
Constitution of Sunshine Coast Turf Club Ltd

A company limited by guarantee

Table of contents

1	Definitions and interpretation -----	1
1.1	Definitions	1
1.2	Interpretation	4
1.3	Replaceable Rules	4
1.4	Application of the Corporations Act	4
2	Objects and powers -----	4
2.1	Objects of Company	4
2.2	Achieving the Objects	5
2.3	Powers of the Company	5
2.4	No power to issue shares	5
3	Non-profit nature of the Company -----	5
3.1	Not-for-profit	5
3.2	No income or property to a Member	5
4	Winding up -----	6
4.1	Limited liability on winding up	6
4.2	Distribution of surplus on winding up	6
5	Membership -----	6
5.1	Members	6
5.2	Classes	7
5.3	Full Membership	7
5.4	Life Membership	7
5.5	Rights of Members	8
5.6	Variation of class rights	8
5.7	Notice by Members	8
5.8	Register of Members	8
5.9	Resignation and termination of membership	8
5.10	Associates, affiliates and supporters	9
6	Fees payable -----	9
6.1	Application Fee	9
6.2	Membership Fee	10

7	Annual General Meeting-----	10
7.1	Annual General Meeting	10
7.2	Provisions about general meetings apply to Annual General Meetings	10
8	General meetings-----	10
8.1	Calling a general meeting	10
8.2	Postponing or cancelling a general meeting	11
8.3	Notice of general meetings	11
8.4	Non-receipt of notice	12
8.5	Admission to general meetings	12
8.6	Quorum at general meetings	13
8.7	Chair of general meetings	13
8.8	Acting chair	14
8.9	Conduct at general meetings	14
8.10	Using technology to hold general meetings	14
8.11	Adjournment and postponement by the chair of the meeting	14
8.12	Continuation of business	15
8.13	Representation at general meetings	15
8.14	Appointment of proxies	15
8.15	Class meetings	16
9	Votes of Members-----	16
9.1	Decisions at general meetings	16
9.2	When poll may be demanded	17
9.3	Taking a poll	17
9.4	Validity of votes	17
10	Direct voting -----	18
10.1	Board may decide direct voting to apply	18
10.2	Direct votes only counted on a poll	18
10.3	Withdrawal of direct vote	18
10.4	Vote not affected by death, etc. of a Member	19
11	The Board-----	19
11.1	First Directors	19
11.2	Composition of the Board	19
11.3	Election of Directors	20

11.4	Qualifications for Directors	20
11.5	Casual vacancies	20
11.6	Appointment of Chair and Deputy Chair	20
12	Vacation of office -----	21
12.1	Resignation	21
12.2	Retirement of Directors	21
12.3	Removal	21
12.4	Disqualification	21
13	Powers of the Board -----	22
13.1	General powers	22
13.2	Establishment of Committees	22
13.3	Proceedings of Committees	22
13.4	Establishment of Advisory Group	23
13.5	Exercise of voting power in other corporations	23
14	Proceedings of the Board -----	23
14.1	Meetings of the Board	23
14.2	Convening of meetings of the Board	24
14.3	Notice of meetings of the Board	24
14.4	Quorum at meetings of the Board	24
14.5	Chair of meetings of the Board	25
14.6	Decisions of the Board	25
14.7	Circular resolution of Directors	25
14.8	Admission to meetings of Directors	26
14.9	Validity of acts	26
15	Remuneration of Directors -----	26
16	Duties of Directors -----	26
16.1	Directors to comply	26
16.2	Director's interests	26
16.3	Disclosure of Director's interests	27
16.4	Management of Director's interests	27
16.5	Directors may contract with the Company	28
17	Secretary -----	29
18	Execution of documents -----	29

19	Financial records -----	29
	19.1 Financial year	29
	19.2 Keeping of financial records	29
	19.3 Banking of money	29
	19.4 Appointment of auditor	30
20	Minutes -----	30
	20.1 Contents of minutes	30
	20.2 Signing of minutes	30
21	Company records -----	30
	21.1 Maintaining records	30
	21.2 Inspection by Member	30
22	Notices -----	30
	22.1 Service of notices	30
	22.2 When notice deemed to be served	31
	22.3 Signature to notice	31
	22.4 Reckoning of period of notice	31
	22.5 Notification of change of address	31
23	Indemnity, insurance and access -----	31
	23.1 Indemnity in favour of Officers	31
	23.2 Indemnity for legal costs	31
	23.3 Indemnity for employees	32
	23.4 Indemnity for legal costs of employees	32
	23.5 Insurance for the benefit of Officers	33
	23.6 When insurance may not be provided by the Company	33
	23.7 Access	33
24	Amendment to the Constitution -----	33

Constitution

Sunshine Coast Turf Club Ltd

1 Definitions and interpretation

1.1 Definitions

In this document:

Term	Definition
Advisory Group	means an advisory group established by the Board under rule 13.4.
Annual General Meeting	has the meaning given in rule 7.1.
Application Fee	has the meaning given in rule 6.1(a).
ASIC	means the Australian Securities and Investments Commission.
Association	means Sunshine Coast Turf Club Inc.
Board	means the board of Directors.
Business Day	means a day that is not a Saturday, Sunday or public holiday where the Office is located.
Chair	means the chair of the Board.
Club	has the meaning given in the Racing Act.
Committee	means a committee established by the Board under rule 13.2(a).
Company	means Sunshine Coast Turf Club Ltd.
Constitution	means the constitution of the Company.
Corporations Act	means <i>Corporations Act 2001</i> (Cth).
Deputy Chair	means the deputy to the Chair, if elected under rule 11.6(c).
Disqualified Person	means a person who: <ol style="list-style-type: none"> (a) is disqualified from managing corporations, under the Corporations Act; (b) is, or within the previous 10 years has been, convicted of an offence punishable by imprisonment for 12 months or more; (c) is an employee of another Club; (d) is a member of the governing body of another Club, racing disciplinary body or, principal racing

Term	Definition
	<p>authority (as the term is defined in the Rules of Racing);</p> <p>(e) is, or within the previous 10 years has been, under the Rules of Racing warned off, disqualified or named on the forfeit list;</p> <p>(f) is an undischarged bankrupt or is taking advantage of the laws in force for the time being relating to bankruptcy; or</p> <p>(g) is a person who has impaired capacity or is of unsound mind as defined in the <i>Mental Health Act 2016</i> (Qld); or</p> <p>(h) has, at any time, had a licence cancelled under the Racing Act or the <i>Racing Integrity Act 2016</i> (Qld);</p> <p>(i) has a disqualifying conviction under the Racing Act;</p> <p>(j) is subject to an exclusion action under the Racing Act; or</p> <p>(k) is licensed by, or is an executive officer of, a corporation licenced by the commission (as the terms are defined in the Racing Act).</p>
Director	means a person appointed to the office of director of the Company.
Due Date	has the meaning set out in rule 6.2(a).
First Directors	has the meaning set out in rule 11.1(a).
Full Member	means any Member who holds Full Membership.
Full Membership	has the meaning set out in rule 5.3(a).
Liability	for the purposes of rule 23, includes any claim, action, suit, proceeding, investigation, inquiry, damage, loss, cost or expense.
Life Member	means any Member who holds Life Membership.
Life Membership	has the meaning set out in rule 5.4(a).
Member	means any person who holds membership of the Company under the Constitution.
Members Present	means those Members present and entitled to vote at a general meeting of the Company in person or by proxy.
Membership Fee	has the meaning set out in rule 6.2(a).
Non-Proprietary Club	has the meaning set out in the Racing Act.
Objects	has the meaning set out in rule 2.1.

