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Constitution of the APNIC Foundation Limited

**A Public Company Limited by Guarantee
Corporations Act 2001**

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Constitution

1. Definitions and interpretation

1.1 Definitions

In this Constitution, unless expressed or implied to the contrary:

APNIC means the Asia Pacific Network Information Centre, an open, member-based, not-for-profit organization, whose primary role is to distribute and manage Internet number resources (IP addresses and AS numbers) in the Asia Pacific region, represented by APNIC Pty Ltd ACN 081 528 010.

Board means the board of directors of the Company.

Business Day means a day other than a Saturday, Sunday or public holiday in Brisbane, Queensland, Australia.

Chairperson means the Director who is elected to this office under clause 15.8.

Chief Executive Officer means the Chief Executive Officer appointed by the Board under clause 15.9.

Company means the company described in clause 2.

Constitution means this constitution, including any amendments.

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

Directors means the members individually or collectively of the Board.

Founder means APNIC.

Law includes:

- (a) any law, regulation, authorisation, ruling, judgment, order or decree of any governmental, semi-governmental, administrative, fiscal, judicial or quasi-judicial body, department, commission, authority, tribunal, agency or entity in Australia; and
- (b) any statute, regulation, proclamation, ordinance or by-law in Australia.

Member means a person admitted to membership of the Company in accordance with this Constitution.

Purposes means the purposes of the Company set out in clause 3.

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

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

Relevant Law means:

- (a) the *Australian Charities and Not-for-profits Commission Act 2012* (Cth);
- (b) the *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth);
- (c) the *Charities Act 2013* (Cth);
- (d) the Corporations Act;
- (e) the *Corporations Regulations 2001* (Cth); and
- (f) a Ruling.

Representative means a person appointed in accordance with clause 8.

Ruling means any:

- (a) class order or regulatory guide issued by the Australian Securities and Investments Commission;
- (b) public or private ruling issued by the Australian Taxation Office; and
- (c) Commissioner's interpretation statement issued by the Australian Charities and Not-for-profits Commission.

Special Resolution means, subject to any Relevant Law, a resolution:

- (a) of which notice has been in accordance with clause 11.3.3; and
- (b) that has been passed by at least 75% of the votes cast by Members present in person or by proxy and entitled to vote on the resolution.

1.2 **Application of the Corporations Act**

- 1.2.1 The replaceable rules of the Corporations Act do not apply to the Company.
- 1.2.2 A word or expression that is defined in the Corporations Act or used in that Act and covering the same subject has the same meaning in this Constitution, unless it is given a different meaning in this Constitution.

1.3 **Inconsistency with Relevant Law**

The Relevant Law prevails over any inconsistency with this Constitution.

1.4 **Interpretation**

In this Constitution, unless the context requires otherwise:

- 1.4.1 a person includes a firm, partnership or other unincorporated body, joint venture, association, corporation or other body corporate;
- 1.4.2 any legislation (including subordinate legislation) includes every amendment, re-enactment or replacement of the legislation and any subordinate legislation made under it;

- 1.4.3 this or any other document includes the document as varied or replaced regardless of any change in the identity of the parties;
- 1.4.4 any body (**Original Body**) which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the Original Body;
- 1.4.5 in general terms, a person holding or occupying an office or position includes a reference to any person who occupies or performs the duties of that office or person for the time being;
- 1.4.6 a clause, schedule or appendix is a reference to a clause, schedule or appendix in or to this Constitution;
- 1.4.7 where a word or phrase is defined, another part of speech or grammatical form of that word or phrase has a corresponding meaning;
- 1.4.8 writing includes all modes of representing or reproducing words in a legible, permanent and visible form;
- 1.4.9 the singular includes the plural and vice versa;
- 1.4.10 a gender includes every other gender;
- 1.4.11 the word **includes** in any form is not a word of limitation; and
- 1.4.12 headings and sub-headings are inserted for ease of reference only and do not affect the interpretation of this Constitution.

2. Name

The name of the Company is the APNIC Foundation Limited.

3. Purposes

The Company is established to:

- 3.1 undertake, fund, or raise funds to pursue projects or activities that:
 - 3.1.1 advance social or public welfare of the general public in the Asia Pacific region;
 - 3.1.2 relieve the poverty, distress or disadvantage of individuals and families in the Asia Pacific region; and
 - 3.1.3 advance education of the general public in the Asia Pacific region,
- through furthering and promoting the increased availability, affordability and accessibility of a global, open, stable and secure public Internet; and

- 3.2 raise funds to support the training, capacity building and other educational activities undertaken by APNIC that further or promote the increased availability, affordability and accessibility of a global, open, stable and secure public Internet.

4. Powers

Subject to this Constitution and solely for carrying out the Purposes, the Company has the legal capacity and powers of an individual and all the powers of a body corporate under the Corporations Act other than the power to issue shares.

5. Member liability and guarantee

- 5.1 The liability of each Member is limited to the amount specified in clause 5.2.
- 5.2 Each Member undertakes to contribute a maximum of \$10.00 to the Company if it is wound up:
- 5.2.1 while the Member is a Member; or
 - 5.2.2 within one year after that Member ceases to be a Member,
- for:
- 5.2.3 the debts and liabilities of the Company contracted before that Member ceases to be a Member; and
 - 5.2.4 the costs, charges and expenses of winding up.

