



Family Relationship Services
A U S T R A L I A

Constitution

Updated November 2008

TABLE OF CONTENTS

| | | |
|-----|---|----|
| 1. | DEFINITIONS AND INTERPRETATION..... | 3 |
| 2. | EFFECT OF THE CONSTITUTION..... | 4 |
| 3. | OBJECTS | 4 |
| 4. | PUBLIC COMPANY | 4 |
| 5. | POWERS | 4 |
| 6. | CONTRIBUTION ON WINDING UP | 4 |
| 7. | PROMOTION OF OBJECTS..... | 5 |
| 8. | WINDING UP OR DISSOLUTION..... | 5 |
| 9. | MEMBERSHIP..... | 5 |
| 10. | FEES..... | 6 |
| 11. | DELETED | 7 |
| 12. | CESSATION OF MEMBERSHIP..... | 7 |
| 13. | GENERAL MEETINGS..... | 7 |
| 14. | RULES FOR VOTING BY PROXY..... | 10 |
| 15. | APPOINTMENT, REMOVAL AND REMUNERATION OF DIRECTORS..... | 11 |
| 16. | POWERS AND DUTIES OF DIRECTORS..... | 12 |
| 17. | PROCEEDINGS OF DIRECTORS | 13 |
| 18. | DELETED | 14 |
| 19. | DELETED | 14 |
| 20. | COMMON SEAL..... | 14 |
| 21. | EXECUTION OF DOCUMENTS..... | 14 |
| 22. | COMMITTEE..... | 15 |
| 23. | DELETED | 15 |
| 24. | SECRETARY | 15 |
| 25. | ACCOUNTS AND AUDIT | 15 |
| 26. | RESERVES..... | 15 |
| 27. | INSPECTION OF RECORDS | 16 |
| 28. | NOTICES | 16 |
| 29. | INDEMNITY AND INSURANCE..... | 16 |
| 30. | TRANSITION | 16 |

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

Unless the context or subject matter otherwise requires:

Company means the Company whose members have adopted this Constitution;

Constitution means those rules for the operation of the Company set out in this Constitution;

FRSP means the *Family Relationship Services Program* of the Commonwealth of Australia or any successor program or arrangement.

Law means the *Corporations Act 2001 (Cth)*;

Member means any person whose name appears in the Register as a Member of the Company;

Notice Address means the last address for a person as recorded in the records of the Company and may include facsimile numbers or electronic mail addresses;

Ordinary Resolution means a resolution passed by a simple majority of Members;

Prescribed Rate means the rate specified by the Company from time to time expressed as a rate per cent per annum or if no rate is specified, the Prescribed Rate is 8% per annum;

Register means the Register of Members of the Company required to be kept by section 169 of the Law;

Related Body Corporate of a body corporate is a body corporate which is related to that body corporate within the meaning of the Law;

Rules means the provisions of this Constitution and **Rule** means any one of them;

Secretary means the Secretary and any assistant or acting Secretary and any other person appointed to perform, whether alone or in addition to any other person or persons, the duties of Secretary of the Company;

Special Resolution has the meaning assigned to that expression by section 9 of the Law.

1.2 Interpretation

Unless the context or subject matter otherwise requires, references to:

- a) **Singular words** include the plural and vice versa;
- b) any gender includes every gender;
- c) **person** is a reference to a natural person, corporations, trusts, associations, partnerships, government authorities, and other legal entities, and where necessary, includes successors and assigns;
- d) **writing** includes printing, typing, facsimile and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible or electronic form, in English;
- e) **signature** and **signing** means due execution of a document by a person, corporation or other relevant entity and include signing by an agent or attorney or representative (if a body corporate);
- f) **months** mean calendar months;
- g) **statutes** include statutes amending, consolidating or replacing the statutes referred to and all regulations, orders-in-council, rules, by-laws and ordinances made under those statutes;
- h) **sections of statutes or terms defined in statutes** refer to corresponding sections or defined terms in amended, consolidated or replacement statutes;
- i) **an agreement or document** means that agreement or document as amended, novated or supplemented;
- j) **a party** includes that party's executors, administrators, substitutes, successors and assigns;
- k) **sell or sold** include transfer, lease, assign, grant options and/or any other form of disposing of or creating an interest in the thing being considered and **buy or purchase** will be interpreted correspondingly;
- l) where a person is entitled to vote or holds the right to vote on any matter by virtue of this Constitution, the person may vote by proxy or attorney or representative (if a body corporate);
- m) **headings** and the **table of contents** are for convenience only and will be disregarded in the interpretation of this Constitution;
- n) if a word or phrase is given a defined meaning, another grammatical form of that word or phrase has a corresponding meaning; and
- o) **each paragraph or sub-paragraph** in a list is to be read independently from the others in the list.

1.3 Actions authorised under the Law

Subject to Rule 3, where the Law authorises or permits a company to do any thing if authorised by its constitution, the Company is authorised or permitted to do that thing despite any other provision of this Constitution.

1.4 Corporations Act prevails

Where any provision in this Constitution is invalid or unenforceable or conflicts with any provision of the Law, it will be read and interpreted as being subject to the provisions of the Law and will be ineffective, but only to the extent of any invalidity, unenforceability or conflict.

1.5 No limit on exercise of powers

Subject to Rule 3, where the Company or the directors or any other person is given a power, right or discretion under this Constitution:

- a) the power, right or discretion may be exercised absolutely without restriction unless the power, right or discretion is expressly limited; and
- b) any exercise of that power, right or discretion on any occasion will not restrict the further exercise of the power, right or discretion on any other occasion or at any time.

