



Constitution

Australasian Menopause Society Limited

ACN 167 422 380

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Australasian Menopause Society Limited

TERMS

1 Preliminary

1.1 Exclusion of Replaceable Rules

The replaceable rules contained in the Act do not apply to the Company.

1.2 Definitions

In this Constitution:

ACNC means the Australian Charities and Not-for-profits Commission.

ACNC Legislation means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and the *Australian Charities and Not-for-profits Commission (Consequential and Transitional) Act 2012* (Cth).

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

Alternate Director means an Alternate Director appointed pursuant to Article 8.14(a).

Applicant means a Person who wishes to apply for membership of the Company.

Application for Membership means the form, the contents of which may be determined by the Board from time to time, which is to be used by an Applicant.

Associate Member means a Member recorded as an Associate Member in the Register.

auditor may mean a reviewer, if permitted by the Act or ACNC Legislation.

Board means the board of Directors for the time being of the Company.

By-Laws means the by-laws of the Company as created under Article 12.7 from time to time.

Charged Member means a Member against whom an allegation has been made which may lead to the Discipline of that Member.

Charity means a charity registered under the ACNC Legislation.

Company means the entity whose name upon the adoption of this Constitution was Australasian Menopause Society Limited and shall be taken to mean the same entity by whatever name from time to time it may be called.

Corporate Member means a Member of the Company which is a company, a corporation or an incorporated body.

Deductible Gift Recipient means an entity to which tax deductible gifts may be made pursuant to Division 30 of the ITAA 1997.

DGR Gifts means:

- (a) gifts of money or property for the Purpose received during any time that the Company is endorsed as a Deductible Gift Recipient;
- (b) contributions described in item 7 or 8 of the table in section 30-15 of the ITAA 1997 in relation to a fundraising event (as defined by section 995-1 of the ITAA 1997) held for that purpose during any time that the Company is endorsed as a Deductible Gift Recipient; and
- (c) money received by the Company because of such gifts or contributions during any time that the Company is endorsed as a Deductible Gift Recipient.

Directors means the directors for the time being of the Company.

Discipline means, in relation to a Charged Member, any type or form of penalty or sanction, financial or otherwise, imposed by the Board or the Company, including the suspension or expulsion of that Charged Member.

Disciplined Member means a Member who has been suspended, fined or expelled under Articles 3.14 or 3.15.

Financial Member means a Member who has paid by the relevant due date the Membership Fees and all other sums owed by that Member to the Company.

Full Member means a Member recorded as a Full Member in the Register.

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

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

Membership Fees means the fees payable by Members of the Company on an annual basis as determined by the Board from time to time.

Notice of Allegation means a notice in writing issued by the Secretary to a Charged Member on the instruction of the Board.

Person includes:

- (a) a natural person; and
- (b) a registered company, corporation or incorporated association.

Purpose means the purpose set out in Article 2.1.

Register means the Register of Members.

Researcher means a person engaged in research who is employed by an institution determined to be satisfactory by the Board.

Seal means the common seal of the Company (if any).

Secretary means the secretary for the time being of the Company, and if there are joint secretaries, any one or more of such joint secretaries.

Service Address means the address nominated by a Member for the purpose of receiving notices from the Company.

Student Member means a member recorded as a Student Member in the Register.

Unfinancial Member means a Member who is in default of a financial obligation (including the payment by the due date of Membership Fees) to the Company.

Voting Member means a Member who:

- (a) has been granted membership of a class of membership which confers an entitlement to vote at a general meeting; and
- (b) is not an Unfinancial Member.

1.3 Interpretation

- (a) The *Acts Interpretation Act 1901* (Cth) shall apply in the interpretation of this Constitution as if it were an act of the Commonwealth.
- (b) Except so far as the contrary intention appears in this Constitution, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- (c) Words importing any one gender shall be deemed and taken to include all genders and the singular to include the plural and the plural the singular unless the contrary as to gender or number is expressly provided.
- (d) Any reference to any statute or any Section, regulation or schedule of any statute or any other legislation is a reference to that statute as amended, consolidated, supplemented or replaced.

2 Purpose of Company

2.1 Purpose

- (a) The Company is established to be a Health Promotion Charity. The primary purpose of the Company is to promote and facilitate the health of women during midlife and beyond and promote the prevention or control of related diseases by:

- (i) disseminating evidence-based information on menopause and women's midlife health to health professionals and the public;
 - (ii) educating doctors and other health care professionals in clinical care, study and understanding of midlife women's health in our community;
 - (iii) encouraging the application of evidence-based information and knowledge in midlife women's health and healthy ageing, as clinical best practice;
 - (iv) translating research into evidence-based clinical practice excellence and advocacy; and
 - (v) doing all such things as are incidental or conducive to the operation of the Company and otherwise for the attainment of the Purpose of the Company.
- (b) The assets and income of the Company shall be applied solely in furtherance of its abovementioned Purpose and no portion shall be distributed directly or indirectly to the Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Company.
- (c) Notwithstanding anything to the contrary contained in this Constitution, and in the event of conflict, such provisions of this Constitution which may be in conflict with this Article shall be read down, the Company shall at all times operate and pursue the purposes set out in Article 2.1(a) in such a manner ensuring that it meets the criteria set out in the Act and any regulations prescribed by the Act to qualify as a special purpose company, and more specifically, the Company shall:
- (i) pursue charitable purposes only;
 - (ii) only apply its income in promoting charitable purposes;
 - (iii) not make distributions to its Members;
 - (iv) not pay fees to its Directors; and
 - (v) require its Directors to approve all other payments the Company makes to them.

3 Membership

3.1 Eligibility

Any natural person or corporation (incorporated or otherwise) committed to the Purpose of the Company may become a Member of the Company provided all eligibility requirements and other membership qualifications as set out in the By-Laws or elsewhere have been met.

3.2 Application

Any Person may apply for membership of the Company by submitting to the Secretary:

- (a) an Application for Membership;
- (b) an agreement in writing to provide a guarantee not exceeding \$5.00 to defray such liabilities and expenses of the Company upon its winding up or dissolution;
- (c) an agreement in writing to be bound by the Constitution of the Company; and
- (d) payment of the entrance fee and the annual subscription for the first year, where relevant.

3.3 Admission

- (a) All Applications for Membership shall be submitted by the Secretary to the Board which shall determine each Application for Membership. The Board shall be entitled to use any criteria for determining whether to accept or reject an Application for Membership.
- (b) If the Board determines to accept an Applicant's Application for Membership, the Secretary shall, as soon as possible:
 - (i) enter the name of the Applicant in the Register; and
 - (ii) notify the Applicant of the Board's determination.
- (c) An Applicant becomes a Member and is entitled to exercise the rights of membership when the name of the Applicant is entered in the Register.
- (d) The Board may decline any Application for Membership and is not bound to give reasons why the Application for Membership was not accepted.
- (e) The Secretary shall, as soon as possible after the Board has declined an Applicant's Application for Membership:
 - (i) notify the Applicant of the Board's determination;
 - (ii) return to the Applicant the entrance fee and annual subscription paid by the Applicant, if any.

