

# **THE CONSTITUTION**

**OF**

**NATIONAL ASSOCIATION FOR  
SUSTAINABLE AGRICULTURE,  
AUSTRALIA LIMITED**

**ACN 003 260 348**

**Adopted: 2000**

**Consolidated as at 25 October 2019**

## 1. INTERPRETATION AND PRELIMINARY

### 1.1 Definitions

In this Constitution:-

**Board:** means the board of Directors of the Company.

**Board Appointed Director:** means a Director appointed by the Board.

**Business Day** means a day which is not a Saturday, Sunday, public holiday or bank holiday in the city in which the notice is to be received.

**Constitution:** means this Constitution

**Company:** means National Association for Sustainable Agriculture, Australia Limited.

**Directors:** mean the directors of the Company.

**Honorary Member** means a member as described in clause 6.7.

**Law:** means the *Corporations Act 2001* (Cth) and associated legislation and regulations.

**Member Elected Director:** means a Director elected by the Members.

**Ordinary Member:** means a person, partnership or other legal entity which has applied and been accepted as a member of the Company and continues to pay the annual subscription prescribed under clause 6.5.

**Organic Agriculture:** means a system of agriculture able to balance productivity with low vulnerability to problems such as pest infestation and environmental degradation while maintaining the quality of land for future generations. In practice this involves a system which avoids or largely excludes the use of synthetically compounded fertilisers, pesticides, growth regulators, livestock feed additives and other harmful or potentially harmful substances. It includes the use of technologies such as crop rotations, mechanical cultivation and biological pest control; and such material as legumes, crop residues, animal manures, green manures, other organic wastes and mineral bearing rocks. The intention is to encourage natural biological systems.

**Organic Practices:** means procedures, processes and systems put in place by a primary producer or a processor which are consistent with the principles of Organic Agriculture.

**Poll:** means a general non-exclusive method of unequivocal determination and counting of a Member's or Proxy's voting action and specifically includes the counting of a vote cast by a Member or Proxy via telephone, video or other electronic communication methods.

**Qualified Applicant:** means:

- a body corporate or an unincorporated association the constitution of which prohibits the distribution of profit to members and the objects of which are the same or substantially the

same as those of the Company;

- persons or organisations who have been certified by the Company as having Organic Practices in place;
- persons who act as inspectors under contracts to the Company;
- any other person who supports Organic Practices and/or the Company's objects.

**Seal:** means the common seal of the Company and includes any official seal of the Company.

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

**Show of Hands:** means any general non-exclusive method of determining whether a vote is passed by a requisite majority. The term "Hands" in the phrase "Show of Hands" shall mean to include any other unequivocal sign of voting intention, including a Member's or Proxy's voting intention delivered via telephone, video or other electronic communication methods.

**Tax Act** means the *Income Tax Assessment Act 1997* (Cth).

## **1.2 Expressions in Law**

Except so far as the contrary intention appears in this Constitution, an expression used in this Constitution that is not defined in this Constitution and defined in the Law has the same meaning as in the Law.

## **1.3 Headings**

Headings and marginal notes are for convenience only and shall not be used in the interpretation of this Constitution or of any part thereof to which they relate.

## **1.4 Gender**

Words denoting a gender include each other gender and words denoting an individual or person include a body corporate.

## **1.5 Replaceable Rules are Excluded**

The replaceable rules contained in the Law shall not apply to this Company.

## **2. PURPOSE AND OBJECTS**

The Company is established for the purposes of and to give effect to the objects set out below:

### **2.1 Objects**

The objects for which the Company is established are to:-

- 2.1.1 encourage producers and processors in adopting Organic Practices;
- 2.1.2 establish a system for the collection and distribution of information relating to Organic Agriculture;
- 2.1.3 stimulate public interest in the practice of Organic Agriculture; and the products thereof, through the dissemination of information;
- 2.1.4 advocate and educate on behalf of the organic industry and build positive relations with key stakeholders to further the interest of the Company and the organic industry;
- 2.1.5 promote and/or conduct research relating to Organic Agriculture and the products thereof;
- 2.1.6 promote, review and maintain standards for products produced under Organic Practices; and to administer the use of a label under which such products may be sold;
- 2.1.7 promote appropriate distribution systems for produce grown by methods of Organic Agriculture;
- 2.1.8 establish co-operative working relationships between national and international organisations who are promoting Organic Agriculture;
- 2.1.9 actively support initiatives in agriculture and/or certification which complement the above aims;
- 2.1.10 establish a fund, to be held by the Company but as a separate fund from the Company's assets, for the purposes of education and training of the public and organisations in sustainable practice and Organic Practices and the benefits of sustainable agriculture and Organic Agriculture and which can be donated to by the public for such use.