6. Application of income and property

6.1 Promotion of Purposes

- 6.1.1 The Company must apply all of its income and property solely towards the furtherance and promotion of the Purposes.
- 6.1.2 Except as provided in clause 6.3, the Company must not pay or transfer directly or indirectly any Company income or property to any of the Members (in their capacity as Members) or Directors.

6.2 No Directors' fees

The Company must not pay a Director any remuneration for services as a Director.

6.3 Payments in good faith

- 6.3.1 Clauses 6.1 and 6.2 do not prevent payment in good faith to a Member or Director or to a firm of which a Member or Director is a partner:
 - (a) of remuneration for services to the Company (other than services as a Director or services on a Board committee);

- (b) of reimbursement for expenses properly incurred on behalf of or for the purposes of the Company;
- (c) for goods supplied to the Company in the ordinary course of business;
- (d) of interest on money borrowed by the Company and rent for premises let to the Company, where:
 - (i) the interest or rent of the service has the prior approval of the Board; and
 - (ii) the amount payable is not more than an amount which commercially would be reasonably paid,

provided that any such payment to a Director must comply with clause 6.3.2.

6.3.2 The Company must not make any payment to a Director for goods or services rendered by that Director to the Company, unless:

- (a) the provision of those goods or services has the prior consent of the Board;
- (b) the amount payable is on reasonable commercial terms or at rates more favourable to the Company; and
- (c) the payment has the prior approval of the Board.

6.3.3 This clause does not prohibit indemnification of or payment of premiums on contracts of insurance for any Director to the extent permitted by a Relevant Law and this Constitution.

7. Membership

7.1 General

7.1.1 The following persons are Members:

- (a) the Founder, which has consented to be a Member; and
- (b) any other person the Board admits (with the consent of the Founder, if a Member, under clause 7.2.2) to membership in accordance with this Constitution.

7.1.2 The Company has the following categories of Members:

- (a) the Founder; and
- (b) general members.

7.2 Applying for membership

7.2.1 Each applicant for membership as a general member must apply in the form and manner determined by the Board from time to time and must provide a signed consent to comply with this Constitution.

- 7.2.2 No person may be admitted to membership unless the Founder (if a Member) has given its prior written consent.
- 7.2.3 The Board must consider each application for membership and determine whether to accept or reject the application.
- 7.2.4 The Board does not need to give any reason for rejecting an application.
- 7.2.5 If the Board approves the application, as soon as practicable thereafter, the secretary will notify the applicant and enter their name in the Register. The applicant becomes a Member when their name is entered in the Register.
- 7.2.6 If the Board rejects the application, as soon as practicable thereafter the secretary will notify the applicant.

7.3 **Register**

- 7.3.1 The Company must establish and maintain a Register at its registered office or its principal place of business.
- 7.3.2 Any dispute that arises in relation to the Register must be referred to the Board, whose decision will be final and binding on all Members.

7.4 **Member's rights generally**

A Member has the right to receive notices of any general meeting, to attend and be heard at any general meeting and to one vote at any general meeting.

7.5 **Not transferrable**

Membership is not transferrable.

8. **Representative**

8.1 **Nomination**

Where a Member is not a natural person, it must appoint as its Representative a natural person.

8.2 **Entry in Register**

The name and address of the Representative will be entered in the Register and all correspondence and notices from the Company will be served on that Representative.

8.3 **Powers of Representative**

The nomination must set out what the Representative is appointed to do and may set out restrictions on the Representative's powers. If the appointment is made by reference to a position held, the appointment must identify the position. Unless otherwise specified, the Representative may exercise on the Member's behalf, all the powers that the Member could exercise at a meeting or in voting on a resolution including a resolution to be passed without a meeting.

8.4 **Replacement of Representative**

A Member may remove and replace a Representative by giving written notice to the Board in a form approved by the Board.

9. Cessation of Membership

9.1 **Grounds for cessation**

A Member will cease to be a Member if they:

- 9.1.1 resign in writing to the Company;
- 9.1.2 die;
- 9.1.3 are expelled in accordance with clause 9.2; or
- 9.1.4 become, as determined by the Board in its absolute discretion, an untraceable Member because they have ceased to be located at, attend or otherwise communicate with their registered address.

9.2 **Expulsion**

9.2.1 The Board, by a resolution passed by at least 75% of those present and voting, may expel a Member or implement appropriate disciplinary action (including temporary suspension of membership rights) if the Member:

- (a) has failed to comply with this Constitution;
- (b) has acted in a way which indicates that the Member will not support the Purposes; or
- (c) has engaged in conduct detrimental to the interests of the Company.

9.2.2 At least one month before the meeting of the Board at which a resolution referred to in clause 9.2.1 is considered, the Member must be:

- (a) served notice of the meeting including the particulars of the alleged act, omission or conduct complained of and the intended resolution; and
- (b) given the opportunity to present in writing or orally (or both) at the meeting and before the passage of the resolution any explanation the Member thinks fit,

and the Board will take the explanation into consideration.

9.2.3 The Board will serve the Member with notice of any Board resolution made at the meeting described in clause 9.2.2. If the Board resolves to expel the Member, that Member will cease to be a Member on the service of such notice.

9.3 **Removal from the Register**

9.3.1 Where a Member ceases to be a Member, their name must be removed from the Register.

9.3.2 Upon the removal of a Member's name from the Register:

- (a) the Member will forfeit all rights and privileges attaching to membership and all rights which the Member may have against the Company arising out of the membership; and
- (b) the Company will have no liability to such Member in respect of the removal from the Register.