Term	Definition
Office	means the registered office of the Company.
Officer	means a Director or Secretary of the Company or a person: <ul style="list-style-type: none"> (a) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the Company; (b) who has the capacity to affect significantly the Company's financial standing; or (c) under whose instructions or wishes the Board is accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the Board or the Company).
Proceedings	includes the outcomes of any proceedings and any appeal about those proceedings.
Racing Act	means the <i>Racing Act 2002</i> (Qld).
Register	means the register of Member of the Company established under the Corporations Act.
Registered Address	means the address of the Member specified in the Register or another other address notified by the Member to the Company as the place they will accept service of notices.
Related Body Corporate	has the meaning given by section 9 of the Corporations Act.
Replaceable Rules	means the replaceable rules under the Corporations Act and includes any replaceable rules that become or may become a provision of the Corporations Act.
Rules of Racing	means the Australian Rules of Racing.
Secretary	means a person appointed as secretary of the Company and includes a person appointed to perform the duties of secretary.
Special Resolution	means a resolution: <ul style="list-style-type: none"> (a) for which the requisite notice has been given under rule 8.3(b)(iii); and (b) that has been, or is proposed to be, passed by at least 75% of the votes cast by Members entitled to vote on the resolution.
Surplus Assets	has the meaning set out in rule 4.2(a).

1.2 Interpretation

In this document:

- (a) a reference to a rule is a reference to a rule in this document and references to this Constitution;
- (b) if a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (c) a reference to a person includes a body corporate, trust, partnership, unincorporated body, government and local authority or agency, or other entity whether or not it comprises a separate legal entity;
- (d) a reference to legislation or to a provision of legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced, and includes any subordinate legislation issued under it;
- (e) a reference to standards or rules are to those standards or rules as amended, re-enacted or replaced, and includes any subordinate standards or rules issued under them;
- (f) headings are used for convenience only and do not affect the interpretation of the Constitution;
- (g) if any day on or by which a person must do something under this document is not a Business Day, then the person must do it on or by the next Business Day; and
- (h) a reference to 'month' means calendar month.

1.3 Replaceable Rules

The Replaceable Rules do not apply to the Company.

1.4 Application of the Corporations Act

Unless the contrary intention appears:

- (a) an expression used in a rule that deals with a matter dealt with by a provision of the Corporations Act has the same meaning as in that provision; and
- (b) subject to rule 1.4(a), an expression in a rule that has a defined meaning for the purposes of the Corporation Legislation has the same meaning as in the Corporations Act.

2 Objects and powers

2.1 Objects of Company

The objects of the Company are to promote, conduct and hold thoroughbred horse race meetings and associated events (**Objects**).

2.2 Achieving the Objects

To achieve these Objects, the Company may, without limitation:

- (a) encourage horse racing by the promotion of race meetings and the giving of prizes, stakes, and rewards for horse races;
- (b) develop and utilise the Company's assets for the purpose of promoting and encouraging horse racing and the training of racehorses;
- (c) deal with land or property in any way which could create revenue for furthering the Objects;
- (d) harness the resources of the community in support of the Objects; and
- (e) do all other things incidental or conducive to the attainment of the Objects.

2.3 Powers of the Company

The Company has all the powers of an individual and a body corporate, subject to rule 2.4.

2.4 No power to issue shares

The Company has no power to issue or allot shares.

3 Non-profit nature of the Company

3.1 Not-for-profit

The income and property of the Company must be applied solely for the promotion of the Objects.

3.2 No income or property to a Member

No income or property of the Company may be paid or transferred, directly or indirectly, to a Member except as provided under rule 4.2 or for payments to a Member:

- (a) in carrying out the Objects;
- (b) in return for services rendered by, or goods supplied, by the Member to the Company in the ordinary and usual course of business;
- (c) for reasonable and proper rent for premises leased by the Member to the Company;
- (d) as principal payments on money lent by the Member, and interest payments if the interest is at a commercial rate.

4 Winding up

4.1 Limited liability on winding up

- (a) If the Company is wound up and unable to pay its debts and liabilities while a person is a Member, or within one year after the person ceases to be a Member, the person must contribute the guarantee amount to the assets of the Company for the:
 - (i) payment of the debts and liabilities of the Company; and
 - (ii) costs of winding up.
- (b) The liability of each Member under rule 4.1(a) is limited to \$2.

4.2 Distribution of surplus on winding up

- (a) Any property that remains after the winding up or dissolution of the Company, and upon satisfaction of all the Company's debts and liabilities, becomes surplus assets (**Surplus Assets**).
- (b) Surplus Assets must not be distributed to a Member.
- (c) Any Surplus Assets must be given to another Non-Proprietary Club in Queensland:
 - (i) with objects similar to the Objects; and
 - (ii) whose constitution prohibits the distribution of its income and property among its members to an extent at least as great as is imposed on the Company under this Constitution.
- (d) The Non-Proprietary Club, to receive any Surplus Assets under rule 4.2(c) must be decided by the Members at or before the time of the winding-up or dissolution. If the Members do not wish to decide, or do not decide, the Board may decide. If the Members or the Board do not decide, the decision must be referred to the Supreme Court of the state or territory in which the Office is located.

5 Membership

5.1 Members

- (a) The Members are:
 - (i) those members of the Association who have given written consent to become Members prior to registration of the Company; and
 - (ii) subject to rule 5.9, any other persons admitted to membership under this Constitution from time to time.
- (b) The number of Members is unlimited.

5.2 Classes

Unless otherwise determined by the Board, the membership classes are:

- (a) Full Membership; and
- (b) Life Membership.

5.3 Full Membership

- (a) **Full Membership** of the Company entitles a Member to the membership rights set out in rule 5.5 and any other benefits determined by the Board.
- (b) Any individual who is not less than 18 years of age at the date of application may apply for Full Membership of the Company.
- (c) An application for Full Membership must be:
 - (i) in a form approved by the Board, which may be electronic;
 - (ii) accompanied by payment of the Application Fee; and
 - (iii) accompanied by any other documents or evidence as to qualification for Full Membership which the Board requires.
- (d) The Board may in its absolute discretion accept or reject any application for Full Membership.
- (e) The Board does not need to give a reason for the rejection of an application for Full Membership.
- (f) If an application for Full Membership is rejected the Secretary must notify the applicant in writing.
- (g) If an application for Full Membership is accepted:
 - (i) the name and details of that person must be entered in the Register; and
 - (ii) the Company must notify the applicant in writing of the acceptance.