## **3. USE OF FUNDS**

The income and the property of the Company, however derived, must be applied solely towards the promotion and advancement of the objects of the Company as set forth in this Constitution. The Company may make investments for the purposes of generating income for the promotion and advancement of such objects. No portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to the Members of the Company.

The Company may in good faith pay reasonable and proper remuneration to any servant or employee of the Company in return for any services actually rendered to the Company. The Company may resolve to reimburse a person for reasonable expenditure incurred by way of travelling expenses or otherwise in the service of the Company.

## **4. LIABILITY**

The liability of each member of the Company is limited.

## **5. DISSOLUTION**

### **5.1 Contribution**

Every member of the Company undertakes to contribute to the property of the Company in the event of the same being wound up while he/she is a member or, within one year after he/she ceases to be a member, for payment of the debts and liabilities of the Company (contacted before he/she ceased to be a member) and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding subscription fees.

### **5.2 Winding up of Company**

If upon the winding up or dissolution of the Company there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Company, but shall be given or transferred to some other organisation, having objects similar to the objects of the Company, which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Company by Clause 5 of this Constitution. Such institution or institutions shall be determined by the Members of the Company at or before the time of dissolution, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

### **5.3 Deductible gift recipient status**

5.3.1 If at any time the Company has the status of a company, or maintains a separate fund, to which gifts can be deducted under the Tax Act, any provisions which from time to time are required in order to maintain the status of the Company or the separate fund as a Company or fund to which gifts can be deducted under the Tax Act are deemed to form part of this Constitution.

5.3.2 On the earlier of the winding up of the Company or the revocation of the Company's or the fund's deductible gift recipient endorsement under the Tax Act, the Company must transfer the following to a fund, authority or institution to which gifts can be deducted under Division 30 of the Tax Act, as approved by the Members:

5.3.2.1 any surplus gifts of money or property for the principal purpose of the Company or in the separate fund; and

5.3.2.2 any surplus contributions described in item 7 or 8 of the table in section 30-15 of the Tax Act in relation to a fund-raising event held for that purposes; and

5.3.2.3 any surplus money received by the Company because of such gifts or contributions.

## **6. MEMBERSHIP**

### **6.1 Current members**

All persons who are members on the date on which this Constitution is adopted shall remain members until their membership ceases in accordance with this Constitution.

### **6.2 Applications for membership**

6.2.1 Subject to clause 6.7, an application for Membership may only be made by Qualified Applicants and shall be in such form as the Board from time to time prescribes.

6.2.2 The Board may set categories of membership from time to time, with different rights attached to such categories of membership, and qualifications to join such categories.

### **6.3 Acceptance of application**

At the next meeting of the Board after the receipt of any application for Membership, or via an intersessional electronic communication, such application shall be considered by the Board, who shall thereupon determine upon the admission or rejection of the Qualified Applicant. In no case shall the Board be required to give any reason for the rejection of an applicant.

### **6.4 Admission of members**

An Applicant who has been accepted for Membership shall, upon payment of the entrance fee, become a Member of the Company. If such payment be not made within two (2) calendar months after the date of acceptance, the Board may in its discretion cancel its acceptance of the Qualified Applicant for Membership of the Company.

### **6.5 Determination of fees**

Subject to clause 6.7, the annual subscription payable by members of the Company shall be such as the Company in general meeting shall from time to time prescribe.

### **6.6 When due and payable**

Subject to this Constitution, all annual subscriptions shall become due and payable as per terms set by the Board.

### **6.7 Honorary Member**

The Board may appoint any person as Honorary Member where the person has rendered distinguished service in the development of Organic Agriculture and such Honorary Member shall pay no fee. Any member of the Company who was appointed an Honorary Member as at the date of adoption of this Constitution will remain as such after such adoption.

## **7. CESSATION OF MEMBERSHIP**

### **7.1 Non-payment of subscriptions**

If the annual subscription of an Ordinary Member shall remain unpaid for a period of two (2) calendar months after it becomes due then the Member may after notice of the default shall have been sent to the Member by the Secretary be debarred by resolution of the Board from all privileges of Membership and the Member's name may be removed by the Board from the Register of Members provided that the Board may reinstate the Member and restore the Member's name to the Register on payment of all arrears if the Board thinks fit to do so.