2. EFFECT OF THE CONSTITUTION

This Constitution will have effect as a contract:

- a) between the Company and each Member;
- b) between the Company and each director and Secretary; and
- c) between a Member and each other Member,
- d) under which each Member agrees to observe and perform the Rules so far as they apply to that Member.

3. OBJECTS

The objects for which the Company is established are:

- a) To provide an independent Representative Body to contribute and respond to the initiatives and policy of Government and others in regard to the Family Relationships Services Program (FRSP or its successors) and associated issues to advance the wellbeing of individuals and families in the community;
- b) To act as a conduit of information between the FRSP sector and Government on FRSP policy, program management and service delivery developments;
- c) To represent to other organisations and Government the needs and interests of members in relation to key priorities and emerging issues related to them;
- d) To foster the development of policy, strategic planning and evaluation toward improved services and activities to facilitate the delivery of high quality family relationships services focused on outcomes for individuals and families;
- e) To facilitate FRSP sector development and the interests of members.

4. PUBLIC COMPANY

The Company is registered as a public company limited by guarantee and accordingly:

- a) the number of members of the Company must not be less than one (1); and
- b) the minimum number of directors that the Company must have at any time is three (3).

5. POWERS

The Company may by Ordinary Resolution or Special Resolution as the Law requires, exercise any power which by the Law a company limited by guarantee may exercise if authorised by its Constitution.

6. CONTRIBUTION ON WINDING UP

- a) In the event of the winding up of the Company, every Member of the Company undertakes to contribute to the property of the Company the amount which is agreed to be paid by each Member to be applied:
 - (i) to payment of the debts and liabilities of the Company contracted before ceasing to be a Member; and
 - (ii) to the costs, charges and expenses of winding up; and
 - (iii) for the adjustment of the rights of the contributors among themselves.
- b) The liability of each Member under Rule 6a), will terminate on the day which is one (1) year after the date on which the Member's membership of the Company ceases.
- c) Until otherwise determined, the amount to be contributed by each Member under this Rule 6 will be \$10.

7. PROMOTION OF OBJECTS

7.1 Benefit the Company

The income and property of the Company must be applied solely for the benefit and promotion of the Company's objects and no part of the income or property will be:

- a) paid or transferred directly or indirectly by way of dividends, bonus or otherwise to the Members; or
- b) paid to directors as fees or other remuneration or other benefit in money or money's worth.

7.2 Exception

Nothing in this Rule 7 precludes:

- a) payment in good faith of reasonable and proper remuneration to any director, officer or servant of the Company or to any Member in return for any services rendered to the Company;
- b) the payment of interest at a rate not exceeding the rate charged by the Company's bankers on overdrawn accounts on any money lent to the Company by any Member, director or officer;
- c) in the case of any director who is engaged by the Company as an executive director, consultant or servant, any reasonable and proper remuneration for services provided to the Company;
- d) the repayment of reasonable out-of-pocket expenses, properly incurred by any director; or
- e) payment of a reasonable rental for premises demised or let by any Member to the Company.

7.3 Directors prior approval

Any payment authorised under Rule 7.2 may be made only with the prior written approval of the directors.

8. WINDING UP OR DISSOLUTION

8.1 General

If after the Company's winding up or dissolution and the discharge of all its debts and liabilities, any property remains, that property must not be paid to or distributed among the Members. Any remaining property must be given or transferred to some other organisation:

- a) having objects similar to the Company's objects;
- b) which prohibits the distribution of its or their income and property amongst its or their Members; and
- c) which is a company, fund, authority or institution approved by the Commissioner of Taxation as a benevolent institution for the purposes of income tax, sales tax, fringe benefits tax or otherwise under the provisions of any applicable income tax legislation including the *Income Tax Assessment Act 1997*.

8.2 Deductible Gift Recipient

In the event of the Company having been endorsed as a deductible gift recipient ("DGR") and having established a gift fund for the receipt of gifts and the following then occurring:-

- a) DGR endorsement being revoked; or
- b) the gift fund being wound up,
- c) then the provisions of sub-Rule 8.1 shall apply, provided that the surplus assets of the gift fund must be transferred to a fund, authority or institution that is DGR endorsed.

9. MEMBERSHIP

9.1 Members

The Members will be made up of:

- a) the subscribers to these Rules; and
- b) any other persons that the directors admit to membership in accordance with the Rules.

9.2 There shall be the following classes of members:

- a) Full members; and
- b) Associate members.

9.3

Subject to Rule 5, the directors may create additional classes of members, and determine the rights and privileges attaching to those classes including, but not limited to, the voting rights of members in each class (including, to avoid any doubt, whether such members are to have no voting rights).

9.4 Eligibility

- a) Any person that receives funding through the FRSP pursuant to a services agreement between that person and the Commonwealth of Australia (i.e. such other administrators or funding person for the purposes of FRSP) is eligible to be a Full Member of the Company.
- b) Any person is eligible to be an Associate Member of the Company.

9.5 Rights and privileges of membership

- a) Full Members are, unless the Constitution otherwise expressly provides, in relation to the Company, entitled to:
 - (i) attend at any General Meeting;
 - (ii) speak at any General Meeting;
 - (iii) propose any question or resolution at a General Meeting;
 - (iv) vote in any ballot;
 - (v) subject to this Constitution, nominate any person for, or nominate for, any office;
 - (vi) hold office, including by representative if the full member is a body corporate.
- b) Associate Members are entitled to:
 - (i) attend at any General Meeting;
 - (ii) speak at any General Meeting;
 - (iii) propose any question at a General Meeting, save for any question proposing an amendment to the Constitution;
 but an Associate Member will not be entitled to:
 - (iv) vote at any General Meeting, in any ballot, or otherwise.