9.4 **Surviving liability**

9.4.1 Any Member who ceases to be a Member remains liable:

- (a) for any money owing to the Company; and
- (b) if the Company is wound up within one year of the date of cessation of Membership, for the Member's contribution under clause 5.2.

10. **General meetings**

10.1 **Single Member Company resolutions**

If the Company has only one Member, that Member may pass a resolution by recording and signing the record. The Representative may sign such a resolution.

10.2 **General meetings called by the Board**

10.2.1 The Board may convene a general meeting at such time and place as the Board thinks fit.

10.2.2 If Members with at least 5% of the votes that may be cast at a general meeting make a written request to the Company for a general meeting to be held, the Board must:

- (a) within 21 days of the Members' request, give all Members notice of a general meeting; and
- (b) hold the general meeting within 2 months of the Members' request.

10.3 For the purposes of clause 10.2.2, the percentage of votes held by Members requesting the general meeting is calculated as at midnight immediately prior to the request being made of the Company.

10.4 The Members who make the request for a general meeting must:

- 10.4.1 state in the request any resolution to be proposed at the meeting;
- 10.4.2 sign the request; and

- 10.4.3 give the request to the Company.
- 10.5 Separate copies of a document setting out the request may be signed by Members if the wording of the request is the same in each copy.
- 10.6 **General meetings called by Members**
- 10.6.1 If the directors do not call the meeting within 21 days of being requested under clause 10.2.2, 50% or more of the Members who made the request may call and arrange to hold a general meeting.
- 10.6.2 To call and hold a meeting under clause 10.6.1, the Members must:
- (a) as far as possible, follow the procedures for general meetings set out in this Constitution;
 - (b) call the meeting using the list of Members on the Register, which the Company must provide to the Members making the request at no cost; and
 - (c) hold the general meeting within 3 months after the request was given to the Company.
- 10.6.3 The Company must pay the Members who request the general meeting any reasonable expenses they incur because the Board did not call and hold the meeting.
- 10.7 **Annual general meeting**
- 10.7.1 The Company must hold a general meeting called an annual general meeting:
- (a) within 18 months after registration as a company; and thereafter
 - (b) at least once in every calendar year,
- at the time and place determined by the Board.
- 10.7.2 Even if these items are not set out in the notice of meeting, the business of an annual general meeting may include:
- (a) a review of the Company's activities;
 - (b) a review of the Company's finances;
 - (c) any auditor's report;
 - (d) the election of Directors;
 - (e) the appointment and payment of auditors (if any); and
 - (f) any other business which may lawfully be transacted at a general meeting.
- 10.7.3 Before or at the annual general meeting, the Board must give information to the Members on the Company's activities and finances during the period since the last annual general meeting.

- 10.7.4 The chairperson of the annual general meeting must give Members as a whole a reasonable opportunity at the meeting to ask questions or make comments about the management of the Company.

11. Notice of general meetings

11.1 General

The Board must give not less than 21 days' written notice of a general meeting to the Members, the Directors and the auditor (if any).

11.2 Shorter notice

11.2.1 Subject to clause 11.2.2, notice of a meeting may be provided less than 21 days before the meeting if:

- (a) for an annual general meeting, all the Members entitled to attend and vote at the annual general meeting agree beforehand; or
- (b) for any other general meeting, Members with at least 95% of the votes that may be cast at the meeting agree beforehand.

11.2.2 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:

- (a) remove a Director;
- (b) appoint a Director in order to replace a Director who was removed; or
- (c) remove an auditor.

11.3 Contents of notice

The notice of a general meeting must specify the following information:

- 11.3.1 the place, the day and the hour of meeting (and if the meeting is to be held in 2 or more places, the technology that will be used to facilitate this);
- 11.3.2 the general nature of the meeting's business;
- 11.3.3 if applicable, a statement that a Special Resolution is to be proposed and the words of the proposed Special Resolution;
- 11.3.4 a statement that a Member entitled to vote has the right to appoint a proxy and that, if a Member appoints a proxy:
 - (a) the proxy form must be delivered to the Company at its registered address or the address (including an electronic address) specified in the notice of the meeting; and
 - (b) the proxy form must be delivered to the Company at least 48 hours before the meeting.

11.4 Failure to receive notice

- 11.4.1 The accidental omission to give notice of a meeting to any Member or the non-receipt of such notice by any Member does not invalidate any resolution passed at, or proceeding of, that meeting.
- 11.4.2 A person's attendance at a general meeting waives any objection that the person may have to:
- (a) a failure to give notice or to the giving of a defective notice of a general meeting unless, at the beginning of the meeting, the person objects to the holding of the meeting; and
 - (b) the consideration of a particular matter at the meeting which is not within the business referred to in the notice of the meeting, unless the person objects to considering the matter when it is presented.

12. Proceedings at general meetings

12.1 Quorum

- 12.1.1 No business may be transacted at a general meeting, except the adjournment of the meeting, unless a quorum is present.
- 12.1.2 The quorum for a general meeting is:
- (a) if the Founder is a Member, the Founder present by proxy or Representative; or
 - (b) in all other circumstances, 2 general members present in person or by proxy or Representative.
- 12.1.3 If a quorum is not present within 30 minutes from the time appointed for a general meeting:
- (a) if convened on the requisition of Members, the meeting will be dissolved; and
 - (b) in any other case, the meeting will be adjourned to the same day in the next week at the same time and place or at such other place as the chairperson appoints. If at that adjourned meeting a quorum is not present within 30 minutes from the time appointed for holding the meeting, the Members present will be a quorum.

