



Constitution

28 October 2020

**Australian Business Software Industry
Association Limited**

ABN 72 165 915 640

A Public Company Limited by Guarantee

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1 Name of the Company

The name of the Company is Australian Business Software Industry Association Limited.

2 Type of Company

- (a) The Company is a not-for-profit public company limited by guarantee.
- (b) Subject to this Constitution, each person who is a Member and each person who was a Member during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:
 - (i) payment of debts and liabilities of the Company;
 - (ii) payment of the costs, charges and expenses of winding up; and
 - (iii) any adjustment of the rights of the contributories among Members.
- (c) The amount that each Member or Past Member is liable to contribute is limited to \$1.00.

3 Replaceable Rules

This Constitution displaces the Replaceable Rules to the extent that it is inconsistent with any Replaceable Rules.

4 Definitions and Interpretation

4.1 Definitions

In this Constitution, unless there is something in the subject or context which is consistent:

ABN means an Australian Business Number issued by the Australian Taxation Office.

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

Alternate Directors are directors as defined by section 201K of the Act.

Board means the board of Directors.

Business Members are those Members referred to in **clause 7.3**.

By-Laws means the by-laws adopted and amended by the Board from time to time in accordance with **clause 56**.

Chairman means the person holding that office under this Constitution and includes any assistant or acting chairman.

Committee means a committee established in accordance with **clause 51**.

Company means Australian Business Software Industry Association Limited.

Constitution means this constitution as amended or supplemented from time to time.

Co-Opted Director means a Director appointed to the Board pursuant to **clause 36.5**.

Developer Members are those Members referred to in **clause 7.2**

Director means any person appointed as a Director of the Company under **clause 36**.

Disciplinary Committee means a committee established pursuant to **clause 14.2**.

Elected Director means a Director elected to the Board pursuant to **clause 36.4**.

Entrance Fee means the entrance fee payable by Members pursuant to **clause 12**.

Financial Voting Member means a Voting Member who has paid an Entrance Fee and annual Subscription within the time limits specified in **clause 13(a)(v)**, namely, at the latest, within thirty (30) calendar days after having been notified by the Company that the Voting Member is in arrears to the Company.

Group means a group of Members for which the Board has authorised the formation of a Member Committee under **clause 55(a)**.

Individual Members are those Members referred to in **clause 7.4**.

Lifetime Individual Members are those Members referred to in **clause 7.5**

Member means a member of the Company pursuant to **clause 6** and **clause 7**.

Member Committee means a committee established to represent the interests of a Group pursuant to **clause 55(a)**.

Member's Guarantee Amount means the amount referred to in **clause 2(c)**.

Objects means the objects of the Company as set out in **clause 5.1**.

Office means the registered office for the time being of the Company.

Officer has the same meaning as given to that term in section 9 of the Act.

Organisational Members are those Members referred to in **clause 7.6**.

President means the President of the Board and the Company appointed pursuant to **clause 36.6(a)(i)**.

Register means the register of Members to be kept pursuant to the Act.

Replaceable Rules means the replaceable rules applicable to a public company limited by guarantee set out in the Act.

Representative means the person authorised to act as a representative of an Organisational Member, as described in **clause 11**.

Secretary means the person appointed as the secretary of the Company and includes any assistant or acting secretary.

Software Developer means a developer of business software which may be more particularly defined and described in a Board policy on Software Developers, as determined by the Board from time to time.

Special Resolution has the meaning given to it by the Act.

Subscription means the subscription fees payable by Members pursuant to **clause 12**.

Technology Goods and Services means any or all of hardware, software, services, information content and tools that facilitate storing, processing and transmitting information and the sharing of information through electronic means and includes:

- (a) Computer hardware, electronic goods and other equipment or devices that process or transfer electronic information;
- (b) Office machines, communications equipment and devices including satellites;
- (c) Computer software and software development services;
- (d) Technology consultancy services provided by personnel whose core skill is information technology;
- (e) Services for the support, maintenance, installation, commissioning, integration and management of any of the items (a) – (c) above;
- (f) Telecommunications and other forms of electronic communication services;
- (g) Services which facilitate access to information in an electronic form including through the internet or through the intranet; or
- (h) Providing training and education in relation to any of the items (a) – (g) above.

Vice President means the Vice President of the Board and the Company appointed pursuant to **clause 36.6(a)(ii)**.

Voting Members are those Members who, pursuant to **clause 7**, are entitled to vote at meetings of the Members.

