

Constitution

Connective Tissue Disorders Network Australia Ltd
(ACN 674 125 047)



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Corporations Act 2001 (Cth)

Public company limited by guarantee

Connective Tissue Disorders Network Australia Ltd

ACN 674 125 047

1 Nature of Company and liability

Nature of Company

1.1 The Company is a not-for-profit public company limited by guarantee.

Liability of Members and guarantee on winding up

1.2 The liability of the Members is limited to the amount of the guarantee in clause 1.3.

The guarantee

1.3 Every Member undertakes to contribute \$1 to the assets of the Company (the **guarantee**) if it is wound up while that person is a Member, or within one year afterwards, for:

- (a) payment of the Company's debts and liabilities contracted before they ceased to be a Member; and
- (b) costs and expenses of winding up.

2 Object

2.1 The object of the Company is to promote the prevention or the control of diseases in human beings in relation to genetic, heritable, and/or rare connective tissue disorders and diseases by:

- (a) promoting the control of the impacts of such disorders and diseases;
- (b) raising awareness of such disorders and diseases;
- (c) educating stakeholders with an interest in such disorders and diseases;
- (d) providing community support to people living with, or caring for those living with such disorders and diseases; and
- (e) fostering and encouraging research into such disorders and diseases.

2.2 The Company may only exercise the powers in section 124(1) of the Corporations Act to:

- (a) carry out the object set out in clause 2.1; and
- (b) do all things incidental or convenient in relation to the exercise of power under clause 2.2(a).

3 Membership

Membership

- 3.1 The Members of the Company are the initial Members as identified in the application for incorporation of the Company to the Australian Securities and Investments Commission and such other persons as the Company admits to membership in accordance with this constitution.

Membership not transferable

- 3.2 A Member's rights, privileges and benefits of membership are personal to the Member and membership of the Company is not transferable.

Application for membership

- 3.3 Any individual, who is at least 18 years old at the date of application, and any other form of legal person may apply to be a Member of the Company.

Members

- 3.4 A Member has the right to receive notices of and to attend and be heard at any general meeting and has the right to vote at any general meeting. For avoidance of doubt, a Friend of CTDNA is not a Member.
- 3.5 Friends of CTDNA may be invited by the Board to attend general meetings.

Form of application

- 3.6 An application for membership must comply with the following requirements:
- (a) it must be signed by the applicant;
 - (b) it must be accompanied by any appropriate membership fee as determined by the Board; and
 - (c) it must be accompanied by such documents or evidence as to qualification for the category of membership applied for as the Board may determine from time to time.

Admission to membership

- 3.7 The Board may determine that membership of the Company is conditional on payment of a fee (annual or otherwise) and the Board may determine that discounts to that fee apply to particular classes of individual or legal person.
- 3.8 The Board must consider an application for membership as soon as practicable after its receipt and determine, in its absolute discretion, the admission or rejection of the applicant.
- 3.9 The Board does not have to give reasons for accepting or rejecting an application for membership.
- 3.10 If an applicant is accepted for membership the Secretary must notify the applicant of admission in such form as the Board may determine from time to time and the name and details of the applicant must be entered in the Register.
- 3.11 An applicant that is accepted for membership becomes a Member when the applicant's name is entered in the Register.

Register of Members

- 3.12 A register of the Members of the Company must be kept in accordance with the Corporations Act.
- 3.13 The following details must be entered in the Register in respect of each Member:
- (a) the full name of the Member;
 - (b) the address of the Member; and
 - (c) the date on which the entry of the Member's name in the Register is made.
- 3.14 The Register must also show the following information, which may be kept separately from the rest of the Register:
- (a) the name and details of each person who stopped being a Member within the last seven years; and
 - (b) the date on which each such person stopped being a Member.
- 3.15 The Company may also keep further registers recording other information about Members that is not required to be kept under the Corporations Act.
- 3.16 The following details may be entered in a register referred to in clause 3.15:
- (a) the telephone number and email address (as applicable) of the Member; and
 - (b) such other information as the Board may require.
- 3.17 Each Member must notify the Secretary in writing of any change in that person's name, address, telephone or facsimile number or email address within one month after the change.

Categories of Members

- 3.18 The Board may from time to time at its absolute discretion create additional classes of Members. The rights of members in each class of Member may be varied or cancelled in the Board's absolute discretion.

4 Removal and cessation of membership

Resignation

- 4.1 A Member may resign from membership of the Company by giving written notice to the Secretary.
- 4.2 The resignation of a Member is deemed to take effect from the date of receipt of the notice of resignation or such later date as is provided in the notice. The resignation does not limit the Member's liability under this constitution.

Other cessation of membership

- 4.3 A Member ceases to be a Member immediately upon any Termination Event occurring in respect of the Member.