5.4 Life Membership

- (a) **Life Membership** of the Company entitles a Member to the membership rights set out in rule 5.5 and any other benefits determined by the Board.
- (b) Subject to rule 5.1(a)(i), any person who held life membership in the Association is on registration of the Company a Life Member.
- (c) The Board may at its absolute discretion admit any person to Life Membership.
- (d) A Life Member is not required to pay any Application Fee or Membership Fees.

5.5 Rights of Members

A Member, subject to rule 6.2(c), is entitled to:

- (a) receive notice of any general meeting of the Company;
- (b) attend any general meeting of the Company;
- (c) vote at any general meeting of the Company; and
- (d) be elected as a Director.

5.6 Variation of class rights

While the membership is divided into different classes, the rights attached to any class (unless otherwise set out in application for membership of that class) may, whether or not the Company is being wound up, be varied with the consent in writing of Members with at least 75% of the votes in the class, or by Special Resolution passed at a separate meeting of the Members of that class.

5.7 Notice by Members

A Member must promptly notify the Secretary in writing of:

- (a) any change in their qualification to being a Member; and
- (b) any change in their address or contact details.

5.8 Register of Members

The Company must establish and maintain a Register which includes:

- (a) the full name;
- (b) the date membership commenced and ended (if applicable);
- (c) the address for notices;
- (d) the email address (if different from the address for notices); and
- (e) any other particulars determined by the Board from time to time,

for each Member.

5.9 Resignation and termination of membership

- (a) A person ceases to be a Member if the person:
 - (i) resigns as a Member by giving written notice to the Company;
 - (ii) fails to pay their Membership Fee within five months from the Due Date;
 - (iii) dies; or

- (iv) is terminated by the Board under rule 5.9(b).
- (b) The Board, having been made aware, may suspend or terminate a Member's membership if the Member:
 - (i) becomes bankrupt;
 - (ii) is found guilty by the stewards having control of any race meeting held by the Company of a corrupt practice under the Rules of Racing;
 - (iii) has, in the opinion of the Board, engaged in improper conduct, riotous or objectionable behaviour at any race meeting;
 - (iv) is in default in payment of any stake or forfeit (as defined in the Racing Act);
 - (v) is convicted of an indictable offence;
 - (vi) has conducted themselves in a way the Board considers to be injurious or prejudicial to the character, reputation or interests of the Company;
 - (vii) fails to pay any fine imposed by the Company by the due date;
 - (viii) is in any other way in breach of its obligations under this Constitution; or
 - (ix) has engaged in any misconduct which, in the opinion of the Board, merits termination.
- (c) The rights or privileges of membership may be reinstated at the absolute discretion of the Board.
- (d) Membership is personal to the Member and is not transferable.

5.10 Associates, affiliates and supporters

- (a) The Board may in its absolute discretion adopt a policy to recognise individuals or body corporates as associates, affiliates or supporters of the Company.
- (b) For the avoidance of doubt, any associate, affiliate or supporter of the Company is not a Member under this Constitution, the Corporations Act or otherwise at law.

6 Fees payable

6.1 Application Fee

- (a) An applicant for Full Membership must pay the application fee set by the Board (**Application Fee**) (if any) at the time of their application for Full Membership.
- (b) The Board in its absolute discretion may:
 - (i) set varying Application Fees under rule 6.1(a); and

- (ii) vary the amount of the Application Fee from time to time.

6.2 Membership Fee

- (a) Each Full Member must pay the membership fee set by the Board (**Membership Fee**) (if any) each year by no later than 1 August (**Due Date**).
- (b) The Board in its absolute discretion may:
 - (i) set varying Membership Fees under rule 6.1(a) for Full Members; and
 - (ii) vary the amount of the Membership Fee from time to time.
- (c) If the Membership Fee is not paid by the Due Date, the Member ceases to have any right under rule 5.5, or benefits afforded by Full Membership, until payment of the Membership Fee is received by the Company, provided that the payment is received by not later than 31 December of the same year.
- (d) For the avoidance of doubt, a person may reapply for Full Membership after termination under rule 5.9(b).

7 Annual General Meeting

7.1 Annual General Meeting

The Company must hold a general meeting, to be called the **Annual General Meeting**, at least once in every calendar year, not later than five months after the financial year.

7.2 Provisions about general meetings apply to Annual General Meetings

The provisions of this Constitution about general meetings apply, with necessary changes, to Annual General Meetings.

8 General meetings

8.1 Calling a general meeting

- (a) A general meeting of the Company may be called by:
 - (i) the Board; or
 - (ii) the written request of not less than 5% of Members entitled to vote at a general meeting.
- (b) General meetings will be held at the times and places and in the manner decided by the Board.

8.2 Postponing or cancelling a general meeting

The Directors may:

- (a) postpone a general meeting;
- (b) cancel a general meeting; or
- (c) change the place for a general meeting,

if they consider that the meeting has become unnecessary, or the venue would be unreasonable or impractical or a change is necessary in the interests of conducting the meeting efficiently.

8.3 Notice of general meetings

- (a) Notice of a general meeting must be given to each person who at the time of giving the notice is a Member, Director or auditor of the Company.
- (b) The Directors may decide the content of a notice of a general meeting, but the notice must include:
 - (i) the place, date and time of the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this in accordance with rule 8.10);
 - (ii) the general nature of the business to be transacted at the meeting;
 - (iii) if a Special Resolution is proposed, the words of that resolution; and
 - (iv) a statement that Members have the right to appoint a proxy and information about the Company's proxy requirements.
- (c) Unless the Members resolve otherwise:
 - (i) no business may be transacted at a general meeting unless the general nature of the business is stated in the notice calling the meeting; and
 - (ii) except with the approval of the Directors or the chair of the general meeting, no person may move any amendment to a proposed resolution the terms of which are set out in the notice calling the meeting or to a document which relates to that resolution and a copy of which has been made available to the Members to inspect or obtain.
- (d) A person may waive notice of any general meeting by written notice to the Company.
- (e) Subject to rule 8.3(f), at least 21 days' notice must be given of a general meeting.
- (f) The Company may call a general meeting on shorter notice if all the Members entitled to attend and vote at the general meeting agree beforehand.
- (g) The Company cannot call an Annual General Meeting or other general meeting on shorter notice if it is a meeting at which a resolution will be moved to:

- (i) remove a Director;
- (ii) appoint a Director in place of a Director removed under rule 8.3(g)(i); or
- (iii) remove an auditor.

8.4 Non-receipt of notice

- (a) The:
 - (i) non-receipt of a notice of any general meeting by; or
 - (ii) accidental omission to give notice to,

any person entitled to notice does not invalidate anything done (including the passing of a resolution) at that meeting.
- (b) A person's attendance at a general meeting waives any objection that person may have to:
 - (i) a failure to give notice, or the giving of a defective notice, of the meeting unless the person at the beginning of the meeting objects to the holding of the meeting; and
 - (ii) 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.

