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# Constitution of Australian Communications Consumer Action Network Limited

Corporations Act 2001

Company Limited by Guarantee not having a Share Capital

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## 1. DEFINITIONS AND INTERPRETATION

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### 1.1 Definitions

In this Constitution:

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

**Alleged Conduct** means a matter identified in clauses 11.1.1, 11.1.2 or 11.1.3.

**Annual General Meeting** means the annual general meeting of Members.

**Applicant** means a person or Organisation lodging an Application under this Constitution.

**Application** means an application for Membership.

**Associate Member** means a Member who is not a Voting Member.

**Auditor** means the auditor or auditors of the Company.

**Board** means the board of directors of the Company.

**Business Day** means Monday to Friday excluding public holidays in New South Wales.

**Chairperson** means the Director who is elected to this office in accordance with clause 20.7.

**Company** means Australian Communications Consumer Action Network Limited.

**Constitution** means this constitution, as amended.

**Deputy Chairperson** means the Director who is elected to this office in accordance with clause 20.7.

**Directors** means the members individually or collectively of the Board.

**Distinguished Service** includes, but is not limited to, the following:

A longstanding member and supporter of ACCAN and/or its predecessor organisations; who

- a) Has been an outstanding advocate on issues or committees; and/or
- b) Has been an exceptional contributor to ACCAN campaigns and policy work; and/or
- c) Has made a significant contribution to ACCAN as an organisation

**Extraordinary Meeting** means a General Meeting of Members other than an Annual General Meeting.

**General Meeting** means an Annual General Meeting or an Extraordinary Meeting of the Company.

**Independent Grants Panel** means the panel established under clause 31.4.

**Industry Related Person** means a natural person who:

- (a) is an officer or an employee of; or
- (b) derives an income from providing services to,

sections of the telecommunications industry within the meaning of the *Telecommunications Act 1997*.

**Initial Members** mean those Legal Persons specified in the application to register the Company lodged under section 117 of the Act and who have consented to be Members.

**Law** means any law, statute, regulation, ordinance, by-law, order or proclamation, and the common law and any authorisation, ruling, judgment, order, decree or other requirement of any Authority, and includes (without limitation):

- (a) the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth);
- (b) the *Income Tax Assessment Act 1997* (Cth); and
- (c) the Act.

**Legal Person** means the legal definition of a person, including a natural person (individual) or an Organisation.

**Member** means a Legal Person admitted to Membership in accordance with this Constitution.

**Membership** means membership of the Company.

**Organisation** includes a body corporate, association, firm, partnership, or other unincorporated body.

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

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

**Registered Office** means the registered office of the Company.

**Representative** means a person as described in clause 8.

**Secretary** means the secretary of the Company.

**Voting Member** means a Member entitled to vote under this Constitution and includes each Initial Member.

**Voting Membership** means that part of the Membership made up of Voting Members.

## 1.2 Interpretation Rules

In this Constitution, unless the context requires otherwise:

- 1.2.1 subject to clauses 1.2.2 and 1.2.3 below, words that are defined in the *Telecommunications Act 1997* have the same meaning as in that Act;

- 1.2.2 **telecommunications** includes, for clarity, the Internet; and
- 1.2.3 **consumer** means end users of telecommunications services and includes residential users of telecommunication services and small business users of telecommunications services in their capacity as consumers.

### 1.3 General Interpretation

In this Constitution, unless the context requires otherwise:

- 1.3.1 a person includes a corporate body, association, firm, partnership, or other unincorporated body;
- 1.3.2 a statute includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.3.3 this or any other document includes the document as varied or replaced regardless of any change in the identity of the parties;
- 1.3.4 a clause, schedule or appendix is a reference to a clause, schedule or appendix in or to this Constitution;
- 1.3.5 a word or phrase that is defined has the corresponding meaning in its other grammatical forms;
- 1.3.6 writing includes all modes of representing or reproducing words in a legible, permanent and visible form;
- 1.3.7 the singular includes the plural and vice versa;
- 1.3.8 a gender includes all other genders; and
- 1.3.9 headings and sub-headings are inserted for ease of reference only and do not affect the interpretation of this Constitution.

### 1.4 Replaceable Rules Displaced

Each of the provisions of the Act that would apply to the Company as a replaceable rule but for this clause, is expressly displaced and does not apply to the Company.

## 2. NAME OF THE COMPANY

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The name of the Company is Australian Communications Consumer Action Network Limited.

## 3. OBJECTS AND POWERS

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### 3.1 Objects

The objects of the Company are all or any of the following:

- 3.1.1 to be a peak body in Australia representing the interests of consumers in relation to communications and telecommunications issues;
- 3.1.2 to promote the **communications and telecommunications** consumer objectives of accessibility, affordability and availability to all consumers;

- 3.1.3 to promote the development of Australian information and communications and telecommunications technology resources;
- 3.1.4 to develop a strong, coordinated voice for consumers and to represent and advocate on behalf of consumers to Government, regulators and the communications and telecommunications industry;
- 3.1.5 to undertake research, policy development and education on consumer communications and telecommunications issues;
- 3.1.6 to facilitate access to and dissemination of information to consumers, consumer representatives and consumer organisations;
- 3.1.7 to advocate on behalf of consumers on communications and telecommunications laws affecting consumers, law reform, policy development and in relation to industry practices;
- 3.1.8 to participate in regulatory and co-regulatory activities; and
- 3.1.9 to contribute to the development of Government communications and telecommunications policy.