### **7.2 Resignation of member**

A Member may at any time by giving notice in writing to the Secretary resign their Membership of the Company but shall continue to be liable for any annual subscription and all arrears due and unpaid at the date of resignation and for all other moneys due to the Company.

### **7.3 Misconduct**

If any Member shall wilfully refuse or neglect to comply with the provisions of the Constitution of the Company or shall be guilty of any conduct which in the opinion of the Board is unbecoming of a Member or prejudicial to the interests of the Company the Board shall have the power to expel the Member from the Company and erase their name from the Register of Members provided that at least one (1) week before the meeting of the Board at which a resolution for his expulsion is passed the Member shall have had notice of such meeting and of what is alleged against them and of the intended resolution for expulsion and that shall at such meeting and before the passing of such resolution have had an opportunity of giving orally or in writing any explanation or defence they may think fit and provided further that any such Member may by notice in writing lodge with the Secretary at least twenty four (24) hours before the time for holding the meeting at which the resolution for their

expulsion is to be considered by the Board elect to have the question of expulsion dealt with by the Company in General Meeting and in that event a General Meeting of the Company shall be called for the purpose and if at the meeting a special resolution for the expulsion of the Member be passed the Member shall be expelled and name removed from the Register of Members.

## **8. GENERAL MEETINGS**

### **8.1 Directors convening general meetings**

The Board may whenever it thinks fit convene a general meeting.

### **8.2 Members convening general meetings**

Only Members shall have the power to convene a general meeting pursuant to the provisions of Section 249F of the Law.

### **8.3 Annual general meetings**

An annual general meeting of the Company shall be held in accordance with the Law and all meetings other than annual general meetings shall be called special general meetings.

### **8.4 Notice of general meeting**

At least twenty one (21) days' notice of a general meeting must be given to members specifying the place, day and hour of the meeting and in the case of special business, the general nature of such business.

### **8.5 Omitting to give Notice**

The accidental omission to give notice of any general meeting to or the non-receipt of any such notice by any of the members or the auditors of the Company or the accidental omission to advertise (if necessary) such meeting shall not invalidate the proceedings at or any resolution passed at any such meeting.

### **8.6 Postponement of meeting**

The Board shall have power to postpone the holding of any general meeting provided that the postponed meeting shall be held within twenty-one (21) days of the date for which it was originally called.

### **8.7 Notice of Postponed Meeting**

Whenever any meeting is postponed for ten (10) days or more, then not less than two (2) days' notice shall be sent to the members of every such postponed meeting as in the case of the original meeting but it shall not be necessary to specify in such notice the nature of the business to be transacted at such postponed meeting.

### **8.8 Special business**

All business shall be special that is transacted at a general meeting and also all that is transacted at an annual general meeting with the exception of the consideration of the accounts, balance sheets, the report of the Directors and auditors, the election of Directors in place of those retiring and the appointment and fixing of the remuneration of the auditors.

## **9. PROCEEDINGS AT GENERAL MEETINGS**

## **9.1 Quorum**

9.1.1 No business shall be transacted at any general meeting unless a quorum of seven Members is present at the time when the meeting proceeds to business.

9.1.2 A Member is to be counted as 'present' at the time when the meeting proceeds, either by an appearance in person, or by a functional presence via telephone, video or other electronic communication methods - which instruments will be provided for the convenient use of Members by the Company to the place where the meeting is held. The Chairman, exercising reasonable judgment, shall have exclusive power to decide whether a Member's presence via telephone, video or other electronic communication methods confers a functional presence for the Member, by reference to whether the said communication mechanisms allow the Member to reasonably understand, contribute and respond unequivocally to the proceedings of the meeting.

## **9.2 Member includes a Proxy or Representative**

For the purposes of clause 9 of this Constitution the meaning of the word "Member" includes a person attending as a Proxy, or as representing a corporation which is a Member.

## **9.3 No quorum present**

If within fifteen minutes after the time appointed for the holding of a meeting a quorum is not present, the meeting, if convened by or upon the requisition of Members, shall be dissolved but in any other case, it shall stand adjourned for an hour at the same place or to such other day time and place as the Board may by notice to the Members appoint. If at such adjourned meeting a quorum is not present the Members present shall be a quorum.

## **9.4 Chair**

The Chair of the Board, if present, shall preside at every general meeting. In the absence of the Chair, the Deputy chair will act as chair of the meeting. In the absence of both the Chair and Deputy Chair another Board member elected by the Members present must act as chair of the general meeting.