8.5 Admission to general meetings

- (a) The chair of a general meeting may require that any person be refused admission to, or required to leave and remain out of the general meeting, if that person:
 - (i) records the meeting without the permission of the chair of the meeting;
 - (ii) possesses a placard or banner;
 - (iii) possesses an article considered by the chair of the meeting to be dangerous, offensive or liable to cause disruption;
 - (iv) refuses to produce or permit examination of any article, or the contents of any article, in the person's possession;
 - (v) behaves or threatens to behave in a dangerous, offensive or disruptive way;
 - (vi) refuses to comply with any public health orders, including circumstances in which that person is unable to evidence compliance with public health orders; or
 - (vii) is not entitled to receive notice of the meeting.
- (b) The chair of the meeting may delegate the powers conferred by rule 8.5(a) to any person.

- (c) A person, whether a Member or not, requested by the Directors or the chair of the meeting to attend a general meeting is entitled to be present and, at the request of the chair of the meeting, to speak at the meeting.

8.6 Quorum at general meetings

- (a) No business may be transacted at a general meeting, except the election of a chair of the meeting and the adjournment of the meeting, unless a quorum of Members is present when the meeting proceeds to business.
- (b) A quorum at a general meeting is five Members Present.
- (c) If a quorum is not present within 30 minutes after the time appointed for the general meeting:
 - (i) the meeting stands adjourned to the day, and at the time and place, the Directors present decide; or
 - (ii) if they do not make a decision, to the same day in the next week at the same time and place.
- (d) At an adjourned meeting, if a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting must be dissolved.

8.7 Chair of general meetings

- (a) The Chair is entitled to take the chair at every general meeting.
- (b) If at any general meeting:
 - (i) the Chair is not present at the specified time for holding the meeting; or
 - (ii) the Chair is present but unwilling to act as chair of the meeting,the Deputy Chair is entitled to take the chair at the meeting.
- (c) If at any general meeting:
 - (i) there is no Chair or Deputy Chair;
 - (ii) the Chair and Deputy Chair are not present at the specified time for holding the meeting; or
 - (iii) the Chair and the Deputy Chair are present but each is unwilling to act as chair of the meeting,

the Directors present may choose any Director as chair of the meeting and if no Director is present or if each of the Directors present are unwilling to act as chair of the meeting, any Member chosen by the Members Present is entitled to take the chair at the meeting.

8.8 Acting chair

- (a) A chair of a general meeting may, for any item of business or discrete part of the meeting, vacate the chair in favour of another person nominated by him or her to be the acting chair of that meeting.
- (b) Where an instrument of proxy appoints the chair of the meeting as proxy for part of the proceedings for which an acting chair has been nominated, the instrument of proxy is taken to be in favour of the acting chair for the relevant part of the proceedings.

8.9 Conduct at general meetings

The chair of a general meeting:

- (a) has charge of the general conduct of the meeting and the procedures to be adopted at the meeting;
- (b) may require the adoption of any procedure which is in the chair's opinion necessary or desirable for proper and orderly debate or discussion and the proper and orderly casting or recording of votes at the general meeting; and
- (c) may terminate discussion or debate on any matter whenever the chair of the meeting considers it necessary or desirable for the proper conduct of the meeting,

and a decision by the chair of the meeting under this rule is final.

8.10 Using technology to hold general meetings

- (a) The Company may hold a general meeting at two or more places using any technology that gives the Members entitled to attend the meeting a reasonable opportunity to participate.
- (b) Anyone using this technology is taken to be present in person at the meeting if they can hear and be heard by other participants.

8.11 Adjournment and postponement by the chair of the meeting

- (a) Despite rules 8.2(a) and 8.2(c), where the chair of the meeting considers that:
 - (i) there is not enough room for the number of Members who wish to attend the meeting in person; or
 - (ii) a postponement is necessary in light of the behaviour of persons present or for any other reason so that the business of the meeting can be properly carried out,the chair of the meeting may postpone the meeting before it has started, whether or not a quorum is present.
- (b) A postponement under rule 8.11(a) is to another time, which may be on the same day as the meeting, and may be to another place (and the new time and place is taken to be the time and place for the meeting as if specified in the notice which called the meeting originally).

- (c) The chair of the meeting may at any time during the course of the meeting:
 - (i) adjourn the meeting or any business, motion, question or resolution being considered or remaining to be considered by the meeting either to a later time at the same meeting or to an adjourned meeting; and
 - (ii) for the purpose of allowing any poll to be taken or determined, suspend the proceedings of the meeting for any period or periods he or she decides without effecting an adjournment – no business may be transacted and no discussion may take place during any suspension of proceedings unless the chair of the meeting otherwise allows.
- (d) The chair's rights under rules 8.11(a) and 8.11(c) are exclusive and, unless the chair of the meeting requires otherwise, no vote may be taken or demanded by the Members present about any postponement, adjournment or suspension of proceedings.
- (e) Only unfinished business may be transacted at a meeting resumed after an adjournment.
- (f) Where a meeting is postponed or adjourned for 30 days or more, notice of the postponed or adjourned meeting must be given as in the case of the original meeting.

8.12 Continuation of business

A demand for a poll does 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 is to be taken at the meeting immediately and without adjournment.

8.13 Representation at general meetings

Subject to this Constitution, each Member entitled to vote at a general meeting may vote:

- (a) in person; or
- (b) by not more than one proxy.

8.14 Appointment of proxies

- (a) Any Member entitled to vote at a general meeting may appoint one proxy.
- (b) A proxy must be a Member.
- (c) A proxy may be a Member who is not entitled in their own right to vote on a particular resolution.
- (d) The document appointing a proxy must:
 - (i) be in the form approved by the Board;
 - (ii) set out the name of the person to be appointed as proxy;
 - (iii) set out the period of appointment including whether it is valid only for stipulated meetings;

- (iv) be signed by the appointing Member; and
- (v) be received by the Company at least 48 hours (or a lesser period as the Board may decide and stipulate in the notice of meeting) before the time for holding the meeting or poll at which the person named in the document proposes to vote.
- (e) The document appointing a proxy may but need not require the appointing Member to direct the proxy to vote for or against (or abstain from voting on) any proposed resolution.
- (f) Unless otherwise specified or revoked, a proxy appointment is valid:
 - (i) for 12 months after the date of its execution; and
 - (ii) for any adjournment of the meeting, as well as for the meeting to which it relates.

8.15 Class meetings

The provisions of this Constitution about general meetings apply, with necessary changes, to separate class meetings as if they were general meetings.

