member changes address, it must notify the Secretary in writing of its new address as soon as reasonably practicable.

## **9 Membership Fee**

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- 9.1 The Directors may determine the membership fee payable for one or more Members, or classes of Members, for different amounts and at different times (**Membership Fee**).
- 9.2 The Directors will review all Membership Fees before the end of the Company's financial year and prescribe the Membership Fees for the following year.
- 9.3 A Member must pay the Membership Fee each year on or before the date prescribed by the Directors.
- 9.4 If a Member does not pay the Membership Fee within 30 days after it becomes due the Directors:
- (a) will give the Member notice of that fact; and
  - (b) if the Membership Fee remains unpaid 21 days from the date of that notice, may declare that Member's membership forfeited.
- 9.5 In the event the Member ceases to be a Member pursuant to clause 10 or 9.4(b):
- (a) the Company will not refund to the Member any Membership Fee; and
  - (b) the Member will remain liable for and will pay to the Company all Membership Fees which were due at the date of ceasing to be a Member.



## **10 Ceasing to be a Member**

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10.1 A Member's membership of the Company will cease:

- (a) if the Member gives the Secretary written notice of resignation, from the date of receipt of that notice by the Secretary;
- (b) if a majority of three-quarters of the Directors present and voting at a meeting of Directors by resolution terminate the membership of a Member:
  - (i) whose conduct in their opinion renders it undesirable that that Member continue to be a Member of the Company;
  - (ii) only after the Member has been given at least 21 days' notice of the resolution and has had the opportunity to be heard at the meeting at which the resolution is proposed;
- (c) where the Member is an individual, if the Member:
  - (i) dies;
  - (ii) becomes mentally incapacitated or whose person or estate is liable to be dealt with in any way under the laws relating to mental health; or
  - (iii) is convicted of an indictable offence;
- (d) where the Member is not an individual, if:
  - (i) a liquidator is appointed in connection with the winding-up of the Member; or
  - (ii) an order is made by a Court for the winding-up or deregistration of the Member.

## **11 Powers of attorney**

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11.1 If a Member executes or proposes to execute any document or do any act by or through an attorney which affects the Company or the Member's membership in the Company, that Member must deliver the instrument appointing the Attorney to the Company for notation.

11.2 If the Company asks the Member to file with it a certified copy of the instrument for the Company to retain, the Member will promptly comply with that request.

11.3 The Company may ask for whatever evidence it thinks appropriate that the power of attorney is effective and continues to be in force.

## **12 Representatives**

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12.1 Any corporation or organisation which is a Member may by written notice to the Secretary:

- (a) appoint a natural person to act as its Representative in all matters connected with the Company as permitted by the Corporations Act; and
- (b) remove a Representative.

12.2 A Representative is entitled to:

- (a) exercise at a general meeting all the powers which the corporation or organisation which appointed him or her could exercise if it were a natural person;
- (b) stand for election as an office bearer or Director; and
- (c) be counted towards a quorum on the basis that the Member corporation or organisation is to be considered personally present at a general meeting by its Representative.

12.3 A certificate executed in accordance with section 127 of the Corporations Act is rebuttable evidence of the appointment or of the removal of the appointment (as appropriate) of the Representative.

12.4 The chairperson of a general meeting may allow a Representative to vote on the condition that he or she subsequently establishes his or her status as a Representative within a period prescribed by and to the satisfaction of the chairperson of the general meeting.

12.5 The appointment of a Representative may set out restrictions on the Representative's powers.

## **GENERAL MEETINGS**

### **13 Calling general meeting**

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13.1 Any Director may, at any time, call a general meeting.

13.2 A Member may:

- (a) only request the Directors to call a general meeting in accordance with section 249D of the Corporations Act; and
- (b) not request or call and arrange to hold a general meeting except under section 249E or 249F of the Corporations Act.

### **14 Notice of general meeting**

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14.1 Subject to the provisions of the Corporations Act allowing general meetings to be held with shorter notice, at least 21 days written notice (exclusive of the day on which the notice is served or deemed to be served and of the day for which notice is given) must be given to Members of any general meeting.