3.4 Classes of Membership

- (a) By special resolution, the Company may create different classes of membership and may confer on each such newly created class of membership such rights, privileges or benefits as the Company sees fit.
- (b) Where different classes of membership have been created, the Directors may, on accepting an Applicant's Application for Membership, admit an

Applicant to a class of membership which appears appropriate to the Directors.

(c) The classes of membership of the Company shall consist of the following, unless otherwise determined in accordance with Article 3.4(a):

(i) Full Member

(A) Admission to the class of Full Member shall confer on such Members thereof the following rights and privileges:

(I) to receive notice of and to attend and vote at all meetings of the Company and on a show of hands to one vote and on every poll to one vote; and

(II) to nominate a person to stand for election as a Director.

(B) A Person may not be admitted to the class of Full Member, and may not maintain membership as a Full Member, unless such a Person is at the time of applying for Membership a medical practitioner, scientist, or Researcher and remains a medical practitioner, scientist or Researcher while holding membership as a Full Member.

(ii) Associate Member

(A) Admission to the class of Associate Member shall confer on such Members thereof the following rights and privileges:

(I) for Associate Members other than those admitted by the Board's discretion pursuant to Article 3.4(c)(ii)(B)(IV) - to receive notice of and to attend at all meetings of the Company.

(II) for Associate Members admitted as Members prior to July 2019, may vote at all meetings of the Company and on a show of hands to one vote and on every poll to one vote.

(III) for all Associate Members - to nominate a person to stand for election as a Director.

(B) A Person may not be admitted to the class of Associate Member, and may not maintain membership as an Associate Member, unless such a Person is at the time of applying for Membership:

(I) a Full Member who has retired; or

(II) a retired medical practitioner; or

- (III) a nurse or allied health professional ; or
- (IV) an individual in a category or class approved by the Board at their discretion.

and continues to hold one of the membership qualifications set out in Article 3.4(c)(ii)(B)(IV) during his or her membership as an Associate Member.

(iii) Student Member

- (A) Admission to the class of Student Member shall confer on such Members thereof the following rights and privileges:
 - (I) To receive notice of and to attend at meetings of the Company.
- (B) A Person may not be admitted to the class of Student Member, and may not maintain membership as a Student Member, unless such a Person is at the time of applying for Membership, a student.
- (C) If a Student Member ceases to be a student, and wishes to continue to be a member, they must re-apply for membership as either a Full Member or an Associate Member.

(iv) Life Member

- (A) Admission to the class of Life Member shall confer on such Members thereof the following rights and privileges:
 - (I) to receive notice of and to attend and vote at all meetings of the Company and on a show of hands to one vote and on every poll to one vote;
 - (II) to nominate a person to stand for election as a Director.
- (B) A Person may not be admitted to the class of Life Member, and may not maintain membership as a Life Member, unless such a Person has, in the opinion of the Board, made a significant contribution to the Purpose of the Company.

3.5 Membership Fees

The Board shall determine:

- (a) the quantum; and
- (b) the due date for payment,

of the entrance fees, the annual subscription and any other amount which an Applicant or a Member is required to pay to be admitted or remain as a Financial Member.

3.6 Register of Members

- (a) The Secretary will maintain a Register at the registered office of the Company.
- (b) When an Applicant has been accepted for membership the Secretary will cause the Applicant's name to be entered in the Register, thereupon conferring membership.

3.7 Service Address

- (a) The Service Address of a Member in the Register will be the address nominated by the Member for the purpose of receiving notices from the Company and may be:
 - (i) a residential address;
 - (ii) a postal address;
 - (iii) a business address;
 - (iv) a facsimile number; and
 - (v) an email address.
- (b) The Company shall use its best endeavours to use the Service Address nominated by each Member for the purpose of delivering notices.
- (c) Each Member must notify the Secretary within 14 days of any change of name or Service Address of the Member and each such change shall be recorded in the Register.

3.8 Rights of Members

The rights of any Member will not be transferable.

3.9 Liability of Members

The liability of a member is limited to the extent of the Member's guarantee. This liability shall continue for the duration of the membership of a Member and for a period of 12 months following the cessation of membership of a Member.

3.10 Cessation of Membership

Membership of the Company will terminate upon:

- (a) the Secretary receiving from a Member a letter of resignation;

- (b) a Member being expelled or suspended in accordance with this Constitution; or
- (c) death of a Member.

3.11 Consequences of Loss of Membership

A Member whose membership of the Company is terminated will be liable for:

- (a) all moneys due by that Member to the Company; and
- (b) the sum for which the Member is liable under Article 14.2 of this Constitution if applicable.

3.12 Prohibition on Claims on Company

A Member whose membership is terminated will not make any claim, monetary or otherwise, on the Company, its funds or property except as a creditor thereof.

3.13 Prohibition on Representation as a Member

Any person or corporation who for any reason ceases to be a Member shall no longer represent themselves in any manner as being a Member.

3.14 Allegation of Charge

- (a) Any allegation that might lead to the discipline of a Member shall be lodged with the Secretary in writing, signed by any Member and detailing the circumstance which gave rise to such allegation.
- (b) If the Secretary considers the allegation to be such as may warrant the discipline of that Member, the Secretary shall issue a Notice of Allegation to the Member informing the Member:-
 - (i) of the allegation; and
 - (ii) the date at which the Board of Directors will consider the allegation, such Board meeting to be held not less than 28 days after the date of the Notice of Allegation; and
 - (iii) inviting the Member to submit a written explanation to defend the allegation; and
 - (iv) inviting the Member to present himself to the Board to answer any questions which the Board may ask of him and to present his defence of the allegation.
- (c) If the Member chooses to defend the allegation, the Member must submit a written explanation which must be received by the Secretary not less than two days prior to the Board meeting at which the allegation is to be heard. Such explanation shall be tabled at the Board meeting at which the allegation is to be heard and reasonable opportunity must be given for the Member to appear before the Board of Directors to answer the allegation.

(d) The Board may:

- (i) by two-thirds majority vote, expel; or
- (ii) by a majority vote suspend or otherwise discipline

any Member of the Company for conduct inconsistent with any by-law, regulation or any provision contained in this Constitution or which in the opinion of the Board is unbecoming of a Member or prejudicial to the interests of the Company.

- (e) Any Member so disciplined, fined, suspended or expelled shall be notified in writing by the Secretary within 21 days of such penalty being imposed.
- (f) Any Member who may be disciplined, fined, suspended or expelled shall have the right to appeal against such penalty.

