

Constitution
Of
Information Technology Professionals
Association Ltd

A Company Limited by Guarantee not having Share Capital

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Contents

OVERVIEW	4
1. DEFINITIONS & INTERPRETATIONS	5
2. COMPANY'S NAME, OBJECTS AND POWERS	6
2.1. NAME OF THE COMPANY	6
2.2. OBJECTS.....	6
2.3. POWERS.....	6
3. MEMBERS' LIABILITY AND GUARANTEE	7
3.1. LIABILITY OF MEMBERS	7
3.2. GUARANTEE BY MEMBERS.....	7
4. HOW THE COMPANY'S INCOME AND PROPERTY ARE TO BE APPLIED	7
4.1. FOR THE COMPANY'S OBJECTS.....	7
4.2. DIVIDENDS, ETC. TO MEMBERS.....	7
4.3. REMUNERATION AND EXPENSES FOR MEMBERS	7
4.4. PAYMENTS TO DIRECTORS: RESTRICTIONS, REMUNERATION, EXPENSES.....	7
4.5. LOANS AND LEASES FROM MEMBERS	7
5. FEES IMPOSED BY THE COMPANY	8
5.1. SETTING FEES	8
6. MEMBERSHIP	8
6.1. MEMBERS	8
6.2. REGISTER OF MEMBERS	8
6.3. ELIGIBILITY FOR MEMBERSHIP	8
6.4. TYPES OF MEMBERSHIP	8
6.5. MEMBERSHIP IS NOT TRANSFERABLE.....	8
6.6. VOTING RIGHTS	8
6.7. A MEMBER'S REPRESENTATIVE	9
6.8. APPLYING AND BEING ADMITTED TO MEMBERSHIP	9
6.9. RESIGNING FROM MEMBERSHIP: AND ONGOING LIABILITY.....	9
6.10. EXPELLING AND DISCIPLINING A MEMBER	10
6.11. REMOVING AN EXPELLED MEMBER'S NAME FROM THE REGISTER	10
7. GENERAL MEETINGS: FREQUENCY AND NOTICE	10
7.1. ANNUAL GENERAL MEETING.....	10
7.2. CONVENING EXTRAORDINARY MEETINGS.....	10
7.3. NOTICE OF GENERAL MEETINGS	10
7.4. CHANGING THE NOTICE PROCEDURE FOR GENERAL MEETINGS	11
7.5. FAILURE TO RECEIVE NOTICE	11
8. GENERAL MEETINGS: PROCEEDINGS	11
8.1. USE OF TECHNOLOGY IN CONFERENCING.....	11
8.2. BUSINESS AT THE MEETING	11
8.3. QUORUM REQUIRED.....	11
8.4. IF NO QUORUM PRESENT.....	11
8.5. CHAIR OF THE MEETING.....	12
8.6. ADJOURNING (AND RESUMING) A MEETING.....	12
8.7. AUDITOR ATTENDING ETC. MEETING	12
8.8. VOTING.....	12
8.9. VOTING – POLL	13
8.10. VOTING – SECRET BALLOT	13
8.11. GENERAL MEETINGS: APPOINTING A PROXY	13
8.12. GENERAL MEETING: APPOINTING AN ATTORNEY.....	14
8.13. GENERAL MEETING: VOTING BY ATTORNEY OR PROXY	14

9. DIRECTORS	14
9.1. NUMBER AND QUALIFICATIONS OF DIRECTORS	14
9.2. LENGTH OF APPOINTMENT	14
9.3. ELECTION OF DIRECTORS	15
9.4. OFFICERS ON THE BOARD	15
9.5. CASUAL VACANCIES	15
9.6. DISQUALIFICATION OF DIRECTORS	15
9.7. RESIGNATION OF DIRECTORS	15
9.8. FIRST DIRECTORS	16
10. POWERS OF THE BOARD	16
10.1. THE BOARD CONTROLS AND DIRECTS THE COMPANY	16
10.2. BORROWING	16
10.3. INVESTMENT	16
10.4. NEGOTIABLE INSTRUMENTS	16
11. PROCEEDINGS OF THE BOARD	16
11.1. GENERAL	16
11.2. USE OF TECHNOLOGY IN BOARD CONFERENCING	16
11.3. NOTICE OF MEETING	16
11.4. QUORUM	17
11.5. CHAIR	17
11.6. VOTING	17
11.7. DELEGATION BY THE BOARD	17
11.8. DEFECTS IN APPOINTMENT	17
12. BOARD MINUTES AND CIRCULATED RESOLUTIONS	17
12.1. MAKING BOARD RESOLUTIONS	17
12.2. MINUTES TO BE KEPT	17
12.3. CIRCULATED RESOLUTION GENERAL	18
12.4. EVIDENCE OF PROCEEDINGS AND RESOLUTIONS	18
13. ACCOUNTS	18
13.1. ACCOUNTS TO BE KEPT	18
13.2. LOCATION AND INSPECTION OF ACCOUNTS	18
13.3. AUDITOR	18
14. INDEMNITY	18
14.1. INDEMNITY OF OFFICERS	18
14.2. INDEMNITY FOR PROCEEDINGS	18
15. STANDING ORDER	19
15.1. COMMON	19
15.2. REVOCATION	19
15.3. CHANGING A STANDING ORDER	20
16. NOTICES	20
16.2. DISTRIBUTION OF PROPERTY ON WINDING-UP	20
16.3. REPLACEABLE RULES DISPLACED	20

Overview

This is the Constitution of Information Technology Professionals Association Ltd.

The Company is a company limited by guarantee. The liability of its members is limited to the amount they have agreed to pay in the guarantee. The Company must always have at least one member and three directors.