Removal from membership

- 4.4 The Board may convene a meeting of Members to consider the removal of a Member from the Register if the Board in its absolute discretion resolves that the person is no longer considered suitable for membership of the Company.
- 4.5 The Board must provide at least two months' written notice to any Member of any intention to remove the person from the Register, so as to enable the Member to provide any written representations to the Company.
- 4.6 Where a Member makes any written representations and the Member requests that the representations be notified to Members of the Company, the Company must:
- (a) state that the representations have been made in any notice of the resolution given to Members of the Company; and
 - (b) send a copy of the representations to every Member of the Company to whom the notice of the meeting has been or is sent.
- 4.7 The requirements in clause 4.6 do not apply to the Company if the representations are received by it too late for it to satisfy those requirements. If a copy of the representations is not so sent because they were received too late or because of the Company's default, then the Member may, without affecting any right to be heard orally, require the representations be read out at the meeting.
- 4.8 Copies of the representations need not be sent out and the representations need not be read out at the meeting if the Board is satisfied on reasonable grounds that the rights conferred by clause 4.6 are being abused, including to secure needless publicity for a defamatory matter.
- 4.9 The Board does not have to give reasons for recommending the removal of any Member from the Register.
- 4.10 An ordinary resolution of Members is required to pass the necessary resolution to remove a Member under clause 4.4.

5 No profits for Members

Transfer of income or property

- 5.1 The Company must not pay or transfer any income or property, directly or indirectly to any Member, except as provided for in clause 5.3.
- 5.2 The Company must not pay a dividend to any Member.

Payments, services and information

- 5.3 Nothing in this clause 5 prevents the Company making a payment in good faith for any of the following:
- (a) remuneration to any Member of the Company for services rendered in carrying out the Company's charitable objects;
 - (b) paying a member for goods and services they have provided or expenses they have properly incurred at commercially reasonable rates or rates that are favourable to the Company;
 - (c) reasonable and proper interest on money borrowed from any Member;

- (d) reasonable and proper rent for premises let by any Member to the Company; or
- (e) reimbursement of expenses reasonably and properly incurred by any Member on the Company's behalf with the consent of the Board.

6 General meetings

Convening of meetings by Directors

- 6.1 Any Director may convene a general meeting.

Convening of meetings by Members

- 6.2 The Board must call and arrange to hold a general meeting if required to do so under the Corporations Act.

Use of technology at general meetings

- 6.3 Subject to any applicable law:

- (a) the Company may hold a meeting of Members using any technology approved by the Directors that give the Members as a whole a reasonable opportunity to participate; and
- (b) a meeting conducted using such technology may be held at multiple venues or not held at any specified venue,

and participation in such a meeting will constitute presence as if in person at such a meeting; and
- (c) if, before or during a meeting of Members, any technical difficulty occurs, such that the Members as a whole do not have a reasonable opportunity to participate, the chairman may:
 - (i) adjourn the meeting until the difficulty is remedied; or
 - (ii) where a quorum remains present (either at the place at which the chairman is present or by technology as contemplated by article 8.3) and able to participate, subject to the Corporations Act, continue the meeting.

Notice of general meeting

- 6.4 The Board may give notice of a general meeting by any form of communication permitted by the Corporations Act.
- 6.5 The notice of a general meeting must specify the place, the day and the hour of meeting and if the meeting is to be held in two or more places, the technology that will be used to facilitate the meeting, the general nature of the business to be transacted and any other matters as are required by the Corporations Act.
- 6.6 The accidental omission to give notice of any general meeting to, or the non-receipt of a notice by, a person entitled to receive notice does not invalidate a resolution passed at the general meeting.

Cancellation of general meetings

- 6.7 The Board may cancel a general meeting, other than a general meeting which the Board is required to convene and hold under the Corporations Act.
- 6.8 The Board may cancel a general meeting if notice of the cancellation is given to all persons entitled to receive notice of the meeting at least two business days prior to the time of the meeting as specified in notice of meeting.

Quorum at general meetings

- 6.9 The Members in general meeting may not transact any business unless a quorum of Members is present at the time when the meeting proceeds to business.
- 6.10 Except as otherwise set out in this constitution, the number equal to 5% of the Members entitled to vote at the meeting present in person or by representative, proxy or attorney is a quorum.
- 6.11 If a quorum is not present within half an hour from the time appointed for the meeting or a longer period allowed by the chairperson:
- (a) if the meeting was convened by or on the requisition of Members, it must be dissolved; or
 - (b) otherwise, it must stand adjourned to the same day in the next week at the same time and place or to another day and at another time and place determined by the Board.
- 6.12 If a meeting has been adjourned to another time and place determined by the Board, not less than five business days' notice of the adjourned meeting must be given in the same manner as in the case of the original meeting.

Quorum at adjourned general meetings

- 6.13 At the adjourned meeting, the number equal to 5% of the Members entitled to vote at the meeting present in person or by representative, proxy or attorney is a quorum but if a quorum is not present within half an hour after the time appointed for the meeting, the meeting must be dissolved.

Appointment of chairperson

- 6.14 Every general meeting must be chaired by a chairperson. The chairperson will be determined as follows:
- (a) if the Board has elected a Director as Chair in accordance with clause 11.7, that person is entitled to chair every general meeting;
 - (b) secondly, the Directors present at the meeting must elect one of their number to chair that meeting if either of the following applies:
 - (i) no Chair has been elected in accordance with clause 11.7; or
 - (ii) the Chair is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act; and

- (c) thirdly, the Members entitled to vote at the meeting present in person or by representative, proxy or attorney at the meeting must elect one of those Members to chair that meeting if either of the following applies:
 - (i) there are no Directors present within 15 minutes after the time appointed for the holding of the meeting; or
 - (ii) all Directors present decline to chair the meeting.