3.15 Appeal Against Discipline

- (a) A Disciplined Member shall have the right to appeal against the decision of the Board at a general meeting of the Members of the Company by giving notice of his or her or its intention to appeal. Such notice must be received by the Secretary within one month of the deemed date of receipt of the notice referred to in Article 3.14(e). Such notice of appeal shall operate as a stay of implementation of any decision.
- (b) The Board shall be required to convene a general meeting of the Members of the Company within three months of the date of receipt of the notice referred to in Article 3.14(e) and shall give no less than one month's notice of the date of that general meeting to the Disciplined Member.
- (c) The Disciplined Member shall be given the opportunity of being heard at the general meeting with or without a solicitor or counsel.
- (d) The Disciplined Member may be represented by another Member.
- (e) A solicitor, with or without counsel, may be engaged by the Company to assist the Company at such a meeting.
- (f) The Company shall be under no obligation to disclose to the Disciplined Member or any other Member the source of any information giving rise to the discipline.
- (g) The Company shall, by a simple majority, decide upon the appeal.

3.16 Unsuccessful Appeal

A Disciplined Member whose appeal is unsuccessful shall pay to the Company all or any costs or expenses reasonably incurred by the Company in connection with the hearing of the appeal as the Board may determine.

3.17 Consequences of Expulsion or Suspension

Any Member expelled from the Company may at any time apply to the Board to be readmitted as a Member.

3.18 Ineligibility to be Director

No person may be a Director of the Company following expulsion or during suspension unless such a person is subsequently readmitted as a Member.

4 Meetings of Members

4.1 Convening General Meetings

- (a) Any Director may whenever he thinks fit convene a meeting of the Company's Members.
- (b) The Directors must convene a meeting of the Company's Members on the request of Members in accordance with Section 249D of the Act. The Members may convene a meeting of the Company's Members in accordance with Sections 249E and 249F of the Act.

4.2 Contents of Notice of General Meetings

A notice of a meeting of the Company's Members shall specify:

- (a) the place, the day and the time of the meeting (and, if the meeting is to be held in two or more places, the virtual meeting technology that will be used to facilitate this and sufficient information to allow the Members to participate by means of the technology);
- (b) the general nature of the business to be transacted at the meeting; and
- (c) such other information as is required by Section 249L of the Act.

4.3 Meeting at Several Venues

The Company may hold a meeting of its Members at two or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.

4.4 Period of Notice of General Meeting

Subject to the provisions of the Act relating to agreements for shorter notice, at least 21 days' notice must be given of a meeting of the Company's Members.

4.5 Persons Entitled to Notice of General Meeting

- (a) Notice of every meeting of the Company's Members shall be given in the manner authorised by Article 12.1 to:
 - (i) every Member and to every Director; and

- (ii) the auditor for the time being of the Company.
- (b) No other person is entitled to receive notices of meetings of the Company's Members.

4.6 Annual General Meeting

- (a) Subject to the Act, a general meeting shall be held at least once in every calendar year and within the period of five months after the end of the financial year at such time and place as may be determined by the Directors. The abovementioned general meeting shall be called the **"Annual General Meeting"** and all other meetings of the Company shall be called **"general meetings"**.
- (b) The business of the Annual General Meeting may include any of the following, even if not referred to on the notice of meeting:
 - (i) the consideration of the Annual Financial Report, Directors' Report and Auditor's Report if required to be prepared;
 - (ii) the election of Directors;
 - (iii) the appointment of the auditor (if any);
 - (iv) the fixing of the auditor's remuneration if the Company has appointed an auditor.

4.7 Chairman of General Meetings

- (a) The President appointed pursuant to Article 8.13 shall act as Chairman of meetings of the Company's Members.
- (b) Where a meeting of the Company's Members is held and:
 - (i) a Chairman has not been elected as provided by Article 4.7(a); or
 - (ii) the person so elected is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting,

the Members present shall elect one of their number to be Chairman of the meeting (or part of it).

4.8 Quorum for General Meetings

- (a) No business shall be transacted at any meeting of the Company's Members unless a quorum of Members is present at the time when the meeting proceeds to business.
- (b) A quorum is constituted by 20 persons entitled to attend and vote at a meeting of the Company's Members.
- (c) For the purpose of determining whether a quorum is present:

- (i) a person attending as a proxy, or as representing a body corporate that is a Member, shall be deemed to be a Member;
 - (ii) a person shall be deemed to be present if they are participating in the meeting by the use of technology in accordance with Article 6; and
 - (iii) a person shall be deemed to be present for the purpose of a particular resolution if they have cast a vote on that resolution in advance by electronic polling in accordance with Article 7.
- (d) If the Company has only one Member, that Member may pass a resolution by the Member recording it and signing the record.

4.9 Adjournment of General Meetings if no Quorum Present

If a quorum is not present within half an hour from the time appointed for the meeting:

- (a) where the meeting was convened upon the request of Members - the meeting shall be dissolved; or
- (b) in any other case:
 - (i) the meeting stands adjourned to such day, and at such time and place, as the Directors determine or, if no determination is made by the Directors, to the same day in the next week at the same time and place; and
 - (ii) if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, then the meeting shall be dissolved.

4.10 Adjournment of General Meetings If Quorum Present

- (a) The Chairman shall adjourn a meeting of the Company's Members from time to time and from place to place if the Members present with a majority of votes that may be cast at that meeting agree or direct the Chairman to do so. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting of the Company's Members is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (c) Except as provided by Article 4.10(b), it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

4.11 Voting at General Meetings

- (a) At any meeting of the Company's Members a resolution put to the vote of the meeting shall be decided on by way of any combination of the following:

- (i) a show of hands;
- (ii) electronic voting in accordance with Article 6.1(c) ; or
- (iii) electronic polling in advance in accordance with Article 7.

unless a secret ballot is (before a vote is taken or before or immediately after the declaration of the result of the show of hands) demanded:

- (iv) by the Chairman;
 - (v) by at least three Members (present in person or by proxy or representative) entitled to vote on the resolution;
 - (vi) by a Member or Members (present in person or by proxy or representative) with at least 5% of the votes that may be cast on the resolution on a poll.
- (b) If a secret ballot is duly demanded:
- (i) by the Chairman; or
 - (ii) third of the persons present at the meeting in question, such number being determined by including persons who are personally present, and persons who are represented by proxy or by corporate representative,

it shall be taken in such manner and, subject to Article 4.11(c), either at once or after an interval or adjournment or otherwise as the Chairman directs, and the result of the secret ballot shall be the resolution of the meeting at which the secret ballot was demanded.

- (c) A secret ballot demanded on the election of a Chairman or on a question of adjournment shall be taken immediately.

4.12 Voting Deadlock

In the case of an equality of votes, the Chairman at that meeting has a casting vote in addition to any vote the Chairman may have in the capacity as a Member.

4.13 Voting Entitlement

Subject to any rights or restrictions for the time being attached to any Member:

- (a) at meetings of the Company's Members or classes of Members each Member entitled to vote may vote in person, by way of electronic voting in

accordance with Article 6.1(c), by way of electronic polling in accordance with Article 7 or by proxy or attorney or representative; and

- (b) on a show of hands (or by electronic voting in accordance with Article 6.1(c) or electronic polling in accordance with Article 7) every person present who is a Member or a representative of a Member has one vote, and on a secret ballot every person present in person or by proxy or attorney or representative has one vote.