The Constitution sets out the basis on which the Company is to be managed. Nothing in the Constitution is intended to derogate from the Corporations Act. That Act:

- imposes many obligations on the Company which are not reproduced in this Constitution; and
- overrules anything in this Constitution to the extent that they are inconsistent.

This Constitution replaces the replaceable rules in the Corporations Act. Words used in the Constitution which have a meaning in the Corporations Act have the same meaning in this Constitution (unless expressly stated otherwise).

1. Definitions & Interpretations

1.1.1. In this Constitution:

Act means the Corporations Act 2001 (Commonwealth).

Annual General Meeting means the annual general meeting of Members.

Applicant means a person who lodges an Application under this Constitution.

Application means an application for Membership.

Auditor means the auditor or auditors of the Company, if the Company is required to have one. If the Company is not required to have an auditor, but has one, then it includes any such auditor.

Board means the board of directors of the Company.

Board Member means a member of the Board.

Business Day means Monday to Friday excluding public holidays in the State or Territory the Company is registered in.

Chair means the Director who is elected to this office in accordance with clause 9.4.

Company means Information Technology Professionals Association Ltd.

Constitution means this Constitution, as amended.

Corporations Act means The Corporations Act 2001 (Cth).

Deputy Chair means the Director who is elected to this office in accordance with clause 9.4.

Directors means the members individually or collectively of the Board.

Elected Period means the time a Board Member is elected in accordance with clause 9.2.1.

Extraordinary Meeting means a General Meeting of Members other than an Annual General Meeting.

General Meeting means an Annual General Meeting or an Extraordinary Meeting of the Company.

Government Agency means any government or governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity whether foreign, federal, state, territorial or local.

Liability means costs, losses, liabilities and expenses.

Member means a person admitted to Membership in accordance with this Constitution.

Membership means membership of the Company.

Officer means a Director, secretary or other Director of the Company and includes a former Director, but does not include an auditor or agent of the Company.

President means Chair of the Company.

Register means the register of Members kept in accordance with the Act.

Registered Address means the address of a Member shown in the Register.

Registered Office means the registered office of the Company.

Representative means a person as described in clauses 8.11 and 8.12.

Secretary means the Director who is elected to this office in accordance with clause 9.4.

Standing Order means either a process, decision, or clarification, in accordance with clause

Treasurer means the Director who is elected to this office in accordance with clause 9.4.

Vice President means Deputy Chair of the Company.

1.1.2. In this Constitution, unless the context requires otherwise:

- a word or expression defined in the Corporations Act and used, but not defined, in this Constitution has the same meaning given to it in the Corporations Act;
- a person includes a corporate body, association, firm, partnership, or other unincorporated body;
- a statute includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them;
- the words 'including', 'include' and 'includes' are to be construed without limitation;
- this or any other document includes the document as varied or replaced regardless of any change in the identity of the parties;
- a clause, schedule or appendix is a reference to a clause, schedule or appendix in or to this Constitution;
- a word or phrase that is defined has the corresponding meaning in its other grammatical forms;
- writing includes all modes of representing or reproducing words in a legible, permanent and visible form;
- the singular includes the plural and vice versa;
- a gender includes all other genders; and
- headings and sub-headings are inserted for ease of reference only and do not affect the interpretation of this Constitution.

2. Company's name, Objects and powers

2.1. Name of the Company

2.1.1. The name of the Company is Information Technology Professionals Association Ltd.

2.2. Objects

2.2.1. The Company's objects are all or any of the following:

- 2.2.1.1. to advance the understanding of information technology matters within the community;
- 2.2.1.2. to improve the provision of information technology services to the community through the advancement, education and continued professional development of information technology professionals, including our members;
- 2.2.1.3. to assist information technology professionals to deliver outcomes which enhance and enrich society through the understanding and application of technology; and
- 2.2.1.4. to enhance the influence, relevance and value of the Australian information technology profession.

2.3. Powers

2.3.1. The Company has:

- 2.3.1.1. the legal capacity and powers of an individual; and
- 2.3.1.2. all the powers of a body corporate (other than the power to issue shares).

2.3.2. However, the Company has those capacities and powers only to the extent:

- 2.3.2.1. necessary, or convenient, to carry out the Company's objects; or
- 2.3.2.2. incidental to carrying out those objects.

3. Members' liability and guarantee

3.1. Liability of Members

3.1.1. The liability of each Member is limited to the amount of the guarantee set in clause 3.2.

3.2. Guarantee by Members

3.2.1. If the Company is wound up while a person is a Member (or within one year after they stop being a member) then that person must contribute up to \$10 to the Company so that it can pay:

- 3.2.1.1. the Company's debts and liabilities incurred before that person ceased to be a Member;
- and
- 3.2.1.2. the costs, charges and expenses of winding-up the Company.

4. How the Company's income and property are to be applied

4.1. For the Company's objects

4.1.1. All of the Company's income and property must be applied solely towards the promotion of the Company's objects as set out in clause 2.2.

4.2. Dividends, etc. to Members

4.2.1. The Company may not pay, or transfer, any of its income or property — directly or indirectly — by way of dividend, bonus or otherwise to any person who is or has been a Member.

4.3. Remuneration and expenses for Members

4.3.1. Regardless of clause 8, the Company may pay remuneration in good faith to any Member, officer or employee of the Company in return for any good or services they provide to the Company in the ordinary and usual course of business.

4.3.2. The Board may authorise the repayment of any expenses a Member incurs for the Company, or in connection with performing their duties for the Company.

4.4. Payments to directors: restrictions, remuneration, expenses

4.4.1. If the Company is to pay any remuneration to a Director for services rendered in the capacity as a Director, then the remuneration must be on reasonable commercial terms and the Board must first have:

- 4.4.1.1. consented to the Director providing those services; and
- 4.4.1.2. resolved to approve the amount of the payment.