12.2 Chairperson

- 12.2.1 The Chairperson will be the chairperson at every general meeting.
- 12.2.2 If at any general meeting the Chairperson is not present within 15 minutes after the time appointed for holding the meeting or is not willing to preside, the Members present in person or by proxy or Representative will choose a Director to preside as chairperson. If no Director is present or if all Directors present decline to preside, then those Members present will choose a Member who is present to preside as chairperson.

- 12.2.3 At any time during a meeting and in respect of any specific item or items of business, the chairperson may elect to vacate the chair in favour of another person nominated by the chairperson (which person must be a Director unless no Director is present or is willing to act). That person is to be taken to be the chairperson of the meeting and will have all the powers of the chairperson (other than the power to adjourn the meeting), during the consideration of that item of business or those items of business.
- 12.2.4 If there is a dispute at a general meeting about a question of procedure, the chairperson may determine the question.

12.3 **General conduct of proceedings**

- 12.3.1 The chairperson of a general meeting is responsible for the general conduct of the meeting and for deciding the procedures to be adopted at the meeting.
- 12.3.2 In particular, the chairperson of a general meeting may:
- (a) require the adoption of any procedure which is, in the chairperson's opinion, necessary or desirable for proper and orderly debate or discussion or for the proper and orderly casting or recording of votes at the meeting; and
 - (b) terminate discussion or debate on any matter whenever the chairperson considers it necessary or desirable for the proper conduct of the meeting.
- 12.3.3 A decision of the chairperson on any matter under clause 12.3.2 is final.

12.4 **Adjournment**

- 12.4.1 The chairperson of a general meeting may, with the consent of the Members entitled to vote at any meeting at which a quorum is present, and must, if so directed by a vote at any meeting at which a quorum is present, adjourn the meeting to another time or place (or both).
- 12.4.2 Only unfinished business may be transacted at any meeting resumed after an adjournment of a general meeting.
- 12.4.3 Where a general meeting is adjourned for one month or more, new notice of the adjourned meeting must be given.
- 12.4.4 A poll cannot be demanded on any resolution concerning the adjournment of a general meeting except by the chairperson.

12.5 **Members' resolutions and statements**

- 12.5.1 Members with at least 5% of the votes that may be cast on a resolution may give:
- (a) written notice to the Company of a resolution they propose to move at a general meeting (**Members' resolution**); and/or
 - (b) a written request to the Company that the Company give all of its Members a statement about a proposed resolution or any other matter that may properly be considered at a general meeting (**Members' statement**).

- 12.5.2 A notice of a Members' resolution must set out the wording of the proposed resolution and be signed by the Members proposing the resolution.
- 12.5.3 A request to distribute a Members' statement must set out the statement to be distributed and be signed by the Members making the request.
- 12.5.4 Separate copies of a document setting out the notice or request may be signed by Members if the wording is the same in each copy.
- 12.5.5 The percentage of votes that Members have (as described in clause 12.5.1) is to be worked out as at midnight before the request or notice is given to the Company.
- 12.5.6 If the Company has been given notice of a Members' resolution under clause 12.5.1(a), the resolution must be considered at the next general meeting held more than 2 months after the notice is given.
- 12.5.7 This clause does not limit any other right that a Member has to propose a resolution at a general meeting.

12.6 **Company must give notice of proposed resolution or distribute statement**

- 12.6.1 If the Company has been given a notice or request under clause 12.5:
 - (a) in time to send the notice of proposed Members' resolution or a copy of the Members' statement to Members with a notice of meeting, it must do so at the Company's cost; or
 - (b) too late to send the notice of proposed Members' resolution or a copy of the Members' statement to Members with a notice of meeting, then the Members who proposed the resolution or made the request must pay the expenses reasonably incurred by the Company in giving Members notice of the proposed Members' resolution or a copy of the Members' statement. However, at a general meeting, the Members may pass a resolution that the Company will pay these expenses.
- 12.6.2 The Company does not need to send the notice of proposed Members' resolution or a copy of the Members' statement to Members if:
 - (a) it is more than 1,000 words long;
 - (b) the Directors consider it may be defamatory;
 - (c) clause 12.6.1(b) applies, and the Members who proposed the resolution or made the request have not paid the Company enough money to cover the cost of sending the notice of the proposed Members' resolution or a copy of the Members' statement to Members; or
 - (d) in the case of a proposed Members' resolution, the resolution does not relate to a matter that may be properly considered at a general meeting or is otherwise not a valid resolution able to be put to the Members.

12.7 **Show of hands**

Every item of business submitted to a general meeting will be decided in the first instance by a show of hands. Those entitled to vote on a show of hands are the Members present in person or by proxy or Representative. The chairperson will not have a casting vote if a vote on a show of hands is tied.

12.8 **Poll**

12.8.1 The chairperson or Members with at least 5% of the votes that may be cast on a resolution and who are present in person or by proxy or Representative may demand a poll before or on the declaration of the result of a show of hands.

12.8.2 The poll will be taken in the manner and at the time and place as the chairperson of the meeting directs, and either at once or after an interval or adjournment or otherwise.