4.14 Voting By Joint Members

If the membership is held jointly and more than one such joint Member votes, only the vote of the Member whose name appears first in the Register counts.

4.15 Voting by Members with Incapacity

If a Member is of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health, his committee or trustee or such other person as properly has the management of his estate may exercise any rights of the Member in relation to a meeting of the Company's Members as if the committee, trustee or other person were the Member.

4.16 Voting Restrictions

A Member is not entitled to vote at a meeting of the Company's Members unless all sums presently payable by him in respect of the Company have been paid.

4.17 Objections to Votes

- (a) An objection may be raised to the qualification of a voter only at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- (b) Any such objection shall be referred to the Chairman of the meeting of the Company's Members, whose decision is final.
- (c) A vote not disallowed pursuant to such an objection is valid for all purposes.

5 Members' Representatives

5.1 Proxies

A Member of the Company who is entitled to attend and cast a vote at a meeting of the Company's Members may appoint a person (whether or not a Member of the Company) as the Member's proxy to attend and vote for the Member at the meeting.

5.2 Appointment of Proxy

- (a) An instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is

a corporation, either under seal or executed in accordance with the Act or under the hand of an officer or attorney duly authorised.

- (b) An instrument appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where an instrument of proxy so provides, the proxy is not entitled to vote in the resolution except as specified in the instrument.
- (c) An instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

5.3 Form of Proxy

An instrument appointing a proxy shall be in a form that is similar as the circumstances allow to the form shown in Schedule A hereof.

5.4 Validity of Proxy Appointment

An instrument appointing a proxy shall not be treated as valid unless the instrument, and the power of attorney or other authority (if any) under which the instrument is signed or a notarially certified copy of that power or authority, is or are deposited, not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll, at the registered office of the Company or at such other place in Australia as is specified for that purpose in the notice convening the meeting.

5.5 Validity of Proxy Vote

A vote given in accordance with the terms of an instrument of proxy or of a power of attorney is valid notwithstanding the previous death or unsoundness of mind of the principal, the revocation of the instrument (or of the authority under which the instrument was executed) or of the power, if no intimation in writing of the death, unsoundness of mind or revocation before the commencement of the meeting or adjourned meeting at which the instrument is used or the power is exercised.

6 Use of Technology

6.1 Participation in Meetings by way of Technology

- (a) The Company may hold a General Meeting at any two or more locations using any virtual meeting technology that gives the Members as a whole a reasonable opportunity to participate including a reasonable opportunity to exercise a right to speak.
- (b) A person participating through the use of virtual meeting technology will be deemed to be present at the meeting in person.
- (c) A person participating through the use of virtual meeting technology:

- (i) must be given the opportunity to participate in a vote in real time; and
 - (ii) may, in the sole discretion of the Board, be given the opportunity to record a vote in advance of the meeting, in which case the voter may elect to vote in real time or in advance.
- (d) A document that is required or permitted to be tabled at a meeting using virtual meeting technology is taken to have been tabled if it is:
- (i) given to the persons entitled to attend the meeting (whether physically or using virtual meeting technology) before the meeting; or
 - (ii) made accessible to the persons entitled to attend the meeting (whether physically or using virtual meeting technology) during the meeting.

7 Electronic Polling

7.1 Electronic Polling

- (a) The Board may permit a resolution to be decided partly or wholly by electronic polling.
- (b) Electronic polling includes online surveys, email voting or any other method approved by the Board. In addition to the matters set out in Article 4.2, the notice of a meeting at which a resolution(s) will be decided partly or wholly by electronic polling must specify:
 - (i) the resolution(s) for which electronic polling will be permitted;
 - (ii) the method of electronic polling approved by the Board;
 - (iii) the means by which Members may cast their vote (whether by following a link to an online survey, responding to a nominated email address or some other means);
 - (iv) the deadline for voting by electronic polling; and
 - (v) that members who cast a vote by electronic polling will be deemed to have voted in advance and accordingly will not be permitted to vote on that resolution at the meeting of the Company's Members
- (c) Members who do not vote by electronic polling by the deadline may vote in person at the meeting of the Company's Members.
- (d) Members who vote by electronic polling will be deemed to have voted in advance and accordingly will not be permitted to vote on that resolution at the meeting of the Company's Members.

- (e) The effective date of a resolution decided partly or wholly by electronic polling is the date of the subsequent Member's meeting (even if a sufficient votes are cast prior to the meeting).

7.2 Limitations to Electronic Polling

- (a) Electronic polling may only be permitted for decisions that are required to be made by special resolution with the approval of a two thirds majority of the Board.
- (b) A proxy cannot be appointed for electronic polling.

8 Directors

8.1 Number of Directors

The Company must have at least nine (9) and no more than twelve (12) Directors.

8.2 Altering the Number of Directors

The Company may from time to time by resolution passed at a general meeting fix the number of Directors or increase or reduce the number of Directors (but so that the number shall be not less than three) and may also determine in what rotation (if any) the increased or reduced number is to go out of office. If the Members' resolution does not specify the term of the Director's appointment, the Director will hold office in accordance with Article 8.15.

8.3 Qualification and composition of Directors

- (a) It shall not be necessary for a Director to be a Member of the Company by way of qualification and a Director who is not a Member of the Company shall be entitled to receive notices of and attend and speak at meetings of the Company's Members.
- (b) At all times, the Board will comprise:
 - (i) Six Directors appointed by the Members, including one Director residing in each of the following regions:
 - (A) Victoria/Tasmania;
 - (B) New South Wales/Australian Capital Territory;
 - (C) Queensland;
 - (D) South Australia/Northern Territory;
 - (E) Western Australia; and
 - (F) New Zealand; and

- (ii) Up to six Directors (6) Directors appointed by the Board to bring any additional skills, expertise and experience that the Board may require from time to time.

8.4 Tenure of Directors

Until he resigns, dies or is removed from or vacates office as provided in this Constitution every Director shall continue to hold office.

8.5 Appointment of Director by Board

- (a) The Directors shall have power to:
 - (i) appoint a new Director to fill any casual vacancy; and
 - (ii) appoint additional Directors, subject to Article 8.3(b)(ii).
- (b) Any Director so appointed shall hold office only until the next following Annual General Meeting of the Company and shall then be eligible for election.

8.6 Tenure of Director Appointed by Board

- (a) Any Director appointed pursuant to Article 8.5(a)(i) shall hold office only until the next following Annual General Meeting of the Company and shall then be eligible for election but shall not then be taken into account in determining the number of Directors who are to retire by rotation.
- (b) Any Director appointed pursuant to Article 8.5(a)(ii) shall hold office as though elected in accordance with Article 8.7.