9.6 Application for membership

- a) In order to be admitted as a Member, every applicant for membership (other than the subscribers) must:
- b) execute and deliver to the Company an application for membership in the form which the directors determine, from time to time; and
- c) pay to the Company the membership fee (if any) determined by the directors, from time to time.

9.7 Further information

An applicant for membership must provide in writing, any other information in addition to that contained in the application, as the directors require.

9.8 Determination of Directors

- a) The directors will determine the outcome of each membership application within a reasonable time after receipt.
- b) The directors may approve or reject any applicant for membership in the directors' absolute discretion.
- c) The directors are not required to give or assign any reason or explanation for the approval or rejection of any application for membership.

9.9 Deleted

9.10 Notification of determination

- a) When an application for membership has been accepted, the Secretary will send to the applicant written notice of the acceptance and will enter the applicant's name in the Register.
- b) When an application for membership is rejected, the Secretary will send to the applicant written notice of the rejection.

9.11 Certificates

A certificate of membership may be issued by the Company to any Member. Any certificate issued will remain the property of the Company and must be returned to the Company on written demand by the Secretary.

9.12 Membership not transferable

Membership of the Company is not transferable by operation of law or otherwise. All rights and privileges of membership of the Company will cease immediately upon a person ceasing to be a Member for any reason.

10. FEES

10.1 Fees

Members must pay annual membership fees and other fees in the amounts and at the times determined by the directors from time to time.

10.2 Deleted

10.3 Different fees payable

In determining fees under this Rule, the directors may differentiate between classes of Members as to the amounts and timing of fees payable.

11. DELETED

12. CESSATION OF MEMBERSHIP

12.1 Non payment of fees

- a) If any fees payable by a Member remain unpaid for a period, determined by the directors, after the due date for payment, the directors may by resolution suspend the Member's rights and privileges (including the right to vote) or terminate the Member's membership of the Company. The directors may reinstate the Member on payment of all arrears if the Directors think fit to do so.
- b) Until otherwise determined by the directors, the period during which the Member's fees must remain unpaid under Rule 12.1a) will be two (2) calendar months.

12.2 Cessation of membership

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

- a) if the Member resigns or surrenders that membership by written notice to the Secretary;
- b) if the Member's membership is terminated under these Rules;
- c) in the case of a Member who is an individual, if the Member:
 - (i) dies;
 - (ii) is found to be of unsound mind;
 - (iii) has his or her personal estate administered or it becomes liable to be dealt with in any way under the law relating to mental health;
 - (iv) commits an act of bankruptcy;
 - (v) is declared bankrupt; or
 - (vi) makes any arrangement or enters into a composition with creditors generally;
- d) in the case of a Member who is not an individual, if the Member:
 - (vii) has a receiver or receiver and manager appointed, or enters into official management, administration or liquidation; or
 - (viii) being a corporation, has a petition for its winding up presented to a Court having appropriate jurisdiction, or passes a resolution of its members for its winding up, or enters into a scheme or arrangement (not being merely for the purpose of amalgamation or reconstruction).

12.3 Continuing rights, liabilities etc.

The termination of a Member's membership will not prejudice, lessen or affect the rights, duties, liabilities and obligations of the Member whether they:

- a) arise under these Rules or otherwise; or
- b) exist at the date of the termination or arise or crystallise after that date,

and in particular, (but without limitation) that termination will not relieve a Member from any obligation to record or account for or pay any fees referred to in these Rules.

12.4 Non-compliance with Constitution, misconduct

- a) If any Member wilfully refuses or neglects to comply with this Constitution or is, does or fails to do any act or thing which, in the opinion of the directors, is unacceptable or prejudicial to the interests of the Company, the directors may by resolution suspend or expel the Member from the Company.
- b) Prior to exercising the right in Rule 12.4a), the directors must give the Member at least one (1) week's notice of the meeting of the directors at which that resolution is to be put and of what is alleged against him and of the intended resolution. The Member must be given the opportunity of giving orally or in writing the Member's explanation or defence before the passing of such resolution.

13. GENERAL MEETINGS

13.1 Director may convene

- a) Any four (4) directors may, by written requisition, convene a general meeting of members, which requisition must state the business to be conducted at the general meeting (for the purposes of this sub-Rule the "Directors Requisition").

- b) The Directors Requisition must be delivered to the Company Secretary and the Company Secretary must issue a notice to the members of a general meeting to be held within 28 days of the Company Secretary's receipt of the Directors Requisition (for the purposes of this sub-Rule the "Directors Requisitioned General Meeting").
- c) Only the business provided for in the Directors Requisition shall be conducted at the Directors Requisitioned General Meeting, provided that the Company may, by a majority of the members in attendance at the Directors Requisitioned General Meeting, resolve to consider other business.

13.2 Director's convening a general meeting at the request of members

- a) Any four (4) members may, by written requisition, convene a general meeting of members, which requisition must state the business to be conducted at the general meeting (for the purposes of this sub-Rule the "Members Requisition").
- b) The requisition must be delivered to the Company Secretary and the Company Secretary must issue a notice to the members of a general meeting to be held within 28 days of the Company Secretary's receipt of the Members Requisition (for the purposes of this sub-Rule the "Members Requisitioned General Meeting").
- c) Only the business provided for in the Members Requisition shall be conducted at the Members Requisitioned General Meeting, provided that the Company may, by a majority of the members in attendance at the Members Requisitioned General Meeting, resolve to consider other business.

13.3 Deleted

13.4 Directors refusal to convene

The directors may refuse to convene the general meeting if the voting on the proposed resolution is not within the power of the Members.