## **9.5 Adjournment**

The Chair may with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

## **9.6 Notice of Adjourned Meeting, Required in Certain Circumstances**

When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

## **9.7 No Notice Required**

Except as provided by clause 9.6, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **9.8 Voting**

At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:

9.8.1 the Chair; or

9.8.2 any Member present in person, by proxy or by representative and who is entitled to vote.



### **9.9 Evidence of Votes Cast**

Unless a poll is so demanded, a declaration by the Chair 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 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.

### **9.10 Withdrawing Demand for Poll**

The demand for a poll may be withdrawn.

### **9.11 Manner of Holding a Poll**

If a poll is duly demanded, it shall be taken in such manner and (subject to clause 9.12) either at once or after an interval or adjournment or otherwise as the Chair directs, and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

### **9.12 Certain Polls to be Held Forthwith**

A poll demanded on the election of a Chair or on a question of adjournment shall be taken forthwith.

### **9.13 Casting Vote**

In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the meeting at which the show of hands takes place or at which the poll is demanded shall be entitled to a second or casting vote.

### **9.14 General voting rights**

Subject to any rights or restrictions for the time being attached to any class or classes of membership at meetings of Members or classes of Members:-

- 9.14.1 on a show of hands, every Member present has one vote, and on a poll every Member present in person or by proxy or attorney has one vote;
- 9.14.2 an Honorary Member has no entitlement to vote whether on a show of hands or on a poll.

### **9.15 Mental health, Insolvency**

- 9.15.1 If a Member, being a natural person, is of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health or bankruptcy, their committee or trustee or such other person as properly has the management of their estate may exercise any rights of the Member in relation to a general meeting as if the committee, trustee or other person were the Member.
- 9.15.2 If a Member, being a body corporate is wound up under the Corporations Law or any other similar Statute, its liquidator may exercise any rights of the Member in relation to a general meeting as if the liquidator were the Member.

### **9.16 No Entitlement to Vote unless Financial**

A Member is not entitled to vote in a ballot or at a general meeting unless all subscription fees and other levies and sums presently payable by him/her (whether in respect of his/her Membership in the Company or otherwise) have been paid.

### **9.17 Objections to voting qualifications**

- 9.17.1 An objection may be raised to the qualification of a voter only at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 9.17.2 Any such objection shall be referred to the chair of the meeting, whose decision is final.

9.17.3 A vote not disallowed pursuant to such an objection is valid for all purposes.

### **9.18 Proxy instrument**

Subject to clause 9.21, the instrument appointing a proxy shall be in writing (in the common or usual form) under the hand of the appointor or of their attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. The number of proxies a Member may vote at any one meeting is limited to four in total.

### **9.19 Proxy Need Not be a Member**

A proxy may but need not be a Member of the Company.

### **9.20 Extent of Proxy's Power**

The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

### **9.21 Form of Proxy**

An instrument appointing a proxy may be in the following form or any other form which the Directors shall approve:

I,  
of  
being a member of  
hereby appoint  
of  
or failing him/her  
of  
as my proxy to vote for me and on my behalf at the annual or general meeting (as the case may be) of the Company to be held on the day of and at any adjournment thereof.

Signed this day of 20

### **9.22 Alternative Proxies**

The instrument appointing a proxy may appoint several persons in the alternative.

### **9.23 Deposit of proxy**

The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the registered office of the Company or at such other place within the State as is specified for that purpose in the notice convening the meeting, not less than forty-eight (48) hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid unless the Chair of such meeting with the consent of a majority of the Members in person or by proxy attorney or representative at such meeting shall otherwise direct.

### **9.24 Proxy vote**

A vote given or act done in accordance with the terms of an instrument of proxy or of a power of attorney is valid notwithstanding the previous death or unsoundness of mind of the principal, the revocation of the instrument (or of the authority under which the instrument was executed) or of the power, or the transfer of the share in respect of which the instrument or power is given, if no

authenticated intimation in writing of the death, unsoundness of mind, revocation or transfer has been received by the Company at the registered office before the commencement of the meeting or adjourned meeting at which the instrument is used or the power is exercised.

## **10. APPOINTMENT AND REMOVAL**

### **10.1 Number of Directors**

10.1.1 Unless otherwise determined by ordinary resolution of the Company, the number of Directors shall be up to a maximum of six (6):

10.1.1.1 not more than four (4) of whom must be elected by the Members (“Member Elected Directors”);

10.1.1.2 not more than two (2) of whom may be appointed by resolution of the Board having regard to the specific skills and experience required by the Board (“Board Appointed Directors”).