8.7 Appointment of Director by Members

- (a) Subject to the requirements of Article 8.3(b)(i), the Members may at any time and from time to time by ordinary resolution:
 - (i) appoint a new Director to fill any casual vacancy of a Director appointed pursuant to Article 8.3(b)(i);
 - (ii) specify the period during which the Director is to hold office and if it does so specify the Director will cease to hold office at the expiration of that period but will be eligible for reappointment. If the Members' resolution does not specify the term of the Director's appointment, the Director will hold office in accordance with Article 8.15,

provided that such Person has been nominated in writing for election as a Director not less than 21 days prior to his or her election as a Director under Article 8.7(a) by two Voting Members who,

- (iii) are not an employee of the Company, or of any related entity employing staff of the Company;

- (iv) have not been an employee of the Company for any period of time in the 12 months leading up to the election of the nominated Director; or
- (v) are not any related entity employing staff of the Company,

and the election of officers under Articles 8.7(c) shall be required to comply with the terms of this Article.

- (b) In the event that only one Person is nominated for election to fill a vacancy as Director for one of the regions identified in 8.3(b)(i), the Members will not be required to appoint the individual by ordinary resolution or ballot and the individual will be deemed to be appointed as Director at the general meeting at which the election under Article 8.7(a) or prior to which the ballot under Article 8.7(c) and 8.3(b)(i) was proposed to be held.
- (c) In lieu of the Members electing Directors by ordinary resolution under Article 8.7(a), the Board may elect that a ballot take place on the following terms:
 - (i) upon the receipt of nominations under Article 8.7(a), the Board shall cause within not less than seven days of the date of the next of the Annual General Meeting or general meeting of the Members for a ballot in the form approved by the Board to be sent to each Member's address as shown in the Register or to the Service Address of each Member in accordance with Article 12.1, in respect of the nominations received under Article 8.7(a) and the vacated offices available for filling under Article 8.15;
 - (ii) the ballot shall contain words to the effect that the ballot:
 - (A) must be signed and that the signed ballot may be returned by post to the Registered Office;
 - (B) must be signed and that the signed ballot may be returned by fax to a fax number nominated by the Board on the ballot;
 - (C) must be signed and scanned and the scanned copy of the signed ballot returned by email to an email address nominated by the Board on the ballot; or
 - (D) must be completed online at an internet address nominated by the Board on the ballot and submitted electronically –
 - (iii) no less than three (3) days prior to the next Annual General Meeting or general meeting of the Members, in order to be a validly cast vote;
 - (iv) three days prior to the next Annual General Meeting or general meeting of the Members, the Board or its nominee shall tally the

votes received within the timeframe stipulated under Article 8.7(c)(ii) and determine, having regard to a “first past the post” basis, the person having been elected as Directors to the vacated offices;

- (v) the Board shall announce at the next Annual General Meeting or general meeting of the Members the formal resignation of those persons under Article 8.15 and the election of such persons determined under Article 8.7(c)(iv) to the vacated positions, the election having taken place under this Article 8.7(c);
- (vi) the determination of the Board in respect of the matters set out under Article 8.7(c) shall be final and binding on the Company and its Members.

8.8 Casual Vacancy of Directors

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

8.9 Defects in Appointment of Directors

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

8.10 Appointment of a Managing Director

- (a) The Directors may from time to time appoint one or more of their number to the office of Managing Director for such period and on such terms as they think fit, and, subject to the terms of any agreement entered into in a particular case, may revoke any such appointment.
- (b) Any such appointment of a Managing Director automatically terminates if the appointee ceases from any cause to be a Director.

8.11 Powers of Managing Director

- (a) The Directors may, upon such terms and conditions and with such restrictions and as they think fit, confer upon a Managing Director any of the powers exercisable by them.
- (b) Any powers so conferred may be concurrent with, or be to the exclusion of, the powers of the Directors.

- (c) The Directors may at any time withdraw or vary any of the powers so conferred on a Managing Director.

8.12 Appointment of a President-Elect

- (a) The Directors shall from time to time appoint one or more of their number to the office of President-Elect for a period of not more than two years and on such terms as they think fit.
- (b) A Director shall upon expiry of the two year term under Article 8.12(a) be appointed as President pursuant to Article 8.13(a).
- (c) The Directors may, by simple majority, revoke any such appointment of a person as President-Elect; however, the revocation of a person's appointment as President-Elect shall not affect their status as a Director.
- (d) Any such appointment of a President-Elect automatically terminates if the appointee ceases from any cause to be a Director.

8.13 Appointment of a President

- (a) The Directors shall every two years (or earlier if circumstances require, as determined by the Directors) appoint the President-Elect for the time being to the office of President for a period of not more than two years and on such terms as they think fit.
- (b) The Directors may, by simple majority, revoke any such appointment of a person as President; however, the revocation of a person's appointment as President shall not affect their status as a Director.
- (c) Any such appointment of a President automatically terminates if the appointee ceases from any cause to be a Director.
- (d) The President appointed under Article 8.13(a) shall act as Chairman of all meetings of the Members, unless otherwise determined in accordance with this Constitution.
- (e) The President appointed under Article 8.13(a) shall act as Chairman of all meetings of the Directors, unless otherwise determined in accordance with this Constitution.

8.14 Appointment of an Alternate Director

- (a) A Director may, with the approval of the other Directors (such approval not to be unreasonably withheld), appoint a person (whether a Member of the Company or not) to be an Alternate Director in his or her place during such period as he or she thinks fit.
- (b) An Alternate Director is entitled to notice of meetings of the Directors and, if the appointor is not present at such a meeting, is entitled to attend and vote in his or her stead.

- (c) An Alternate Director may exercise any powers that the appointor may exercise and the exercise of any such power by the Alternate Director shall be deemed to be the exercise of the power by the appointor.
- (d) An Alternate Director is not required to have any membership qualifications.
- (e) The appointment of an Alternate Director may be terminated at any time by the appointor notwithstanding that the period of the appointment of the Alternate Director has not expired, and terminates in any event if the appointor ceases to hold office as a Director.
- (f) An appointment, or the termination of an appointment, of an Alternate Director shall be effected by a notice in writing signed by the Director who makes or made the appointment and served on the Company.

8.15 Rotation of Directors

Subject to Article 8.1 the following provisions shall apply to all the Directors:

- (a) At every Annual General Meeting those Directors who have been in office (whether as a Director of the Company, or as an officer of the Association which was converted to the Company) for two years or until the second Annual General Meeting following such Directors' appointment (whichever is the longer) shall retire.
- (b) The Directors or Director to retire pursuant to Article 8.15(a) shall be the Directors or Director longest in office (whether as a Director of the Company, or as an officer of the Association which was converted to the Company) since last being elected but as between Directors who were elected on the same day the Director or Directors to retire shall (in default of agreement between them) be determined by lot. Any Director retiring under Articles 8.15(d) or 8.15(e) shall not be taken into account in determining the number of Directors to retire by rotation or which Directors shall retire by rotation.
- (c) The Company at any Annual General Meeting at which any Directors retire in manner aforesaid may fill up the vacated office by electing a like number of persons to be Directors and may fill up any other vacancies, subject to the requirements of Article 8.3(b).
- (d) If, at any Annual General Meeting at which an election of Directors ought to take place, the places of the retiring Directors are not filled up, the retiring Directors, or such of them as have not had their places filled up, shall (if willing to act) continue in office until the Annual General Meeting in the next year and so on from year to year until their places are filled up, unless and except insofar as it shall be determined at such meeting to reduce the number of Directors.
- (e) Subject to Article 8.1, any Director elected pursuant to the provisions of Article 8.15 shall retire from office pursuant to Articles 8.15(a) or 8.15(d).