14.2 A notice calling a general meeting:

- (a) must specify the place, date and time of the meeting and if the meeting is to be held in two or more places, the technology that will be used to facilitate this; and
- (b) must state the general nature of the business to be transacted at the meeting; and
- (c) may specify a place, facsimile number and electronic address for the purposes of proxy appointment.

14.3 A notice of an annual general meeting need not state that the business to be transacted at the meeting includes:

- (a) the consideration of the annual financial report, Directors' report and the Auditor's report;
  - (b) the election of directors; or
  - (c) the appointment and fixing of the remuneration of the Auditor.
- 14.4 The Directors may postpone or cancel any general meeting whenever they think fit (other than a meeting called as the result of a request under clause 13.2).
- 14.5 The Directors must give notice of the postponement or cancellation of a general meeting to all persons referred to in clause 53.1 entitled to receive notices from the Company.
- 14.6 The failure or accidental omission to send a notice of a general meeting (including a proxy appointment form) to any Member or the non-receipt of a notice (or form) by any Member does not invalidate the proceedings at or any resolution passed at the general meeting.

## **15 Meeting at more than one place**

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- 15.1 A meeting of Members may be held in 2 or more places linked together by any technology that:
- (a) gives the Members as a whole in those places a reasonable opportunity to participate in proceedings;
  - (b) enables the Chairperson to be aware of proceedings in each place; and
  - (c) enables the members in each place to vote on a show of hands and on a poll.
- 15.2 If a meeting of Members is held in 2 or more places under clause 15.1:
- (a) a Member present at one of the places is taken to be present at the meeting; and
  - (b) the Chairperson of that meeting may determine at which place the meeting is taken to have been held.

## **PROCEEDINGS AT GENERAL MEETINGS**

### **16 Member**

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- 16.1 In clauses 17, 18, 20 and 23, **Member** includes a Member present in person or by proxy, attorney or Representative.

### **17 Quorum**

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- (a) No business may be transacted at a general meeting unless a quorum of Members is present when the meeting proceeds to business.
- (b) A quorum of Members is a majority of Members for the time being.
- (c) If a quorum is not present within 30 minutes after the time appointed for a general meeting:
  - (i) if the general meeting was called on the requisition of Members, it is automatically dissolved; or
  - (ii) in any other case:

- A. it will stand adjourned to the same time and place 7 days after the meeting, or to another day, time and place determined by the Directors; and
- B. if at the adjourned general meeting a quorum is not present within 30 minutes after the time appointed for the general meeting:
  - 1. if there are not less than 5 Members present, they will constitute a quorum; or
  - 2. the general meeting is automatically dissolved.

## **18 Chairperson**

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- 18.1 The chairperson of Directors' meetings will be the chairperson at every general meeting.
- 18.2 The Directors present may elect a chairperson of a general meeting if:
- (a) there is no chairperson; or
  - (b) the chairperson is not present within 15 minutes after the time appointed for holding the general meeting; or
  - (c) the chairperson is unwilling to act as chairperson of the general meeting.
- 18.3 If no election is made under clause 18.2, then:
- (a) the Members may elect one of the Directors present as chairperson; or
  - (b) if no Director is present or is willing to take the chair, the Members may elect one of the Members present as chairperson.
- 18.4 If there is a dispute at a general meeting about a question of procedure, the chairperson may determine the question.

## **19 Adjournment**

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- 19.1 The chairperson of a general meeting at which a quorum is present:
- (a) in his or her discretion may adjourn the general meeting with the meeting's consent; and
  - (b) must adjourn the general meeting if the meeting directs him or her to do so.
- 19.2 An adjourned general meeting may take place at a different venue to the initial general meeting.
- 19.3 The only business that can be transacted at an adjourned general meeting is the unfinished business of the initial general meeting.
- 19.4 Notice of an adjourned general meeting must only be given in accordance with clause 14.1 if a general meeting has been adjourned for more than 21 days (and if the revised meeting is to be held in 2 or more places, the technology that will be used to facilitate this).

## **20 Decision on questions**

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- 20.1 Subject to the Corporations Act in relation to special resolutions, a resolution is carried if a majority of the votes cast on the resolution are in favour of the resolution.