12.8.3 The result of the poll will be deemed to be the resolution of the meeting at which the poll was demanded.

12.8.4 The demand for a poll may be withdrawn.

12.8.5 If there is a dispute as to the admission or rejection of a vote, the chairperson will finally determine that dispute.

12.8.6 The chairperson will have a casting vote in addition to any deliberative vote they may have if the vote is tied.

12.9 **Demand for poll**

The demand for a poll will not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded. A poll demanded on any question of adjournment will be taken at the meeting and without adjournment.

12.10 **Evidence of resolution**

A declaration by the chairperson that a resolution has been passed or lost (having regard to the majority required) and an entry to that effect in the books of the Company, signed by the chairperson of that or the next succeeding meeting, will be conclusive evidence that the resolution has been passed or lost without proof of the number or proportion of the votes recorded in favour of or against the resolution.

12.11 **Auditor's right to be heard**

The auditor (if any) is entitled to:

12.11.1 attend any general meeting of the Company;

12.11.2 be heard at any general meeting of the Company on any part of the business of the meeting that concerns the auditor in their capacity as auditor, even if:

(a) the auditor retires at the general meeting; or

(b) the Members pass a resolution to remove the auditor from office; and

12.11.3 authorise a person in writing to attend and speak at any general meeting as the auditor's representative.

12.12 **Meetings conducted by electronic means**

12.12.1 All provisions of this Constitution relating to general meetings apply, as far as they can and with any necessary changes, to general meetings by telephone or other electronic means.

12.12.2 The Company may hold a general meeting at 2 or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate, including to hear and be heard.

12.12.3 A Member who participates in a general meeting by telephone or other electronic means is taken to be present in person at the meeting.

12.12.4 A general meeting by telephone or other electronic means is taken as held at the place determined by the chairperson of the meeting, as long as at least one of the Members involved was at the place for the duration of the meeting.

12.13 **Circular resolutions of Members**

12.13.1 The Company may pass a resolution by the signing of a written record of that resolution by all Members entitled to vote on the resolution, in the manner set out in clauses 12.13.2 or 12.13.3 (**circular resolution**).

12.13.2 Members may sign:

- (a) a single document setting out the circular resolution and containing a statement that they agree to the resolution; or
- (b) separate copies of that document, as long as the wording is the same in each copy.

12.13.3 The Company may send a circular resolution by email to Members and Members may agree by sending a reply email to that effect, including the text of the resolution in their reply.

12.13.4 The single or several documents constituting the circular resolution under this clause 12.13 must be entered in the relevant book of minutes of the Company.

12.13.5 To the extent permitted by the Relevant Law, a requirement, right or power in this Constitution to pass a resolution in general meeting will be satisfied by the Company passing a resolution in accordance with clause 12.13.1.

13. **Proxy**

13.1 **General**

Any Member may appoint a natural person as their proxy to vote on the Member's behalf and may direct the proxy to vote either for or against each or any resolution.

13.2 **Instrument appointing proxy**

13.2.1 The Company must receive the instrument appointing a proxy (and an original or certified copy of the power of attorney, if any, under which it is signed) at:

- (a) the Registered Office;
- (b) a facsimile number (if any) at the Registered Office;
- (c) a place, facsimile number or electronic address specified for such purpose in the notice of meeting,

not less than 48 hours before the time for holding the meeting or adjourned meeting or poll at which the person named in the instrument is to vote.

13.2.2 Unless the contrary is stated on it, an instrument appointing a proxy is valid for any adjournment of the meeting to which it relates.

13.2.3 An appointment of a proxy may be a standing one.

13.3 **Form of proxy**

An instrument appointing a proxy must contain the following information:

- 13.3.1 the Member's name and address;
- 13.3.2 the Company name;
- 13.3.3 the type of membership held by the Member;
- 13.3.4 the proxy's name or the name of the office held by the proxy; and
- 13.3.5 the meetings at which the appointment may be used,

and be signed by the appointor.

13.4 **Voting instructions**

An instrument appointing a proxy may specify the way in which the proxy is to vote for a particular resolution and if so, the proxy is not entitled to vote on the resolution except as specified in the instrument.

13.5 **Authority**

An instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a poll and will (except to the extent to which the proxy is specifically directed to vote for or against any proposal) include power to act generally at the meeting for the person giving the proxy.

14. Attorneys

The Directors may, by power of attorney, appoint any person whether nominated directly or indirectly by the Directors to be an attorney or attorneys of the Company. Such appointment may be for any purposes and with powers, authorities and discretions (not exceeding those vested in or exercisable by the Directors under this Constitution) and for periods and subject to any conditions as the Directors think fit. Any power of attorney may contain provisions for the protection and convenience of persons dealing with any attorney as the Directors think fit and may also authorise any attorney to sub-delegate all or any of the powers, authorities and discretions vested in them.

15. Board

15.1 Number and qualifications of Directors

- 15.1.1 The Board will consist of no less than 3 and no more than 7 Directors except for any period resulting from a casual vacancy.
- 15.1.2 The Company may by resolution vary the number of Directors for the purpose of clause 15.1. However, the minimum must not be less than 3 directors.
- 15.1.3 The Board will comprise individuals who have the skills and experience determined by the Directors from time to time which are relevant to the pursuit of the Company's purpose.
- 15.1.4 Each candidate for election or appointment as Director must:
 - (a) be eligible under the Relevant Law to be a Director; and
 - (b) give their prior written consent to be a Director.