9 Votes of Members

9.1 Decisions at general meetings

- (a) Unless a Special Resolution is required, questions arising at a general meeting must be decided by a majority of votes cast by the Members Present. A decision made in this way is for all purposes, a decision of the Members.
- (b) If at a general meeting the votes of the Members Present are equal on a proposed resolution, the chair of the meeting has a casting vote (in addition to their substantive vote).
- (c) Unless a poll is duly demanded under rule 9.2, a resolution put to the vote of a general meeting must be decided on a show of hands.
- (d) On a show of hands, if a proxy (including the chair of a general meeting) has two or more appointments that specify different ways to vote on a resolution, the proxy must not vote on that resolution in their capacity as a proxy, however, the Member may vote on the resolution in their personal capacity as a Member, if entitled to do so.
- (e) A declaration by the chair of a general meeting that a resolution has, on a show of hands:
 - (i) been carried;
 - (ii) carried unanimously;
 - (iii) carried by a particular majority; or
 - (iv) lost,

or an entry to that effect in the Company's minute book, is conclusive evidence of the fact, without proof of the number or proportion of the votes recorded for or against the resolution.

9.2 When poll may be demanded

- (a) A poll may be demanded:
 - (i) before a vote is taken;
 - (ii) before the voting results on a show of hands are declared; or
 - (iii) immediately after the voting results on a show of hands are declared.
- (b) A poll may only be demanded by:
 - (i) the chair of a general meeting; or
 - (ii) at least 5% of the Members Present.
- (c) No poll may be demanded on the election of a chair of a meeting.

9.3 Taking a poll

- (a) If a poll is demanded under rule 9.2, it may be taken and the result of the poll reported in the manner and at the time the chair of the meeting directs, and the result of the poll is deemed to be the resolution of the meeting at which the poll was demanded.
- (b) The demand for a poll may be withdrawn.
- (c) In the case of any dispute about the admission or rejection of a vote, the meeting chair's decision is final.

9.4 Validity of votes

- (a) A Member is not entitled to vote on a resolution if the notice which called the meeting specified that:
 - (i) the Member must not vote or must abstain from voting on the resolution; and
 - (ii) a vote on the resolution by the Member must be disregarded for any purposes.
- (b) If the Member referred to in rule 9.4(a) or a person acting as proxy of that Member does tender a vote on that resolution, their vote must not be counted.
- (c) An objection to the validity of a vote tendered at a general meeting must be:
 - (i) raised before or immediately after the result of the vote is declared; and
 - (ii) referred to the chair of the meeting, whose decision is final.

- (d) A vote tendered, but not disallowed by the chair of a meeting under rule 9.4(c), is valid for all purposes, even if it would not otherwise have been valid.
- (e) The chair of the meeting may decide any difficulty or dispute which arises as to the number of votes which may be cast by or on behalf of any Member and the decision of the chair of the meeting is final.

10 Direct voting

10.1 Board may decide direct voting to apply

- (a) Subject to rule 10.1(c), the Board may determine that Members may cast votes to which they are entitled on any or all of the resolutions proposed to be considered at, and specified in the notice of a general meeting by direct vote.
- (b) If the Board decides that Members may cast votes by direct vote, the Board may make any regulations or by-laws it considers appropriate for the casting of direct votes, including to cast their vote (which may be electronically) before or during the relevant general meeting.
- (c) For the avoidance of doubt, the election of Directors must occur in accordance with the election procedure by-laws approved by the Board from time to time.

10.2 Direct votes only counted on a poll

- (a) Direct votes are not counted if a resolution is decided on a show of hands.
- (b) Subject to rules 10.3 and 10.4, if a poll is held on a resolution, votes cast by direct vote by a Member entitled to vote on the resolution are taken to have been cast on the poll as if the Member had cast the votes on the poll at the meeting, and the votes of the Member are to be counted accordingly.
- (c) A direct vote received by the Company on a resolution is taken to be a direct vote on that resolution as amended, if the chair of the meeting decides this is appropriate.
- (d) Receipt of a direct vote from a Member has the effect of revoking (or, in the case of a standing appointment, suspending) the appointment of a proxy or attorney made by the Member under an instrument received by the Company before the direct vote was received.

10.3 Withdrawal of direct vote

- (a) A direct vote received by the Company:
 - (i) may be withdrawn by the Member by written notice received by the Company before the time appointed for the commencement of the meeting (or in the case of any adjournment, the resumption of the meeting); and
 - (ii) is automatically withdrawn if:
 - (A) the Member attends the meeting in person;

- (B) the Company receives from the Member a further direct vote or direct votes (in which case the most recent direct vote is, subject to this rule, counted in lieu of any prior direct vote); or
- (C) the Company receives, after the Member's direct vote is received, an instrument under which a proxy or attorney is appointed to act for the Member at the meeting under rule 8.14.

(b) A direct vote withdrawn under this rule 10.3 is not counted.

10.4 Vote not affected by death, etc. of a Member

A direct vote received by the Company is valid even if, before the meeting, the Member:

- (a) dies;
- (b) becomes mentally incapacitated;
- (c) becomes bankrupt or an insolvent under administration; or
- (d) where the direct vote is cast on behalf of the Member by an attorney, revokes the appointment of the attorney or the authority under which the appointment was made by a third party,

unless the Company has received written notice of the matter before the start or resumption of the meeting at which the vote is cast.

11 The Board

11.1 First Directors

- (a) The first Directors are those persons named as Directors in the application for incorporation of the Company (**First Directors**).
- (b) The period of service for each First Director:
 - (i) for the purposes of rule 12.2(a), is counted consecutively from the annual general meeting they were last elected to the management committee of the Association; and
 - (ii) for the purposes of rule 12.2(c), includes prior service on the management committee of the Association, up to a maximum of five years in total (and any period of service greater than five years is not to be counted).

11.2 Composition of the Board

The Board must consist of at least three and not more than seven Directors.

11.3 Election of Directors

- (a) All Directors shall be elected by a vote of the Members entitled to vote, in accordance with the election procedure by-laws, unless the number of candidates is equal to or less than the number of vacant positions, in which case each candidate is deemed elected as a Director without a vote of the Members being taken.
- (b) The results shall be declared at the next Annual General Meeting.
- (c) If required, an election will be conducted in accordance with the election procedure by-laws approved by the Board from time to time.

11.4 Qualifications for Directors

To be eligible for nomination as a Director, a person must:

- (a) be a Member;
- (b) have been a Member on 1 January of the same calendar year;
- (c) paid all Membership Fees due;
- (d) in the opinion of the Board, be supportive of the Objects;
- (e) not be a Disqualified Person; and
- (f) not be excluded from election or appointment to the Board by operation of rule 12.2(c).

11.5 Casual vacancies

- (a) The Board has power to appoint in its absolute discretion any person qualified under rule 11.4 it deems fit as a Director to fill any casual vacancy among the Directors.
- (b) Any Director appointed under rule 11.5(a) holds office until the conclusion or adjournment (as the case may be) of the next Annual General Meeting.
- (c) Any period served under rule 11.5(b) is not to be included in the calculation of continuous period served on the Board under rule 12.2(c).

11.6 Appointment of Chair and Deputy Chair

The Directors:

- (a) must elect a Director to act as Chair;
- (b) must elect the Chair annually;
- (c) may elect a Director to act as Deputy Chair; and
- (d) if electing a Deputy Chair, must elect the Deputy Chair annually.