Chairperson's powers

- 6.15 The chairperson may temporarily vacate the chair at a general meeting in favour of another person present at any time and for any reason they see fit, and must do so if the Members are voting on the chairperson's election or re-election as a Director (if applicable).
- 6.16 Subject to the terms of this constitution regarding adjournment of meetings, the chairperson's ruling on all matters relating to the order of business, procedure and conduct of the general meeting is final and no motion of dissent from a ruling of the chairperson may be accepted.
- 6.17 The chairperson may, in their absolute discretion, refuse any person admission to a general meeting, or expel the person from the general meeting and not permit them to return, if the chairperson reasonably considers that the person's conduct is inappropriate. Inappropriate conduct in a general meeting includes:
 - (a) the use of offensive or abusive language which is directed to any person, object or thing;
 - (b) attendance at the meeting while under the influence of any kind of drug, or using or consuming any drug at the meeting, including any alcoholic substance; and
 - (c) possession of any article, including a recording device or other electronic device or a sign or banner, which the chairperson considers is dangerous, offensive or disruptive or likely to become so.

Adjournment of meetings

- 6.18 The chairperson may, with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting to another time and to another place.
- 6.19 The only business that may be transacted at any adjourned meeting is the business left unfinished at the meeting from which the adjournment took place.
- 6.20 When a meeting is adjourned for 20 business days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 6.21 Except when a meeting is adjourned for 20 business days or more, it is not necessary to give a notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting on show of hands

- 6.22 At a general meeting a resolution put to the vote of the meeting must be decided:
 - (a) on a show of hands unless a poll is demanded before that vote is taken or before the result is declared or immediately after the result is declared; or
 - (b) by way of a poll if it is a virtual meeting or a physical meeting which also uses online facilities to enable remote participation by Members.

- 6.23 If a poll is not duly demanded, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Company, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

Demand for a poll

- 6.24 A poll may be demanded by the chairperson or the lesser of:
- (a) at least five Members entitled to vote on the resolution; or
 - (b) any Member or Members with at least 5% of the votes that may be cast on the resolution on a poll.
- 6.25 The demand for a poll may be withdrawn.
- 6.26 The demand for a poll does not prevent the continuance of a meeting for the transaction of business other than the question on which a poll is demanded.
- 6.27 If a poll is duly demanded, it must be taken in the manner and, except as to the election of a chairperson or on a question of adjournment, either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll is the resolution of the meeting at which the poll is demanded.
- 6.28 A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.

Voting rights of Members

- 6.29 On a show of hands every Member present by proxy, attorney or representative has one vote.
- 6.30 On a poll every Member present in person or by proxy, attorney or representative has one vote.

Vote of the chairperson at general meetings

- 6.31 The chairperson of a general meeting is entitled to a second or casting vote (in addition to their deliberative vote and any votes they may have as a proxy or attorney).

Objections to voter qualification

- 6.32 No objection may be raised to the qualification of a voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 6.33 An objection to the qualification of a voter must be referred to the chairperson, whose decision is final.
- 6.34 A vote not disallowed according to an objection as provided in this constitution is valid for all purposes.

Mode of meeting for Members

- 6.35 A general meeting may be called or held (including at more than one venue) using any technology that gives the Members as a whole a reasonable opportunity to participate in the meeting. The Members may otherwise regulate their meetings as they think fit.

Resolution in writing

- 6.36 A resolution in writing signed by all Members entitled to vote on the resolution is to be treated as a determination of the Members passed at a meeting of the Members duly convened and held.

Form of resolution in writing

- 6.37 A resolution in writing may consist of several documents in like form, each signed by one or more Members and if so signed it takes effect on the latest date on which a Member signs one of the documents.
- 6.38 If a resolution in writing is signed by a proxy of a Member, it must not also be signed by the appointing Member and vice versa.
- 6.39 In relation to a resolution in writing, a document generated by electronic means which purports to be a facsimile of a resolution of Members is to be treated as a resolution in writing and a document bearing a facsimile of a signature or an electronic signature is to be treated as signed.

7 Representatives, proxies and attorneys

Representatives, proxies and attorneys of Members

- 7.1 At meetings of Members each Member entitled to vote may vote in person or by representative, proxy or by attorney in accordance with clauses 6.29 and 6.30.
- 7.2 Subject to the terms of their appointment, a person attending as a proxy, or as the attorney of a Member, or as representing a corporation which is a Member has all the powers of a Member, except where expressly stated to the contrary.

Appointment and removal of representatives

- 7.3 A Member which is a corporation may from time to time appoint a natural person as its sole representative in any matters connected with the Company, including as permitted by the Corporations Act.
- 7.4 A Member may appoint, and remove, its representative for the time being by written notice to the Secretary in such form as the Board may prescribe from time to time.
- 7.5 A document executed by a Member in accordance with section 127 of the Corporations Act (where applicable to the Member) is rebuttable evidence of the appointment, or removal, of the named representative.
- 7.6 For the avoidance of doubt, a representative is entitled to exercise the powers of the Member which appointed him or her (in accordance with clause 7.2) and, where the Member is a corporation, a representative present must be counted towards a quorum on the basis that the Member is to be considered personally present at the general meeting by its representative.