4.2 Interpretation

- (a) In this Constitution, unless there is something in the subject or context which is inconsistent:
 - (i) the singular includes the plural and vice versa;
 - (ii) each gender includes the other two genders;
 - (iii) the word “individual” means a natural person;
 - (iv) the word **person** means a natural person and any partnership, association, body or entity whether incorporated or not;
 - (v) the working **writing** and **written** include any other mode of representing or reproducing words, figures, drawings or symbols in a visible form;
 - (vi) where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has a cognate meaning;
 - (vii) a reference to any clause or schedule is to a clause or schedule of this Constitution;
 - (viii) a reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it;
 - (ix) the term “including” any derivative thereof is not intended to be a term of limitation; and
 - (x) a reference to any Member who is an Organisational Member is a reference to both the Organisational Member and its Representative.

- (b) An expression used in a particular Part or Division of the Act that is given by that Part or Division a special meaning for the purpose of that Part or Division has, unless the contrary intention appears, in any clause that deals with a matter dealt with by that Part or Division the same meaning as in the Part or Division.

5 Objects and Purposes

5.1 Objects

- (a) The Object of the Company is to represent the interests of software developers and their clients by:
 - (i) lobbying Government;
 - (ii) consulting with Government;
 - (iii) liaising with any other associations or industries;
 - (iv) being an information source for sharing, transfer and management of information for the software industry and the wider community;
 - (v) being an education provider for members, business and the community;
 - (vi) facilitating co-operation within the software industry to encourage the efficient offerability and the adoption of business systems to deliver productivity to the business community; and
 - (vii) doing ancillary to the Objects referred to in **clause 5.1(a)(vi)**.
- (b) The Company can only exercise the powers in section 124(1) of the Act to:
 - (i) carry out the Objects of the Company; and
 - (ii) do all things incidental or convenient in relation to the exercise of power under **clause 5.1(b)(i)**.
- (c) Headings do not form part of or affect the construction or interpretation of this Constitution.

5.2 Income and Property

- (a) The income and property of the Company will only be applied towards the promotion of the Objects of the Company.
- (b) No income or property of the Company will be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any Member of the Company. However nothing in this Constitution will prevent payment in good faith to a Member:
 - (i) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company;
 - (ii) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent to the Company; or
 - (iii) of reasonable and proper rent for premises leased by any Member to the Company.

5.3 Remuneration of Directors

No payment shall be made to any Director (except any executive Directors in their capacity as an employee of the Company) or member of a Member Committee other than the payment:

- (a) of out-of-pocket expenses incurred by the Director or member of a Member Committee in the performance of any duty as a Director or Member of a Member Committee respectively where the amount payable does not exceed an amount previously approved by the Board; and
- (b) for any service rendered to the Company by the Director or member of a Member Committee in a professional or technical capacity, other than in the capacity as Director or member of a Member Committee respectively, where the provision of the service has the prior approval of the Board and where the amount payable is approved by the Board and is not more than an amount which commercially would be reasonable for the service; and
- (c) in the case of a Co-Opted Director, for any services rendered to the Company by the Co-Opted Director in their capacity as Director where the amount payable does not exceed the amount which has been determined by the Board and is not more than an amount which would be reasonable for a director of a public company limited by guarantee to receive for the services rendered.

MEMBERSHIP

6 Admission to Membership

6.1 Pre-Condition to Membership

A person or a body corporate is entitled to apply to become a Member if that person agrees or body corporate agrees to assume the liability to pay the Member's Guarantee Amount and otherwise satisfies the criteria for the relevant class of Membership.

6.2 Becoming a Member

Subject to the Act, a person or body corporate becomes a Member on the registration of that person's or the body corporate's name in the Register.

7 Classes of Membership

7.1 Classes of Membership

There shall be four (4) classes of Membership:

- (a) Developer Members;
- (b) Business Members;
- (c) Individual Members; and
- (d) Lifetime Individual Members.

7.2 Developer Members

A Developer Member is any entity which has been approved as a Member under **clause 9** and:

- (a) has as its primary business purpose as the commercial exploitation of any form of Technology Goods and Services; or
- (b) plans to generate revenue from the commercial exploitation of Technology Goods and Services;
- (c) is a **Software Developer**; and
- (d) has one (1) voting representative at general meetings.