### 3.2 Activities

Without limiting the effect of clause 3.2.7, the Company will seek to achieve its objects through:

- 3.2.1 advocating on behalf of consumers to the Government, regulators, and industry nationally and internationally;
- 3.2.2 consulting with Members and the global communications and telecommunications consumer community, and undertaking outreach programs as necessary;
- 3.2.3 providing policy advice to Government on communications and telecommunications issues affecting consumers;
- 3.2.4 contributing to the development of and compliance with industry codes, standards and guidelines for ~~the telecommunications~~ industry dealing with communications and telecommunications issues; and to identify areas where industry and/or regulatory response is necessary;
- 3.2.5 facilitating forums and meeting structures to promote engagement and priority setting with consumer groups and representatives;
- 3.2.6 supporting, training and enhancing the capacity and effectiveness of consumer representatives;
- 3.2.7 adopting open and transparent procedures which are inclusive of all parties having an interest in representing the interests of consumers in relation to communications and telecommunications issues;

### 3.3 Powers

The Company may exercise all powers, rights and privileges as a natural person may do or exercise, for the purpose of furthering the objects set out above.



#### **4. LIABILITY OF MEMBERS**

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The liability of each Member is limited to the amount specified in clause 38.2.

#### **5. NON-PROFIT**

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##### **5.1 No payment or transfer to Members**

All of the income and property of the Company must be applied solely towards the promotion of the objects of the Company as set out in this Constitution. No portion of it may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to the persons who at any time are or have been Members.

##### **5.2 Payments in good faith**

- 5.2.1 Notwithstanding clause 5.1 and subject to clauses 5.2.2 and 5.2.4, the Company may make payments in good faith of remuneration to any Member, officer or employee of the Company in return for any services rendered to the Company or for goods supplied in the ordinary and usual course of business.
- 5.2.2 The Company must not make any payment to a Director for services rendered by that Director to the Company unless the provision of those services has the prior consent of the Board, the amount payable is approved by a resolution of the Board and is on reasonable commercial terms.
- 5.2.3 The Company must not make any payment to a Director in his or her capacity as an employee of the Company, in return for any services rendered by that employee to the Company, unless the terms of that employment have first been approved by a resolution of the Board.
- 5.2.4 The Company may pay interest on money borrowed from any Member and may pay reasonable and proper rent for premises let by a Member to the Company.
- 5.2.5 For the purposes of clause 5.2.4, any sum paid by a Member to the Company as a deposit, bond or other security for the payment of fees and charges levied under the Constitution does not constitute money borrowed from a Member.

#### **6. FEES IMPOSED BY THE COMPANY**

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##### **6.1 Determination of fees**

The Board may:

- 6.1.1 prescribe a cost payable by Members by way of Membership fees and such other fees as the Board thinks fit;
- 6.1.2 prescribe when and in what circumstances these fees are payable; and
- 6.1.3 waive membership fees.

## **6.2 Notice of fees**

The Board must give Members not less than one month's notice of any increase in the fees payable under clause 6.1.

## **7. MEMBERSHIP**

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### **7.1 General**

7.1.1 The Members of the Company are:

7.1.1.1 the Initial Members; and

7.1.1.2 such other Legal Persons as the Board admits to Membership in accordance with this Constitution.

7.1.2 Legal Persons in the following categories will be eligible to be Members:

7.1.2.1 those who subscribe to the objects of the Company; and

7.1.2.2 those that the Board considers would benefit the Company by becoming a member.

7.1.3 The Company may at any time determine other categories of persons who will be eligible to be Members.

### **7.2 Classes of Members**

7.2.1 The Company consists of the following classes of Members:

7.2.1.1 Ordinary Members;

7.2.1.2 Life Members; and

7.2.1.3 Associate Members.

7.2.2 Only the Initial Members and such other Members as the Board, in its absolute discretion, determines from time to time to be Members, are Members.

### **7.3 Voting Members**

7.3.1 Each Ordinary Member and Life Member is a Voting Member. Each Voting Member is entitled to one vote at a General Meeting of the Company.

7.3.2 Organisations:

7.3.2.1 whose objects are not consistent with the Company's objects; or

7.3.2.2 that are party political or profit making in character; or

7.3.2.3 that are sections of the telecommunications industry within the meaning of the Telecommunications Act 1997,

are not eligible to become Voting Members.

- 7.3.3 Any natural person who:
- 7.3.3.1 is not an Industry Related Person; and
  - 7.3.3.2 has subscribed to the Company's objects,
- may apply to become a Voting Member.

#### **7.4 Life Members**

- 7.4.1 A person who is or has been:
- 7.4.1.1 an Ordinary Member; or
  - 7.4.1.2 a Representative of an Organisation that is or was an Ordinary Member,
- and who has rendered distinguished service to the Company, may be admitted as a Life Member of the Company.
- 7.4.2 To be admitted as a Life Member, the person must be:
- 7.4.2.1 nominated to the Board by the Membership Committee; and
  - 7.4.2.2 endorsed for admission as a Life Member by the Board; and
  - 7.4.2.3 elected by a two thirds majority of Voting Members at a General Meeting.