Appointment of attorneys

- 7.7 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 of the Company, the

Member must promptly provide the Company with any or all of the following upon written request from the Company:

- (a) the original executed instrument appointing the attorney, for notation;
- (b) a certified copy of the original executed instrument appointing the attorney, for the Company to retain; and
- (c) any other evidence the Company may request from time to time regarding the power of attorney, including evidence that the power of attorney is effective and remains in force.

Appointment of proxies

- 7.8 A Member may appoint another person as their proxy to attend and vote instead of the Member. A proxy need not be a Member.
- 7.9 A document appointing a proxy must be in writing, in any form permitted by the Corporations Act and signed by the Member making the appointment.
- 7.10 A document appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where the document so provides, the proxy is not entitled to vote on the resolution except as specified in the document.
- 7.11 Except as expressly provided by the document appointing a proxy, an appointment of a proxy confers authority to do all things that the Member can do in respect of a general meeting, except that the proxy is not entitled to vote on a show of hands.

Verification of proxies

- 7.12 Before the time for holding the meeting or adjourned meeting at which a proxy proposes to vote, both of the following documents must be deposited with the Company:
 - (a) the document appointing the proxy; and
 - (b) if the appointment is signed by the appointor's attorney, the authority under which the appointment was signed or a certified copy of that authority (even if previously provided to the Company in accordance with clause 7.7).
- 7.13 Those documents must either be:
 - (a) received at the Office or electronic address specified for that purpose in the notice convening the meeting not less than 24 hours before the time for holding the meeting; or
 - (b) produced to the chairperson of the meeting before the proxy votes.
- 7.14 If a general meeting has been adjourned, an appointment and any authority received by the Company at least 24 hours before the resumption of the meeting are effective for the resumed part of the meeting.

Validity of proxies

- 7.15 A proxy document is invalid if it is not deposited or produced prior to a meeting or a vote being taken as required by this document.

Revocation of appointment of proxy

- 7.16 A vote given in accordance with the terms of a proxy document or power of attorney is valid despite the occurrence of any one or more of the following events if no intimation in writing of any of those events has been received by the Company at the Office before the commencement of the meeting or adjourned meeting at which the document is used:
- (a) the previous death or unsoundness of mind of the principal; or
 - (b) the revocation of the instrument or of the authority under which the instrument was executed.

8 Appointment and retirement of Directors

Initial Directors

- 8.1 The initial Directors of the Company to be appointed on the day the Company is registered will be those individuals named in the application to register the Company who have consented to act as Directors. In addition to any power of removal under the Corporations Act, any of these initial Directors may be removed, and may be replaced by others, by written notice from the Members.

Number of Directors

- 8.2 The number of Directors must not be less than three nor more than nine, until otherwise determined in accordance with this constitution.
- 8.3 The Company may, by resolution, increase or reduce the number of Directors and may also determine in what rotation the increased or reduced number is to go out of office.

Retirement of Directors

- 8.4 At each annual general meeting of the Company following the third annual general meeting, one-third of the Directors for the time being, or, if their number is not three or a multiple of three, then the number nearest one-third, must retire but are eligible for re-election.
- 8.5 The Directors to retire at an annual general meeting are:
- (a) those who have been longest in office since their last election. If two or more persons became Directors on the same day, those to retire must be determined by lot unless they otherwise agree among themselves; or
 - (b) those who have had at least nine consecutive years in office.
- 8.6 A Director retiring at an annual general meeting may act as a director until the conclusion of that meeting and is eligible for re-election to the extent permitted by law and this constitution. However, those Directors who have had at least nine consecutive years in office may not stand for re-election until 12 months have passed since they ceased to be a Director.
- 8.7 A Director may retire from office by giving notice in writing to the Company of that Director's intention to retire. A notice of resignation takes effect at the time which is the later of the time of giving the notice to the Company and the expiration of the period, if any, specified in the notice.

Casual vacancies

- 8.8 The Board, or if there is only one Director, that Director, may at any time appoint a person to be a Director, either to fill a casual vacancy or as an addition to the existing number of Directors. The total number of Directors may not exceed the number fixed in accordance with this constitution.
- 8.9 A Director appointed under clause 8.8 holds office only until the third annual general meeting or the next general meeting after the appointment (if after the third annual general meeting) and is then eligible for re-election.
- 8.10 A Director appointed under clause 8.8 must not be taken into account in determining the Directors who are to retire by rotation at that general meeting.

Removal from office

- 8.11 The Company may by ordinary resolution remove a Director from office and may by ordinary resolution appoint another person as a replacement.
- 8.12 A person appointed to replace a Director removed from office must retire as a Director at the time ascertained as if the person became a Director on the day on which the Director removed from office was elected or last re-elected a Director.

Vacation of office

- 8.13 In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Corporations Act or another provision of this constitution, the office of Director immediately becomes vacant if any of the following occurs:
- (a) the Director becomes an insolvent under administration;
 - (b) the Director becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (c) the Director is absent from at least three consecutive Board meetings or at least five Board meetings over a consecutive period of 12 months without the prior consent of the Board; or
 - (d) the Director becomes prohibited from being a director by reason of an order made under the Corporations Act.