7.3 Business Members

A Business Member is an entity which has been approved as a Member under **clause 9** and:

- (a) does not have as its primary business purpose the commercial exploitation of any **Technology Goods and Services**; and
- (b) has an interest in Technology Goods and Services as a user of **Technology Goods and Services**; and
- (c) is not a **Software Developer**; and
- (d) does not have voting rights at general meetings.

7.4 Individual Members

An Individual Member is an individual who is approved as a Member under **clause 9** and;

- (a) has an interest in the Objects; and
- (b) does not have voting rights at general meetings.

7.5 Lifetime Individual Members

A Lifetime Individual Member is an individual who the Board of Directors appoints as a Lifetime Individual Member and who, in the opinion of the Board:

- (a) has been eminent in the field of Technology Goods and Services; or
- (b) has provided distinguished service to the **Company** or in promoting its **Objects**; or
- (c) has extensive experience, seniority and good standing within the Technology Goods and Services Community; and
- (d) has consistently demonstrated the highest levels of integrity, knowledge and generosity of imparting that knowledge.

A Lifetime Individual Member has all the rights and privileges of an Individual Member but has no obligation to pay any Entrance Fee, Subscription or any other monetary amounts specified in this Constitution as from the date of appointment of the Lifetime Individual Member.

7.6 Organisational Members

An Organisational Member means a Developer or Business Member of the Company as specified in **clause 7** which is a body corporate and is subject to **clause 11**.

8 Eligibility for Membership

Any person or body corporate is entitled to become a Member if the person or body corporate:

- (a) is, in the Board's opinion, of good character;
- (b) lodges an application form in accordance with **clause 9**; and
- (c) subject to **clause 12(c)**, pays the Entrance Fee in accordance with **clause 12**.

9 Applications for Membership

- (a) Subject to **clause 9(b)** and the By-Laws (if applicable), applicants for Membership must complete an application form.
- (b) An application for Membership of the Company must be:
 - (i) In the form prescribed by the Board from time to time; and
 - (ii) Lodged with the Secretary along with any Entrance Fee which is payable.
- (c) A membership application is deemed to be approved upon receipt and acceptance by the Company of the Entrance Fee, unless the Company makes a written request for further information under **clause 9(d)** within twenty one (21) calendar days of receipt of the application form and Entrance Fee.
- (d) Upon receipt of a membership application, the Company may request further information from the applicant, which must be provided within fourteen (14) calendar days of the request. The Company will advise the applicant whether they are accepted for membership and in which class of membership.
- (e) If the applicant is rejected for membership under **clause 9(d)**, or if the applicant disputes the class of membership notified under **clause 9(d)**, the applicant may, within seven (7) calendar days of such notification, request in writing that the Board determines the class of membership. Once the Board has determined the appropriate class of membership, the applicant will be notified in writing of the Board's decision, and unless the applicant withdraws their application in writing within seven (7) calendar days of being notified of the determination, the applicant will be granted membership in the class or membership determined by the Board.
- (f) If the applicant is accepted for membership, the Secretary must enter the applicant's name and class of Membership in the Register.
- (g) If the Board determines under **clause 9(e)** to reject an application for Membership, the Secretary must include in the notification forwarded to the applicant a statement:
 - (i) setting out the determination of the Board; and
 - (ii) that the applicant may address the Board at a Board meeting to be held not earlier than fourteen (14) calendar days and not later than sixty (60) calendar days after the date of notice:
 - a) stating the date, place and time of that meeting and;

- b) informing the applicant that the applicant may do either or both of the following:
 - 1) attend and speak at that meeting
 - 2) submit to the Board at or prior to the date of the meeting, written representation relating to the determination.
- (h) At the meeting of the Board held as referred to in **clause 9(g)** the Board must:
 - (i) give the applicant an opportunity to make oral representations and allow the applicant to use any technology (reasonably available to the Board) that gives the applicant a reasonable opportunity to do so;
 - (ii) give due consideration to any written representations submitted to the Board by the applicant at or prior to the Board meeting; and
 - (iii) by 75% majority, determine whether to confirm or to revoke the determination.
- (i) The applicant must be notified in writing of the decision of the Board within seven (7) calendar days.

10 Membership Entitlements Not Transferable

A right, privilege or obligation which a person or body corporate has by reason of being a Member of the Company:

- (a) is not capable of being transferred or transmitted to another person or body corporate; and
- (b) terminates on cessation of the person's or body corporate's Membership.