15.2 First Directors

- 15.2.1 Despite any other provision in this Constitution, the first Directors are:
 - (a) the persons specified in the application to register the Company lodged under section 117 of the Corporations Act and who have consented to become Directors; and
 - (b) any other person appointed by resolution of the Members prior to the first annual general meeting of the Company.
- 15.2.2 The term of office of a first Director commences on the date of appointment as a Director and continues until they retire in accordance with clause 15.3 or vacate office in accordance with clause 15.7.

15.3 Initial rotational retirement of Directors

- 15.3.1 At the end of the first and second annual general meetings of the Company, the Directors comprising at least one third of the Board will retire from office. Unless they agree otherwise among themselves, the Directors to retire will be:

- (a) first, those who wish to retire;
- (b) secondly, those who have been longest in office since their appointment; and
- (c) thirdly, as between those persons who became Directors on the same day, determined by lot.

15.3.2 At the end of the third annual general meeting of the Company, the balance of Directors appointed prior to the first annual general meeting will retire from office.

15.3.3 A Director retiring under this clause 15.3.1 may be reappointed.

15.4 **Term of office generally**

15.4.1 Except as provided in clauses 15.2 (first Directors), 15.3 (initial rotational retirement of Directors) and 15.6 (vacancies), a Director will hold office from the end of the annual general meeting at which they are appointed until the end of the third annual general meeting following that appointment, when they must retire (3 year term).

15.4.2 A Director retiring under this clause 15.4 may be reappointed or elected as Director.

15.5 **Appointment of Directors**

15.5.1 The Company may appoint or remove a person as a Director by resolution passed at a meeting of Members.

15.5.2 No candidate may be appointed as a Director unless they have been considered and approved by the Founder, if a Member.

15.6 **Vacancies**

15.6.1 The Members may at any time appoint by resolution additional Directors, provided any such candidate has been approved by the Founder, if a Member.

15.6.2 If a casual vacancy arises in the office of a Director, the Members may by resolution appoint a replacement, provided any such person has been approved by the Founder, if a Member.

15.6.3 Any Director appointed under clauses 15.6.1 or 15.6.2 will hold office until the end of the third annual general meeting following that appointment, when they must retire (with this period deemed to be a 3 year term).

15.6.4 A Director retiring under clause 15.6.3 may be reappointed or elected as a Director.

15.7 **Vacation of office of Director**

The office of a Director will be vacated if:

15.7.1 the Director becomes bankrupt or makes any arrangement or composition with his or her creditors;

15.7.2 the Director becomes of unsound mind or a person who is, or whose estate is, liable to be dealt with in any way under a law relating to mental health;

- 15.7.3 without leave of the Board the Director is absent from meetings of the Board for 3 consecutive meetings, unless the Board makes a resolution to the contrary;
- 15.7.4 by notice in writing to the Company the Director resigns from office;
- 15.7.5 the Director becomes ineligible to be a director under a Relevant Law; or
- 15.7.6 the Director ceases to hold office by reason of any order made under a Relevant Law.

15.8 **Officers on the Board**

- 15.8.1 The first Chairperson will hold office from the date of incorporation of the Company until the end of the third annual general meeting at which time they will retire.
- 15.8.2 If the office of Chairperson is vacant at the end of an annual general meeting, then at the first meeting of the Board after that annual general meeting, the Directors will elect from among their number a Chairperson who will hold office for the duration of their term as Director after which the Chairperson will retire.
- 15.8.3 A retiring Chairperson will be eligible for re-election.
- 15.8.4 The Board may from time to time determine other offices of the Board. The Directors may elect from among their number such other office bearers of the Board for an annual term of office.

15.9 **Chief Executive Officer**

- 15.9.1 The Board may from time to time, if it thinks fit, appoint a Chief Executive Officer at such remuneration and upon such conditions as the Board may think fit to administer and manage the activities of and services provided by the Company.
- 15.9.2 The Chief Executive Officer may be a Director. If the Chief Executive Officer is also a Director, the Chief Executive Officer is entitled to attend and speak, but not entitled to vote. at meetings of the Board.
- 15.9.3 Any Chief Executive Officer so appointed may be removed by the Board.

16. **Powers of the Board**

The Board is responsible for managing the business of the Company. The Board may exercise all the powers of the Company's power which are not required by the Corporations Act or this Constitution to be exercised by the Company in a general meeting.

17. **Financial management**

The Board must decide on the responsible financial management of the Company including:

- 17.1 any delegations of power under clause 18.6; and

- 17.2 how money will be managed, including how electronic transfers, cheques, promissory notes, drafts, bills of exchange and other negotiable instruments must be authorised and signed or otherwise approved.

18. Proceedings of the Board

18.1 General

- 18.1.1 The Board may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- 18.1.2 The contemporaneous linking together by telephone or other electronic means of a sufficient number of Directors to constitute a quorum constitutes a meeting of the Board. All the provisions in this Constitution relating to meetings of the Board apply, so far as they can and with any necessary changes, to a meeting of the Board by telephone or other electronic means.
- 18.1.3 A Director who takes part in a meeting by telephone or other electronic means is taken to be present at the meeting.
- 18.1.4 A meeting by telephone or other electronic means is taken as held at the place determined by the chairperson of the meeting, as long as at least one of the Directors involved was at that place for the duration of the meeting.