- 20.2 A resolution put to the vote of a meeting is decided on a show of hands unless a poll is demanded in accordance with the Corporations Act.
- 20.3 Unless a poll is demanded:
- (a) a declaration by the chairperson that a resolution has been carried, carried by a specified majority, or lost; and
  - (b) an entry to that effect in the minutes of the meeting,
- are conclusive evidence of the fact without proof of the number or proportion of the votes in favour of or against the resolution.
- 20.4 The demand for a poll may be withdrawn.
- 20.5 A decision of a general meeting may not be impeached or invalidated on the ground that a person voting at the general meeting was not entitled to do so.

## **21 Taking a poll**

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- 21.1 A poll will be taken when and in the manner that the chairperson directs.
- 21.2 The result of the poll will be the resolution of the meeting at which the poll was demanded.
- 21.3 The chairperson may determine any dispute about the admission or rejection of a vote.
- 21.4 The chairperson's determination, if made in good faith, will be final and conclusive.
- 21.5 A poll demanded on the election of the chairperson or the adjournment of a general meeting must be taken immediately.
- 21.6 After a poll has been demanded at a general meeting, the general meeting may continue for the transaction of business other than the question on which the poll was demanded.

## **22 Casting vote of chairperson**

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- 22.1 The chairperson does not have a casting vote in addition to the chairperson's votes as a Member, proxy, attorney or Representative.

## **VOTES OF MEMBERS**

### **23 Entitlement to vote**

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- 23.1 A Member entitled to vote has one vote.

### **24 Objections**

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- 24.1 An objection to the qualification of a voter may only be raised at the general meeting or adjourned general meeting at which the voter tendered its vote.
- 24.2 An objection must be referred to the chairperson of the general meeting, whose decision is final.
- 24.3 A vote which the chairperson does not disallow because of an objection is valid for all purposes.

## **25 Votes by proxy**

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- 25.1 If a Member appoints a proxy, proxies or an attorney, the proxy, proxies or attorney may not vote on a show of hands.
- 25.2 A proxy need not be a Member.
- 25.3 A proxy may demand or join in demanding a poll.
- 25.4 A proxy or attorney may vote on a poll.
- 25.5 A proxy may vote or abstain as he or she chooses except where the appointment of the proxy directs the way the proxy is to vote on a particular resolution. If a proxy votes at all, the proxy will be deemed to have voted all directed proxies in the manner directed.

## **26 Document appointing proxy**

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- 26.1 An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the information required by subsection 250A(1) of the Corporations Act. The Directors may determine that an appointment of proxy is valid even if it only contains some of the information required by section 250A(1) of the Corporations Act.
- 26.2 For the purposes of clause 26.1, an appointment received at an electronic address will be taken to be signed by the Member if:
- (a) a personal identification code allocated by the Company to the Member has been input into the appointment; or
  - (b) the appointment has been verified in another manner approved by the Directors.
- 26.3 A proxy's appointment is valid at an adjourned general meeting.
- 26.4 A proxy or attorney may be appointed for all general meetings or for any number of general meetings or for a particular purpose.
- 26.5 Unless otherwise provided for in the proxy's appointment or in any instrument appointing an attorney, the appointment of the proxy or the attorney will be taken to confer authority:
- (a) to vote on:
    - (i) any amendment moved to the proposed resolutions and on any motion that the proposed resolution not be put or any similar motion; and
    - (ii) any procedural motion, including any motion to elect the chairperson, to vacate the chair or to adjourn the general meeting, even though the appointment may specify the way the proxy or attorney is to vote on a particular resolution; and
  - (b) to vote on any motion before the general meeting whether or not the motion is referred to in the appointment.
- 26.6 If a proxy appointment is signed by the Member but does not name the proxy or proxies in whose favour it is given, the chairperson may either cast as proxy or complete the appointment by inserting the name or names of one or more directors or the Secretary.

## **27 Lodgement of proxy**

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- 27.1 The written appointment of a proxy or attorney must be received by the Company, at least 48 hours (unless otherwise specified in the notice of meeting to which the proxy relates) before:
- (a) the time for holding the general meeting or adjourned general meeting at which the appointee proposes to vote; or
  - (b) the taking of a poll on which the appointee proposes to vote.
- 27.2 The Company receives an appointment of a proxy and any power of attorney or other authority under which it was executed when they are received at:
- (a) the Company's registered office;
  - (b) a facsimile number at the Company's registered office; or
  - (c) a place, facsimile number or electronic address specified for that purpose in the notice of meeting.