10.1.2 No employee of the Company or any wholly-owned subsidiary of the Company is eligible to nominate or be appointed as a Director during their term of employment.

### **10.2 Increasing or Reducing Number of Directors**

The Company may, by ordinary resolution, increase or reduce the number of Directors.

### **10.3 Tenure of Office**

Subject to clause 10.12:

10.3.1 a Member Elected Director shall hold office until the annual general meeting three years after his or her appointment; and

10.3.2 a Board Appointed Director shall hold office until three years after his or her appointment;

unless he or she shall be removed by resolution of the Company or until such office ipso facto becomes vacant pursuant to this Constitution or the Law.

### **10.4 Procedure for Election of Member Elected Directors**

#### **10.4.1 Nominations of Directors**

10.4.1.1 A notice shall be sent to Members on a date no later than 12 weeks before the scheduled AGM inviting nominations of candidates for election as Directors.

10.4.1.2 Nominating candidates shall have been a Member for 12 months prior to nomination closing date.

10.4.1.3 Nominations for Directors (other than in the case of retiring Directors) shall be signed by two Members, at least one of whom must have been a Member for the previous 12 months. A nomination will not be valid unless accompanied by a notice in writing from the candidate providing details of his/her qualifications and experience and stating that he/she agrees to his/her nomination.

10.4.1.4 Nominations must be lodged at the registered office of the Company as per the date and time listed in the nomination materials.

- 10.4.1.5 Where the number of nominations equals the number of vacant positions to be filled, the candidate will be deemed elected and the rest of this clause 10.4 will not apply.
- 10.4.1.6 Where the number of nominations exceeds the number of vacant positions to be filled, the Board will appoint a returning officer and conduct a ballot in accordance with this clause 10.4.
- 10.4.2 Ballot Papers**
- 10.4.2.1 A ballot paper shall be prepared setting out the names of all candidates nominated as Directors.
- 10.4.2.2 The order of candidates' names on ballot papers be determined by lot with the first name withdrawn being the first name on the ballot paper and so on.
- 10.4.2.3 The Returning Officer appointed by the Board must endorse and post or electronically send each ballot paper to each Member at least twenty-one (21) days before the close of the ballot as specified on the ballot paper.
- 10.4.3 Marking and Returning Ballot Papers**
- 10.4.3.1 Ballot papers shall be marked by placing a cross against as many names of the candidates for Director as there are Directors to be elected (and no more).
- 10.4.3.2 Crosses shall constitute formal votes for the candidates crossed;
- 10.4.3.3 Ballot papers must be returned to the Returning Officer on or before the date and time stated on the ballot paper.
- 10.4.4 Scrutineers**
- 10.4.4.1 For mail voting each candidate may appoint one scrutineer to attend the opening of the envelopes and counting of votes.
- 10.4.4.2 For electronic voting there will be no scrutineers as member votes are recorded electronically and with complete confidentiality.
- 10.4.5 Returning Officer**
- An independent person shall be appointed by the Board to act as returning officer.
- 10.4.6 Counting Votes**
- 10.4.6.1 As soon as practicable after the date of the ballot, the returning officer shall;
- For electronic voting record the results of the vote  
For postal ballots (in the presence of a candidate's scrutineer, required by the candidate) must open the ballots reject the informal ballot papers and count the votes on the ballot papers, not being informal
- 10.4.6.2 A ballot paper is to be rejected as informal:-
- it is not marked clearly in accordance with clause 10.4.3.
  - for voting by mail if it is not duly endorsed by the returning officer;
- 10.4.6.3 The Returning Officer shall notify the result of the ballot to the Chair.

#### **10.4.7 Declaration of Result**

10.4.7.1 The candidates for the office of Director receiving the highest number of formal votes from Members shall be declared elected as Directors by the Chair and the Members shall be advised accordingly.

10.4.7.2 In the case of an equality of votes for candidates for the office of Director, the result shall be determined by lot and the order in which the names are withdrawn shall be determine who is declared elected as Directors.

#### **10.5 Appointment of Board Appointed Directors**

The Board will appoint persons to be Directors having regard to the specific skills and experience required by the Board. Such Board Appointed Directors shall first be identified and nominated via an open application process overseen by the Board.

#### **10.6 Directors' appointment**

The Board may at any time appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors (but up to the maximum number of Directors determined in accordance with this Constitution, and for the avoidance of doubt, where no Member Elected Directors are currently serving, the Directors may appoint more than the two Directors specified in clause 10.1.1.2 to ensure there is a functioning Board). Such appointments shall terminate at the next annual general meeting at which time the appointee shall be eligible to re-nominate for ratification of their appointment, on receipt of which their appointment will continue for the balance of the term which they were appointed to fill.