4.4.2. If the Company is to pay any remuneration to a Director for services rendered in the capacity as an employee of the Company, then the Board must first have resolved to approve the terms of that employment.

4.4.3. The Board may authorise the repayment of any expenses a Director incurs for the Company, or in connection with performing their duties for the Company.

4.5. Loans and leases from Members

4.5.1. The Company may pay:

- 4.5.1.1. interest on money borrowed from any Member; and
- 4.5.1.2. reasonable and proper rent for premises a Member leases to the Company.

4.5.2. For the purposes of clause 4.5, if a Member pays the Company a deposit, bond or other security for the payment of fees and charges levied under the Constitution, then that payment is not a loan from the Member.

5. Fees imposed by the Company

5.1. Setting fees

5.1.1. The Board may prescribe:

- 5.1.1.1. a cost payable by Members by way of Membership fees and any other fees the Board thinks fit; and
- 5.1.1.2. when and in what circumstances these fees are payable.

5.1.2. The Board must give Members at least one month's notice of any increase in the fees, or of a change in the due date for fees payable under clause 5.1.

6. Membership

6.1. Members

6.1.1. The Company's Members are as follows (unless the Member has resigned under clause 6.9 or clause 6.10, or been expelled under clause 6.10):

- 6.1.1.1. the persons who are specified in the application to register the Company lodged under section 117 of the Act and who have consented to be Members; and
- 6.1.1.2. any other person the Board admits to Membership in accordance with this Constitution.

6.2. Register of Members

6.2.1. The Company must keep and maintain the Register in accordance with the Act and otherwise as the Board determines.

6.2.2. Any dispute that arises in relation to the Register must be referred to the Board. The Board's decision is final and binding on all Members (in the absence of manifest error).

6.3. Eligibility for membership

6.3.1. The following are eligible to be Members:

- 6.3.1.1. any person who has a demonstrated interest in the Company;
- 6.3.1.2. any person that the Board considers would benefit the Company by becoming a member; and
- 6.3.1.3. any person in a category of persons that the Company has determined to be eligible to be Members.

6.4. Types of membership

6.4.1. At any time, the Board may (subject to the Act) create different types of membership with different rights, obligations and restrictions.

6.5. Membership is not transferable

6.5.1. A Member may not transfer their Membership to another person.

6.6. Voting rights

6.6.1. A Member is entitled to one vote at a General Meeting of the Company.

6.6.2. However, the Board may suspend a member's entitlement to vote if the Member owes the Company any amount that is more than 3 months overdue (or such other period as the Board determines).

6.7. A Member's representative

- 6.7.1. If a Member or an Applicant is not a natural person, then it must appoint (in writing) a natural person as its Representative. The Member may remove and replace its Representative by giving written notice to the Board in a form the Board approves.
- 6.7.2. The Representative may, on the Member's behalf, exercise all the powers that the Member could exercise at a meeting or in voting on a resolution — unless those powers are restricted in a way set out in clause 28.
- 6.7.3. The document appointing the Representative may set out either or both of:
 - 6.7.3.1. what the Representative is appointed to do; and
 - 6.7.3.2. any restrictions on what the Representative may do.
- 6.7.4. If the appointment is made by reference to a position held, then the appointment must identify the position.
- 6.7.5. The Company must arrange for:
 - 6.7.5.1. the name and address of the Representative to be entered in the Register; and
 - 6.7.5.2. all correspondence and notices from the Company to the Member to be served on that Representative.

6.8. Applying and being admitted to Membership

- 6.8.1. A person's Application to be a Member must be made in the form, and accompanied by any fee, the Board has set.
- 6.8.2. The Board will consider and, in its absolute discretion, accept or reject an Application. If the Board rejects an Application, then:
 - 6.8.2.1. it must arrange for any money the Applicant tendered with the Application to be repaid to the Applicant, without interest; and
 - 6.8.2.2. the Board does not have to give any reasons for the rejection.
- 6.8.3. An Applicant does not become a Member until the Company has:
 - 6.8.3.1. received any fee that applies; and
 - 6.8.3.2. the name and address of the Applicant (and its Representative if relevant) are entered in the Register.
- 6.8.4. Each Member is liable for all taxes, duty and charges payable in respect of their Application, their Membership and any related transaction or document. Each Member indemnifies the Company and will keep it indemnified in respect of any liability for all those amounts.

6.9. Resigning from Membership: and ongoing liability

- 6.9.1. A Member may resign from Membership by giving written notice to the Company. When the notice period expires, the Member stops being a Member but:
 - 6.9.1.1. they remain liable for any money they owe the Company; and
 - 6.9.1.2. under clause 3.2, they remain liable for another 12 months.
- 6.9.2. A Member also resigns if they owe the Company any amount that is more than 6 months overdue (the Board may change the length of that period). If a Member resigns under this clause, then the Board may reinstate their membership if they pay the outstanding amount.

6.10. Expelling and disciplining a Member

- 6.10.1. The Board may — in the way described in clause 6.10 — expel a Member or implement appropriate disciplinary action if the Member:
- 6.10.1.1. has committed a breach of any obligation or duty under this Constitution; or
 - 6.10.1.2. has engaged in conduct detrimental to the interests of the Company.
- 6.10.2. For any expulsion or discipline to be valid:
- 6.10.2.1. at least 21 days before the Board meeting at which the resolution is considered, the Member must be given written notice of:
 - 6.10.2.1.1. the meeting;
 - 6.10.2.1.2. the intended resolution; and
 - 6.10.2.1.3. the particulars of the alleged act, omission or conduct complained of;
 - 6.10.2.2. at the meeting (and before the resolution is passed), the Member must be given the opportunity to explain themselves in writing or orally (or both if they request it);
 - 6.10.2.3. if the Member does give an explanation, then the Board must take it into account;
 - 6.10.2.4. the relevant resolution must be passed by 75% of the Directors present and voting;
 - 6.10.2.5. the Board must arrange for the Member to be given written notice of any Board resolution on the matter; and
 - 6.10.2.6. if the Board resolves to expel the Member, then the Member ceases to be a Member when the Board serves them with the notice. Also the Member's name will be removed from the Register as set out in clause 6.11.