- (f) A Director retiring pursuant to Articles 8.15(a) or 8.15(d) shall retain office until the dissolution or adjournment of the meeting at which such Director's successor is elected and shall be eligible for re-election.

8.16 Removal of A Director

The Members may at any time and from time to time, in accordance with the provisions of Section 203D of the Act remove any Director provided that the total number of directors shall not at any time fall below the minimum fixed by this Constitution.

8.17 Loss of Office

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:

- (a) dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (b) resigns from office by notice in writing to the Company;
- (c) is absent without the consent of the Directors from all meetings of the Directors held during a period of six months;
- (d) without the consent of the Company in general meeting holds any other office of profit under the Company;
- (e) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of that interest as required by Article 8.23;
- (f) is expelled or suspended as a Member in accordance with Articles 3.14 or 3.15; or
- (g) becomes ineligible to be a Director under the ACNC Legislation.

8.18 Reimbursement of Expenses

A Director shall be entitled to receive:

- (a) reimbursement of out-of-pocket expenses incurred in carrying out the duties of a director where the payment does not exceed the amount previously approved by the Board; or
- (b) payment for any service rendered to the Company in a professional or technical capacity where the provision of that service has the prior approval of the Board and the amount payable is approved by a resolution of the Board and is on reasonable commercial terms; or
- (c) payment as an employee of the Company where the terms of employment have been approved by resolution of the Board.

8.19 Powers of Directors

- (a) Subject to the Act and to any other provision of this Constitution, the business of the Company shall be managed by the Directors, who may pay all expenses incurred in promoting and forming the Company, and may exercise all such powers of the Company as are not, by the Act or by this Constitution, required to be exercised by the Company in meeting of the Company's Members.
- (b) Without limiting the generality of Article 8.19(a), the Directors may exercise all the powers of the Company to borrow money, to charge any property or business of the Company and to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.
- (c) All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be in such manner as the Directors determine.

8.20 Appointment of Company Attorney

- (a) The Directors may, by power of attorney, appoint any person or persons (either by name or by reference to position or office held) to be the attorney or attorneys of the Company for such purposes, with such powers, authorities and discretions (being powers, authorities and discretions vested in or exercisable by the Directors), for such period and subject to such conditions as they think fit.
- (b) Any such power of attorney may contain such provisions for the protection and convenience of persons dealing with the attorney as the Directors think fit and may also authorise the attorney to delegate all or any of the powers, authorities and discretions vested in him.

8.21 Delegation of Powers

- (a) The Directors may delegate any of their powers to a committee or committees consisting of such of their number as they think fit.
- (b) A committee to which any powers have been so delegated shall exercise the powers delegated in accordance with any directions of the Directors and a power so exercised shall be deemed to have been exercised by the Directors.
- (c) The members of such a committee may elect one of their number as Chairman of their meetings.
- (d) Where such a meeting is held and:
 - (i) a Chairman has not been elected as provided by Article 8.21(c); or

- (ii) the person so elected is not present within ten minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting,

the members present shall elect one of their number to be Chairman of the meeting or part of it.

- (e) A committee may meet and adjourn as it thinks proper.
- (f) Questions arising at a meeting of a committee shall be determined by a majority of votes of the members present and voting.
- (g) In the case of an equality of votes, the President shall have a casting vote in addition to any vote the President may have in the capacity as a committee member.

8.22 Duties of Directors

- (a) A Director shall act consistently with the statutory duties of Officers as provided in the Act and with the common law duties imposed on Directors.
- (b) Directors must comply with any duties imposed on them by the Act and with the duties described in governance standard 5 of the ACNC Legislation.
- (c) Notwithstanding the provisions of Article 8.22(a), where the Company is a wholly-owned subsidiary of a body corporate, a Director of the Company is hereby authorised to act in good faith in the best interests of the holding company.
- (d) Where a Director acts in accordance with Article 8.22(b), that Director shall be taken to have acted in the best interests of the Company despite the Director having acted in the best interests of the holding company provided that the Company is not insolvent at the time the Director acts and does not become insolvent because of the Director's act.

8.23 Material Personal Interests

- (a) Every Director shall observe the provisions of Section 191 of the Act relating to the disclosure of the interest of Directors in contracts or proposed contracts with the Company or of any office or property held by Directors which might create duties or interests in conflict with their duties or interests as Directors. It shall be permissible for a Director to give the other Directors a standing notice about a material personal interest provided such standing notice is given in accordance with Section 192 of the Act.
- (b) If a Director has a material personal interest which requires disclosure under the Act, the disclosure must be made before the Directors vote on any resolution which deals directly or indirectly with the material personal interest.

- (c) Where a Director has disclosed his material personal interest in a matter:
 - (i) the Director at any meeting of Directors at which such matter is to be considered shall not be entitled to be present while the matter is being considered at the meeting nor to vote on any matter pertaining to the matter unless:
 - (A) those Directors who do not have a material personal interest in the matter have passed a resolution that:
 - (I) identifies the Director, the nature and extent of the Director's interest in the matter and its relation to the affairs of the Company; and
 - (II) states that those Directors are satisfied that the interest should not disqualify the Director from voting or being present; or
 - (B) the interested Director has obtained a declaration or order made by the Australian Securities and Investments Commission or its successor which entitles the Director to be present and to vote;
 - (ii) if the matter is approved by the Directors, that matter may proceed, notwithstanding the Director's conflict;
 - (iii) the Director shall not be liable to account to the Company for any profit realised by any such transaction;
 - (iv) any contract or arrangement entered into by or on behalf of the Company in which any Director shall be in any way interested cannot be avoided by the Company on the grounds of the interest of the Director in the contract or arrangement.
 - (v) Provided the Director observes the provisions of Sections 191 and 195 of the Act, no Director shall be disqualified by his office from contracting or entering into any arrangement with the Company either as vendor, purchaser or otherwise.

9 Meetings of Directors

9.1 Frequency of Board Meetings

The Board of Directors may meet together for the despatch of business and adjourn and otherwise regulate its meetings as it thinks fit and determine the quorum necessary for the transaction of business.

9.2 Convening Board Meetings

The Board of Directors may at any time, and a Secretary shall on the requisition of a Director, convene a meeting of the Directors.