11 Representative

- (a) An Organisational Member or an applicant for Membership that is a body corporate upon becoming a Member, must appoint as its Representative a natural person.
- (b) The name and business address of the Representative will be entered in the Register as the representative of the Organisational Member.
- (c) All correspondence and notices from the Company will be served on that Representative and any notice served on a Representative will be deemed to be service on the Organisational Member which is represented by that particular Representative.
- (d) If the appointment of a Representative by the Organisational Member is made by reference to a position held, the appointment must identify the position.
- (e) Despite **clause 10**, an Organisational Member may remove and replace a Representative where the Organisational Member gives written notice to the Board in a form approved by the Board.
- (f) A signature by a Representative of an Organisational Member on behalf of that Organisational Member is taken to be the signature of that Organisational Member for the purposes of this Constitution.

- (g) Any power or right of an Organisational Member as granted by this Constitution can be exercised by the Representative of that particular Organisational Member.
- (h) Organisational Members are represented at meetings of Members by their Representative, subject to the right of a Representative to appoint a proxy pursuant to **clause 13**.
- (i) The actions of a Representative bind the Organisational Member which is represented by that particular Representative.
- (j) Each Representative will comply with the terms of this Constitution in all matters pertaining to the Company as if a Member himself or herself.
- (k) A right, privilege or obligation which a Representative has by reason of a body corporate being a Member of the Company terminates on cessation of the body corporate's membership in accordance with **clause 13**.

12 Entrance Fee and Subscriptions

- (a) There shall be an Entrance Fee and annual Subscription payable by each Member to the Company.
- (b) Subject to **clause 12(c)**, the amount of the Entrance Fee and annual Subscription shall be payable by Members at such times and in such manner as determined by the Board from time to time.
- (c) The Board may in its discretion:
 - (i) determine that no Entrance Fee or annual Subscription is payable by a Member or Members (in whole or in part) in a given year;
 - (ii) extend the time for payment of the Entrance Fee or annual Subscription by any Member.
- (d) No part of any Entrance Fee or annual Subscription shall be refunded to a Member who ceases to be a Member in accordance with **clause 13**.

13 Cessation of Membership

- (a) A Member's Membership will cease:
 - (i) on the date that the Secretary receives written notice of resignation from that Member;
 - (ii) where that Member is an individual, upon that Member dying;
 - (iii) upon that Member no longer satisfying the criteria for its respective class of Membership (unless transferred to another class of Membership by the Board);
 - (iv) upon that Member becoming bankrupt or insolvent or making an arrangement or composition with creditors of the person's joint or separate estate generally;
 - (v) subject to **clause 12(c)**, if that Member fails to pay an Entrance Fee or annual Subscription:
 - a) within thirty (30) calendar days after it falls due; and

- b) then fails to rectify this default within thirty (30) calendar days of being notified of the default by the Company;
- (vi) if the Member is expelled from the Company pursuant to **clause 14**;
- (vii) if, being a body corporate Member:
 - a) that Member is dissolved or otherwise ceases to exist;
 - b) that Member has:
 - (1) a receiver;
 - (2) a receiver and manager;
 - (3) a liquidator;
 - (4) an administrator;
 - (5) an administrator of a deed of company arrangement; or
 - (6) a trustee of other person administering a compromise or arrangement between the Member and someone else appointed to it or;
 - (7) if the Company in general meeting resolves by Special Resolution to terminate the Membership of a Member whose conduct or circumstances in the opinion of the Company renders it undesirable that that Member continue to be a Member of the Company. The Member must be given at least twenty one (21) calendar days' notice of the proposed resolution and must be given the opportunity to be heard at the meeting at which the resolution is proposed.
- (b) A Member may at any time, pursuant to **clause 13(a)(i)**, resign as a Member but shall continue to be liable for:
 - (i) any other monies due by the Member to the Company;
 - (ii) any sum for which the Member is liable as a Member of the Company under **clause 2(b)**; and
 - (iii) if applicable, the Member's Guarantee Amount.

14 Disciplining of Members

14.1 Disciplining of Members

- (a) Where the Board is of the opinion that a Member has:
 - (i) persistently refused or neglected to comply with a provision or provisions of this Constitution; or

persistently and wilfully acted in a manner prejudicial to the interests of the Company, the Board may:

 - a) expel the Member from the Company; or
 - b) suspend the Member from Membership of the Company for a specified period.