6.11. Removing an expelled Member's name from the Register

- 6.11.1. If a Member is expelled from the Company, then their name (and that of any Representative they have appointed) must be removed from the Register. The Company has no liability to the Member in respect of their removal from the Register.
- 6.11.2. When a Member's name is removed from the Register, the Member no longer has:
- any rights or privileges attaching to Membership; or
 - any rights which they had against the Company that arose out of their Membership.

7. General Meetings: Frequency and notice

7.1. Annual General Meeting

- 7.1.1. The Company must hold an Annual General Meeting:
- 7.1.1.1. in every calendar year;
 - 7.1.1.2. within five months after the end of its financial year; and
 - 7.1.1.3. at the time and place the Board determines

7.2. Convening Extraordinary Meetings

- 7.2.1. An Extraordinary Meeting may be convened:
- 7.2.1.1. by the Board at such time and place as the Board thinks fit, (as long as it complies with the Act); and
 - 7.2.1.2. by Members as allowed under the Act.

7.3. Notice of General Meetings

- 7.3.1. The Board must give at least 21 days' written notice of a General Meeting to the Members, the Directors and the Auditor (unless a change to that arrangement is made under clause 7.4). The notice must specify:
- 7.3.1.1. 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 this);
 - 7.3.1.2. the general nature of the meeting's business;
 - 7.3.1.3. the details of any special resolutions to be proposed at the meeting; and
 - 7.3.1.4. that Members are entitled to appoint a proxy who must be a Member.
- 7.3.2. A Member that is a company is responsible for notifying its Representative of any General Meeting.

7.4. Changing the notice procedure for General Meetings

7.4.1. A meeting may be convened in a way other than, and on shorter notice than, clause 7.3.1 requires as long as:

7.4.1.1. all the Members entitled to vote at the meeting consent to the change; and

7.4.1.2. the notice complies with the Act.

7.5. Failure to receive Notice

7.5.1. A meeting and its proceedings and resolutions are valid even if any one or more of the following is the case:

7.5.1.1. the Company accidentally omitted to give notice of a meeting to any Member; or

7.5.1.2. any Member did not receive notice of the meeting.

8. General Meetings: Proceedings

8.1. Use of technology in conferencing

8.1.1. The Chair may (with the approval of the meeting) confer with Members and others by radio, telephone, facsimile, computer, Internet, closed circuit television or other electronic means of audio or audio-visual communication. Any resolution passed using such a system is to be treated as having been passed at a meeting of the Members held on the day and at the time the conference was held — even if the Members were not present together in one place at the time. This clause does not limit the discretion of the Members to regulate their meetings.

8.1.2. The provisions of this Constitution regulating the proceedings of the Members apply so far as they are capable to such conferences.

8.2. Business at the meeting

8.2.1. The ordinary business of an Annual General Meeting may include:

8.2.1.1. considering any annual financial report, directors' report and Auditor's report;

8.2.1.2. electing and appointing Directors; and

8.2.1.3. appointing the Auditors and fixing the Auditor's remuneration (if the Company is required to have an auditor).

8.2.2. All other business at an Annual General Meeting, and all business at an Extraordinary Meeting, is regarded as special business.

8.3. Quorum required

8.3.1. For any business to be transacted at any General Meeting — except the adjournment of the meeting — a quorum must be present at all times. The quorum for a General Meeting is five Members (being Members entitled to vote at a General Meeting), present in person or by Representative, proxy or attorney.

8.4. If no Quorum present

8.4.1. If a quorum is not present within half an hour after the time appointed for a General Meeting, then:

8.4.1.1. if the meeting was convened on the requisition of Members, then it will be dissolved; or

8.4.1.2. in any other case, the meeting will be adjourned to the same day in the next week at the same time and place (or at such other place as the Chair decides). If at that adjourned meeting a quorum is not present within fifteen minutes after the time appointed for holding the meeting, then the Members present are a valid quorum.

8.5. Chair of the meeting

- 8.5.1. The Chair or in the Chair's absence, the Deputy Chair is to preside as chair at every General Meeting.
- 8.5.2. If the Chair is not present within 15 minutes after the time appointed for holding the meeting, then
 - 8.5.2.1. The Deputy Chair shall preside as chair for the duration of the meeting;
 - 8.5.2.2. If the Deputy Chair is in addition not present within 15 minutes after the time appointed for holding the meeting then the members shall either
 - 8.5.2.2.1. Elect a director present to preside as chair for the duration of the meeting; or
 - 8.5.2.2.2. If no director is present or if all directors have declined, then the members shall elect from themselves a chair to preside for the duration of the meeting

8.6. Adjourning (and resuming) a meeting

- 8.6.1. The Chair of a General Meeting:
 - 8.6.1.1. may, with the consent of the Members present and entitled to vote at any meeting, and at which a quorum is present, adjourn a meeting; and
 - 8.6.1.2. must adjourn a meeting if the meeting directs them to do so.
- 8.6.2. If the Chair adjourns a General Meeting, then they may do so to another time or place (or both).
- 8.6.3. If a General Meeting is adjourned for one month or more, then the Company must arrange for a new notice of the adjourned meeting to be given.
- 8.6.4. After an adjourned meeting is resumed, the only business that may be transacted at the meeting is business that was unfinished before the adjournment.