Any voting member may make nominations to the Membership Committee

#### **7.5 Associate Members**

- 7.5.1 Any Organisation or natural person that has an interest in working with the Company but would not be eligible to be a Voting Member may apply to be an Associate Member.
- 7.5.2 Despite any provision to the contrary, Associate Members may attend, but are not entitled to receive notices of, or be heard or vote at, a General Meeting.

#### **7.6 Membership Not Transferable**

Membership may not be transferred to another Legal Person.

### **8. REPRESENTATIVE**

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#### **8.1 Nomination**

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

**8.2 Entry in Register**

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

**8.3 Powers of Representative**

The nomination must set out what the Representative is appointed to do and may set out restrictions on the Representative's powers. If the appointment is made by reference to a position held, the appointment must identify the position. Unless otherwise specified, the Representative may exercise on the Member's behalf, all the powers that the Member could exercise at a meeting or in voting or a resolution.

**8.4 Replacement of Representative**

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

**9. ADMISSION TO MEMBERSHIP**

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**9.1 Application and Assessment**

An Application must be made and lodged in the form and accompanied by any fee prescribed by the Board.

**9.2 Admission**

9.2.1 The Board will consider and in its absolute discretion accept or reject any Application. The Board is not required to give any reasons for the rejection of an Application. If the Board rejects the Application, any moneys tendered with it will be repaid to the Applicant without interest.

9.2.2 An Applicant will not become a Member until the Company has received any applicable fee and the name and address of the Applicant and its Representative, where applicable, are entered in the Register.

**10. CESSATION OF MEMBERSHIP**

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**10.1 Cessation of Membership**

Membership of the Company ceases if the Member:

- 10.1.1 resigns by giving written notice to the Company;
- 10.1.2 being a natural person, dies, becomes bankrupt, or enters into a scheme of arrangement with creditors;
- 10.1.3 being an Organisation, becomes subject to any form of insolvency or other administration, whether voluntary or otherwise, or a receiver or a receiver and manager is appointed over any of its property; or
- 10.1.4 ceases to satisfy the criteria for admission to Membership.

## 10.2 Surviving Liability

Upon the expiration of the period of notice, the Member ceases to be a Member but remains liable for:

- 10.2.1 any moneys which may be owing to the Company; and
- 10.2.2 in the case of the Company being wound up within one year of the date on which the Member resigns from Membership, the relevant contribution under clause 38.

## 10.3 Non-Renewal

A member ceases to be entitled to any of the rights or privileges of membership if not renewed according to the Company Membership Policy.

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## 11. DISCIPLINARY ACTION

### 11.1 Grounds for taking disciplinary action

The Board may take disciplinary action against a Member (**Breaching Member**) in accordance with this clause if it determines that the Breaching Member:

- 11.1.1 has failed to comply with this Constitution;
- 11.1.2 has acted in a way which indicates that the member will not support the principal purpose of the Company; or
- 11.1.3 has engaged in conduct prejudicial to the Company.

### 11.2 Disciplinary subcommittee

- 11.2.1 The Board may appoint a subcommittee (Disciplinary Subcommittee) to determine whether the Alleged Conduct has occurred and what, if any, action to take against the Breaching Member.
- 11.2.2 The members of the Disciplinary Subcommittee:
  - 11.2.2.1 may be Directors, Members or third parties; but
  - 11.2.2.2 must not be biased against or in favour of the Breaching Member.

### 11.3 Notice to Member

- 11.3.1 The Disciplinary Subcommittee must hold a meeting to consider the proposed disciplinary action against the Breaching Member (Disciplinary Meeting).
- 11.3.2 The Secretary must give a written notice to the Breaching Member which sets out:
  - 11.3.2.1 that the Board has made a determination of the kind described in clause 11.1;

- 11.3.2.2 details of the Alleged Conduct and the grounds for the proposed determination;
  - 11.3.2.3 the date, place and time of the Disciplinary Meeting;
  - 11.3.2.4 that the Breaching Member may do one or both of:
    - 11.3.2.4.1 attending the Disciplinary Meeting and addressing the Disciplinary Subcommittee at that meeting; and
    - 11.3.2.4.2 giving a written statement to the Disciplinary Subcommittee at any time before the Disciplinary Meeting; and
  - 11.3.2.5 the Breaching Member's appeal rights under clause 11.5.
- 11.3.3 The Secretary must give the notice described in clause 11.3.2 to the Breaching Member at least 10 Business Days, and no more than 20 Business Days, before the date of the Disciplinary Meeting.

#### **11.4 Decision of Disciplinary Subcommittee**

- 11.4.1 At the Disciplinary Meeting, the Disciplinary Subcommittee must:
  - 11.4.1.1 give the Breaching Member an opportunity to be heard; and
  - 11.4.1.2 consider any written statement submitted by the Breaching Member.
- 11.4.2 If it has complied with clause 11.4.1 at the Disciplinary Meeting the Disciplinary Subcommittee may determine:
  - 11.4.2.1 to take no further action against the Breaching Member;
  - 11.4.2.2 to reprimand the Breaching Member;
  - 11.4.2.3 to suspend the Membership of the Breaching Member for a specified period; or
  - 11.4.2.4 that the Breaching Member's Membership will cease.
- 11.4.3 The Disciplinary Subcommittee must not fine the Breaching Member.
- 11.4.4 The suspension or cessation of the Breaching Member's Membership will take effect at the end of the Disciplinary Meeting.
- 11.4.5 A Member whose Membership has been suspended has a right to receive notices, but no right to vote, at any general meeting during the term of the suspension.