## **28 Validity**

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- 28.1 A vote cast in accordance with an appointment of proxy or power of attorney is valid even if before the vote was cast the appointor:
- (a) died;
  - (b) became mentally incapacitated; or
  - (c) revoked the proxy or power,
- unless any written notification of the death, unsoundness of mind or revocation was received by the Company before the relevant general meeting or adjourned general meeting.

## **APPOINTMENT AND REMOVAL OF DIRECTORS**

### **29 Number of Directors**

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- 29.1 The number of Directors will not be less than 3, the minimum specified by the Corporations Act, nor more than 7 Directors.
- 29.2 The initial Directors of the Company are the persons who have consented to act as directors and are set out in the Company's application for registration as a Company. Those persons hold office subject to this Constitution.
- 29.3 A Director must be a Member.
- 29.4 The majority of Directors must at all times be Responsible Persons.

### **30 Term of office**

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- 30.1 The term of office of Directors will be 2 years with successive terms being permissible.
- 30.2 The term of office of the Chairperson will be 1 year with successive terms being permissible.

### **31 Appointment of Directors**

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- 31.1 Subject to clause 29.1, the Directors may appoint any person as a Director to fill a vacancy or as an addition to the existing Directors.
- 31.2 A Director appointed under clause 31.1 will hold office until the next general meeting of the Company when the Director's appointment is confirmed by the Company.
- 31.3 The Director's appointment under clause 31.2 is effective at the conclusion of the general meeting.

### **32 Removal of Directors**

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- 32.1 The Company may by resolution passed in general meeting remove any Director before the end of the Director's period of office.
- 32.2 If the conduct or position of any Director is such that continuance in office appears to the majority of the Directors to be prejudicial to the interests of the Company, a majority of Directors at a meeting of the Directors specifically called for that purpose may suspend that Director.
- 32.3 Within 14 days of the suspension, the Directors must call a general meeting, at which the Members may either confirm the suspension and remove the Director from office in accordance with clause 32.1 or annul the suspension and reinstate the Director.

### **33 Vacation of office**

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- 33.1 The office of a Director immediately becomes vacant if the Director:
- (a) is prohibited by the Corporations Act from holding office or continuing as a Director;
  - (b) is liable to have a person appointed, under a law relating to the administration of estates of persons who through mental or physical incapacity are incapable of managing their affairs, to administer it, or



becomes in the opinion of the Directors incapable of performing his or her duties;

- (c) resigns by notice in writing to the Company;
- (d) is removed by a resolution of the Company;
- (e) is absent from Directors' meetings for 6 consecutive months without leave of absence from the Directors; or
- (f) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of the interest as required by the Corporations Act.

## **POWERS AND DUTIES**

### **34 Powers and duties of Directors**

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- 34.1 The business of the Company is managed by the Directors who may exercise all powers of the Company that this Constitution and the Corporations Act do not require to be exercised by the Company in general meeting.
- 34.2 Without limiting the generality of clause 34.1, the Directors may exercise all the powers of the Company to:
- (a) borrow money;
  - (b) charge any property or business of the Company;
  - (c) issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person; and
  - (d) guarantee or to become liable for the payment of money or the performance of any obligation by or of any other person.

## **PROCEEDINGS OF DIRECTORS**

### **35 Directors' meetings**

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- 35.1 A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 35.2 A Directors' meeting must be called on at least 48 hours written notice of a meeting to each Director and each Director's alternate.
- 35.3 It is not necessary to give notice of a meeting of the Directors to an Australian resident whom the Secretary, when giving notice to the other Directors, reasonably believes to be temporarily outside Australia.
- 35.4 Subject to the Corporations Act, a Directors' meeting may be held by the Directors communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion.
- 35.5 The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 35.6 Subject to clause 38, a Director who participates in a meeting held in accordance with this Constitution is taken to be present and entitled to vote at the meeting.
- 35.7 Clauses 35.4 to 35.5 apply to meetings of Directors' committees as if all committee members were Directors.