18.2 Convening and notice of Board meetings

- 18.2.1 The Board must meet at least 2 times a year.
- 18.2.2 The Chairperson may convene a meeting of the Board whenever he or she thinks fit.
- 18.2.3 The secretary must, on the request of at least 2 Directors, convene a meeting of the Board.
- 18.2.4 Not less than 7 days' notice of a Board meeting must be given to each person who is a Director, except a Director on leave of absence approved by the Board. Shorter notice may be given if agreed by the majority of Directors.
- 18.2.5 Notice of a Board meeting:
- (a) must specify the time and place of the meeting;
 - (b) need not state the nature of the business to be transacted at the meeting; and
 - (c) may be given in person or by post, telephone, fax or other electronic means.
- 18.2.6 The accidental omission to give notice of a meeting to, or the non-receipt of a notice of meeting by, a Director will not invalidate proceedings at a Board meeting.
- 18.2.7 A Director's attendance at a Board meeting waives any objection that Director may have to a failure to be given notice of the meeting.

18.3 **Quorum**

- 18.3.1 No business may be transacted at a Board meeting unless a quorum is present at the time the business is considered.
- 18.3.2 A quorum for meetings of the Board is half of the Directors, or if the number of Directors is not a multiple of 2, then the number nearest to and greater than half of the Directors.
- 18.3.3 If the number of Directors in office at any time is less than the minimum number fixed under this Constitution, then the remaining Directors:
 - (a) must act as soon as possible to procure the appointment of additional Directors to satisfy the minimum number required under this Constitution; and
 - (b) until that has happened, may only act if and to the extent that there is an emergency requiring them to act.

18.4 **Chairperson and voting**

- 18.4.1 The Chairperson will be the chairperson of the Board meetings.
- 18.4.2 If the Chairperson is not present at any Board meeting within 10 minutes after the time appointed for the meeting to begin or is present but is unwilling to act, the Directors present must elect another Director to be chairperson of the meeting.
- 18.4.3 Except as provided by the Corporations Act and by clause 9.2.1, questions arising at any meeting will be decided by a majority of votes and each Director present will be entitled to one vote.
- 18.4.4 The chairperson of a Board meeting will have a casting vote in addition to any deliberative vote.

18.5 **Circular resolutions of the Board**

- 18.5.1 The Directors may pass a circular resolution without a Board meeting being held.
- 18.5.2 A circular resolution is passed if a majority of the Directors (other than a Director on leave of absence approved by the Directors) entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clauses 18.5.3 or 18.5.4.
- 18.5.3 Each Director may sign:
 - (a) a single document setting out the resolution and containing a statement that they agree to the resolution; or
 - (b) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- 18.5.4 The Company may send a circular resolution by email to the Directors and the Directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.

18.5.5 A circular resolution is passed when the last Director signs or otherwise agrees to the resolution in the manner set out in clauses 18.5.3 or 18.5.4.

18.6 Delegation by the Board

18.6.1 The Board may delegate any of its powers to:

- (a) Chief Executive Officer;
- (b) individual Directors;
- (c) employees;
- (d) Members;
- (e) any other person, including as attorney or agent; or
- (f) committees consisting of such Directors, Members, employees or such other individuals as the Board thinks fit.

18.6.2 Any such delegations must be specified in writing and maintained in a register of delegated authorities.

18.6.3 The delegate must exercise the powers delegated in accordance with any directions of the Board.

18.6.4 The exercise of a power by a delegate is as effective as if the Board had exercised it.

18.6.5 The meetings and proceedings of any committee will be governed by the provisions of this Constitution for regulating the meetings and proceedings of the Board so far as applicable and so far as those provisions are not superseded by any other direction given by the Board.

18.7 Validity of acts

An act done in good faith by any meeting of the Board, of any committee formed by the Board or by any person acting as a Director is valid despite:

- 18.7.1 any defect in the election, appointment or tenure of a Director or person acting on any such committee;
- 18.7.2 the disqualification of any of them; or
- 18.7.3 the person not being entitled to vote.

19. Secretary

19.1 The Directors will appoint at least one secretary and may at any time suspend or remove a person from that office.

19.2 The secretary holds office on such terms and conditions (including as to remuneration) and with the powers, duties and authorities as determined by the Directors.

20. Minutes and records

20.1 Minutes to be kept

The Board must cause:

- 20.1.1 proper minutes to be made of the proceedings and resolutions of all meetings of the Company, the Board and committees formed by the Board;
- 20.1.2 the minutes to be entered in books kept for that purpose; and
- 20.1.3 the minutes to be signed within a reasonable time by the chairperson of the meeting or by the chairperson of the next meeting.

20.2 Evidence of proceedings and resolutions

A minute that is recorded and signed in accordance with clause 20.1 is evidence of the proceeding or resolution to which it relates, unless the contrary is proved.

21. Accounts

21.1 Books of account to be kept

The Directors will cause to be kept proper books of account in which will be kept true and complete accounts of the affairs and transactions of the Company. Proper books will not be deemed to be kept unless the books give a true and fair view of the state of the Company's affairs and explain its transactions.

21.2 Location of books of account

The books of account will be kept at the registered office or place or places as the Board thinks fit and will be open to the inspection of the Directors during usual business hours.

22. Auditor

The Company will observe the provisions of the Relevant Laws in relation to the appointment, removal and resignation of an auditor.

23. Amendments to this Constitution

Subject to any provision in any Relevant Law to the contrary, the Company may vary, amend or repeal this Constitution by passing a Special Resolution.