13.5 Deleted

13.6 Notice of general meeting

- a) A general meeting may only be convened by giving the members notice of the meeting.
- b) A notice of general meeting does not need to be given to members who are not entitled to notice of meetings.
- c) A notice of a general meeting must:
 - (i) be given at least twenty-one (21) days before the date of the meeting unless otherwise agreed by all the members entitled to notice; and
 - (ii) specify the place, the day and the time of the meeting; and
 - (iii) describe the nature of the business to be transacted at the meeting; and
 - (iv) contain any other information required by the Law.
- d) The directors may postpone a general meeting or change the venue for the meeting by giving written notice to all members who received the original notice of meeting at least forty-eight (48) hours before the appointed time. That notice must specify the time and place for the postponed meeting.
- e) If a Member does not receive a meeting notice or the directors accidentally omit to give the Member a meeting notice, that omission will not invalidate the proceedings or any resolution passed at the meeting.
- f) No business is to be transacted at any general meeting except that contained in the meeting notice unless all the members agree otherwise.

13.7 Quorum

- a) Business must not be transacted at a general meeting if a quorum of members is not present when the meeting proceeds to business.
- b) A quorum will be:
 - (i) if the Company has only one Member entitled to receive notice of and vote at the meeting, that member; or
 - (ii) in every other case, equal to the number of directors plus 1 who are entitled to receive notice of and vote at the meeting.
- c) A quorum of members must be present throughout each general meeting. If a quorum is not present at any time the meeting is not validly convened but without affecting the validity of any business conducted before the absence of a quorum occurs.

13.8 Determine a quorum

In determining whether a quorum is present, a person attending as a proxy, or representing a body corporate that is a member, is deemed to be a Member.

13.9 Procedure where no quorum

- a) If a quorum is not present within thirty (30) minutes after the time appointed for the meeting:

- (i) where the meeting was convened upon the requisition of members, the meeting will be dissolved; or
 - (ii) in any other case, the meeting will be adjourned.
- b) Any adjourned meeting will be rescheduled to take place on a day and time and at the place that the directors decide.
 - c) If no directors are present at the meeting or if no decision is made by the directors, the meeting will take place on the same day and at the same time and place as originally notified, but in the next succeeding week.
 - d) If at the rescheduled meeting a quorum is not present within thirty (30) minutes after the appointed time, then the meeting will be dissolved unless it is adjourned under Rule 13.12.

13.10 Election of chairman

- a) The directors will elect one director to preside as chairman at every general meeting. If the directors have elected a chairman of directors, that person will be deemed to be elected as the chairman at each general meeting.
- b) Where a general meeting is held and:
 - (i) a chairman of directors has not been elected;
 - (ii) the chairman of directors is not present within 15 minutes after the appointed time; or
 - (iii) the chairman of directors is unwilling to act,

the members present will elect one Member to be chairman of the meeting.

13.11 No casting vote

The chairman does not have a casting vote in addition to any vote the chairman has as a Member.

13.12 Adjournment of meeting

- a) The chairman may adjourn any meeting of Members.
- b) An adjournment of a meeting of members must only be made:
 - (i) with the consent of the meeting provided a quorum is present; or
 - (ii) in the case of an adjournment under Rule d), with the consent of members present and entitled to vote; or
 - (iii) if directed by the meeting to do so.
- c) Any adjournment may change the time or the venue for the meeting.
- d) Only business left unfinished from the meeting adjourned must be transacted at any rescheduled meeting.

13.13 Adjournment of thirty (30) days

If a meeting is to be adjourned for thirty (30) days or more, notice of the adjourned meeting must be given as if it was an original meeting.

13.14 Adjournment of less than thirty (30) days

A notice of meeting is not required to be given for an adjourned meeting where the adjournment is for less than thirty (30) days.

13.15 Show of hands or poll

Any vote taken at a general meeting is decided on a show of hands unless a poll is demanded:

- a) by the chairman; or
- b) by at least two (2) members present in person or by proxy; or
- c) Members with at least 5% of the votes that may be cast on the resolution on a poll, present in person or by proxy.

13.16 Declaration on show of hands

If a poll is not demanded, the chairman's declaration that a resolution has been carried or lost with an entry to that effect in the minute book is conclusive evidence of that fact. It is not necessary to record the number or proportion of votes recorded for or against the resolution.

13.17 Withdraw poll

The demand for a poll may be withdrawn at any time.

13.18 Demand for poll

A poll will be taken immediately if one is demanded or at any other time after an interval or adjournment or otherwise as the chairman decides. The result of the poll will be recorded as the resolution of the meeting at which the poll was demanded.

13.19 Poll for chairman

Any poll demanded on the election of a chairman or on a question of adjournment must be taken immediately.

13.20 Voting

Subject to any rights or restrictions attached to any class of membership:

- a) at meetings of members or classes of members, each Member entitled to vote may vote in person or by proxy or attorney or by representative (if a body corporate); and
- b) on a show of hands every person present who is a Member or a representative of a Member has one (1) vote, and on a poll every Member present in person or by proxy or attorney has one (1) vote.

13.21 Members not to vote unless fully paid

A Member is only entitled to vote at a general meeting if all fees and other amounts presently payable by the Member have been paid.

13.22 Objection to qualification of member

Any objection to the qualification of a person to vote must be made at the same meeting at which that person's vote is tendered. Any objection must be referred to the chairman of the meeting whose decision is final and:

- a) any vote approved will be valid for all purposes; or
- b) any vote disallowed will be invalid and must be disregarded.

13.23 Only members entitled to vote may vote

Only those members who belong to a class of members who are entitled to vote at a general meeting whether in person or by proxy will be entitled to vote.

13.24 Rights of third parties to attend general meetings

Even if they are not members of the Company, the following persons have the right to attend any general meeting and, if requested by the directors, to speak at the general meeting:

- a) any director; and
- b) any Secretary of the Company; and
- c) any other person invited by the directors.