- 35.8 The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 35.9 If a meeting of the Directors is held in 2 or more places linked together by any technology:
- (a) a Director present at one of the places is taken to be present at the meeting unless and until that Director states to the chairperson of the meeting that he or she is discontinuing participation in the meeting; and
  - (b) the chairperson of that meeting may determine at which place the meeting will be taken to have been held.
- 35.10A quorum is a majority of Directors for the time being.
- 35.11 Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, the chairperson may call a general meeting to deal with the matter.
- 35.12 Notice of a meeting of Directors may be given in writing, or the meeting may be otherwise called using any technology consented to by all the Directors.

## **36 Decision on questions**

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- 36.1 Subject to this Constitution, questions arising at a meeting of Directors are to be decided by a majority of votes of the Directors present and voting and, subject to clause 38, each Director has one vote.
- 36.2 The chairperson of a meeting does not have a casting vote in addition to his or her deliberative vote.
- 36.3 An Alternate Director has one vote for each Director for whom he or she is an alternate.
- 36.4 If the Alternate Director is a Director, he or she also has a vote as a Director.

## **PAYMENTS TO DIRECTORS**

### **37 Payments to Directors**

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- 37.1 No payment will be made to any Director of the Company other than payment:
- (a) of out of pocket expenses incurred by the Director in the performance of any duty as Director of the Company where the amount payable does not exceed an amount previously approved by the Directors of the Company;
  - (b) for any service rendered to the Company by the Director in a professional or technical capacity, other than in the capacity as Director, where the provision of the service has the prior approval of the Directors of the Company and where the amount payable is approved by the Directors of the Company and is not more than an amount which commercially would be reasonable payment for the service;
  - (c) of any salary or wage due to the Director as an employee of the Company where the terms of employment have been approved by the Directors of the Company; and
  - (d) relating to an indemnity in favour of the Director and permitted by section 199A of the Corporations Act or a contract of insurance permitted by section 199B.

## **38 Directors' interests**

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- 38.1 No contract made by a Director with the Company and no contract or arrangement entered into by or on behalf of the Company in which any Director may be in any way interested is avoided or rendered voidable merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.
- 38.2 No Director contracting with or being interested in any arrangement involving the Company is liable to account to the Company for any profit realised by or under any such contract or arrangement merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.
- 38.3 A Director is not disqualified merely because of being a Director from contracting with the Company in any respect.
- 38.4 A Director or a body or entity in which a Director has a direct or indirect interest may:
- (a) enter into any agreement or arrangement with the Company;
  - (b) hold any office or place of profit other than as auditor in the Company; and
  - (c) act in a professional capacity other than as auditor for the Company, and the Director or the body or entity can receive and keep beneficially any remuneration, profits or benefits under any agreement or arrangement with the Company or from holding an office or place of profit in or acting in a professional capacity with the Company.
- 38.5 A Director who has a material personal interest in a matter that is being considered at a Directors' meeting must not:
- (a) be present while the matter is being considered at the meeting; or
  - (b) vote on the matter,
- unless permitted by the Corporations Act to do so, in which case the Director may:
- (c) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
  - (d) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
  - (e) vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.
- 38.6 A Director may be or become a director or other officer of, or otherwise interested in, any related body corporate or any other body corporate promoted by the Company or in which the Company may be interested as a vendor, shareholder or otherwise and is not accountable to the Company for any remuneration or other benefits received by the Director as a director or officer of, or from having an interest in, that body corporate.

## **39 Alternate Directors**

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- 39.1 A Director may, with the approval of the Directors, appoint any person as his or her alternate for a period determined by that Director.

- 39.2 An Alternate Director is entitled to notice of Directors' meetings and, if the appointor is not present at a meeting, is entitled to attend, be counted in a quorum and vote as a Director.
- 39.3 An Alternate Director is an officer of the Company and is not an agent of the appointor.
- 39.4 The provisions of this Constitution which apply to Directors also apply to Alternate Directors.
- 39.5 The appointment of an Alternate Director:
- (a) may be revoked at any time by the appointor or by the other Directors; and
  - (b) end automatically when the appointor ceases to be a Director.
- 39.6 Any appointment or revocation under this clause must be effected by written notice delivered to the Secretary.

## **40 Remaining Directors**

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- 40.1 The Directors may act even if there are vacancies on the board.
- 40.2 If the number of Directors is not sufficient to constitute a quorum at a Directors' meeting, the Directors may act only to:
- (a) appoint a Director; or
  - (b) call a general meeting.