8.7. Auditor attending etc. meeting

- 8.7.1. The Auditor is entitled:
 - 8.7.1.1. to attend any General Meeting of the Company;
 - 8.7.1.2. to receive the same notices of, and other communications relating to, any General Meeting that a Member is entitled to receive; and
 - 8.7.1.3. to be heard at any General Meeting which the Auditor attends on any part of the business of the meeting which concerns the Auditor in that capacity. The Auditor's right to be heard exists even if the Auditor retires at that meeting or if a resolution to remove the Auditor from office is passed at that meeting.

8.8. Voting

- 8.8.1. Each member entitled to vote at a general meeting may vote in person or according to section 8.13
- 8.8.2. The Chair of the meeting will not have a casting vote, except
 - 8.8.2.1. Where the voting outcome is equal votes for and against, then the Chair shall have the final casting vote on the outcome.
- 8.8.3. All votes to be counted in accordance with section 8.13 shall be identified before the meeting
- 8.8.4. A resolution must be decided upon voting by using either
 - 8.8.4.1. Poll; or
 - 8.8.4.2. Secret ballot.
- 8.8.5. It is conclusive evidence that a resolution has been passed (regardless of whether there is any proof of the number or proportion of the votes recorded in favour of or against the resolution) if:
 - 8.8.5.1. the Chair declares that a resolution has been passed or lost (having regard to the majority required); and
 - 8.8.5.2. an entry to that effect has been made in the Company's books and signed by the Chair of that, or the next meeting.
- 8.8.6. The Chair or any Member present (personally or by Representative, proxy or attorney) may demand a vote before, or on the declaration of the result of, a show of hands. Any person who has demanded a vote may withdraw their demand.
 - 8.8.6.1. After a vote has been demanded, the meeting may continue with any business other than the issue on which poll has been demanded.
 - 8.8.6.2. A vote demanded on any question of adjournment must be taken before any adjournment.

8.9. Voting – Poll

8.9.1. The poll is to be taken:

8.9.1.1. in the manner and at the time and place as the Chair of the meeting directs; and

8.9.1.2. either at once or after an interval or adjournment or otherwise.

8.9.2. The result of the poll is to be the resolution of the meeting at which the poll was demanded.

8.9.3. If there is a dispute as to the admission or rejection of a vote, then the Chair will finally determine that dispute.

8.10. Voting – Secret Ballot

8.10.1. A secret ballot shall consist of

8.10.1.1. A written vote for each eligible member;

8.10.1.2. A way for each member to indicate their vote in private if requested;

8.10.1.3. A way for each member to submit their vote to the chair;

8.10.1.4. An elected observer from the members present, or

8.10.1.4.1. This observer shall not be the same person as the chair

8.10.2. The Chair shall in view of the elected observer, count the votes to determine the outcome of the vote

8.10.2.1. In the event of an equal number of votes for and against the vote, then the chair shall declare to the members present such an outcome before making the deciding vote

8.11. General Meetings: appointing a proxy

8.11.1. Eligibility to be proxy

8.11.1.1. Any Member may:

8.11.1.1.1. appoint a natural person who is a Member, or a Representative, as a proxy to vote on the Member's behalf; and

8.11.1.1.2. may direct the proxy to vote either for or against each or any resolution.

8.11.2. Company receiving notice of proxy

8.11.2.1. For an appointment of a proxy to be valid, the Company must receive the document appointing the proxy (and an original, or certified copy, of the power of attorney, if any, under which it is signed):

8.11.2.1.1. at least 48 hours before the time for holding the relevant meeting or adjourned meeting or poll; and

8.11.2.1.2. at one of:

8.11.2.1.2.1. the Registered Office;

8.11.2.1.2.2. a fax number at the Registered Office; or

8.11.2.1.2.3. a place, fax number or electronic address specified for such purpose in the notice of meeting.

8.11.2.2. An instrument appointing a proxy is valid for any adjournment of the meeting to which it relates — unless it states something to the contrary.

8.11.3. Form of proxy

8.11.3.1. An instrument appointing a proxy must be signed by the appointor, or his or her attorney, and must contain the following information:

8.11.3.1.1. the Company name;

8.11.3.1.2. the Member's name and address;

8.11.3.1.3. the Member's type of Membership;

8.11.3.1.4. the proxy's name or the name of the office held by the proxy; and

8.11.3.1.5. the meetings at which the appointment may be used.

8.11.4. Proxy's voting instructions

8.11.4.1. A document appointing a proxy may specify the way in which the proxy is to vote for a particular resolution. If it does so, then the proxy must vote on the resolution as specified.

8.11.5. Proxy's authority

8.11.5.1. A document appointing a proxy will be treated as giving the proxy:

8.11.5.1.1. authority to demand, or join in demanding, a poll; and

8.11.5.1.2. the power to act generally at the meeting for the person giving the proxy (except to the extent to which the proxy is specifically directed to vote for or against any proposal).

8.12. General Meeting: appointing an attorney

8.12.1. Member appointing an attorney

8.12.1.1. Any Member may, by duly executed power of attorney, appoint an attorney to act on the Member's behalf at all, or certain specified, meetings of the Company. If the attorney wishes to appoint a proxy for the Member granting the power of attorney, then the attorney must at the Registered Office (or any other place the Board determines) produce:

8.12.1.1.1. the power of attorney for inspection; and

8.12.1.1.2. any evidence the Board requires that it has been properly executed.