12 Vacation of office

12.1 Resignation

A Director may resign from the Board by written notice delivered to the Secretary. The resignation takes effect when the notice is received by the Secretary, or on a later date specified in the notice.

12.2 Retirement of Directors

- (a) Each Director must retire from office not later than at the third Annual General Meeting following their election.
- (b) A retiring Director retains office until the conclusion or adjournment (as the case may be) of the general meeting at which the Director must retire and may, if eligible and subject to rule 11.4, be nominated under rule 11.3(a) for re-election.
- (c) Subject to rule 11.1(b) and rule 11.5(c), and despite rule 12.2(a), a Director who has held office for an aggregated period of twelve Annual General Meetings:
 - (i) must retire at the conclusion or adjournment (as the case may be) of that twelfth Annual General Meeting; and
 - (ii) is not eligible, from the day they retire, to be a Director.

12.3 Removal

- (a) A Director may be removed from office by ordinary resolution of the Members at a general meeting of the Company convened for that purpose. At the meeting, the Director must be given the opportunity to present their case orally or in writing.
- (b) A Director removed under rule 12.3(a) retains office until the dissolution or adjournment of the general meeting at which the Director is removed.

12.4 Disqualification

In addition to the circumstances prescribed by rules 12.1 to 12.3, the office of a Director becomes immediately vacant upon that person:

- (a) dying;
- (b) being absent from meetings of the Board for three consecutive meetings without leave of absence from the Board where the Board has not, within 14 days of having been served by the Secretary with a notice giving particulars of the absence, resolved that leave of absence be given; or
- (c) ceasing to be qualified to be a Director under rule 11.4.

13 Powers of the Board

13.1 General powers

- (a) Subject to rule 13.1(b), the management and control of the business and affairs of the Company are vested in the Board, which (in addition to the powers and authorities conferred upon them by this document) may exercise all powers and do all things as are within the power of the Company and are not by this document, Corporations Act, directed or required to be exercised or done by the Company in general meeting.
- (b) Any decision of the Board to:
 - (i) sell or transfer title of land owned by the Company; or
 - (ii) vote in the Company's capacity as unitholder or shareholder in any trust or company in relation to that trust or company selling or transferring title of land that it owns,

must first be approved by Special Resolution of the Members for that decision to be effective.

- (c) The Board may make regulations and by-laws consistent with the Constitution, which in the opinion of the Board are necessary or desirable for the proper control, administration and management of the Company's finances, affairs and property, or are necessary for the convenience, comfort and well-being of the Member (including the terms of entry of the Member to the Company's premises and any event or function sponsored, promoted, facilitated or conducted by the Company) and amend or rescind any regulations and by-laws.
- (d) A regulation or by-law of the Company made by the Board may be disallowed by the Company in a later general meeting.
- (e) A resolution or regulation made by the Company in general meeting cannot invalidate prior acts of the Board which would have been valid if that resolution or regulation had not been passed or made.

13.2 Establishment of Committees

- (a) The Board may at its absolute discretion establish or dismiss Committees from time to time.
- (b) The Board may, subject to the Corporations Act delegate any of its powers to Committees consisting of one or more Directors or any other person the Board thinks fit.
- (c) A delegate of the Board may be authorised to sub-delegate any of the powers for the time being vested in the delegate.

13.3 Proceedings of Committees

- (a) Committee proceedings are governed by the proceedings in this document that apply to meetings and proceedings of the Board.

- (b) A Committee must follow instructions imposed by the Board.
- (c) A Committee is under the control and direction of the Board and has no power in the management of the Company.

13.4 Establishment of Advisory Group

- (a) The Board may, in its absolute discretion, establish or dismiss a volunteer Advisory Group from time to time in order to receive specific input and guidance from the community.
- (b) The Board must adopt a separate terms of reference for any Advisory Group established under this rule.
- (c) The Board must not delegate any of its powers to such Advisory Group at any time or for any purpose.

13.5 Exercise of voting power in other corporations

The Board may exercise the voting power conferred by the shares or other membership right in any corporation owned or controlled by the Company at the Board's discretion (including voting in favour of any resolution appointing any of the Directors as directors of that corporation). A Director may vote in favour of the exercise of those voting rights even if the Director is, or may be about to be appointed, a director of that other corporation and may be interested in the exercise of those voting rights.

14 Proceedings of the Board

14.1 Meetings of the Board

- (a) Subject to the Corporations Act, the Directors must meet together to attend to business and adjourn and otherwise regulate their meetings not less than nine times each calendar year.
- (b) 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 Directors apply, as far as they can and with any necessary changes, to meetings of the Directors by telephone or other electronic means.
- (c) A meeting by telephone or other electronic means is to be taken to be held at the place where the Chair is or at any other place the Chair decides on, if at least one of the Directors involved was at that place for the duration of the meeting.
- (d) A Director taking part in a meeting by telephone or other electronic means is to be taken to be present in person at the meeting.
- (e) If, before or during the meeting, any technical difficulty occurs where one or more Directors cease to participate, the Chair may adjourn the meeting until the difficulty is remedied or may, where a quorum of Directors remains present, continue with the meeting.

14.2 Convening of meetings of the Board

A meeting of the Board must be convened if:

- (a) called by the Chair or the Board at any time; or
- (b) called by the Secretary, upon the request of any two Directors.

14.3 Notice of meetings of the Board

- (a) Notice of a meeting of the Board must be given to each person who is, at the time the notice is given a Director, except a Director on leave of absence approved by the Board.
- (b) A notice of a meeting of the Board:
 - (i) must specify the time and place of the meeting;
 - (ii) need not state the nature of the business to be transacted at the meeting;
 - (iii) may, if necessary, be given immediately before the meeting; and
 - (iv) may be given in person, by post, by telephone or by electronic means.
- (c) A Director may waive notice of a meeting of the Board by giving notice to that effect in person, by post, by telephone or by electronic means.
- (d) Failure to give a Director notice of a meeting of the Board does not invalidate anything done or any resolution passed at the meeting if:
 - (i) the failure occurred by accident or inadvertent error; or
 - (ii) the Director attended the meeting or waived notice of the meeting (whether before or after the meeting).
- (e) A person who attends a meeting of the Board waives any objection that person may have to a failure to give notice of the meeting.

14.4 Quorum at meetings of the Board

- (a) No business may be transacted at a meeting of the Board unless a quorum of Directors is present at the time the business is dealt with.
- (b) The quorum for a meeting of the Board is a simple majority of the Directors.
- (c) If there are any vacancies in the offices of Directors, the remaining Directors may act provided that their number is sufficient to constitute a quorum, otherwise they may act only:
 - (i) in an emergency;
 - (ii) to increase the number of Directors to a number sufficient to constitute a quorum;
or

- (iii) to call a general meeting of the Company.