## **41 Chairperson**

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- 41.1 The Directors may elect a Director as chairperson of Directors' meetings and may determine the period for which the chairperson will hold office.
- 41.2 If no chairperson is elected or if the chairperson is not present at any Directors' meeting within ten minutes after the time appointed for the meeting to begin, the Directors present must elect a Director to be chairperson of the meeting.

## **42 Delegation**

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- 42.1 The Directors may delegate any of their powers, other than those which by law must be dealt with by the Directors as a board, to a committee or committees.
- 42.2 The Directors may at any time revoke any delegation of power to a committee.
- 42.3 At least one member of each committee must be a Director.
- 42.4 A committee must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.
- 42.5 A committee may be authorised by the Directors to sub-delegate all or any of the powers for the time being vested in it.
- 42.6 Meetings of any committee of Directors will be governed by the provisions of this Constitution which deal with Directors' meetings so far as they are applicable and are not inconsistent with any directions of the Directors. The provisions apply as if each member was a Director.

## **43 Written resolutions**

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- 43.1 The Directors may pass a resolution without a Director's meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- 43.2 For the purposes of clause 43.1, separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.
- 43.3 A Director may signify assent to a document under this clause 43.1 by signing the document or by notifying the Company of that assent:
- (a) in a manner permitted by clause 52; or
  - (b) by any technology including telephone.
- 43.4 Where a Director signifies assent to a document under clause 43.3 other than by signing the document, the Director must, by way of confirmation, sign the document before, or at, the next meeting of Directors attended by that Director.
- 43.5 The resolution the subject of a document under clause 43.2 is not invalid if a Director does not comply with clause 43.4.
- 43.6 The minutes of Directors' meetings must record that a meeting was held in accordance with this clause.
- 43.7 This clause applies to meetings of Directors' committees as if all members of the committee were Directors.

## **44 Validity of acts of Directors**

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- 44.1 If it is discovered that:
- (a) there was a defect in the appointment of a person as a Director, Alternate Director or member of a Directors' committee; or
  - (b) a person appointed to one of those positions was disqualified,
- all acts of the Directors or the Directors' committee before the discovery was made are as valid as if the person had been duly appointed and was not disqualified.

## **45 Minutes and Registers**

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- 45.1 The Directors must cause minutes to be made of:
- (a) the names of the Directors present at all Directors' meetings and meetings of Directors' committees;
  - (b) all proceedings and resolutions of general meetings, Directors' meetings and meetings of Directors' committees;
  - (c) all resolutions passed by Directors in accordance with clause 43;
  - (d) all appointments of officers;
  - (e) all orders made by the Directors and Directors' committees; and
  - (f) all disclosures of interests made under clause 38.
- 45.2 Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting of the relevant body.
- 45.3 The Company must keep all registers required by this Constitution and the Corporations Act.

## **LOCAL MANAGEMENT**

### **46 Local management**

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- 46.1 The Directors may provide for the management and transaction of the affairs of the Company in any places and in such manner as they think fit.
- 46.2 Without limiting clause 46.1 the Directors may:
- (a) establish local boards or agencies for managing any of the affairs of the Company in a specified place and appoint any persons to be members of those local boards or agencies; and
  - (b) delegate to any person appointed under clause 46.2(a) any of the powers, authorities and discretions which may be exercised by the Directors under this Constitution,  
  
on any terms and subject to any conditions determined by the Directors.
- 46.3 The Directors may at any time revoke or vary any delegation under this clause.

### **47 Appointment of attorneys and agents**

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- 47.1 The Directors may from time to time by resolution or power of attorney executed in accordance with section 127 of the Corporations Act appoint any person to be the attorney or agent of the Company:
- (a) for the purposes;
  - (b) with the powers, authorities and discretions (not exceeding those exercisable by the Directors under this Constitution);
  - (c) for the period; and
  - (d) subject to the conditions,  
  
determined by the Directors.
- 47.2 An appointment by the Directors of an attorney or agent of the Company may be made in favour of:
- (a) any member of any local board established under this Constitution;
  - (b) any company;
  - (c) the members, directors, nominees or managers of any company or firm;  
or
  - (d) any fluctuating body of persons whether nominated directly or indirectly by the Directors.
- 47.3 A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit.
- 47.4 The Directors may appoint attorneys or agents by facsimile transmission, telegraph or cable to act for and on behalf of the Company.
- 47.5 An attorney or agent appointed under this clause may be authorised by the Directors to sub-delegate all or any of the powers authorities and discretions for the time being vested in it.