**11.5 Appeal rights**

- 11.5.1 A Breaching Member whose Membership has been suspended or which has ceased under clause 11.4.2 may appeal the suspension or cancellation by giving notice (Appeal Notice):
- 11.5.1.1 to the Disciplinary Subcommittee immediately after the Disciplinary Meeting; or
  - 11.5.1.2 to the Secretary within 48 hours after the end of the Disciplinary Meeting.
- 11.5.2 If a Breaching Member has given an Appeal Notice as required by clause 11.5.1, the Board must call a meeting of Members (Disciplinary Appeal Meeting) in accordance with clause 13.2.
- 11.5.3 Notice of the Disciplinary Appeal Meeting must be given as soon as practicable to each member of the Disciplinary Subcommittee and each Member who is entitled to vote and must include:
- 11.5.3.1 the time and date of the Disciplinary Appeal Meeting;
  - 11.5.3.2 the name of the Breaching Member;
  - 11.5.3.3 the grounds for taking disciplinary action; and
  - 11.5.3.4 that, at the Disciplinary Appeal Meeting, the Members must vote on whether the decision to suspend or cease the Breaching Member's Membership should be upheld or revoked.
- 11.5.4 A Member may not vote by proxy or attorney at a Disciplinary Appeal Meeting.

**11.6 Conduct of Disciplinary Appeal Meeting**

- 11.6.1 At a Disciplinary Appeal Meeting:
- 11.6.1.1 no business other than the question of the appeal may be conducted; and
  - 11.6.1.2 the Breaching Member must be given an opportunity to be heard.
- 11.6.2 If clause 11.6.1 is complied with, the Members present and entitled to vote at the meeting must vote by secret ballot on the question whether the decision to suspend or cancel the Breaching Member's Membership should be upheld or revoked.
- 11.6.3 A decision to suspend or cease the Breaching Member's Membership is upheld if at least 75% of the Members voting at the Disciplinary Appeal Meeting vote in favour of the decision.

## 12. REGISTER

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### 12.1 Register of Members

The Company must keep and maintain the Register in accordance with the Act and otherwise as the Board determines.

### 12.2 Disputes

Any dispute that arises in relation to the Register must be referred to the Board, whose decision will be final and binding on all Members.

## 13. GENERAL MEETINGS

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### 13.1 Annual General Meeting

The Company must hold an Annual General Meeting in every calendar year within five months of the end of its financial year at the time and place determined by the Board. The Annual General Meeting may be held either in person, virtual-only or a combination of both (hybrid).

### 13.2 Extraordinary Meeting

The Board may convene an Extraordinary Meeting at such time and place as the Board thinks fit, but must be convened in accordance with the Act. Voting Members may also convene an Extraordinary Meeting, but only in accordance with the Act. Extraordinary General Meetings may be held either in person, virtual-only or a combination of both (hybrid).

## 14. NOTICE OF GENERAL MEETINGS

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### 14.1 General

The Board must give not less than 21 days' written notice of a General Meeting to the Voting Members, the Directors and the Auditor.

### 14.2 Contents of Notice

The notice referred to in clause 14.1 must specify the following information:

- 14.2.1 the place, the day and the hour of meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this);
- 14.2.2 the general nature of the meeting's business;
- 14.2.3 in the case of an election of Directors, the names of the candidates for election;
- 14.2.4 the details of any special resolutions to be proposed at the meeting; and
- 14.2.5 that Voting Members are entitled to appoint a proxy who must be a Voting Member.



**14.3 Alteration of Procedure**

With the consent of all the Voting Members entitled to vote at some particular meeting, that meeting may be convened by such shorter notice and in such manner as the Voting Members may think fit provided that such action complies with the Act.

**14.4 Failure to Receive Notice**

The accidental omission to give notice of a meeting to any Voting Member or the non-receipt of such notice by any Voting Member does not invalidate any resolution passed at, or proceeding of, that meeting.

**15. PROCEEDINGS AT GENERAL MEETINGS**

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**15.1 Business**

The ordinary business of an Annual General Meeting may include:

- 15.1.1 the consideration of the annual financial report, the Directors' report and the Auditor's report;
- 15.1.2 the election and appointment of Directors; and
- 15.1.3 the appointment of the Auditors and the fixing of the Auditor's remuneration.

All other business transacted at an Annual General Meeting and all business transacted at an Extraordinary Meeting is deemed special business.

**15.2 Quorum**

No business may be transacted at any General Meeting except the adjournment of the meeting unless a quorum is present. The quorum for a General Meeting is 20 per cent of the Voting Membership, present in person or by Representative, proxy or attorney.