13.25 Minutes

The directors must ensure that proper minutes are made of:

- a) all general meetings of the Company;
- b) all appointments of officers;
- c) the proceedings of all general meetings;
- d) the attendance at and business transacted at general meetings,

and the minutes of any meeting, if purporting to be signed by the chairman of the meeting or by the chairman of the next succeeding meeting, will be conclusive evidence of the matters recorded in them without any further proof.

14. RULES FOR VOTING BY PROXY

14.1 Proxies

- a) A Member who is entitled to attend and cast a vote at a general meeting may appoint a person as the member's proxy to attend and vote for the Member at the meeting and in that case:
- b) the appointment may specify the proportional number of votes that the proxy may exercise;
- c) if the Member is entitled to cast two (2) or more votes at the meeting, they may appoint two (2) proxies. If the Member appoints two (2) proxies and the appointment does not specify the proportion or number of the member's votes each proxy may exercise, each proxy may exercise half of the votes;
- d) an appointment of a proxy may be revoked at any time before the vote to which the proxy relates is exercised by written notice delivered to the Secretary;
- e) any fractions of votes resulting from the application of Rules 14.1b) or 14.1c) must be disregarded.

14.2 Attorneys

Any Member may, by power of attorney, appoint an attorney to act on the member's behalf at all or any meetings of the Company. The power of attorney or a copy of it, verified in a manner satisfactory to the directors, must be produced for inspection at the registered office or any other place specified for that purpose in the notice convening the meeting with evidence of proper execution as the directors require, not less than forty-eight (48) hours before the meeting.

14.3 Representatives of corporations

Any corporation which is a Member may appoint a representative to attend and vote for that corporation at a general meeting of the Company.

14.4 Representative need not be a member

A proxy, attorney or a representative need not be a Member of the Company and the appointment may be revoked at any time.

14.5 Proxy in writing

An instrument appointing a proxy must be in writing and signed by:

- a) the appointor; or
- b) the appointor's attorney; or
- c) the persons authorised under the Law or by an authorised officer or attorney of the appointor, where the appointor is a body corporate.

14.6 How the proxy is to vote

If the document appointing a proxy specifies how the proxy is to vote in relation to a resolution, the proxy must vote as specified in the document. Any vote tendered otherwise is invalid and must be disregarded.

14.7 Authority for a poll

A document appointing a proxy confers the authority to demand a poll.

14.8 Form of proxy

The appointment of a proxy must be substantially in the form in Schedule 1.

14.9 Delivery of proxy before meeting

- a) The appointment of a proxy is not valid unless the appointment document and a certified copy of any power of attorney or other authority under which that document is signed is delivered to the Company.
- b) The relevant documents must be delivered, not less than 48 hours before the appointed meeting time.
- c) The relevant documents must be delivered to the Company's registered office or to any other place in Australia specified in the notice convening the meeting.

14.10 Validity of proxy vote

A vote tendered in accordance with a proxy or a power of attorney is valid even if:

- a) the appointor or principal dies or becomes mentally incapacitated;
 - b) the proxy or power of attorney is revoked in any way,
- but only if the Company had no written notice of any defect before any authority is exercised.

14.11 Instrument not valid

An instrument appointing a proxy will not be valid after the expiration of twelve (12) months from the date of its execution.

15. APPOINTMENT, REMOVAL AND REMUNERATION OF DIRECTORS

15.1 Number of directors

- a) There shall be a minimum of seven directors of the Company, who shall be appointed by the Company in accordance with these rules.
- b) The directors may appoint up to two persons as directors, in addition to the directors provided for in sub-paragraph (a).
- c) If a person is appointed by the other directors as a director under sub-paragraph (b), the Company must confirm the appointment by resolution at the next AGM. If the appointment is not so confirmed, the person ceases to be a director at the conclusion of the AGM.
- d) To avoid any doubt the number of directors shall not exceed nine.

15.2 Casual Vacancies

The directors may appoint any person as a director to fill a casual vacancy, provided that the person so appointed meets the qualifications for election or appointment as a director provided for in this Constitution.

15.3 Appointments to make up a quorum.

A person can be appointed as a director pursuant to 15.1(b), or to fill a casual vacancy, to make up a quorum for a directors' meeting even if the total number of directors of the company is not enough to make up that quorum.

15.4 Qualifications for election or appointment as a director

The following persons are eligible for election or appointment as a director of the Company:

- a) a director, secretary or employee of a Full Member;
- b) an Associate Member of the Company.

15.5 Election of Directors

- a) The directors provided for in rule 15.1(a) shall be elected in accordance with this rule.
- b) The Company shall appoint a returning officer at each Annual General Meeting.

- c) The term of office for each director shall be from the AGM at which that director takes office until the commencement of the AGM held in the year two years after the AGM at which the director took office, or until the director's office is filled in accordance with the Constitution, whichever is the later.
- d) In even-numbered years, three of the seven directors shall retire from office and their positions put to election in accordance with this rule, and in odd-numbered years, four of the seven directors shall retire from office and their positions put to election in accordance with this rule.
- e) Each year the directors shall determine a timetable for the calling of nominations and the conduct of a ballot, which timetable shall:
 - (i) commence not more than 4 months prior to the AGM;
 - (ii) allow a period of at least three weeks for the calling of nominations; and
 - (iii) allow a period of at least three weeks for the conduct of the ballot.
- f) An election shall be conducted by the Returning Officer in accordance with the timetable determined by the directors.
- g) Prior to opening nominations the directors shall decide whether to conduct the ballot by method of Optional Preferential Voting or First Past the Post.
- h) The directors elected in accordance with this rule shall hold office for the AGM following the ballot, until replaced at the following years' AGM.
- i) Nothing in this rule prevents a person from seeking re-election as a director.
- j) Each candidate to be elected by a director must be nominated by a Full Member, and the nomination must be seconded by a Full Member.
- k) A Full Member shall not nominate more than one candidate for election as a director.