- (b) A resolution of the Board pursuant to **clause 14.1** is of no effect unless the Board confirms the resolution in accordance with this **clause 14.1(b)** at a Board meeting held not earlier than fourteen (14) calendar days and not later than twenty eight (28) calendar days after service on the Member of a notice pursuant to **clause 14.1(c)**.
- (c) If the Board resolves under **clause 14.1** to expel or suspend any Member, the Secretary must serve the Member with a notice in writing:
 - (i) setting out the resolution of the Board and the grounds upon which it is based;
 - (ii) stating that the Member may address the Board at a Board meeting to be held not earlier than fourteen (14) calendar days and not later than twenty eight (28) calendar days after service of the notice;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the Member that the Member may do either or both of the following:
 - a) attend and speak at that meeting;
 - b) submit to the Board at or prior to the date of the meeting, written representations relating to the resolution.
- (d) At a meeting of the Board held as referred to in **clause 14.1(c)**, the Board must:
 - (i) give the Member an opportunity to make oral representations and allow the Member to use any technology (reasonably available to the Board) that gives the Member a reasonable opportunity to do so;
 - (ii) give due consideration to any written representations submitted to the Board by the Member at or prior to the Board meeting; and
 - (iii) by a 75% majority, determine whether to confirm or to revoke the resolution.
- (e) The Member must be notified in writing of the decision of the Board within seven (7) calendar days. If the Board resolves to confirm the expulsion or suspension, the Member must also be notified of the right of appeal available under **clause 14.2**.
- (f) A resolution confirmed by the Board under **clause 14.1(d)** does not take effect:
 - (i) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; and
 - (ii) where, within that period, the Member exercises the right of appeal, unless and until the Disciplinary Committee confirms the resolution pursuant to **clause 14.2**.

14.2 Right of Appeal of Disciplined Member

- (a) The Board will establish a committee for the purpose of conducting disciplinary proceedings against a Member (**Disciplinary Committee**). The

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Disciplinary Committee will comprise an independent panel of three experts, all chosen by the Board. The experts will be chosen based upon the nature of the alleged misconduct by the Member. The Disciplinary Committee may seek advice from any relevant source.

- (b) A Member may appeal to the Disciplinary Committee against a resolution of the Board, which is confirmed under **clause 14.1(d)**. Written notice of such an appeal must be lodged with the Secretary within seven (7) calendar days of service of the notice required under **clause 14.1(e)**.
- (c) Within thirty-five (35) calendar days after receipt of a notice of appeal from the Member pursuant to **clause 14.2(b)**, the Disciplinary Committee must convene a meeting.
- (d) At the Disciplinary Committee meeting convened under **clause 14.2(c)**:
 - (i) the Member must be given the opportunity to state their case orally or in writing, or both using any technology (reasonably available to the Board) that gives the Member a reasonable opportunity to do so; and
 - (ii) the Disciplinary Committee must vote by ballot on the question of whether the resolution will be confirmed.
- (e) The Disciplinary Committee's decision, pursuant to **clause 14.2(d)(ii)** is final. The Member is not entitled to appeal the Disciplinary Committee's decision.
- (f) The Member the subject of these disciplinary procedures is entitled to:
 - (i) subject to **clause 14.2(f)(ii)**, bring a support person to any meeting with the Disciplinary Committee or the Board, which meetings are being held pursuant to this **clause 14**; and
 - (ii) if the support person is legally qualified, the Member must notify the Disciplinary Committee or the Board (as the case may be) at least five (5) business days before the meeting that the support person attending the meeting will be legally qualified.
- (g) Natural justice will be applied during every disciplinary process under this **clause 14**, requiring the Board and Disciplinary Committee to act fairly, in good faith and without bias or conflict of interest when making its decision.
- (h) Each Member who is the subject of a matter brought before the Board or the Disciplinary Committee:
 - (i) agrees to abide by the decisions of the Board or the Disciplinary Committee (as the case may be); and
 - (ii) acknowledges that it will not be entitled to bring any action or suit against the Company, the Board or the members of the Disciplinary Committee as a consequence of or arising out of any decision or action of the Board or the Disciplinary Committee.
- (i) Each Member acknowledges that no matter or thing done or omitted by the Board or the Disciplinary Committee (including the exercise of its powers as referred to in **clause 14**; subjects the Board, Disciplinary Board and members of the Disciplinary Committee from any such liability.

- (j) Each Member also agrees that all the provisions of **clause 14** will continue to apply (at the discretion of the Board) notwithstanding that at any time during the disciplinary process the Member ceases to be a Member for any reason.