**15.3 No Quorum**

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

- 15.3.1 if convened on the requisition of Voting Members, the meeting will be dissolved; and
- 15.3.2 in any other case, the meeting will be adjourned to the same day in the next week at the same time and place or at such other place as the chairperson appoints. If at that adjourned meeting a quorum is not present within fifteen minutes from the time appointed for holding the meeting, the Voting Members present will be a quorum.

**15.4 Chairperson**

- 15.4.1 The Chairperson or in their absence, the Deputy Chairperson, will preside as chairperson at every General Meeting.

- 15.4.2 If at any General Meeting neither is present within fifteen minutes after the time appointed for holding the meeting or if neither is willing to preside, the Voting Members present will choose a Director to preside. If no Director is present or if all Directors present decline to preside, then those persons present will choose a Voting Member who is present to preside as chairperson.

### **15.5 Adjournment**

- 15.5.1 The Chairperson of a General Meeting may, with the consent of the Voting Members entitled to vote at any meeting at which a quorum is present, and must, if so directed by the meeting, adjourn the meeting to another time or place (or both).
- 15.5.2 Only unfinished business may be transacted at any meeting resumed after an adjournment of a General Meeting.
- 15.5.3 Where a General Meeting is adjourned for one month or more, new notice of the adjourned meeting must be given.

### **15.6 Show of Hands**

Every item of business submitted to a General Meeting will be decided in the first instance by a show of hands of the Voting Members or their Representatives personally present and entitled to vote. The Chairperson will not have a casting vote.

### **15.7 Evidence of Resolution**

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

### **15.8 Poll**

- 15.8.1 The Chairperson or any Voting Member present personally or by Representative, proxy or attorney may demand a poll before or on the declaration of the result of a show of hands.
- 15.8.2 The poll will be taken in the manner and at the time and place as the Chairperson of the meeting directs, and either at once or after an interval or adjournment or otherwise.
- 15.8.3 The result of the poll will be deemed to be the resolution of the meeting at which the poll was demanded.
- 15.8.4 The demand for a poll may be withdrawn.
- 15.8.5 If there is a dispute as to the admission or rejection of a vote, the Chairperson will finally determine that dispute.
- 15.8.6 At a poll, the Chairperson will not have a casting vote in addition.

**15.9 Demand for Poll**

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

**15.10 Auditor**

The Auditor is entitled:

- 15.10.1 to attend any General Meeting of the Company;
- 15.10.2 to receive all notices of and other communications relating to any General Meeting which a Voting Member is entitled to receive; and
- 15.10.3 to be heard at any General Meeting which the Auditor attends on any part of the business of the meeting which concerns the Auditor in that capacity and is entitled to be heard, despite the fact that the Auditor retires at that meeting or a resolution to remove the Auditor or the agent from office is passed at that meeting.

**16. APPOINTMENT OF PROXY**

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**16.1 General**

- 16.1.1 Any Voting Member may appoint a natural person as a proxy to vote on the Voting Member's behalf and may direct the proxy to vote either for or against each or any resolution.
- 16.1.2 A proxy must be a Voting Member or Representative.

**16.2 Instrument Appointing Proxy**

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

16.2.1.1 the Registered Office; or

~~16.2.1.2 a fax number at the Registered Office; or~~

~~16.2.1.3~~ 16.2.1.2 a place, ~~fax number~~ or electronic address specified for such purpose in the notice of meeting,

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

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

**17. FORM OF PROXY**

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**17.1 Required Information**

An instrument appointing a proxy must contain the following information:

- 17.1.1 the Voting Member's name and address;
  - 17.1.2 the Company name;
  - 17.1.3 the type of Membership held by the Voting Member;
  - 17.1.4 the proxy's name or the name of the office held by the proxy; and
  - 17.1.5 the meetings at which the appointment may be used
- and be signed by the appointor or his or her attorney.

**17.2 Voting Instructions**

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

**17.3 Authority**

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

**18. ATTORNEYS**

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**18.1 Appointment by Member**

Any Member may, by duly executed power of attorney, appoint an attorney to act on the Member's behalf at all or certain specified meetings of the Company. That power of attorney must be produced for inspection at the Registered Office or any other place the Board determines, together with evidence of the due execution of it the Board requires, before the attorney will be entitled to appoint a proxy for the Member granting the power of attorney.

**18.2 Appointment by Directors**

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

**19. VOTING OF ATTORNEY OR PROXY**

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**19.1 Validity**

A vote given in accordance with the terms of an instrument of proxy or power of attorney will be valid despite the previous death of the principal or revocation of

the proxy or power of attorney, provided no notice in writing of the death or revocation has been received at the Registered Office before the meeting.

## **19.2 Attendance of Principal at Meetings**

The principal attending and taking part in the meeting will not revoke a proxy, unless that principal votes on the resolution to which the proxy applies.

## **20. DIRECTORS**

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### **20.1 Number and Qualifications of Directors**

20.1.1 The number of Directors comprising the Board will be no less than 9 and no more than 12, of which:

20.1.1.1 up to 9 Directors will be elected by the Voting Members; and

20.1.1.2 up to 3 Directors will be appointed by the elected Directors, to meet the requirements set out in clause 20.2.

in accordance with this Constitution, except as provided in clause 20.3.1.