Appointors and information

- 8.14 The Directors act in their own capacity rather than as representatives of any Member. Notwithstanding this capacity, but subject to compliance with the Corporations Act, where any Director is associated with any Member or supplier of the Company, or is an employee or consultant of any Member or supplier of the Company, the Members and the Company agree and acknowledge that such Director may liaise with and provide information about the Company to that Member or supplier, and may (without incurring any liability for doing so) take into account the views of such Member or supplier when making decisions about the Company.

9 Directors' remuneration

Remuneration of Directors

9.1 The Company will not pay Directors any remuneration.

9.2 Subject to prior approval by the Board, the Company may:

- (a) reimburse a Director for out-of-pocket expenses reasonably and properly incurred by the Director in connection with Company business;
- (b) pay insurance premiums to indemnify any Director to the extent permitted by law and this constitution; and
- (c) pay a Director for any services they have rendered to the Company in a professional or technical capacity, provided the amount is commercially reasonable. The amount is to be determined by the Board and may be paid by fixed sum or salary.

10 Powers of the Board

10.1 The Board may exercise all those powers of the Company as are not, by the Corporations Act or by this constitution, required to be exercised by the Members in general meeting or otherwise.

11 Proceedings of Directors

Convening of Board meetings

11.1 A Director may at any time, and a Secretary must on the requisition of a Director, convene a Board meeting.

Notice of Board meetings

11.2 The person convening a Board meeting must ensure that notice of the Board meeting is given to each Director at least two business days before the meeting or at another time determined by Board resolution, except:

- (a) all Directors may waive in writing the required period of notice for a particular meeting; and
- (b) it is not necessary to give a notice of a meeting of Directors to a Director who is out of Australia or who has been given leave of absence by the Board.

Mode of meeting for Directors

11.3 A Board meeting may be called or held using any technology consented to by all the Directors. The consent may be a standing one. A Director may only withdraw their consent within a reasonable period before the meeting. The Board may otherwise regulate its meetings as they think fit.

Quorum at Board meetings

11.4 At a Board meeting, the number of Directors whose presence is necessary to constitute a quorum is two or another number determined by the Board from time to time.

- 11.5 If the number of Directors is reduced below the number necessary for a quorum of Directors, the continuing Director or Directors may act only to:
- (a) appoint additional Directors to the number necessary for a quorum in accordance with clause 8.8; or
 - (b) convene a general meeting of the Company.

Voting at Board meetings

- 11.6 The Board must determine any questions arising at a Board meeting by a majority of votes of Directors present and voting.

Appointment of Chair

- 11.7 The Board may elect a Director as Chair to chair Board meetings, and may determine the period for which the Chair will hold office.
- 11.8 If no Chair is elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting or is unwilling to act, the Directors present must choose one of their number to chair that meeting.

Chairperson's vote at Board meetings

- 11.9 The Chair (or other Director chairing the meeting in accordance with clause 11.8) has a second or casting vote at Board meetings.

Participation where Directors interested

- 11.10 A Director may be present and may vote on a matter before the Board if and to the extent that they are permitted to do so under the Corporations Act.
- 11.11 If there are not enough Directors to form a quorum as a result of a Director having an interest which disqualifies them from voting then one or more of the Directors (including those who have the disqualifying interest in the matter) may call a general meeting of the Company and the general meeting may pass a resolution to deal with the matter.
- 11.12 Subject to compliance with the Corporations Act, a Director may execute or participate in the execution of a document by or on behalf of the Company.

No disqualification

- 11.13 Subject to compliance with the Corporations Act, a Director or any entity in which the Director has a direct or indirect interest (as applicable) may:
- (a) enter into a contract or arrangement with came
 - (b) hold any office or place of profit (other than auditor) in any other entity; or
 - (c) act in a professional capacity (or be a member of a firm that so acts) other than as auditor of the Company.
- 11.14 Despite the fiduciary nature of a Director's office and the Director's fiduciary obligations:
- (a) any contract or arrangement entered into in accordance with clause 11.13(a) by the Director or any entity in which the Director has a direct or indirect interest is not invalid or voidable; and

- (b) a Director may do any of the things specified in clause 11.13 without any liability to account to the Company or any other person for any direct or indirect benefit accruing to the Director or any entity in which the Director has a direct or indirect interest.

Exercise of rights

- 11.15 If the Company holds or owns membership, shares or other interests in another body corporate, trust or other entity, the Board may exercise any and all voting rights conferred by the membership, shares or interests in any manner the Board considers fit.

Delegation of powers

- 11.16 Subject to clause 11.21, the Board may delegate any of its powers to any person, as the Board sees fit. This includes delegating any of the Board's powers to committees consisting of Directors or other persons (as the Board sees fit) to act in Australia or elsewhere.
- 11.17 A committee's exercise of a power in accordance with this constitution is to be treated as the exercise of that power by the Board.
- 11.18 A committee must conform to the directions of the Board in the exercise of any powers delegated to it.

Advisory Committees

- 11.19 The Board may establish one or more advisory committees to provide advice and recommendations to the Board on specified matters (among any other functions determined by the Board).
- 11.20 The Board may, with respect to an Advisory Committee:
 - (a) specify in writing from time to time the terms of reference and functions of the Advisory Committee;
 - (b) appoint such persons as the Board considers appropriate to the Advisory Committee (including, if thought fit, one or more Directors), and remove any such person from the Advisory Committee at any time by written notice;
 - (c) specify the period and conditions (including as to remuneration, if any) of any such appointment to the Advisory Committee; and
 - (d) terminate the Advisory Committee at any time.
- 11.21 The Board must not delegate any of its powers to an Advisory Committee, and an Advisory Committee must not exercise any powers of a Director or the Board.