#### **10.7 Removal and appointment by Company**

Subject to clause 10.1.1, the Company may by resolution remove any Director and may by resolution appoint another person in their stead.

#### **10.8 Appointment where no Directors**

In the event of there being no Directors at any time for any reason, the Company may by resolution appoint the minimum number of persons as Directors.

#### **10.9 Remuneration**

The Directors shall be paid such remuneration as is from time to time determined by the Company at general meeting, which shall be deemed to accrue from day to day.

#### **10.10 Expenses**

The Directors may be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Directors or any committee of the Directors or general meetings of the Company or otherwise in connection with the business of the Company.

#### **10.11 Qualification of Directors**

10.11.1 A Member Elected Director shall be required to have been a Member of the Company for at least twelve (12) months and must be nominated as Director by at least two (2) other Members.

10.11.2 No two persons who are directors, shareholders or concerned with, or take part in, the management of the same entity may be appointed or serve as Directors at the same time.

#### **10.12 Vacation of office**

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Law or by virtue of any other provision of this Constitution, the office of a Director becomes vacant if the Director:

- 10.12.1 being elected as a Member Elected Director under clause 10.4, ceases to be a Member of the Company;
- 10.12.2 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;
- 10.12.3 resigns their office by notice in writing to the Company;
- 10.12.4 is absent without the consent of the Directors from all the meetings of the Directors held during a period of six (6) months;
- 10.12.5 holds any office of profit under the Company;
- 10.12.6 (except in the case of Company appointed inspectors) is directly or indirectly interested in any contract or proposed contract with the Company PROVIDED THAT a Director shall not vacate their office by reason of them being a member, director, officer or employee of any corporation, society or association if they shall have declared the interest and the nature of their interest in the manner required by Law; or.
- 10.12.7 being appointed as a Board Appointed Director under clause 10.5, the Board resolves to withdraw its support for the Director.

## **11. POWERS AND DUTIES OF DIRECTORS**

### **11.1 Directors to Manage Business**

Subject to the Law and to any other provision of this Constitution, the business of the Company shall be managed by the Directors, who may exercise all such powers of the Company as are not, by the Law or by this Constitution, required to be exercised by the Company in general meeting.

### **11.2 Certain Powers**

Without limiting the generality of clause 11.1, the Directors may exercise all the powers of the Company to raise or borrow money, to mortgage or charge its undertaking or any property (both present and future) or business of the Company to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.

### **11.3 Appointing Attorneys**

The Directors may from time to time by power of attorney, appoint any corporation, person or persons to be the attorney or attorneys of the Company for such purposes, with such powers, authorities and discretions (being powers, authorities and discretions vested in or exercisable by the Directors under this Constitution), for such period and subject to such conditions as they think fit and any such power of attorney may contain such provisions for the protection and convenience of persons dealing with the attorney as the Directors think fit and may also authorize the attorney to delegate all or any of the powers, authorities and discretions vested in such attorney.

### **11.4 Negotiable instruments**

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed in such other manner as the Directors determine.

## **12. PROCEEDINGS OF DIRECTORS**

### **12.1 Directors' Meetings**

The Directors may meet together for the despatch of business and adjourn and otherwise regulate their meetings as they think fit PROVIDED THAT the Board must meet at least six (6) times a year.

Meetings can be conducted in person or via video or tele conferencing or a mixture of both.

### **12.2 Quorum for meeting of Directors**

At a meeting of Directors, the number of Directors whose presence is necessary to constitute a quorum is such number as is equal to or greater than 50% of duly appointed Directors at the time of the meeting.

### **12.3 Continuing Directors**

In the event of a vacancy or vacancies in the office of a Director or offices of Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute such a quorum or of convening a general meeting of the Company.

### **12.4 Telephone Meetings etc**

~~Any Director may vote on any proposed resolution of the Directors by telephone or any other communications equipment provided all persons participating are able to hear each other.~~

### **12.5 Convening Meetings**

A Director may at any time, and a secretary shall, on the requisition of a Director, convene a meeting of the Directors.

### **12.6 Board Decisions**

Subject to this Constitution, questions arising at a meeting of Directors shall be decided by a majority of votes of Directors present and voting and any such decision shall for all purposes be deemed a decision of the Directors.

### **12.7 Casting Vote**

In the case of an equality of votes at a Directors' meeting, the Chair of the meeting shall have a second or casting vote.