## **SECRETARY**

### **48 Secretary**

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- 48.1 If required by the Corporations Act, there must be at least one secretary of the Company appointed by the Directors for a term and at remuneration and on conditions determined by them.
- 48.2 The Secretary is entitled to attend and be heard on any matter at all Directors' and general meetings.
- 48.3 The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

## **SEALS**

### **49 Common Seal**

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- 49.1 If the Company has a Seal:
- (a) the Directors must provide for the safe custody of the Seal;
  - (b) the Seal must not be used without the authority of the Directors or a Directors' committee authorised to use the Seal;
  - (c) every document to which the Seal is affixed must be signed by a Director and be countersigned by another Director, the Secretary or another person appointed by the Directors to countersign the document.

### **50 Duplicate Seal**

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- 50.1 If the Company has a Seal, the Company may have one or more duplicate Seals of the Seal each of which:
- (a) must be a facsimile of the Seal with 'Duplicate Seal' on its face;
  - (b) must not be used except with the authority of the Directors.

## **INSPECTION OF RECORDS**

### **51 Inspection of records**

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- 51.1 Except as otherwise required by the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the financial records and other documents of the Company or any of them will be open for inspection by Members other than Directors.
- 51.2 Except as otherwise required by the Corporations Act, a Member other than a Director does not have the right to inspect any financial records or other documents of the Company unless the Member is authorised to do so by a court order or a resolution of the Directors.

## **NOTICES**

### **52 Service of notices**

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- 52.1 Notice may be given by the Company to any person who is entitled to notice under this Constitution:
- (a) by serving it on the person; or
  - (b) by sending it by post, facsimile transmission or electronic notification to the person at the person's address shown in the Register or the address supplied by the person to the Company for sending notices to the person.
- 52.2 A notice sent by post is taken to be served:
- (a) by properly addressing, prepaying and posting a letter containing the notice; and
  - (b) on the day after the day on which it was posted.
- 52.3 A notice sent by facsimile transmission or electronic notification is taken to be served:
- (a) by properly addressing the facsimile transmission or electronic notification and transmitting it; and
  - (b) on the day after its despatch.
- 52.4 If a Member does not have an address recorded in the Register a notice will be taken to be served on that Member 24 hours after it was posted on a notice board at the Company's registered office.
- 52.5 A Member whose address recorded in the Register is not in Australia may specify in writing an address in Australia to be taken to be the Member's for the purposes of clause 52.
- 52.6 A certificate in writing signed by a Director, Secretary or other officer of the Company that a document or its envelope or wrapper was addressed and stamped and was posted is conclusive evidence of posting.
- 52.7 Subject to the Corporations Act the signature to a written notice given by the Company may be written or printed.
- 52.8 All notices sent by post outside Australia must be sent by prepaid airmail post.

### **53 Persons entitled to notice**

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- 53.1 Notice of every general meeting must be given to:
- (a) every Member;
  - (b) every Director and Alternate Director; and
  - (c) any Auditor.
- 53.2 No other person is entitled to receive notice of a general meeting.

## **AUDIT AND ACCOUNTS**

### **54 Audit and accounts**

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- 54.1 The Directors must cause the Company to keep written financial records in relation to the business of the Company in accordance with the requirements of the Corporations Act.



54.2 The Directors must cause the financial records of the Company to be audited in accordance with the requirements of the Corporations Act.

## **GIFT FUND**

### **55 Operation of gift fund**

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55.1 Where the ITAA requires that a gift fund be established for the receipt of tax deductible donations, the Company must establish a separate gift fund account to which such donations must be credited.

55.2 The Gift Fund Account must only be used or applied for purposes that are consistent with the objects of the Company and separate records must be maintained as to the receipt and disbursement of moneys from that account.