Proceedings of committees

- 11.22 Except as provided in a direction of the Board, the meetings and proceedings of a committee formed by the Directors or an Advisory Committee must be governed by the provisions of this constitution, in so far as they are applicable, as if meetings and proceedings of the committee or Advisory Committee are meetings and proceedings of the Board.

Validity of acts of Directors

- 11.23 All acts done by a Board meeting or of a committee of Directors or by a person acting as a Director are valid even if it is later discovered that there is a defect in the appointment of a person to be a Director or a member of the committee or that they or any of them were disqualified or were not entitled to vote.

Minutes

- 11.24 The Board must cause minutes of all proceedings of general meetings, of Board meetings and of committees formed by the Directors to be entered, within one month after the relevant meeting is held, in books kept for the purpose.
- 11.25 The Board must cause all minutes, except resolutions in writing treated as determinations of the Board, to be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.

Resolution in writing

- 11.26 A resolution in writing signed by all Directors entitled to vote on the resolution is to be treated as a determination of the Board passed at a Board meeting duly convened and held.
- 11.27 A resolution in writing may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents.
- 11.28 If a resolution in writing is signed by an alternate Director, it must not also be signed by the appointor of the alternate Director and vice versa.
- 11.29 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Directors is to be treated as a resolution in writing and a document bearing a facsimile of a signature or an electronic signature is to be treated as signed.

12 Secretary

- 12.1 The Board may appoint one or more Secretaries and may at any time terminate the appointment or appointments.
- 12.2 The Board may determine the terms and conditions of appointment of a Secretary, including remuneration. Any one of the Secretaries may carry out any act or deed required by this constitution, the Corporations Act or by any other statute to be carried out by the secretary of the Company.

13 Chief Executive Officer

Appointment

- 13.1 The Board may from time to time appoint a person to the position of Chief Executive Officer for the period and on the terms (including as to remuneration) as the Board see fit, provided always that the Chief Executive Officer:
- (a) may be appointed on a full-time basis or part-time basis; and
 - (b) cannot be a Director for the period that they are the Chief Executive Officer.
- 13.2 The Board may from time to time appoint another person to act temporarily as Chief Executive Officer if:
- (a) the Chief Executive Officer is absent from duty or from Australia or is (in the Board's determination) incapable of acting as the Chief Executive Officer; or
 - (b) the position of Chief Executive Officer is vacant.

Termination

- 13.3 Subject to the law, the Board may terminate the appointment of the Chief Executive Officer. For the avoidance of doubt, the Company in general meeting has no power to terminate the appointment of the Chief Executive Officer or appoint a person to the position of Chief Executive Officer.
- 13.4 A person's appointment as Chief Executive Officer automatically terminates if they are appointed as a Director.

14 Indemnity and insurance

Indemnity

- 14.1 Every officer and past officer of the Company must be indemnified by the Company, to the fullest extent permitted by law, against a liability incurred by that person as an officer of the Company or a subsidiary of the Company, including without limitation legal costs and expenses incurred in defending an action.

Insurance premiums

- 14.2 The Company may pay the premium on a contract insuring a person who is or has been an officer of the Company to the fullest extent permitted by law.

15 Seals and execution of documents

Custody of Seal

- 15.1 If the Company has one, the Board must provide for the safe custody of the Seal.

Execution of documents

- 15.2 The Company may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by any of the following:
- (a) by two Directors;
 - (b) by a Director and the Secretary; or
 - (c) by a Director and some other person appointed by the Directors for the purpose.

- 15.3 Nothing in this clause 15 limits the manner in which the Company may execute a document without the use of a Seal.

Official seals

- 15.4 The Company may have for use in place of the Seal outside the jurisdiction where the Seal is kept one or more official seals, to be used in accordance with procedures approved by the Board.

16 Gift Fund requirements

Company to maintain a Gift Fund

- 16.1 To the extent required by law, the Company must maintain a Gift Fund in accordance with this clause 16 for so long as it seeks to or has obtained endorsement as an entity with DGR status.

Rules applying to the Gift Fund

- 16.2 The following rules apply to any Gift Fund established and maintained by the Company:
- (a) the Gift Fund must have a name;
 - (b) the Company must maintain sufficient documents to provide evidence of the Gift Fund's purpose and operations;
 - (c) the Company must maintain a separate bank account for the Gift Fund;
 - (d) the following must be credited to the Gift Fund:
 - (i) all gifts of money or property to the Company for the Principal Purpose; and
 - (ii) all money or property received by the Company because of those gifts;
 - (e) no other money or property may be credited to the Gift Fund; and
 - (f) the Company must use any gifts, money or property of the kind referred to in clause 16.2(d) only for the Principal Purpose.