### **12.8 Interested Directors**

Any Director shall be entitled to vote in respect of any contract or arrangement with the Company in which they are interested or any matter arising in connection therewith provided that they have previously disclosed their interest and the extent of this interest in the manner required by the Corporations Law, and the remaining Directors resolve unanimously that the interested Director should not be disqualified from voting or being present in the meeting.

## **13. NOT USED –**

## **14. COMMITTEES**

### **14.1 Delegation to Committee**

The Directors may delegate any of their powers to a committee or committees consisting of such of their number and such other person or persons as they think fit.

### **14.2 Powers of Committee**

A committee to which any powers have been so delegated shall exercise the powers delegated in accordance with any directions of the Directors and a power so exercised shall be deemed to have been exercised by the Directors.

### **14.3 Chairman**

The members of such a committee may elect one of their number as chair of their meetings.

#### **14.4 Where No Chair**

Where such a meeting is held and:

- 14.4.1 a chair has not been elected as provided by clause 14.3; or
- 14.4.2 the chair is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act, the members present may elect one of their number to be chair of the meeting.

#### **14.5 Manner of Meeting**

A committee may meet and adjourn as it thinks proper.

#### **14.6 Committee Decisions**

Questions arising at a meeting of a committee shall be determined by a majority of votes of the members present and voting.

14.7 All committees established by the Board shall have as a member at least one Director

### **15. RESOLUTION IN WRITING**

#### **15.1 Signing a Document**

If all the Directors have signed a document containing a statement that they are in favour of a resolution of the Directors in terms set out in the document, a resolution in those terms shall be deemed to have been passed at a meeting of the Directors held on the day on which the document was signed and at the time at which the document was last signed by a Director-

#### **15.2 Two or More Documents**

For the purposes of clause 15, two (2) or more separate documents containing statements in identical terms each of which is signed by one or more Directors shall together be deemed to constitute one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate documents.

### **16. ACTS OF DIRECTORS**

All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of a person to be a Director or a member of the committee, or to act as, a Director, or that a person so appointed was disqualified, as valid as if the person had been duly appointed and was qualified to be a Director or to be a member of the committee.

### **17. CHAIR**

- 17.1 As soon as possible after each annual general meeting, the Board shall elect from amongst the Directors a Chair and Deputy Chair.
- 17.2 The Chair shall be elected from amongst the "Member Elected Directors."
- 17.3 The Chair shall have the power to call general meetings of the Company and meetings of the Board or of any Committees.
- 17.4 The Chair shall chair Board, Committee and general meetings except that in the absence of the Chair and the Deputy Chair or, at the request of the Chair or of a majority of the meeting, another Director may be elected to chair the meeting.
- 17.5 The Chair shall be responsible for preparing the agenda for Board and general meetings.



- 17.6 The Chair shall act as spokesperson unless an alternate spokesperson has been appointed by the Board. The spokesperson shall make statements in accordance with previously agreed policy, or in an emergency following consultation with at least one half of the remaining directors.
- 17.7 The Chair or at least half plus one of the Directors may authorise any group or individual to represent the Company before any Government, Governmental or other body or committee or to make statements or express views on behalf of the Company other than those authorised by those persons. Except as aforesaid no member of the Company or any representative of a member shall make any statement or express any view which purports to be a statement or view of the Company or having been made on behalf of or with the concurrence of the Company.
- 17.8 The Chair shall be bound by the decisions of the Board.

## **18. DEPUTY CHAIR**

- 18.1 The Deputy Chair shall act as the Chair in the absence of the Chair.
- 18.2 In such case as the office of Chair is vacated, the Deputy-Chair shall assume the office of Chair.

## **19. SECRETARY**

- 19.1 A Secretary appointed by the Board shall publicise meetings of the Board, Committees and general meetings in accordance with the provisions of this Constitution and shall also arrange for decisions of the Board to be taken by telephone link-up or by postal votes.
- 19.2 The Secretary shall circulate to Directors the agenda and matter to be decided upon at least 10 days prior to meeting of the Board.
- 19.3 The Secretary shall circulate to members of the Board a written account of the proceedings and decisions of the Board.
- 19.4 The Secretary shall cause records to be kept of the business of the Company including the Constitution, policies, records of members, a register of minutes of meetings and of notices, a file of correspondence and records of submissions or reports made by or on behalf of the Company.
- 19.5 In the absence of the Secretary, a member of the Board shall be elected as minutes secretary. Alternatively the Board may by agreement use the services of an employee of the company or a professional minute taking company

## **20. NOT USED**

## **21. ACCOUNTS**

### **21.1 Accounts to be Kept**

The Board shall cause proper accounting and records to be kept and shall distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) accompanied by a copy of the Auditor's report thereon as required by the Law.