15.6 Removal of director

- a) The Company may remove any director and appoint another director as a replacement.
- b) The removal or replacement of a director must be effected by a resolution supported by a 2/3 majority of the Company.

15.7 Director's expenses

The directors will be entitled to be reimbursed all travelling and other expenses properly incurred by them:

- a) in attending meetings of the directors or any committee of the directors;
- b) in attending general meetings of the Company; or
- c) in connection with the Company's business.

15.8 Vacation of director's office

The office of a director becomes vacant if:

- a) required by the Law;
- b) the director is removed under these Rules;
- c) the director dies or becomes mentally incapacitated or the director's estate is liable to be dealt with under a law relating to mental health;
- d) the director becomes bankrupt or makes any arrangement or composition with creditors;
- e) the director resigns;
- f) the director ceases to be eligible to hold office as a director, provided that the other directors may, in their absolute discretion, determine that the director may continue to hold office for the balance of the director's term (and in doing so the other directors may impose reasonable conditions on the director);
- g) the director is absent from directors' meetings for at least six (6) months without the consent of the other directors; or
- h) the director holds any other office of profit under the Company without the consent of the Company in general meeting.

16. POWERS AND DUTIES OF DIRECTORS

16.1 Directors manage the business

- a) Subject to the Law and to these Rules, the Company's business will be managed by the directors.
- b) The directors are entitled to pay or reimburse all expenses incurred in promoting and forming the Company.
- c) The directors may exercise all powers of the Company except where those powers must be exercised by the Company in general meeting under the Law or these Rules.

16.2 All powers of Company

Without limiting Rule 16.1, the directors may exercise all the powers of the Company to:

- a) borrow money;
- b) charge any property or business of the Company or all or any of its uncalled capital;
- c) issue debentures; or
- d) give any other security for a debt, liability or obligation of the Company or of any other person.

16.3 Deleted

16.4 Appointment of attorney

- a) The directors may appoint any person or persons under a power of attorney to be the attorney or attorneys of the Company.
- b) The appointment may be:
 - (i) for any purpose; or
 - (ii) in relation to any of the directors' powers, authorities and discretions; or
 - (iii) for any period; and/or
 - (iv) subject to any conditions as the directors decide.

16.5 Provisions of power of attorney

Any power of attorney may contain provisions for the protection and convenience of persons dealing with the attorney as the directors decide and may authorise the attorney to delegate all or any of the powers, authorities and discretions vested in him.

16.6 Cheques and promissory notes

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, must be signed, drawn, accepted, endorsed or otherwise executed:

- a) by any two (2) directors; or
- b) in any other manner as the directors decide.

17. PROCEEDINGS OF DIRECTORS

17.1 Use of technology

Any directors' meeting may be conducted at more than one (1) venue by using any technology that gives each director a reasonable opportunity to participate in the meeting and permits each director present to hear and be heard by each other director present.

17.2 Directors' meetings

- a) Any director may convene a directors' meeting. The Secretary must convene a meeting at the request of a director.
- b) A written notice of a directors' meeting must be sent to each director within seven (7) days after a request to convene a meeting.
- c) The notice may be given by telephone or other electronic means of communication. The notice must specify:
 - (i) the date and time for the proposed meeting;
 - (ii) the venue for the meeting unless the meeting is conducted under Rule 17.1;
 - (iii) if the meeting is to be conducted under Rule 17.1, the method for conducting the meeting; and
 - (iv) the nature of the business to be transacted at the meeting.

17.3 Quorum

- a) A quorum at a directors' meeting will be equal to half the number of directors plus 1 entitled to vote on any motion that may be moved by the meeting.
- b) A quorum of directors must be present throughout each director's meeting. If a quorum is not present at any time the meeting is not validly convened but without affecting the validity of any business conducted before the absence of a quorum occurs.

17.4 Directors to continue to act

Where a vacancy in the office of a director occurs, the remaining directors may continue to act. If the number of remaining directors is insufficient to constitute a quorum, the directors may act only for the purpose of increasing the number of directors to that required to constitute a quorum or to convene a general meeting.

17.5 Election of chairman

The directors may elect one (1) director as chairman of their meetings and may determine the period for which the chairman is to hold office.

17.6 Chairman not present

Where a directors' meeting is held and the chairman:

- a) has not been elected; or

- b) is not present within fifteen (15) minutes after the appointed time; or
- c) is unwilling to act,

then the directors present will elect one (1) other director to be chairman of the meeting.

17.7 No casting votes

The chairman does not have a casting vote in addition to any vote the chairman has as a director.

17.8 Circular resolution

The directors may pass a resolution without a directors' meeting if all of the directors entitled to vote on the resolution sign a document stating that they are in favour of the resolution. Duplicate copies of the document may be used for signing. The resolution is deemed to be passed when the last director signs.

17.9 Validity of directors acts

All things done by any directors' meeting or by a committee of directors or by any person acting as a director will be valid even though it subsequently becomes known:

- a) 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
- b) that a person appointed was disqualified.

17.10 Decisions of the directors

Any question arising at a directors' meeting or any committee of directors is determined by a simple majority of votes of the directors.

17.11 Minutes

The directors will cause proper minutes to be made of:

- a) all director's meetings;
- b) all appointments of officers;
- c) the proceedings of all director's meetings and committees of directors;
- d) the attendance at all meetings of the directors and the business transacted at those meetings,

and any minutes purporting to be signed by the chairman of the meeting or by the chairman of the next succeeding meeting, will be conclusive evidence of the matters recorded in them without any further proof.