20.1.2 Each Director must be a Voting Member or a Representative of a Voting Member.

### **20.2 Composition of Board**

It is the intention and the objective of the Initial Members that the Board comprises Directors who:

20.2.1 have relevant governance experience or expertise; and

20.2.2 an understanding of, or experience in, one or more of the sectors listed in clause 20.2.3 and/or the capacity to consult with one or more of the sectors listed in clause 20.2.3.

20.2.3 For the purpose of clause 20.2.2, consumer sectors include:

- people with disabilities;
- people on low incomes;
- Indigenous communities and their representatives;
- culturally and linguistically diverse groups;
- people from regional, rural and remote areas of Australia;
- people representing emerging technologies;
- women;
- youth;
- seniors; and
- general consumers.

**20.3 Initial Board**

- 20.3.1 The Initial Board will be made up of those Directors specified in the application to register the Company lodged under section 117 of the Act:
- 20.3.2 The Initial Board will take office at the time of adoption of this Constitution and hold office until the first Annual General Meeting, which meeting must occur within 18 months after the Company's registration.
- 20.3.3 At the first Annual General Meeting, 50% of the Initial Board (rounded up to the next whole number) will retire from office with the retiring Directors either agreeing between themselves to retire or, in the absence of agreement, being selected by means of a ballot of all Directors.
- 20.3.4 A Director retiring from the Initial Board is ineligible for re-election as a Director of the second Board although they may be eligible for re-election to subsequent Boards.

**20.4 Second and subsequent Boards**

- 20.4.1 The second Board will consist of those Directors who did not retire from the Initial Board under clause 20.3.3 and Directors elected in accordance with clause 20.5.
- 20.4.2 All subsequent Boards will consist of Directors elected in accordance with clause 20.5.

**20.5 Election of Directors**

- 20.5.1 Other than in respect of the Initial Board, the election of Directors will take place in the following manner:
- 20.5.2 Any two Voting Members may nominate any Voting Member or Representative of a Voting Member to serve as a Director.
- 20.5.3 The nomination of any Voting Member or Representative of a Voting Member as a candidate for election as a Director must be in writing and signed by the nominated person and their proposer and seconder. The nomination must be lodged with the Secretary at least 30 days before the Annual General Meeting at which the election is to take place.
- 20.5.4 If there are more candidates nominated than there are vacancies, balloting lists will be prepared containing the names of the candidates in an order determined by lot. The Board may determine the method of the ballot. Each Voting Member is entitled to vote for any number of candidates not exceeding the number of vacancies.
- 20.5.5 If there are no more candidates nominated than there are vacancies, then the Chairperson of the Annual General Meeting will declare those candidates elected as Directors.
- 20.5.6 If there is not a sufficient number of candidates nominated to meet the required minimum number of Directors, the Board must appoint a Voting Member or Representative of a Voting Member as Director, subject to

their consent, so that the Board consists of at least the minimum number of Directors.

## **20.6 Term of Appointment**

- 20.6.1 Subject to this clause 20.6, each elected Director will hold office for a period of not more than three years from the Annual General Meeting of their election to the Board.
- 20.6.2 At each Annual General Meeting one third of the elected Directors for the time being, or if their number is not 3 nor a multiple of 3, then the number nearest to one third, and any Director who has held office (without re-election) for 3 years from the Annual General Meeting of their election, must retire from office. The Directors to retire are the Directors or Director longest in office since last being elected. In default of agreement of which Directors will retire, the Directors to retire are determined by drawing lots. The retirement of a Director under this clause 20.6.2, and the re-election of the Director or election of another person to that office, as the case may be, take effect at the conclusion of the meeting at which the retirement and re-election or election occur.
- 20.6.3 A Director may not serve more than two consecutive terms on the Board but may be eligible to serve a further term or terms at a later date.
- 20.6.4 Notwithstanding clause 20.6.3, at the Annual General Meetings to be held in 2012 and 2013, those Directors who were Directors immediately prior to the Annual General Meeting held in 2011 and who remained Directors at a time immediately prior to the Annual General Meeting in 2012 are eligible for re-election to serve a further term of three years on the Board.

## **20.7 Officers on the Board**

At the first meeting of the Board after:

- 20.7.1 the adoption of this Constitution; and
- 20.7.2 each Annual General Meeting,

the Directors will elect from among their number a Chairperson and a Deputy Chairperson, each of whom will hold office until the end of the next Annual General Meeting.

## **21. CASUAL VACANCIES**

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- 21.1 The Board may appoint a replacement Director to any casual vacancy arising in the office of a Director.
- 21.2 Any Director so appointed will hold office until the end of the next Annual General Meeting, and will then be eligible for re-election.

## **22. DISQUALIFICATION OF DIRECTORS**

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The office of a Director will be vacated if:

- 22.1 the Director becomes bankrupt or makes any arrangement or composition with his or her creditors or if being a director of a company which is a Member, a winding up order is made in respect of such company;
- 22.2 the Director becomes of unsound mind;
- 22.3 without leave of the Board, the Director is absent from meetings of the Board for three consecutive Board Meetings, unless the Board makes a resolution to the contrary;
- 22.4 by notice in writing to the Company, the Director resigns from office; or
- 22.5 the Director ceases to hold office by reason of any order made under the Act.