9.3 Notice of Board Meetings

Reasonable notice in the circumstances must be given of all Board meetings unless all Directors consent to waive the requirement for notice of a Board meeting.

9.4 Quorum for Board Meetings

- (a) Unless the Directors determine otherwise, the quorum for a meeting of Directors is not less than one half of the Directors, provided that each such person is a Director or an Alternate Director and is entitled under the Act to vote on a motion that may be moved at that meeting.
- (b) An Alternate Director shall be counted in a quorum if present as an Alternate Director.
- (c) The quorum must be present at all times during a meeting of Directors.

9.5 Chairman of Board Meetings

- (a) The President appointed pursuant to Article 8.15(a) shall act as chairman of meetings of the Directors.
- (b) Where a meeting of the Directors is held and:
 - (i) a Chairman has not been elected as provided by Article 9.5(a); or
 - (ii) the person so elected is not present within ten minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting,

the Directors present shall elect one of their number to be Chairman of such meeting or part of it.

9.6 Voting at Board Meetings

- (a) Subject to this Constitution, questions arising at a meeting of Directors shall be decided by a majority of votes of Directors present and voting and any such decision shall for all purposes be deemed a decision of the Directors.
- (b) Unless provided otherwise, each Director is entitled to cast one vote on each matter for determination.

9.7 Voting Deadlock

In the case of a deadlock in the voting on a particular motion, the Chairman of the meeting shall have a casting vote in addition to any vote the Chairman may have in the capacity as a Director.

9.8 Use of virtual meeting technology in Board Meetings

- (a) The Board may hold its meetings using any virtual meeting technology that is agreed to by the Board.
- (b) The use of any virtual meeting technology must give the Director a reasonable opportunity to participate including a reasonable opportunity to exercise a right to speak.
- (c) The Board's agreement may be a standing one.
- (d) A Director participating through the use of virtual meeting technology will be deemed to be present at the meeting in person.
- (e) If, before or during the meeting, any technical difficulty results in one or more Director being unable to participate, the chairperson may adjourn the meeting until the difficulty is remedied or may, provided a quorum of Directors remains present, continue with the meeting.

9.9 Passing Resolutions Without Meetings

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

9.10 Deemed Resolution

For the purposes of Article 9.9, two or more separate documents containing statements in identical terms each of which is signed by one or more Directors shall together be deemed to constitute one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate document.

10 Other Officers

10.1 Secretary

A Secretary holds office on such terms and conditions, as to remuneration and otherwise, as the Directors determine.

11 Insurance and Indemnity of Applicable Persons

11.1 Applicable Persons

The provisions of Articles 11.2, 11.3, 11.4 and 11.5 shall apply to Applicable Persons, which expression shall include:

- (a) every person who is or has been an Officer of the Company;
- (b) every person who is or has been an Officer of a Related Body Corporate of the Company;
- (c) if the Directors determine, an employee or former employee of the Company or a Related Body Corporate of the Company;
- (d) if the Directors determine and to the extent permitted under the Act, an auditor or former auditor of the Company or a Related Body Corporate of the Company.

11.2 Insurance

- (a) To the extent permitted under the Act, the Company may pay, or agree to pay, a premium in respect of a contract insuring any one or more Applicable Persons against any liability incurred by the Applicable Person provided that the liability does not arise out of conduct involving:
 - (i) a wilful breach of duty in relation to the Company or a Related Body Corporate of the Company; or
 - (ii) a contravention of Section 182 or 183 of the Act.
- (b) To the extent permitted under the Act, the Company may pay, or agree to pay, an Applicable Person for costs and expenses incurred by that Applicable Person in defending proceedings, whatever the outcome of the proceedings.

11.3 Indemnity

- (a) The Company does not exempt an Applicable Person from a liability to the Company incurred in their capacity as an Applicable Person.
- (b) To the extent permitted by the Act, the Company indemnifies any Applicable Person against non-legal costs incurred as an Applicable Person except:
 - (i) for a liability owed to the Company or a Related Body Corporate of the Company;
 - (ii) for a liability for a pecuniary penalty order under Section 1317G or compensation order under Section 1317H or Section 1317HA of the Act;
 - (iii) for a liability owed to a third party arising out of conduct involving a lack of good faith.
- (c) To the extent permitted by the Act, the Company indemnifies any Applicable Person against legal costs incurred in defending an action for a liability incurred as an Applicable Person except:—

- (i) in defending or resisting proceedings in which the Applicable Person is found to have a liability for which they could not be indemnified under Article 11.3(b); or
 - (ii) in defending or resisting criminal proceedings in which the Applicable Person is found guilty; or
 - (iii) in defending or resisting proceedings brought by the Australian Securities and Investments Commission (and any of its successors) or a liquidator for a court order if the grounds for making the order are found by a court to have been established; or
 - (iv) in connection with proceedings for relief to the Applicable Person under the Act in which the Court denies relief.
- (d) Where the costs and expenses incurred by an Applicable Person under Articles 11.3(a), 11.3(b) or 11.3(c) are recovered by the Company under an insurance policy taken out or paid for by the Company pursuant to Article 11.2, the extent of the indemnification of an Applicable Person shall be reduced accordingly.

11.4 Loan to an Applicable Person

- (a) To the extent permitted by the Act, the Directors may give a loan or advance to an Applicable Person to assist with the payment of costs and expenses of the Applicable Person which may be incurred under Article 11.3, where, in the opinion of the Directors, the costs and expenses are likely to become an amount for which the Company may become liable.
- (b) If, upon a determination of the proceedings, the costs and expenses for which the loan or advance was given are not the liability of the Company, the loan or advance given to the Applicable Person shall be recoverable according to the terms of the loan or advance.

11.5 Definition of “Proceedings”

In Articles 11.2, 11.3 and 11.4, the term **proceedings** means any proceedings and any appeal in relation to any proceedings, whether civil or criminal, being proceedings in which it is alleged that the Applicable Person has done or omitted to do some act, matter or thing in his capacity under which the person has become an Applicable Person (including proceedings alleging that the Applicable Person was guilty of negligence, default, breach of trust or breach of duty in relation to the Company or a Related Body Corporate).

12 Administration

12.1 Notices

- (a) A notice may be given by the Company to any Member either:

- (i) by serving it on him personally;
 - (ii) by sending it by post to him at his address as shown in the Register or to the Service Address supplied by him to the Company for the giving of notices to him; or
 - (iii) by email or other electronic means.
- (b) Where a notice is sent by:
 - (i) post, service of the notice shall be deemed to be effective by properly addressing, prepaying and posting a letter containing the notice, and to have been effected, in the case of a notice of a Member, on the day after the date of its posting and, in any other case, at the time at which the letter would be delivered in the ordinary course of post.
 - (ii) by facsimile transmission, service of the notice shall be deemed to be effected within 24 hours of the transmission, unless the Company receives notification that the transmission was not successful.
 - (iii) by email or other electronic means, service of the notice shall be deemed to be effected within 24 hours of the transmission, unless the Company receives notification that the transmission was not successful.
- (c) A notice may be given by the Company to joint Members by giving the notice to the joint Member first named in the Register.