8.12.2. Directors appointing an attorney of the Company

8.12.2.1. The Directors may, by power of attorney, appoint any person whether nominated directly or indirectly by the Directors to be an attorney or attorneys of the Company. The appointment:

8.12.2.1.1. may be for any purposes and with powers, authorities and discretions (not exceeding those vested in, or exercisable by, the Directors under this Constitution);

8.12.2.1.2. may authorise any attorney to sub-delegate all or any of the powers, authorities and discretions vested in them;

8.12.2.1.3. may be for periods and on conditions as the Directors think fit; and

8.12.2.1.4. may contain provisions for the protection and convenience of persons dealing with any attorney as the Directors think fit.

8.13. General Meeting: voting by attorney or proxy

8.13.1. Validity of vote after death or revocation

8.13.1.1. If a person who has appointed a proxy or attorney has either died or revoked the appointment but any notice in writing of the death or revocation has not been received at the Registered Office before the meeting, then a vote given in accordance within the terms of appointment will be valid.

8.13.2. Person who has appointed proxy or attorney may attend meetings

8.13.2.1. A person who has appointed a proxy or attorney may attend and take part in a meeting. Doing so does not revoke the appointment — unless the person votes on the resolution to which the appointment applies.

9. Directors

9.1. Number and qualifications of Directors

9.1.1. The number of Directors comprising the Board will be at least 3 and no more than 8 elected by the Members in accordance with this Constitution — except as provided in clauses 15 and 15.

9.1.2. Each Director must be a financial Member or a Representative of a financial Member.

9.2. Length of appointment

9.2.1. Each elected Director will hold office:

9.2.1.1. from the end of the Annual General Meeting at which they were elected;

9.2.1.2. until the end of the following second Annual General Meeting after they were elected — at that time, they must retire (but they are eligible for re-election).

9.2.2. At the enablement of clause 9.2.1.2, the current elected board of directors will nominate amongst themselves which Directors — up to half of the Board

9.2.2.1. will retire (but they are eligible for re-election) for the election

9.2.2.2. will remain elected for continuation of their elected period, as they were elected in accordance to clause 9.2.1.2.

9.3. Election of Directors

9.3.1. Directors will be elected in the following way:

9.3.1.1. Any two Members may nominate any Member or Representative to serve as a Director.

9.3.1.2. The nomination of any Member or Representative as a candidate for election as a Director must be:

9.3.1.2.1. in writing and signed by the nominated person and their proposer and seconder; and

9.3.1.2.2. lodged with the Secretary at least 30 days before the Annual General Meeting at which the election is to take place (or any other scheduled General Meeting).

9.3.1.3. If the number of nominated candidates:

9.3.1.3.1. is no more than the number of vacancies, then the Chair of the Annual General Meeting will declare those candidates elected as Directors.

9.3.1.3.2. is more than the number of vacancies, then the Company Secretary will arrange for balloting lists to be prepared containing the names of the candidates in an order determined by lot. The Board may determine the method of the ballot. Each Member is entitled to vote for any number of candidates not exceeding the number of vacancies.

9.3.1.3.3. is not enough to meet the required minimum number of Directors, then the Board must appoint a Member or Representative as Director (as long as they consent) until there is at least the minimum number of Directors.

9.4. Officers on the Board

9.4.1. At the first meeting of the Board after the Annual General Meeting, the Directors will elect from among their number a Chair, a Deputy Chair, a Secretary and a Treasurer (one Director may fill more than one position). Each of them will hold office until the end of the next Annual General Meeting.

9.5. Casual vacancies

9.5.1. If there is a casual vacancy in the office of Director, then the Board may appoint a replacement Director.

9.5.2. That replacement Director holds office until the completion of the elected period.

9.6. Disqualification of Directors

9.6.1. The office of a Director will be vacated if:

9.6.1.1. they are a Member, or a Representative of a Member, and they become bankrupt or make any arrangement or composition with their creditors;

9.6.1.2. they are a Representative of a Member and that Member resigns or is expelled as a Member;

9.6.1.3. they are a Representative of a Member which is not a natural person, and a winding up order is made in respect of that Member;

9.6.1.4. they become of unsound mind;

9.6.1.5. they are absent for three consecutive Board Meetings without leave of the Board (unless the Board resolves to the contrary);

9.6.1.6. they cease to hold office by reason of any order made under the Act.

9.7. Resignation of Directors

9.7.1. In the event of Director willing to resign from the position of Director

9.7.1.1. The Director must provide written notice to either the Secretary, or Chair;

9.7.1.2. The Director in their notice must provide the following information as part of their notice

9.7.1.2.1. Effective date of resignation;

9.7.1.2.2. Full legal name;

9.7.1.2.3. Current residential address.

9.7.1.3. At the end of the proceeding business day of the effective date of resignation, the position shall be vacant.

9.8. First directors

9.8.1. The first Directors are the persons set out as Directors in the application to register the Company lodged under section 117 of the Act. The first Directors will hold office until the end of the first Annual General Meeting, at which point they will cease being directors but will be eligible for re-election.

10. Powers of the Board

10.1. The board controls and directs the company

10.1.1. The control and direction of the Company and the management of its property and affairs are vested in the Board.

10.1.2. The Board may exercise all powers of the Company that are not required to be exercised or done by the Company in General Meeting.

10.2. Borrowing

10.2.1. The Board may raise money in any manner it thinks fit including by borrowing money (whether on the security of the Company's assets or not) and the issuing of a security for any other purpose — so long as this is done to further the Company's objects set out in clause 2.2.

10.3. Investment

10.3.1. The Board may invest the Company's money in any manner, and for any period, it thinks fit.

10.4. Negotiable instruments

10.4.1. Two Directors, or one Director and some other officer authorised by the Board for the purpose, may sign, draw, accept, endorse or otherwise execute (as the case may be) the following documents for and on behalf of the Company: all cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Company.