### **23. POWERS OF THE BOARD**

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- 23.1 The control and direction of the Company and the management of its property and affairs is vested in the Board.
- 23.2 The Board may exercise all powers of the Company that are not required to be exercised or done by the Company in General Meeting.

### **24. BORROWING**

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The Board may raise money in any manner it thinks fit including the borrowing of money on the security of the Company's assets and the issuing of a security for any other purpose.

### **25. INVESTMENT**

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The Board may invest funds of the Company in any manner consistent with the objects set out in clause 3.1 and for any period as it thinks fit.

### **26. NEGOTIABLE INSTRUMENTS**

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All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Company will be signed, drawn, accepted, endorsed or otherwise executed (as the case may be) for and on behalf of the Company, by two Directors or by one Director and some other officer authorised by the Board for that purpose or in any other manner as the Board may determine.

### **27. PROCEEDINGS OF THE BOARD**

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#### **27.1 General**

- 27.1.1 The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- 27.1.2 The Board must meet at least four times a year.
- 27.1.3 A meeting of the Board may be called at the request of the Chairperson or Deputy Chairperson by way of reasonable notice served upon each Director.



- 27.1.4 The accidental omission to give notice of a meeting to, or the non-receipt of a notice of meeting by, a Director will not invalidate proceedings at a Board meeting.
- 27.1.5 A quorum for meetings of the Board is five (5) of the Directors or such higher number as may be determined by the Board.
- 27.1.6 The Chairperson will be the chairperson of the meeting. If the Chairperson is not present within fifteen minutes after the time appointed for holding that meeting (or being present is unwilling to act), the Deputy Chairperson will preside at the meeting. If the Deputy Chairperson is not present (or being present is unwilling to act) then the Directors present will choose one of their number to be the chairperson of the meeting.
- 27.1.7 Questions arising at any meeting will be decided by a majority of votes and each Director present will be entitled to one vote.
- 27.1.8 The chairperson will not have a casting vote.

## **27.2 Use of technology in conferencing**

- 27.2.1 Without limiting the discretion of the Board to regulate their meetings, the Board may, if it thinks fit, confer by radio, telephone, Internet, closed circuit television or other electronic means of audio or audio-visual communication. A resolution passed by such a conference will, notwithstanding that the Directors are not present together in one place at the time of the conference, be deemed to have been passed at a meeting of the Board held on the day and at the time the conference was held.
- 27.2.2 The provisions of this Constitution regulating the proceedings of the Board apply so far as they are capable to such conferences.

## **27.3 Defects in Appointment**

An act done in good faith by any meeting of the Board, of any committee formed by the Board or by any person acting as a Director will not be invalidated by reason of:

- 27.3.1 any defect in the election, appointment or tenure of a Director or person acting on any such committee; or
- 27.3.2 the disqualification of any of them.

## **28. MINUTES**

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### **28.1 Minutes to be kept**

The Board must cause:

- 28.1.1 proper minutes to be made of the proceedings and resolutions of all meetings of the Company, the Board and committees formed by the Board;
- 28.1.2 the minutes to be entered in books kept for that purpose; and

28.1.3 the minutes to be signed by the chair of the meeting or by the chair of the next meeting.

## **28.2 Evidence of Proceedings and Resolutions**

A minute that is recorded and signed in accordance with clause 28.1.3 is evidence of the proceeding or resolution to which it relates, unless the contrary is proved.

## **29. CIRCULAR RESOLUTION**

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### **29.1 General**

29.1.1 If all the Directors have signed a document containing a statement that they are in favour of a resolution of the Directors in terms set out in the document, a resolution in those terms will be deemed to have been passed at a meeting of the Board held on the day on which the resolution was signed and at that 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.

29.1.2 Any such resolution in writing may consist of several documents in identical terms, each signed by one or more Directors and must be entered in the relevant book of minutes of the Company.

### **29.2 Exclusion of Directors Not Entitled to Vote**

A reference in clause 29.1.1 to all Directors does not include a reference to a Director who, at a meeting of Directors, would not be entitled to vote on the resolution.

## **30. DELEGATION BY THE BOARD**

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30.1 Subject to clause 30.2, the Board may delegate any of its powers to individual Directors or Voting Members or to committees, including the committees described in clause 31 consisting of such Directors or Voting Members or both as the Board thinks fit. Any individual or committee so formed must conform to any direction given to it by the Board in the execution of the delegated powers.

30.2 The Board may not delegate its power to delegate.

## **31. COMMITTEES AND PANELS**

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### **31.1 Board Committee**

31.1.1 The Board may in its absolute discretion establish committees or working groups as deemed necessary including, for example and without limitation, a finance and audit committee

31.1.2 Board Committees must have a majority of Directors, but the Board may at its discretion appoint expert advisors as needed.

**31.2 Standing Committees/Expert Advisory Committees**

The Company's chief executive officer may establish standing and/or ad hoc advisory committees to undertake specific identified tasks in accordance with the objects of the Company.

**31.3 Procedures for Board and Advisory Committees**

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

**31.4 Independent Grants Panel**

31.4.1 The Board must establish an Independent Grants Panel to administer grants made available to the Company through Government grants or other sources.

31.4.2 The Independent Grants Panel must be independent of the Board, but must make recommendations and provide reports to the Board in the manner prescribed by the Board at the time the Independent Grants Panel is established.