18. DELETED

19. DELETED

20. COMMON SEAL

20.1 Election to adopt company seal

The directors may resolve that the Company adopt a common seal. If the Company adopts a common seal, it will include:

- a) only the Company's name where the Company has its ACN as its name; or
- b) the Company's name, the expression "ACN" and its Australian Company Number in all other cases.

20.2 Duplicate common seal

The directors may adopt a duplicate common seal. Any duplicate common seal must be a copy of the common seal with the words "Duplicate Seal", or "Certificate Seal" added to it.

20.3 Prohibited use

A director must not use, or authorise the use of, a seal which purports to be the common seal of the Company (or a duplicate of the common seal) if the common seal does not comply with the requirements of this Rule.

21. EXECUTION OF DOCUMENTS

21.1 Execution with or without the common seal

The Company may execute a document with or without affixing a common seal. The Company executes a document if the document is signed by:

- a) two (2) directors; or
- b) one (1) director where authorised by a resolution of a directors' meeting; or
- c) a director and the Secretary.

21.2 Execution of deeds

The Company may execute a document as a deed if the document is expressed to be executed as a deed and is executed in accordance with this Rule 21.

21.3 No limitation

This Rule will not be interpreted as limiting the manner in which the Company may execute a document (including a deed).

22. COMMITTEE

22.1 Delegation to committee

The directors may delegate any of their powers to any committee or committees of directors as they decide.

22.2 Powers of committee

A committee to which any powers have been delegated must exercise the powers delegated in accordance with any directions of the directors. A power exercised in accordance with those directions is deemed to have been exercised by the directors.

22.3 Committee chairman

The members of a committee may elect one (1) of their number as chairman of their meetings.

22.4 Election of chairman

Where a committee meeting is held and:

- a) a chairman has not been elected; or
- b) the chairman is not present within fifteen (15) minutes after the appointed time; or
- c) the chairman is unwilling to act,

the committee members present may elect one (1) of their number to be chairman of the meeting.

22.5 Decision by majority

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

23. DELETED

24. SECRETARY

24.1 Appointment

The Secretary will be appointed by the directors on terms and conditions determined by the directors. The directors may appoint a person as an additional Secretary or as acting Secretary or as a temporary substitute for the Secretary who will, for the purposes of these Rules, be deemed to be the Secretary. The directors may at any time remove or replace the Secretary.

25. ACCOUNTS AND AUDIT

25.1 Proper records kept

The directors must ensure that proper accounting and other records are kept. A balance sheet and profit and loss account must be prepared and distributed to all Members at least once in each calendar year.

25.2 Auditor

The Company must appoint an auditor or auditors, whose duties will be regulated in accordance with the Law.

26. RESERVES

26.1 Make reserve

The Directors may:

- a) write off from the Company's earnings any amount for loss or depreciation of any property;
- b) set aside any amount out of the Company's profits,

as a reserve fund to meet contingencies or for repairing, improving and/or maintaining any of the Company's property and/or for any other purposes which are conducive to the interests of the Company.

26.2 Deal with reserve

The Directors may:

- a) invest, lend or dispose of any reserved amounts in any way;
- b) deal with, vary and dispose of any investments or parts of them for the benefit of the Company;
- c) divide the reserve fund into special funds; and/or
- d) employ the assets constituting the reserve fund in the business of the Company and without being bound to keep the same separate from other assets.

27. INSPECTION OF RECORDS

27.1 Conditions

The directors may determine whether and under what conditions the accounting records or other documents of the Company will be open to the inspection of Members.

27.2 No right unless authorised

A Member does not have the right to inspect any document of the Company except as provided by the Law or authorised by the directors or by the Company in general meeting.

27.3 Directors right

The directors have the right at any time to inspect the accounting records or other documents of the Company, whether or not they are a Member.

28. NOTICES

28.1 Form of notice

Any notice or other communication in connection with this Constitution must be in writing and signed by the person giving the notice and be addressed to the Notice Address of the person to whom it is to be given.

28.2 Time of delivery

The notice or other communication will be deemed to be received:

- a) in the case of a posted letter, on the third day after posting;
- b) in the case of delivery by generally recognised overnight courier, on the second day after dispatch with that courier;
- c) in the case of personal delivery, on the date of delivery;
- d) in the case of facsimile transmission, at the time recorded on the transmission report from the machine from which the facsimile was sent; or
- e) in the case of transmission by electronic mail, on the day of transmission if the electronic medium sending the notice states that the transmission was completed before 5:00pm on a business day, otherwise on the next business day. This method of service is effective only if the medium's report states that it was sent in full and without error and the message is not rejected or undeliverable as evidenced by a message to that effect received by the sender.

29. INDEMNITY AND INSURANCE

29.1 Indemnity against liability

To the extent permitted by the Law, the Company may indemnify every person who is, or who has been, a director or officer of the Company or any Related Body Corporate against:

- a) any liability incurred by them in their capacity as a director or officer, to a person other than the Company or Related Body Corporate, except where the liability relates to a wilful breach of duty or a contravention of section 181-184 of the Law;
- b) any liability for legal costs or expenses incurred by them in defending any proceedings in which judgement is given in their favour; or
- c) any liability for legal costs or expenses incurred by them in defending any proceedings in which they are acquitted or the Court grants relief in their favour.

29.2 Insurance

To the extent permitted by the Law, the Company may insure or pay any premiums on a policy of insurance for a director or officer of the Company or of a Related Body Corporate against any liability for which the Company indemnifies the director or officer under Rule 29.1.

29.3 Resolution to Grant Indemnity

A director may vote in favour of a resolution that the Company grant an indemnity pursuant to Rule 29.1, take insurance or pay the premiums on an insurance policy pursuant to Rule 29.2 even though the director has a direct and material interest in the outcome of the resolution.