15 Resolution of Disputes Between Members

- (a) Disputes between Members (in their capacity as Members), shall be referred to the Board which must take steps to resolve the dispute.
- (b) If a dispute so referred is not resolved to the satisfaction of any party to the dispute within thirty (30) calendar days of its being referred, then that party may refer the dispute to mediation before a mediator appointed by mutual agreement of the parties.
- (c) Failing agreement by the parties to the appointment of a mediator within fourteen (14) calendar days of a party notifying the other party of its intention to refer the dispute to mediation, the appointment of the mediator shall be made by the President of the Australian Mediation Association, or a similar body (agreed upon by the parties or where no agreement is reached, as decided by the Board).
- (d) The costs of the mediator appointed pursuant to **clause 15(b)** or **clause 15(c)** (as the case may be) shall be shared equally between the Members party to the dispute.
- (e) At least seven (7) calendar days before a mediation session established by a mediator appointed pursuant to **clause 15(b)** or **clause 15(c)** (as the case may be) is to commence, the parties to the dispute are to exchange statements of the issues that are in dispute between them and supply copies to the mediator.

GENERAL MEETINGS

16 Annual General Meetings

- (a) Apart from the first annual general meeting which can be held within eighteen (18) months of the registration of the Company, the Company shall each year, within the period of five (5) months after the expiration of the financial year of the Company, convene an annual general meeting of its members.
- (b) The annual general meeting of the Company shall, subject to the Act, be convened on such date and at such place and time as the Board thinks fit.
- (c) In addition to any other business which may be transacted at an annual general meeting the business of an annual general meeting shall be:
 - (i) to confirm the minutes of the last preceding annual general meeting and any general meeting held since that meeting;
 - (ii) to receive from the Board reports on the activities of the Company during the last preceding financial year; and
 - (iii) to elect Elected Directors preceding.

- (d) An annual general meeting shall be specified as such in the notice convening it in accordance with **clause 18**.

17 Convening of General Meeting

- (a) One third (1/3rd) of Directors rounded up to the nearest integer may, whenever those Directors think fit, convene a general meeting of the Company.
- (b) Members shall be entitled to require a general meeting to be convened in accordance with the provisions of the Act.
- (c) A general meeting of the Company may be convened at two (2) or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate in the meeting, including to hear and be heard.
- (d) Anyone using this technology pursuant to **clause 17(c)** is taken to be present in person at the meeting.

18 Notice of General Meeting

- (a) Subject to consent to shorter notice being given in accordance with the Act, at least twenty one (21) calendar days' notice of any general meeting must be given specifying:
 - (i) the place, day and hour of the meeting;
 - (ii) the general nature of any business to be transacted at the meeting;
 - (iii) if a Special Resolution is to be proposed, the details of and intention to propose it;
 - (iv) if the meeting is to be held in two or more places, the technology that will be used to facilitate this; and
 - (v) any other information required by the Act.
- (b) The accidental omission to give notice of any general meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice will not invalidate the proceedings at or any resolution passed at the meeting.

19 Cancellation or Postponement of General Meeting

- (a) Subject to the provisions of the Act and this Constitution the Board may cancel a general meeting of the Company:
 - (i) convened by the Board; or
 - (ii) which has been convened by a Member or Members pursuant to the Act upon receipt by the Company of a written notice withdrawing the requisition signed by that Member or those Members.
- (b) The Board may postpone a general meeting or change the venue at which it is to be held. No business shall be transacted at any postponed meeting other than the business stated in the notice to the Members relating to the original meeting.

- (c) Where any general meeting is cancelled or postponed or the venue for a general meeting is changed:
 - (i) the Board must endeavour to notify in writing each person entitled to receive notice of the meeting of the cancellation, the change of venue or the postponement of the meeting by any means permitted by this Constitution and in the case of the postponement of a meeting, the new place, date and time for the meeting; and
 - (ii) any failure to notify in writing any person entitled to receive notice of the meeting or failure of a person to receive a written notice shall not affect the validity of the cancellation, the change of venue or the postponement of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

20 Quorum

- (a) No business may be transacted at any general meeting unless there is a quorum of Members Present at all times during the meeting.
- (b) Subject to **clause 20(c)(ii)(b)**, whichever is the lesser of:
 - (i) five (5) Members Present and entitled to vote; or
 - (ii) one third (1/3rd) of the Financial Voting Members who are Members Present and entitled to vote.

will constitute a quorum for all general meetings.
- (c) If within thirty (30) minutes after the time appointed for holding a general meeting a quorum is not present:
 - (i) the meeting, if convened upon the requisition of Members, shall be dissolved;
 - (ii) in any other case:
 - a) it will stand adjourned to the same day in the next week at the same time and place or to such other day time and place as the Board may by notice to the Members appoint; and
 - b) if at such adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the holding of the meeting, those Members Present (on the condition that there are at least two (2) Members Present) shall constitute a quorum.