Winding up of Gift Fund

- 16.3 Despite clause 17, if the Gift Fund is wound up or the Company ceases to be a DGR for any reason, any surplus assets of the Gift Fund remaining after the payment of liabilities attributable to it must be transferred to a fund, authority or institution to which income tax deductible gifts can be made. For the avoidance of doubt, if a Gift Fund operated by the Company is wound up but the Company remains a DGR and operates any other gift fund in accordance with this clause 16, any surplus assets of the Gift Fund that is being wound up may be transferred to any other gift fund operated by the Company.

Definitions

- 16.4 In this clause 16 the following definitions apply:

DGR means a body with "deductible gift recipient" status within the meaning of section 30-227 of ITAA 97.

Gift Fund means a fund that is maintained for the Principal Purpose.

ITAA 97 means *Income Tax Assessment Act 1997* (Cth).

Principal Purpose means the purposes of the Company as reflected in the objects of the Company specified in clause 2.1, or any of those purposes.

17 Surplus assets on winding up or dissolution

- 17.1 Subject always to clause 16.3, upon the winding up or dissolution of the Company, any remaining property after satisfaction of all debts and liabilities, will not be paid to or distributed among the Members, but will be given or transferred to some other institution or company which satisfies both of the following requirements:
- (a) it has objects similar to the objects of the Company; and
 - (b) its constituent documents prohibit the distribution of its income and property among its members on terms substantially to the effect of clause 5.
- 17.2 This is to be determined by ordinary resolution of the Company at or before the time of winding up or dissolution of the Company and, in default of any such determination, by the Supreme Court of the State or Territory in which the Office is located.

18 Accounts, audit and records

Accounts

- 18.1 The Board must cause proper accounting and other records to be kept in accordance with the law.

Reports

- 18.2 To the extent required by law, the Board must cause the Company to:
- (a) prepare financial reports in accordance with the law;
 - (b) prepare directors' reports in accordance with the law;
 - (c) notify each Member of the Member's right to receive reports from the Company; and
 - (d) provide members with reports, in a form and within such timeframe as may be required by the law.

Audit

- 18.3 To the extent required by law, a registered company auditor must be appointed. The remuneration of the auditor must be fixed and the auditor's duties regulated in accordance with the Corporations Act.

Rights of inspection

- 18.4 Subject to the Corporations Act:
- (a) the Board may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the Company or any of them are open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the Company except as provided by law or authorised by the Board or by the Company in general meeting; and
 - (b) despite clause 18.4(a), the Board may refuse access to a document where the Board (acting reasonably) considers that such access would or would be likely to cause the Company to lose the benefit of any form of evidentiary privilege, including legal professional privilege.

19 Notices

Persons authorised to give notices

- 19.1 A notice by either the Company or a Member in connection with this constitution may be given on behalf of the Company or Member by a solicitor, director, company secretary or other authorised officer of the Company or Member.
- 19.2 The signature of a person on a notice given by the Company may be written, printed or stamped.

Method of giving notices

- 19.3 In addition to the method for giving notices permitted by statute, a notice by the Company or a Member in connection with this constitution may be given to the addressee by any of the following means:
- (a) by delivering it to a street address of the addressee;
 - (b) by sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the addressee;
 - (c) by sending it by email to the email address of the addressee; or
 - (d) by sending it to the person referred to as the contact in the case of an out-of-office email reply by an addressee.

Addresses for giving notices to Members

- 19.4 The street address or postal address of a Member is the street or postal address of the Member shown in the Register.
- 19.5 The email address of a Member is the number which the Member may specify by written notice to the Company as the email address to which notices may be sent to the Member.

Address for giving notices to the Company

- 19.6 The street and postal address of the Company is the Office.
- 19.7 The email address of the Company is the number which the Company may specify by written notice to the Members as the email address to which notices may be sent to the Company.

Time notice of meeting is given

- 19.8 A notice of meeting given in accordance with this constitution is to be taken as given, served and received at the following times:
- (a) if delivered in writing to the street address of the addressee, at the time of delivery;
 - (b) if it is sent by post to the street or postal address of the addressee, on the business day after posting; or
 - (c) if sent by email to the email address of the addressee:
 - (i) at the time transmission is completed; or

- (ii) if an out-of-office email reply is received, at the time the email is sent to the email address of the contact named in the out-of-office email if there is one given or if none is given it is deemed to be sent at the time transmission is completed to the original addressee.

Time other notices are given

- 19.9 A notice given in accordance with this constitution is to be taken as given, served and received at the following times:
- (a) if delivered in writing to the street address of the addressee, at the time of delivery;
 - (b) if it is sent by post to the street or postal address of the addressee, on the 2nd (5th if outside Australia) business day after posting; or
 - (c) if sent by email to the email address of the addressee:
 - (i) at the time transmission is completed; or
 - (ii) if an out-of-office email reply is received, at the time the email is sent to the email address of the contact named in the out-of-office email if there is one given or if none is given it is deemed to be sent at the time transmission is completed to the original addressee.

Proof of giving notices

- 19.10 The sending of a notice by email and the time of completion of transmission may be proved conclusively by production of a print out of an acknowledgment of receipt of the email or equivalent proof that the email was successfully transmitted.