11. Proceedings of the Board

11.1. General

11.1.1. The Board may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.

11.1.2. The Board must meet at least 1 time a year.

11.2. Use of technology in Board conferencing

11.2.1. The Board may, if it thinks fit, confer by radio, telephone, facsimile, computer, Internet, closed circuit television or other electronic means of audio or audio-visual communication. Any resolution passed using such a system is to be treated as having been passed at a meeting of the Board held on the day and at the time the conference was held — even if the Directors were not present together in one place at the time. This clause does not limit the discretion of the Board to regulate its meetings.

11.2.2. The provisions of this Constitution regulating the proceedings of the Board apply so far as they are capable to such conferences.

11.3. Notice of meeting

11.3.1. At any time, the Board may convene a Board meeting by notice served on each Director. The Secretary is to arrange that notice at the request of the Chair or Deputy Chair.

11.3.2. The proceedings of a Board meeting are valid even if:

11.3.2.1. the Company accidentally omitted to give notice of a meeting to any Director; or

11.3.2.2. any Director did not receive notice of the meeting.

11.4. Quorum

- 11.4.1. A quorum for Board meetings is (unless the Board determines otherwise) if the number of Directors:
- 11.4.1.1. is an even number, half of the Board plus one other director; or
 - 11.4.1.2. is an odd number, the odd number nearest to and greater than half of the number of Directors.

11.5. Chair

- 11.5.1. The Chair, or in the Chair's absence the Deputy Chair, is to chair every Board meeting.
- 11.5.2. If at a Board meeting neither the Chair nor the Deputy Chair is present within fifteen minutes after the time appointed for holding that meeting (or if neither is willing to chair), then the Directors present will choose one of their number to Chair the meeting.

11.6. Voting

- 11.6.1. Questions arising at any meeting will be decided by a majority of votes. Each Director present is entitled to one vote. The Chair does not have a casting vote.
- 11.6.2. However, the Board may suspend a Director's entitlement to vote if the Director (or the Member for whom the Director is a Representative) owes the Company any amount that is more than 3 months overdue (or such other period as the Board determines).

11.7. Delegation by the Board

- 11.7.1. Subject to clause 11.7.2, the Board may, as it thinks fit, delegate any of its powers to individual Directors or Members or to committees. A committee may consist of the Directors or Members (or both) that the Board thinks fit. Any individual or committee must comply with any Board direction about how to execute the delegated powers.
- 11.7.2. The Board may not delegate its power to delegate.
- 11.7.3. The meetings and proceedings of any committee will be governed by the provisions of this Constitution that regulate the meetings and proceedings of the Board so far as they apply and so far as the Board has not replaced them.

11.8. Defects in appointment

- 11.8.1. An act done in good faith by any meeting of the Board, any meeting of any committee formed by the Board or by any person acting as a Director will not be invalidated merely because of:
- 11.8.1.1. any defect in the election, appointment or tenure of a Director or person acting on any such committee; or
 - 11.8.1.2. the disqualification of any of them.

12. Board minutes and circulated resolutions

12.1. Making Board resolutions

- 12.1.1. The Board may make resolutions either:
- 12.1.1.1. in a meeting, of which minutes must be kept as set out in clause 12.2; or
 - 12.1.1.2. by circulated resolution which must be made and kept as set out in clause 12.3.1.

12.2. Minutes to be kept

- 12.2.1. The Board must arrange for:
- 12.2.1.1. proper minutes to be made of the proceedings and resolutions of all meetings of the Company, the Board and committees formed by the Board;
 - 12.2.1.2. the minutes to be entered in books kept for that purpose; and
 - 12.2.1.3. the minutes to be signed by the Chair of the meeting or by the Chair of the next meeting.

12.3. Circulated Resolution General

- 12.3.1. If all the Directors have signed a document containing a statement that they are in favour of a resolution set out in the document, then that resolution is to be treated as having been passed as a Circulated Resolution at a meeting of the Board held at the time and date on which the resolution was last signed by a Director. (However, the reference to “all directors” in this clause does not include any Director who is not entitled to vote on the Resolution.)
- 12.3.2. Any Circulated Resolution may consist of several documents in identical terms, each signed by one or more Directors and must be entered in the relevant book of minutes of the Company.

12.4. Evidence of proceedings and resolutions

- 12.4.1. A minute or Circulated Resolution that is recorded and signed in accordance with clause 12.2 or 12.3 (as the case may be) is evidence of the proceeding or resolution to which it relates (unless the contrary is proved).

13. Accounts

13.1. Accounts to be kept

- 13.1.1. The Board must arrange for the Company to keep proper books of account that:
- 13.1.1.1. record true and complete accounts of the affairs and transactions of the Company; and
 - 13.1.1.2. give a true and fair view of the state of the Company's affairs and explain its transactions.

13.2. Location and inspection of accounts

- 13.2.1. The Board must arrange for the books of account:
- 13.2.1.1. to be kept at the Registered Office, or in a place or places it thinks fit; and
 - 13.2.1.2. to be open to the inspection of the Directors during usual business hours.

13.3. Auditor

- 13.3.1. The Company will comply with the Act in relation to the appointment, removal and resignation of an Auditor.

14. Indemnity

14.1. Indemnity of Officers

- 14.1.1. The Company must indemnify every Officer out of the assets of the Company against any Liability incurred by that Officer in their capacity as an Officer by reason of any act or thing done or omitted to be done by that person:
- 14.1.1.1. in that capacity; or
 - 14.1.1.2. in any way in the discharge of that person's duties; or
 - 14.1.1.3. by reason of or relating to the person's status as an Officer.
- 14.1.2. However, the indemnity in clause 14.1.1 does not extend to any Liability from, or against, which the Company is not permitted by the Corporations Act to exempt or indemnify the Officer.