### **21.2 Inspection**

The Board shall from time to time determine at what times and places and under what conditions or regulations the accounting and other records of the Company shall be open to the inspection of members not being members of the Board, and no member (not being a member of the Board) shall have any right of inspecting any account or book or paper of the Company except as conferred by

statute or authorised by the Board or by the Company in General Meeting.

## **22. AUDIT**

A properly qualified Auditor or Auditors shall be appointed and their remuneration fixed and duties regulated in accordance with the Law.

## **23. OFFICERS: INDEMNITIES AND INSURANCE**

### **23.1 Indemnities**

To the extent permitted by law:

- 23.1.1 every person who is or has been an Officer of the Company or of a subsidiary of the Company will be indemnified out of the property of the Company against any liability for costs and expenses incurred by that person in defending any proceedings in which judgment is given in that person's favour, or in which the person is acquitted, or in connection with an application in relation to any proceedings in which the Court grants relief to the person under the Law; and
- 23.1.2 every person who is or has been an Officer of the Company or of a subsidiary of the Company will be indemnified out of the property of the Company against any liability to another person (other than the Company or a related body corporate of the Company) where the liability is incurred by the Officer in his or her capacity as an Officer of the Company or a subsidiary of the Company PROVIDED THAT this indemnity shall not apply where the liability arises out of conduct involving a lack of good faith.

### **23.2 Insurance**

To the extent permitted by law the Company may pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been an Officer of the Company or of a subsidiary of the Company against a liability:

- 23.2.1 incurred by the person in their capacity as an Officer of the Company or a subsidiary of the Company PROVIDED THAT the liability does not arise out of conduct involving a wilful breach of duty in relation to the Company or a subsidiary of the Company or a contravention of Section 232(5) or (6) of the Law; or
- 23.2.2 for costs and expenses incurred by that person in defending the proceedings, whatever their outcome.

### **23.3 Interpretation**

In clause 23:-

- 23.3.1 the term "proceedings" means any proceedings, whether civil or criminal, being proceedings in which it is alleged that the person has done or omitted to do some act, matter or thing in their capacity as an Officer of the Company or of a subsidiary of the Company (including proceedings alleging that he or she was guilty of negligence, default, breach of trust or breach of duty in relation to the Company or a subsidiary of the Company); and
- 23.3.2 the term "Officer" has the meaning given to that term in the Law and includes every member of the Board.

## **24. NOTICES**

### **24.1 Service**

A notice may be given by the Company to any member either by serving it personally or by sending it by post, electronically or any other method permitted by the Law to such Member's address as shown

in the register of Members or the address (physical or electronic) supplied by such Member to the Company for the giving of notices to the Member.

## **24.2 Deemed Receipt**

Where a notice is:

24.2.1 served personally on a Member, it is deemed effected and delivered on the day of delivery;

24.2.2 sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying, and posting a letter containing the notice, and to have been effected, in the case of a notice of a meeting, on the fifth Business Day after the date of its posting; and

24.2.3 sent to an electronic address, service of the notice shall be deemed to be effected and delivered at the time of transmission by the sender, unless the sender receives an automated notice generated by the sender's or the recipient's email server that the email was not delivered,

except that, if the delivery, receipt or transmission is after 5.00pm in the place of receipt or on a day which is not a Business Day, it is taken to have been received at 9.00am on the next Business Day.

## **24.3 Representatives**

A notice may be given by the Company to a person entitled to the privileges of membership in consequence of the death or bankruptcy of a Member by serving it on the Member personally or by sending it to the Member by post addressed to the Member by name, or by the title of representative of the deceased or assignee of the bankrupt, or by any like description, at the address (if any) within Australia supplied for the purpose by the person or, if such an address has not been supplied, at the address to which the notice might have been sent if the death or bankruptcy had not occurred.

## **24.4 Notice of general meeting**

Notice of every general meeting shall be given in the manner authorized by this clause 24 to:

24.4.1 every member;

24.4.2 every person entitled to the privileges of Membership in consequence of the death or bankruptcy of a Member who, but for death or bankruptcy of such Member, would be entitled to receive notice of the meeting; and

24.4.3 the auditor for the time being of the Company, and no other person is entitled to receive notices of general meetings.