14.5 Chair of meetings of the Board

- (a) The Chair is entitled (if present within ten minutes after the time appointed for the meeting and willing to act) to preside as chair at a meeting of the Board.
- (b) If at a meeting of the Board:
 - (i) there is no Chair;
 - (ii) the Chair is not present within ten minutes after the time appointed for the holding of the meeting; or
 - (iii) the Chair is present within that time but is not willing or declines to act as chair of the meeting,

the Deputy Chair if any, if then present and willing to act, is entitled to be chair of the meeting or if the Deputy Chair is not present or is unwilling or declines to act as chair of the meeting, the Directors present must elect one of themselves to chair that meeting.

14.6 Decisions of the Board

- (a) The Directors, at a meeting at which a quorum is present, may exercise any authorities, powers and discretions vested in or exercisable by the Directors under this Constitution.
- (b) The Directors must aim to make decisions by consensus of the Board in the first instance.
- (c) If consensus on a particular decision is not met, then any questions arising at a meeting of the Board must be decided by a majority of votes cast by the Directors present and entitled to vote on the matter.
- (d) If at a meeting of the Board the votes are equal on a proposed resolution, the chair of the meeting has a casting vote (in addition to their substantive vote).

14.7 Circular resolution of Directors

- (a) A resolution in writing of which notice has been given to all the Directors and which is signed by all the Directors entitled to vote on that resolution is as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted.
- (b) The resolution may consist of several documents in the same form each signed by one or more of the Directors.
- (c) A Director may consent to a resolution by:
 - (i) signing the document containing the resolution (or a copy of that document), including by electronic means; or
 - (ii) giving to the Company a written notice (including by electronic means) addressed to the Chair signifying assent to the resolution and either setting out its terms or otherwise clearly identifying them.

14.8 Admission to meetings of Directors

- (a) Any person can attend or speak at a meeting of Directors if requested by the Chair, regardless of whether they are a Director.
- (b) The person attending the meeting under rule 14.8(a) may at any time during the meeting be required by the chair of the meeting to leave and remain out of the meeting.
- (c) For the avoidance of doubt, the person attending the meeting under rule 14.8(a) is not entitled to vote on any matter at the meeting of Directors.

14.9 Validity of acts

- (a) Acts of the Board, a Committee or a Director, even if it is afterwards discovered that there was some defect in the appointment of any of the Directors or the Committee or that any of them were disqualified, are valid as if each person was duly appointed and qualified and continued to be a Director or a member of the Committee (as the case may be).
- (b) If the number of Directors is reduced below the minimum number fixed under this document, the continuing Directors may act to increase the number of Directors to that number, or to call a general meeting of the Company, but for no other purpose.

15 Remuneration of Directors

- (a) The Directors must not be remunerated for their services as Directors.
- (b) All payments to Directors must be approved by the Board including, but not limited to:
 - (i) out of pocket expenses incurred by a Director in performing a duty as a Director; and
 - (ii) a service rendered to the Company by a Director in a professional or technical capacity or as an employee, other than in the capacity as a Director where:
 - (A) the provision of the service has the prior approval of the Board; and
 - (B) the amount payable is not more than an amount which commercially would be reasonable payment for the service.

16 Duties of Directors

16.1 Directors to comply

The Directors must comply with their duties as directors at law and with the duties described in the Corporations Act.

16.2 Director's interests

- (a) A Director is not disqualified by reason only of being a director (or the fiduciary obligations arising from that office) from:

- (i) holding an unpaid office (except auditor) or unpaid position or role in the Company or a Related Body Corporate of the Company;
 - (ii) holding an office or place of profit or employment in any other company, body corporate, trust or entity promoted by the Company, or in which it has an interest;
 - (iii) being a member, creditor or otherwise being interested in any body corporate (including the Company), partnership or entity, except as auditor of the Company;
 - (iv) entering into any agreement or arrangement with the Company; or
 - (v) acting in a professional capacity (or being a member of a firm which acts in a professional capacity) for the Company, except as auditor of the Company.
- (b) Each Director must comply with rule 16.3 on the disclosure of the Director's interests.

16.3 Disclosure of Director's interests

- (a) Subject to rule 16.3(b), a Director who has a perceived or actual material personal interest in a matter that relates to the affairs of the Company must give the other Directors notice of their interest.
- (b) A Director with a material personal interest in a matter that relates to the affairs of the Company is not required to give notice in the following circumstances:
 - (i) if all of the following conditions are met:
 - (A) the Director has already given notice of the nature and extent of the interest and its relation to the affairs of the Company;
 - (B) if a person who was not a Director at the time the notice was given is appointed as a Director, the notice is given to that person; and
 - (C) the nature or extent of the interest has not materially increased above that disclosed in the notice; or
 - (ii) if the Director has given a standing notice of the nature and extent of the interest in accordance with the Corporations Act and that standing notice is still effective in relation to the interest; or
 - (iii) as otherwise permitted under this Constitution, Corporations Act.

16.4 Management of Director's interests

- (a) If a Director has a material personal interest in a matter that is being considered at a meeting of the Board (or that is proposed in a written resolution), except as provided under rule 16.4(c):
 - (i) that Director must not be present at the meeting while the matter is being discussed;

- (ii) that Director must not be counted in a quorum at the meeting of the Board that considers the matter relating to the interest;
 - (iii) that Director must not vote on the matter;
 - (iv) the Company can proceed with any transaction that relates to the interest and the Director may participate in the execution of any relevant document by or on behalf of the Company;
 - (v) the Director may retain the benefits under the transaction that relates to the interest even though the Director has the interest; and
 - (vi) the Company cannot avoid any transaction that relates to the interest merely because of the existence of the interest.
- (b) If an interest of a Director is required to be disclosed under rule 16.3, rule 16.4(a)(iv) applies only if the interest is disclosed before the transaction is entered into.
- (c) A Director may still be present at a meeting of the Board and vote on a matter in which that Director has a material personal interest if:
- (i) their interest arises because they are a Member, and the other Members have the same interest;
 - (ii) their interest relates to an insurance contract that insures, or would insure, the Director against liabilities that the Director incurs as a director of the Company;
 - (iii) their interest relates to a payment by the Company under rule 16.5, or any contract relating to an indemnity that is allowed under the Corporations Act;
 - (iv) the ASIC makes an order allowing the Director to vote on the matter, or it is otherwise permitted under the Corporations Act; or
 - (v) the Directors who do not have a material personal interest in the matter pass a resolution that:
 - (A) identifies the Director, the nature and extent of the Director's interest in the matter and how it relates to the affairs of the Company, and
 - (B) says that those Directors are satisfied that the interest should not stop the Director from voting or being present.

16.5 Directors may contract with the Company

- (a) No contract or arrangement with:
- (i) the Company or any other person by a Director;
 - (ii) any contract or arrangement by or for the Company; or
 - (iii) any other person in which a Director is in any way interested,

may be avoided for the reason of the interest of the Director.

- (b) Subject to rule 16.3, a Director need not account to the Company for any profit realised by any contract or arrangement, by reason of:
 - (i) holding the office of Director; or
 - (ii) the fiduciary relationship established by the office of Director.