14.2. Indemnity for Proceedings

- 14.2.1. Without limiting clause 14.1.1, the Company must indemnify every Officer out of the assets of the Company against any Liability incurred by that person in defending proceedings, whether civil or criminal, in respect of any act or thing done by the Officer in that person's capacity as such Officer.
- 14.2.2. However, the indemnity in clause 14.2.1 does not extend to any Liability from, or against, which the Company is not permitted by the Corporations Act to exempt or indemnify the Officer.

15. Standing Order

15.1. Common

- 15.1.1. A standing order shall be used in conjunction with this constitution and not as a replacement to the constitution
- 15.1.2. A standing order must have
 - 15.1.2.1. Effective start date, that the standing order is to take effect
 - 15.1.2.2. Next review date, a date that the standing order shall be reviewed and re-voted
 - 15.1.2.2.1. The review date shall not be more than 2 (two) years from the effective start date
 - 15.1.2.3. Version number
 - 15.1.2.3.1. Minor changes to a Standing Order, such as typographic corrections, will be indicated by updating the History of that Standing Order, and releasing a new Standing Order with the same number but an incremented alphabetic suffix. For example, a typographic correction to Standing Order 1 would be released as Standing Order 1a. A Standing Order which has been revised 8 times (i.e. has reached version 'h') will, on the next update, be
 - 15.1.2.3.2. Reviewed and rewritten if necessary; and
 - 15.1.2.3.3. Re-issued with a new Standing Order number; and
 - 15.1.2.3.4. The original Standing Order subsequently revoked.
 - 15.1.2.3.5. Major changes to a Standing Order will be implemented by
 - 15.1.2.3.6. Enacting a new Standing Order incorporating the required changes including a clear statement that new Order replaces the previous; and
 - 15.1.2.3.7. Revoking the previous Standing Order.
 - 15.1.2.3.8. Standing Order numbers may not be re-used; when a Standing Order is revoked, the number of that Order is still considered assigned.
 - 15.1.2.3.9. New Standing Orders will be consecutively numbered
 - 15.1.2.3.10. There is to be one electronic editable copy of each document maintained in the current approved storage
 - 15.1.2.3.10.1. The use of built-in tools of the approved storage, will be sufficient for maintaining version control and number as specified in the clause 15.1.2.3.
 - 15.1.2.3.11. Currently published documents are to be converted to a PDF and saved in the "Published Documents" folder.
- 15.1.3. All standing orders including superseded and revoked, shall be published for all members to access.
- 15.1.4. All current standing orders, the board shall review all at least once per calendar year

15.2. Revocation

- 15.2.1. A Standing Order may be revoked only by a vote of the Board.
- 15.2.2. A Standing Order may optionally, when enacted, be assigned an expiry date. Where an expiry date is assigned, it is understood that the Board's decision to enact the Standing Order includes the decision to revoke the Standing Order, with effect on the date of expiry.
- 15.2.3. A Standing Order may be revoked, subject to the following conditions all being met:
 - 15.2.3.1. The Board has determined that the Standing Order is no longer required; and
 - 15.2.3.2. The reason(s) the Standing Order is no longer required have been documented and attached to the Standing Order; and
 - 15.2.3.3. A motion to revoke the Standing Order has been passed by a majority of the Board

15.3. Changing a Standing Order

- 15.3.1. An active (that is, non-revoked) Standing Order may be altered only by a vote of the Board.
- 15.3.2. Changes to a Standing Order will be versioned as described in the Common items above.
- 15.3.3. Where, as part of changing an active Standing Order, the Board conducts and documents a substantive review of the Standing Order, then:
 - 15.3.3.1. The Last reviewed date MUST be updated to reflect the date of completion of that substantive review; and
 - 15.3.3.2. The Next Review date MAY be changed to a date no more than 2 (two) years after the Board's vote on the newly revised standing order.

16. Notices

- 16.1.1. The Company may serve notice on any Member in the ways shown in the left hand column of the table below. A notice will be taken to be served at the time shown in the right-hand column of that table on the relevant row. Any notice to be served on a Representative is served by serving it on the relevant Member.

Ways of serving notice	Timing of notice taken to be
Personally	When served
By sending it through the ordinary post to the Member's Registered Address	3 days after the day it is posted. In proving service, it is sufficient to prove that the envelope containing the notice was properly addressed and deposited as a prepaid letter at the post office or in some postal receptacle.
By leaving it at their Registered Address in an envelope addressed to the Member.	Business Day: The same day it is left at the Registered Address. Non-Business Day: The Business Day after it is left at the Registered Address.
By sending it to the fax number or electronic address (if any) nominated by the Member.	On the Business Day after it is sent.

- 16.1.2. A certificate in writing signed by the Secretary or any officer of the Company that the envelope containing the notice was properly stamped, addressed and posted or delivered will be conclusive evidence of the service of such notice.

16.2. Distribution of property on winding-up

- 16.2.1. If on the winding-up or dissolution of the Company after all its debts and liabilities have been satisfied there remains any property, then that property must not be paid to or distributed among the Members.
- 16.2.2. Instead, this property must be given or transferred to some other institution or institutions that have:
 - 16.2.2.1. objects similar to the objects of the Company (if there is one); and
 - 16.2.2.2. a Constitution which prohibits the distribution of its income and property among its members to an extent at least as great as is imposed on the Company under clause 4.1 of this Constitution.
- 16.2.3. Choosing which institution or institutions the Company will transfer this property to must be done by:
 - 16.2.3.1. a special resolution of the Members at or before the time of the Company's dissolution; or
 - 16.2.3.2. if no such special resolution is passed, then by a Judge or Registrar of the Supreme Court or such other court of competent jurisdiction.

16.3. Replaceable Rules displaced

- 16.3.1. Each of the provisions of the Act that would, but for this clause, apply to the Company as a replaceable rule is expressly displaced and does not apply to the Company.