Persons entitled to notice of meeting

- 19.11 Notice of every general meeting must be given by a method authorised by this constitution to all of the following persons:
- (a) every Member;
 - (b) every Director;
 - (c) every person (if any) entitled to a membership in consequence of the death or bankruptcy of a Member who, but for the Member's death or bankruptcy, would be entitled to receive notice of the meeting; and
 - (d) the auditor for the time being of the Company, if any.
- 19.12 No other person is entitled to receive notices of general meetings. The Board may elect to notify Friends of CTDNA of a general meeting or publicise the date of a general meeting in advance at its discretion.

20 Definitions and interpretation

Definitions

20.1 In this constitution the following definitions apply:

Associated Party means each of the following:

- (a) the Company;
- (b) any Related Body Corporate of the Company; and
- (c) any other body corporate, trust or entity promoted by the Company or in which the Company has an interest of any kind.

Board means Directors acting as the board of the Company.

Chair means the Director elected under clause 11.7 to preside as chairperson at Board meetings for the time being.

Chief Executive Officer means the person (if any) appointed under clause 13 for the time being.

Company means Connective Tissue Disorders Network Australia Ltd ACN 674 125 047.

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

Director means a person occupying the position of a director of the Company.

Friend of CTDNA means an individual or any other form of legal person with an interest in the objects of the Company who is acknowledged as a Friend of CTDNA at the Board's discretion, and who may be invited by the Board to attend general meetings. A Friend of CTDNA is not a Member.

Insolvency Event means, in relation to a Member, anything that reasonably indicates that there is a significant risk that the Member is or will become unable to pay its debts as they fall due. This includes any of the following (as applicable):

- (a) a meeting of the Member's creditors being called or held;
- (b) a step being taken to make the Member bankrupt;
- (c) an application is presented or an order is made for the sequestration of the Member's estate;
- (d) a step being taken to wind the Member up;
- (e) a step being taken to have a receiver, receiver and manager, administrator, liquidator or provisional liquidator appointed to the Member or any of its assets or such an appointment taking place;
- (f) the Member entering into any type of agreement, composition or arrangement with, or assignment for, the benefit of all or any of its creditors; or
- (g) the Member ceases or threatens to cease to carry on its main business.

Member means a person whose name is entered in the Register as a member of the Company.

Office means the registered office of the Company.

Register means the register of Members kept by the Company under the Corporations Act.

Related Body Corporate has the meaning given in the Corporations Act.

Seal means, if the Company has one, the common seal of the Company.

Secretary means a person appointed to perform the duties of a secretary of the Company.

Termination Event means:

- (a) an Insolvency Event occurs in respect of the Member;
- (b) if a Member is an individual, the death of that Member or that Member becoming of unsound mind or becoming a person whose property is liable to be dealt with under a law about mental health;
- (c) if a Member has not paid the appropriate fee as determined by the Board in accordance with clause 3.7, and the Board has provided notice of the non-payment to the Member; or
- (d) if a Member is a body corporate, the deregistration or other dissolution of that Member.

Interpretation

20.2 In this constitution, unless the context otherwise requires:

- (a) a reference to any law or legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision, in either case whether before, on or after the date of this constitution;
- (b) a reference to any agreement or document is to that agreement or document as amended, novated, supplemented or replaced from time to time;
- (c) a reference to a clause, part, Schedule or attachment is a reference to a clause, part, schedule or attachment of or to this constitution;
- (d) where a word or phrase is given a defined meaning another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning;
- (e) a word which indicates the singular indicates the plural, a word which indicates the plural indicates the singular, and a reference to any gender indicates the other genders;
- (f) an expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or public authority;
- (g) a reference to **dollars** or **\$** means Australian dollars;
- (h) references to the word **include** or **including**, or to the word **exclude** or **excluding**, are to be interpreted without limitation;

- (i) a reference to a time of day means that time of day in the place where the Office is located;
- (j) a reference to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in the place where the Office is located;
- (k) where a period of time is specified and dates from a given day or the day of an act or event it must be calculated exclusive of that day; and
- (l) a term of this constitution which has the effect of requiring anything to be done on or by a date which is not a business day must be interpreted as if it required it to be done on or by the next business day.

References to this constitution

20.3 A reference to this constitution, where amended, means this constitution as so amended.

Replaceable rules

20.4 Each of the provisions of the Corporations Act which would but for this clause apply to the Company as a replaceable rule within the meaning of the Corporations Act are displaced and do not apply to the Company.

Application of Corporations Act

20.5 Unless the context otherwise requires:

- (a) an expression used but not defined in this constitution has the same meaning given in the Corporations Act; and
- (b) where an expression referred to in clause 20.5(a) has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as the relevant clause of this constitution, the expression has the same meaning as in that provision.

20.6 Subject to clause 20.4 for so long as the Company is a Registered Entity the provisions in Part 2G.2 and Part 2G.3 of the Corporations Act are incorporated into this constitution by reference as if they are repeated in full other than provisions making the doing, or failing to do, any thing being an offence or giving rise to any civil penalty. To the extent that the ACNC Act or any law or binding regulation of the ACNC applies to the Company and this conflicts with one or more provisions in Part 2G.2 and Part 2G.3 of the Corporations Act, the Company must comply with (as applicable) the ACNC Act or that law or binding regulation, save that it is expressly intended by the Members that the Company must hold an Annual General Meeting within 18 months after its registration and thereafter at least once in each calendar year and within five months after the end of its financial year.