### **56 Distribution of surplus assets**

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56.1 Subject to the Corporations Act and any other applicable Act, and any court order, any surplus assets (including 'gift funds' defined in clause 56.4) that remain after the company is wound up must be distributed to one or more charities:

- (a) with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 6
- (b) which also prohibit the distribution of any surplus assets to its members to at least the same extent as the company, and
- (c) that is or are deductible gift recipients within the meaning of the *Income Tax Assessment Act 1997* (Cth).

56.2 The decision as to the charity or charities to be given the surplus assets must be made by a special resolution of members at or before the time of winding up. If the members do not make this decision, the company may apply to the Supreme Court to make this decision.

56.3 If the company's deductible gift recipient endorsement is revoked (whether or not the company is to be wound up), any surplus gift funds must be transferred to one or more charities that meet the requirements of 56.1(a), (b) and (c), as decided by the directors.

56.4 For the purpose of this clause:

- (a) 'gift funds' means:
  - (i) gifts of money or property for the principal purpose of the company
  - (ii) contributions made in relation to a fund-raising event held for the principal purpose of the company; and
  - (iii) money received by the company because of such gifts and contributions.
- (b) 'contributions' and 'fund-raising event' have the same meaning as in Division 30 of the *Income Tax Assessment Act 1997* (Cth).

## WINDING UP

### 57 Winding up

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57.1 If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation to which income tax deductible gifts can be made:

- Gifts of money or property for the principal purpose of the organisation
- Contributions made in relation to an eligible fundraising event held for the principle purpose of the organisation
- Money received

## INDEMNITY

### 58 Indemnity

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58.1 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act the Company indemnifies every person who is or has been an officer of the Company against any liability (other than for legal costs) incurred by that person as such an officer of the Company (including liabilities incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).

58.2 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act, the Company indemnifies every person who is or has been an officer of the Company against reasonable legal costs incurred in defending an action for a liability incurred by that person as such an officer of the Company (including such legal costs incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).

58.3 The amount of any indemnity payable under clauses 58.1 or 58.2 will include an additional amount (**GST Amount**) equal to any GST payable by the officer being indemnified (**Indemnified Officer**) in connection with the indemnity (less the amount of input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity which includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST Amount.

58.4 For the purposes of this clause, **officer** means:

- (a) a Director; or
- (b) a Secretary.

## AMENDMENTS TO CONSTITUTION

### 59 Amendments to Constitution

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59.1 This Constitution must not be amended other than in accordance with the Corporations Act.

59.2 If the Company is approved by the Australian Taxation Office as a company to which income tax deductible gifts can be made, the Australian Taxation Office must be notified in writing of any alterations to this constitution.

## Schedule 1 Definitions

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<b>Alternate Director</b>	means a person appointed as an alternate director under clause 39.
<b>Auditor</b>	means the Company's auditor.
<b>Company</b>	means Community Information Support Services Ltd
<b>Constitution</b>	means the constitution of the Company as amended from time to time.
<b>Corporations Act</b>	means the <i>Corporations Act 2001</i> (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company.
<b>Director</b>	includes any person occupying the position of director of the Company and, where appropriate, includes an Alternate Director.
<b>Directors</b>	means all or some of the Directors acting as a board.
<b>Gift Fund Account</b>	means the gift fund account established under clause 55.
<b>ITAA</b>	means the <i>Income Tax Assessment Act 1936</i> (Cth) or the <i>Income Tax Assessment Act 1997</i> (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company
<b>Member</b>	means a member under clause 6.
<b>Register</b>	means the register of Members of the Company.
<b>Representative</b>	means a person appointed as such under clause 12.
<b>Responsible Persons</b>	means an individual who: <ul style="list-style-type: none"><li>a) has a degree of responsibility to the community as a whole;</li><li>b) is known to a broad section of the community because he or she performs a public function;</li><li>c) belongs to a professional body which has a professional code of ethics and rules of conduct; or</li><li>d) has received formal recognition from the Government for their services to the community; and</li><li>e) may be, but is not limited to being, a school principal, a member of the judiciary, a member of the clergy, a solicitor, doctor and other professional person, mayor, councillor, town clerk or member of parliament</li></ul>
<b>Seal</b>	means the Company's common seal (if any).
<b>Secretary</b>	means any person appointed by the Directors to perform any of the duties of a secretary of the Company and if there are joint secretaries, any one or more of such joint secretaries.