12.2 Minutes

The Directors will cause minutes of:

- (a) all proceedings and resolutions of meetings of the Company's Members;
- (b) all proceedings and resolutions of meetings of the Directors, including meetings of a committee of Directors;
- (c) resolutions passed by Members without a meeting;
- (d) resolutions passed by Directors without a meeting,

to be duly entered into the books kept for that purpose in accordance with the Act.

12.3 Evidentiary Standing of Minutes

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

12.4 Inspection of Minute Books

Books containing the minutes of the Company's Members and resolutions passed by Members without a meeting will be open for inspection by any Member free of charge.

12.5 Inspection of Accounting Records and Other Documents

Subject to the Act, the Directors shall determine whether and to what extent, and at what time and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the Company except as provided by law or authorised by the Directors or by the Company in meeting of the Company's Members.

12.6 Execution of Documents

- (a) The Company may have a Seal, known as the common seal, on which its name, its Australian Company Number and the words "Common Seal" are engraved.
- (b) If the Company has a seal the Directors shall provide for the safe custody of the Seal.
- (c) The Seal shall be used only by the authority of the Directors, or of a committee of the Directors authorised by the Directors to authorise the use of the Seal.
- (d) The Company may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by:
 - (i) two Directors; or
 - (ii) one Director and one Secretary; or
 - (iii) one Director and another person appointed by the Directors for that purpose.

The signature of such persons may be affixed to the document by manual, autographic or mechanical means.

- (e) The Company may execute a document without using a seal if the document is signed by:
 - (i) two Directors; or
 - (ii) one Director and one Secretary; or
 - (iii) one Director and another person appointed by the Directors for that purpose.

The signature of such persons may be affixed to the document by manual, autographic or mechanical means.

- (f) A facsimile signature may not be affixed to a document unless the auditors, internal auditors or bankers of the Company have reported to the Board in writing that the document may be sealed in that manner.

12.7 Creation, Amendment and Repeal of By-Laws

The Board has power to make By-Laws concerning membership application and qualification for membership of the Company and any other matter which the Board believes suitable for including in such By-Laws.

12.8 Amendment of Constitution

The Company may only alter this Constitution by special resolution passed at a general meeting of the Members.

13 Financial Matters

13.1 Accounts

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.

13.2 Audit

- (a) If required by law, the Company must appoint and remunerate an auditor.
- (b) Any auditor is entitled to attend any general meeting and be heard by the members on any business of the meeting that concerns the auditor in their capacity as auditor.
- (c) The Company may give any auditor all communications relating to a general meeting that Members are entitled to receive.
- (d) The auditor may authorise a person in writing as their representative for the purpose of attending and speaking at a general meeting.
- (e) An auditor appointed pursuant to Article 13.2(a) shall hold office until resignation or removal from office or until the auditor is not capable of acting as auditor for any reason.
- (f) An auditor may be removed by resolution passed at a General Meeting.
- (g) Where an auditor resigns in accordance with Article 13.2(e) or is removed in accordance with Article 13.2(f), the Board may appoint another person to be the auditor.

- (h) The auditor appointed pursuant to Article 13.2(g) shall remain as auditor until the next Annual General Meeting, whereupon his appointment shall be subject to the ratification or otherwise of the Members.

13.3 Application of Income and Property

- (a) The income and property of the Company however derived will be applied solely towards the promotion of the Purpose of the Company as set out in this Constitution, and no portion of the income or the property of the Company will be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to Members of the Company.
- (b) Nothing in this Constitution shall prevent the payment in good faith:–
 - (i) of the payments contained in Article 8.18 hereof;
 - (ii) payment of insurance premiums to the extent permitted by the Act; and
 - (iii) indemnification to the extent permitted by the Act and this Constitution.

13.4 Dividends and Reserves

No payment of dividends or other distributions to Members shall be made.

14 Winding up or revocation of endorsement

14.1 Procedure

The Company may be dissolved by a special resolution of Members at a meeting of the Members.

14.2 Contribution of Members on winding up

If required, every Member of the Company undertakes to contribute to the assets of the Company in the event of the Company being wound up while he or she is a Member, or within one year of ceasing to be a Member such amount as may be required not exceeding five dollars (\$5.00), for the payment of the debts and liabilities of the Company contracted whilst the Member or past Member as the case may be was a Member of the Company, and the costs charges and expenses of winding up and for the adjustment of the rights of the contributors amongst themselves.

14.3 Distribution of Property on winding up or revocation of endorsement

- (a) If the Company is a Deductible Gift Recipient, any DGR gifts must be deposited in a separate bank account or otherwise identified so that they can be distinguished from the Company's other assets.
- (b) If the Company is a Deductible Gift Recipient and:

(i) is wound up; or

(ii) ceases to be endorsed as a Deductible Gift Recipient;

any DGR gifts remaining after satisfying the Company's liabilities and expenses must be transferred to a fund, authority or institution with charitable purposes similar to the Purpose that is endorsed as a Deductible Gift Recipient.

(c) If on the winding up or dissolution of the Company there is a surplus of assets after satisfying all the Company's liabilities and expenses and complying with Article 14.3(b), the surplus:

(i) must not be paid or distributed to a member in their capacity as a member; and

(ii) must be given or transferred to a fund, authority or institution which:

(A) has charitable purposes similar to the Purpose, and

(B) prohibits the distribution of income, profit and assets to its members in their capacity as members.

(d) The members must decide before any winding up, dissolution or revocation which fund, authority or institution will receive a distribution under Articles 14.3(b) or 14.3(c). If the members fail to decide, the matter must be determined by application to the Supreme Court in the State of Victoria.

15 Transitional provisions

The following clauses apply notwithstanding anything to the contrary in this Constitution.

15.1 Members

The Members immediately following the adoption of this Constitution will be those Members listed on the Register at the time of adoption.

15.2 Directors

(a) The Directors immediately following the adoption of this Constitution will be those in office at the time of adoption.

(b) Directors appointed prior to the adoption of this Constitution may complete their term of office under the previous Constitution. Time served prior to the adoption of this Constitution will be taken into account for the purposes of clauses 8.4, 8.6 and 8.15.

Schedule 1 - Australasian Menopause Society Limited

I/We _____
being a Member/Members of the abovenamed Company, hereby appoint

_____ of _____
Or in his absence

_____ of _____

as my/our proxy to vote for me/us on my/our behalf at the meeting of the Members of the
Company to be held on the _____ day of _____ 20 _____ and at any
adjournment of that meeting.

SIGNED this _____ day of _____ 20 _____

SIGNATURE OF MEMBER: _____
[SIGNATURE]

To be inserted if desired:

This form is to be used:

☐ in favour of; or

☐ against*

The resolution(s) appearing below.

* *Strike out whichever is not desired.*