24. Indemnity

24.1 For the purposes of this clause 24:

Indemnified Loss means, in relation to any fact, matter or circumstance:

- (a) all Loss arising out of or in connection with that fact, matter or circumstance; and
- (b) all legal and other professional expenses on a solicitor-client basis incurred in defending or resisting (or otherwise in connection with) proceedings, whether criminal, civil, administrative or investigatory in nature arising out of or connected with the fact, matter or circumstance.

Loss means damage, liability, action, loss, charge, cost or expense.

Officer means:

- (a) a Director;
- (b) a secretary; or
- (c) any other officer of the Company, and includes former officers, but does not include any auditor or agent of the Company.

24.2 Subject to clause 24.3, the Company must pay to a person who is or has been an Officer on demand an amount equal to all Indemnified Loss of the Officer as a result of or in connection with that person's role as an Officer.

24.3 To the extent permitted by Law, the Company may make a payment (whether by way of advance, loan or otherwise) to an Officer for the Officer's legal costs.

24.4 The obligation of the Company in clause 24.2:

- 24.4.1 is enforceable without the Officer having to first incur any expense or make any payment;
- 24.4.2 is a continuing obligation and is enforceable by the Officer even though the Officer may have ceased to be an officer of the Company;
- 24.4.3 applies to Loss incurred both before and after the date of the adoption of this Constitution; and
- 24.4.4 does not operate in respect of any liability of the Officer to the extent that liability is covered by insurance.

24.5 The obligation of the Company in clauses 24.2 - 24.4 will not apply to the extent that:

- 24.5.1 the Company is not allowed by Law to indemnify an Officer against the Indemnified Loss;
- 24.5.2 an indemnity by the Company of the Officer against Indemnified Loss would, if given, be legally ineffective under any Law; or

- 24.5.3 the Company is not allowed by Law to make a payment for legal costs.
- 24.6 To the extent allowed 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 against a Loss incurred by the person as an Officer. Any premium will be paid in addition to any remuneration paid to a Director by the Company under this Constitution.
- 24.7 The Company may enter into an agreement or deed with a person who is or has been an Officer about the matters referred to in this clause 24.

25. Access to records

- 25.1 A person who is not a Director does not have the right to inspect any of the board papers, books, records or documents of the Company, except as:
- 25.1.1 allowed or required by any Law; or
- 25.1.2 as authorised by the Directors or by resolution of the Members.
- 25.2 The Company may agree to provide continuing access for a specified period after a person ceases to be an Officer to board papers, books, records or documents of the Company and any relevant related bodies corporate which relate to the period during which the person was an Officer.

26. Notices

- 26.1 A notice required by this Constitution must be in writing and may be delivered:
- 26.1.1 personally;
- 26.1.2 by leaving it at the person's address in the Register;
- 26.1.3 by posting it by regular prepaid post, priority prepaid post or express post addressed to that person at the person's address in the Register;
- 26.1.4 by facsimile to the person's facsimile number (if any); or
- 26.1.5 by electronic mail to the person's email address.
- 26.2 If the person receiving the notice is a company, the notice or other communication may be delivered to the company's registered office.
- 26.3 A person may change their address, facsimile number or email address by giving notice to the Company.
- 26.4 A notice or other communication is deemed delivered:
- 26.4.1 if delivered personally or left at the person's address, upon delivery;
- 26.4.2 if posted within Australia to an Australian address using:

- (a) regular prepaid post, 6 Business Days after posting;
 - (b) priority prepaid post, 4 Business Days after posting; or
 - (c) express post, 2 Business Days after posting.
- 26.4.3 if posted from a place to an address in a different country, 10 Business Days after posting;
- 26.4.4 if delivered by facsimile, subject to clause 26.4.6, at the time indicated on the transmission report produced by the sender's facsimile machine indicating that the facsimile was sent in its entirety to the addressee's facsimile;
- 26.4.5 if delivered by electronic mail, subject to clause 26.4.6, at the time the email containing the notice left the sender's email system, unless the sender receives notification that the email containing the notice was not received by the recipient; and
- 26.4.6 if received after 5.00pm in the place it is received or on a day which is not a Business Day in the place it is received, at 9.00am on the next Business Day.

27. Distribution of property on winding-up

- 27.1 If the Company is wound up and the assets of the Company are more than sufficient:
- 27.1.1 to pay all of the debts and liabilities of the Company; and
 - 27.1.2 to pay the costs, charges and expenses of the winding up,
- the surplus assets must not be distributed to a Member or former Member unless that Member or former Member is a charity described in 27.2.
- 27.2 Instead, the surplus assets must be distributed to one or more charities:
- 27.2.1 with charitable purpose(s) similar to, or inclusive of, the Purposes; and
 - 27.2.2 which prohibits the distribution of its assets to its members to at least the same extent as this Constitution.
- 27.3 If the Company is endorsed as a deductible gift recipient under subdivision 30BA of the *Income Tax Assessment Act 1997* (Cth) at the time it is wound up, then in addition to the requirements under clause 27.2, the charity or charities to which the surplus assets are distributed must also be endorsed as a deductible gift recipient at the time the distribution is made.
- 27.4 The charity or charities to be given the surplus assets must be determined:
- 27.4.1 by a Special Resolution of the Members at or before the time of winding up; or
 - 27.4.2 if no such Special Resolution is passed, by a Judge of the Supreme Court or such other court of competent jurisdiction.