30. TRANSITION

30.1

Despite any other provision of this constitution a Member may appoint and/or reappoint a person to act as their representative, which representative shall have, during their appointment, all the rights of a Member, provided that any representative appointed shall not be entitled to act until the member has advised the Company Secretary of the appointment.

30.2

- a) Despite any other provisions of this constitution a general meeting of members may be conducted by the contemporaneous linking together by video, telephone or other electronic means of a sufficient number of the members in person to constitute a

quorum which shall constitute a general meeting of the members, provided each member has a reasonable opportunity to participate at the meeting.

- b) The provisions of this constitution relating to meetings of the members apply, so far as they can and with any necessary changes, to meetings of the members conducted by video, telephone or other electronic means and any vote of the members at such a meeting shall be determined by a roll call.
- c) For the purposes of this rule a member who takes part in a general meeting by video, telephone or other electronic means is taken to be present in person at the meeting.
- d) A general meeting by video, telephone or other electronic means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the members involved was at that place for the duration of the meeting.

30.3

The Directors may appoint a chief executive officer.

30.4

- a) For the purposes of this sub-rule a Director appointed at any time prior to the first Annual General Meeting of the Company (for the purposes of this rule the "1st AGM") shall be known as an Inaugural Director.
- b) The Inaugural Directors shall determine:
 - i. the categories of membership;
 - ii. the criteria for membership eligibility;
 - iii. the rights and obligations of membership;
 - iv. the composition of the Board of Directors on, and from, the 1st AGM taking into account the following:
 - A. the diversity of the membership;
 - B. the requirement for broad representation of the sector;
 - C. the need to balance the interests of both member networks and individual agency members;
 - D. balancing the need for diversity, skills, geographic representation and gender balance,
 and shall amend the constitution prior to the 1st AGM to reflect their determinations.
- c) Despite any other provision of this constitution:
 - (i) the Inaugural Directors shall appoint a returning officer to hold office until the returning officer is appointed at the first AGM in accordance with this Constitution;
 - (ii) the Inaugural directors shall, prior to the 1st AGM, determine a timetable for the calling of nominations and the conduct of a ballot for the election of seven directors;
 - (iii) an election shall be conducted by the Returning Officer in accordance with the timetable determined by the directors;
 - (iv) prior to opening nominations the directors shall decide whether to conduct the ballot by method of Optional Preferential Voting or First Past the Post;
 - (v) all Inaugural Directors shall vacate office from the commencement of the first AGM and those directors elected in accordance with this Rule shall take office from the commencement of the first AGM;
 - (vi) four of the directors elected in accordance with this rule shall hold office until replaced at the AGM held in the year two years after their election, or until the director's office is filled in accordance with the Constitution, whichever is the later;
 - (vii) three of the directors elected in accordance with this rule shall hold office until replaced at the AGM held in the year following their election, or until the director's office is filled in accordance with the Constitution, whichever is the later;
 - (viii) the question of which directors shall hold office for the term set out under sub-paragraph (vi), and which directors shall hold office for the term set out under sub-paragraph (vii), shall be determined by consensus among the directors or, in the event consensus cannot be reached, by a process agreed to by the directors by ordinary resolution;
 - (ix) nothing in this rule prevents a director, including an Inaugural Director, from standing for re-election;
 - (x) each candidate to be elected by a director must be nominated by a Full Member, the nomination must be seconded by a Full Member;
 - (xi) a Full Member shall not nominate more than one candidate for election as a director.

SCHEDULE 1
FORM OF PROXY

I / We, _____ of _____
being a Member of [insert company name] and entitled to vote appoint

the chairman of the meeting OR _____
(Insert name and address of proxy)

or failing that appointment or the absence of that person, the chairman of the meeting**, as my/our proxy to act generally at the meeting and to vote for me on my/our behalf in accordance with the following instructions (or if no directions have been given, as the proxy sees fit and with discretion as to any business not referred to below) at the [Annual] General Meeting of the Company to be held on [insert date] and at any adjournment of that meeting.

(Voting instructions, if any, are to be indicated by placing a tick in the appropriate box. If no instruction is given the proxy may vote as that person thinks fit, or abstain.)

| Business | For | Against | Abstain* |
|-------------|--------------------------|--------------------------|--------------------------|
| 1. [insert] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. [insert] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

AND for _____% for this proxy form.

* if you mark the abstain box for any item, you are directing the proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in calculating the required majority on a poll.

** if the chairman of the meeting is appointed as your proxy or is appointed by default and your voting direction is not indicated, the chairman may exercise your proxy even if he has an interest in the outcome of those items.

Signature of Member

Member 1 (Individual)

Joint Member 2 (Individual)

Joint Member 3 (Individual)

Sole Director / Attorney /
Authorised Person

Director / Company Secretary

Director

Notes

This form should be signed by the Member. If a joint holding, either Member may sign. If signed by an attorney or other authorised person, the power of attorney or written authority must have been previously noted by the Company or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the Members constitution and the *Corporations Act 2001 (Cth)*.

Proxies

- (a) A Member who is entitled to attend and vote at this meeting is entitled to appoint not more than 2 proxies to attend and vote instead of the Member.
- (b) Where 2 proxies are appointed:
 - (i) A separate proxy form should be used to appoint each proxy;
 - (ii) The proxy form may specify the proportion, or number, of votes that the proxy may exercise, and if it does not do so the proxy may exercise half of the votes.
- (c) A proxy need not be a Member of the Company.
- (d) To be effective, proxy forms (duly completed and signed) must be received by the Company at its registered office no later than 48 hours before the time for the holding of the meeting.