17 Secretary

- (a) The Board may in its absolute discretion appoint and remove a Secretary from time to time.
- (b) Only a natural person who has provided the Company with a signed consent may be Secretary.
- (c) The Secretary may be a Director.
- (d) The Secretary holds office on the terms and conditions the Board decides.

18 Execution of documents

The Company may sign a document without a seal, including a deed, by having the document signed by:

- (a) two Directors;
- (b) a Director and a Secretary; or
- (c) in any other manner permitted by law.

19 Financial records

19.1 Financial year

The financial year of the Company ends on 30 June each year.

19.2 Keeping of financial records

- (a) Proper books and financial records must be kept, recording the financial affairs of the Company. The Company must comply with the relevant accounting and auditing requirements of the Corporations Act.
- (b) The Board must lay the financial statements of the Company before the Members at each annual general meeting.

19.3 Banking of money

All the money of the Company must be deposited in an account in the name of the Company at a bank chosen by the Board.

19.4 Appointment of auditor

If required by the Corporations Act, the Company must appoint a qualified auditor or reviewer. No Member may act as auditor or reviewer of the Company.

20 Minutes

20.1 Contents of minutes

The Board must ensure that minutes are duly recorded in any manner it thinks fit and include:

- (a) the names of the Directors present at each meeting of the Company, Board, Advisory Group and Committees (if any); and
- (b) details of all resolutions and proceedings of meetings of the Company, Board, Advisory Group and Committees.

20.2 Signing of minutes

The minutes of a meeting of the Company, Board or of a Committee, if signed by the chair of the meeting or by the chair of the next meeting, are prima facie evidence of the matters stated in the minutes.

21 Company records

21.1 Maintaining records

- (a) The Company must retain its records for at least seven years.
- (b) The Directors must take reasonable steps to ensure that the Company's records are kept safe and secure.

21.2 Inspection by Member

A Member who is not a Director, does not have the right to inspect any of the Board papers, books, records or documents of the Company unless provided by law, the Constitution or as authorised by a Directors' resolution.

22 Notices

22.1 Service of notices

- (a) A notice may be given by the Company to the Members:
 - (i) personally;
 - (ii) by leaving it at the Member's Registered Address; or
 - (iii) by sending it to the electronic address (if any) nominated by the Member.

22.2 When notice deemed to be served

- (a) A notice sent by post is considered served at the expiration of 48 hours after the envelope containing the notice is posted. It is sufficient to prove that the envelope containing the notice was properly addressed and posted.
- (b) A notice served on the Member or left at the Member's Registered Address is considered served when delivered.
- (c) A notice served on the Member by electronic means is considered served when the electronic message is sent.

22.3 Signature to notice

The signature on any notice given by the Company may be written or printed.

22.4 Reckoning of period of notice

Where a given number of days' notice or notice extending over any other period is required to be given, the day of service is not to be counted in the number of days or other period.

22.5 Notification of change of address

The Member must notify the Company of any change of its address and any new address must be entered in the Register. Upon entry it becomes the Member's Registered Address.

23 Indemnity, insurance and access

23.1 Indemnity in favour of Officers

Subject to the Corporations Act and rule 23.2, the Company must indemnify each Officer to the maximum extent permitted by law, against any Liability incurred by them because of their holding office as, and acting in the capacity of, Director, Secretary or other Officer of the Company, other than:

- (a) a Liability owed to the Company or a related body corporate of the Company;
- (b) a Liability for a pecuniary penalty order under section 1317G of the Corporations Act or a compensation order under section 1317H of the Corporations Act; or
- (c) a Liability owed to a person other than the Company or a related body corporate of the Company that did not arise out of conduct in good faith.

23.2 Indemnity for legal costs

The Company must indemnify each Officer to the maximum extent permitted by law, against any Liability for legal costs incurred by them in respect of a Liability incurred by them because of their holding office as, and acting in the capacity of, Director, Secretary or other Officer of the Company other than for legal costs incurred:

- (a) in defending or resisting Proceedings, in which the Officer is found to have a Liability for which they could not be indemnified under rule 23.1;
- (b) in defending or resisting criminal Proceedings in which the Officer is found guilty;
- (c) in defending or resisting Proceedings brought by ASIC or a liquidator for a court order if the grounds for making the order are found by the court to have been established (but this rule 23.2(c) does not apply to costs incurred in responding to actions taken by ASIC or a liquidator as part of an investigation before commencing Proceedings for the court order);
or
- (d) in Proceedings for relief to the Officer under the Corporations Act in which the court denies the relief.

23.3 Indemnity for employees

Subject to the Corporations Act and rule 23.4, the Company may indemnify an employee, who is not a Director, Secretary or Executive Officer of the Company, to the maximum extent permitted by law, against any Liability incurred by them because of their holding office as, and acting in the capacity of, an Officer of the Company, other than:

- (a) a Liability owed to the Company or a related body corporate of the Company;
- (b) a Liability for a pecuniary penalty order under section 1317G Corporations Act or a compensation order under section 1317H Corporations Act; or
- (c) a Liability owed to a person other than the Company that did not arise out of conduct in good faith.

23.4 Indemnity for legal costs of employees

The Company may indemnify an employee other than an Officer to the maximum extent permitted by law, against any Liability for legal costs incurred in respect of a Liability as, or because of their holding office as, and acting in the capacity of, an Officer of the Company other than for legal costs incurred:

- (a) in defending or resisting Proceedings, in which the Officer is found to have a Liability for which they could not be indemnified under rule 23.3;
- (b) in defending or resisting criminal Proceedings in which the Officer is found guilty;
- (c) in defending or resisting Proceedings brought by ASIC or a liquidator for a court order if the grounds for making the order are found by the court to have been established (but this rule 23.4 does not apply to costs incurred in responding to actions taken by ASIC or a liquidator as part of an investigation before commencing Proceedings for the court order);
or
- (d) in Proceedings for relief to the Officer under the Corporations Act in which the court denies the relief.

23.5 Insurance for the benefit of Officers

Subject to the Corporations Act, the Company may pay a premium for a contract insuring a person who is or has been an Officer of the Company acting in that capacity against:

- (a) costs and expenses in defending any Proceedings, whether civil or criminal, whatever their outcome; or
- (b) a Liability arising from negligence or other conduct.

23.6 When insurance may not be provided by the Company

The Company must not pay, nor agree to pay, a premium for a contract insuring a person who is or has been an Officer or an employee who is also an Officer of the Company, against a Liability (other than one for legal costs) arising out of:

- (a) conduct involving a wilful breach of duty about the Company; or
- (b) a contravention of section 182 or section 183 Corporations Act.

23.7 Access

- (a) A Director has the right to access the records of the Company at all reasonable times.
- (b) Where the Board considers it appropriate, the Company may bind itself in any contract with a Director or former Director to give that Director or former Director access to any records, including financial, and any papers, including documents provided or available to the Directors and other papers referred to in those documents.

24 Amendment to the Constitution

Any amendment to this Constitution must be approved by a Special Resolution at a general meeting of the Company.