31.4.3 No Director may be a member of the Independent Grants Panel.

**32. REIMBURSEMENT OF EXPENSES**

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The Board may authorise the payment of any expenses incurred by any Director or Member in connection with the performance of their duties to the Company.

**33. ACCOUNTS**

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**33.1 Books of Account to be kept**

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

**33.2 Location of Books of Account**

The books of account will be kept at the Registered Office or place or places as the Directors think fit and will be open to the inspection of the Directors during usual business hours.

**34. AUDITOR**

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The Company will observe the provisions of the Act in relation to the appointment, removal and resignation of an Auditor.

**35. DUTY, TAXES AND CHARGES**

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- 35.1 Each Member will be liable for all duty and any other taxes or charges payable in respect of the Application, the Membership and any other transaction or instrument or transaction relating to such.
- 35.2 Each Member indemnifies and will keep indemnified the Company in respect of all and any liability for duty, taxes or other charges referred to in the preceding clause.

**36. INDEMNITY AND INSURANCE**

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**36.1 Definition of Liability and Officer**

In this clause 36:

- 36.1.1 Indemnified Liability means, in relation to any fact, matter or circumstance:
- 36.1.1.1 all Liability arising out of or in connection with that fact, matter or circumstance; and
- 36.1.1.2 all legal and other professional expenses on a solicitor-client basis incurred in defending or resisting (or otherwise in connection with) proceedings, whether criminal, civil, administrative or investigatory in nature arising out of or connected with the fact, matter or circumstance.
- 36.1.2 Liability means costs, losses, liabilities and expenses.
- 36.1.3 Officer means a Director, secretary or other officer of the Company and includes a former Officer, but does not include an auditor or agent of the Company.
- 36.1.4 A reference to Officer includes a reference to a former Officer.

**36.2 Indemnity of Officers**

- 36.2.1 Subject to clause 36.2.2, the Company must pay to a person who is or has been an Officer on demand an amount equal to all Indemnified Liability of the Officer as a result of or in connection with that person's role as an Officer.
- 36.2.2 To the extent permitted by Law, the Company may make a payment (whether by way of advance, loan or otherwise) to an Officer for the Officer's legal costs.
- 36.2.3 The obligation of the Company in clause 36.2.1:
- 36.2.3.1 is enforceable without the Officer having to first incur any expense or make any payment;
- 36.2.3.2 is a continuing obligation and is enforceable by the Officer even though the Officer may have ceased to be an officer of the relevant company; and

36.2.3.3 does not operate in respect of any liability of the Officer to the extent that liability is covered by insurance.

36.2.4 The obligation of the Company in this clause 36.2 will not apply to the extent that:

36.2.4.1 the Company is not allowed by Law to indemnify an Officer against the Indemnified Loss;

36.2.4.2 an indemnity by the Company of the Officer against Indemnified Loss would, if given, be legally ineffective under any Law; or

36.2.4.3 the Company is not allowed by Law to make a payment for legal costs.

### **36.3 Insurance**

To the extent allowed by Law, the Company may pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been an Officer against a Liability incurred by the person as an Officer. Any premium will be paid in addition to any remuneration paid to a Director by the Company under this Constitution.

## **37. NOTICES**

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37.1 The Company may serve notice on any Member either personally, or by sending it through the ordinary post to the Member's Registered Address, or by leaving it at the Registered Address in an envelope addressed to the Member or by sending it to the ~~fax number or~~ electronic address (if any) nominated by the Member.

37.2 A notice of meeting sent by ~~fax or other~~ electronic means is taken to be served on the Business Day after it is sent. Any notice sent by post is taken to be served three days after the day it is posted. In proving such service, it is sufficient to prove that the envelope containing the notice was properly addressed and deposited as a prepaid letter at the post office or in some postal receptacle.

37.3 A certificate in writing signed by the Secretary or any officer of the Company that the envelope containing the notice was properly stamped, addressed and posted will be conclusive evidence of the service of such notice.

## **38. CONTRIBUTION ON WINDING-UP**

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38.1 Every Member undertakes to contribute to the property of the Company if it is wound up:

38.1.1 while that person is a Member; or

38.1.2 within one year after that person ceases to be a Member;

in respect of the debts and liabilities of the Company contracted before that person ceases to be a Member, in respect of the costs, charges and expenses of winding-up and for the adjustment of the rights of the contributories among themselves.

38.2 The amount to be contributed by any Member will not exceed ten dollars.

**39. DISTRIBUTION OF PROPERTY ON WINDING-UP**

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- 39.1 If, upon the winding-up or dissolution of the Company after the satisfaction of all its debts and liabilities there remains any property, this property must not be paid to or distributed among the Members.
- 39.2 Instead, this property must be given or transferred to some other institution or institutions having:
  - 39.2.1 objects similar to the objects of the Company; and
  - 39.2.2 a constitution which 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 clause 5 of this Constitution.
- 39.3 This institution or institutions must be determined by:
  - 39.3.1 a special resolution of the Voting Members at or before the time of dissolution; or
  - 39.3.2 if no such special resolution is passed, by a Judge of the Supreme Court or such other court of competent jurisdiction.