21 Chairman

- (a) The President will be the Chairman for all general meetings.
- (b) Where a general meeting is held and the President is:
 - (i) unable or unwilling to act as Chairman; or
 - (ii) not present within fifteen (15) minutes after the time appointed for the holding of the meeting,

then the following person will be Chairman in lieu of the President in the order of availability set out below:

- (iii) Vice-President;
 - (iv) Secretary;
 - (v) another Director chosen by the Directors by two-thirds (2/3rds) majority, or if their number is not three or a multiple of three, then the nearest number to two-thirds (2/3rds); and
 - (vi) a Financial Voting Member (or its Representative) chosen by a majority of the Members Present.
- (c) The rulings of the Chairman of a general meeting on all matters relating to the order of business, procedure and conduct of the meeting shall be final and no motion of dissent from such rulings shall be accepted.

22 Adjourments

- (a) The Chairman of a general meeting at which a quorum is present:
 - (i) may adjourn a meeting with the consent of the meeting; and
 - (ii) must adjourn the meeting if the meeting so directs;to a time and place as determined.
- (b) No business may be transacted at any adjourned general meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) A resolution passed at a meeting resumed after an adjournment is passed on the day it was passed.
- (d) It is not necessary to give any notice of an adjournment of a general meeting or of the business to be transacted at the adjourned meeting except if the meeting is adjourned for thirty (30) calendar days or more in which case notice of the adjourned meeting must be given as in the case of an original meeting.

23 Determination of Questions

- (a) At any general meeting a resolution to be considered at the meeting shall be decided on a show of hands unless a poll is demanded by:
 - (i) the Chairman of the meeting;
 - (ii) at least two (2) Members Present.
- (b) Before a vote on a resolution is taken, the Chairman must inform the meeting whether any proxy votes have been received and how the proxy votes are to be cast.
- (c) A declaration by the Chairman of the result of a vote on a resolution by a show of hands and an entry to that effect contained in the minutes of the proceedings of the Company which has been signed by the Chairman of the meeting or the next succeeding meeting shall be conclusive evidence of the

fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

24 Polls

- (a) A poll may be demanded:
 - (i) before a vote on a resolution 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) If a poll is demanded it must be taken in such manner and at such time and place as the Chairman of the meeting directs subject to **clause 24(e)**.
- (c) The result of the poll shall be taken to be the resolution of the meeting at which the poll was demanded.
- (d) The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.
- (e) A poll demanded on the election of a Chairman or any question of adjournment of the meeting must be taken immediately.
- (f) The demand for a poll may be withdrawn.

25 Voting Rights

A Financial Voting Member has one (1) vote, both on a show of hands and a poll.

26 Disqualification

No person other than:

- (a) a Financial Voting Member;
- (b) a proxy of a:
 - (i) Financial Voting Member; or
 - (ii) Representative of a Financial Voting Member; and
- (c) a Representative of a Financial Voting Member;

shall be entitled to a vote at a general meeting.

27 Objection to Qualification to Vote

Any challenge as to the qualification of a person to vote at a general meeting or the validity of any vote tendered may only be raised at the meeting and must be determined by the Chairman whose decision shall be final and conclusive and a vote allowed by the Chairman shall be valid for all purposes.

28 Persons of Unsound Mind and Minors

- (a) A Financial Voting Member:
 - (i) of unsound mind; or

(ii) whose person or estate is liable to be dealt with in any way under the law relating to mental health; or

(iii) who is a minor;

may vote whether on a show of hands or on a poll by that Financial Voting Member's committee or by such other person as properly has the management or guardianship of that Financial Voting Member's estate or by the public trustee (as the case may be) and the committee or other person or trustee may vote by proxy or representative.

(b) Any person having the right of management or guardianship of the person or estate in respect of a Financial Voting Member as referred to in **clause 28(a)** must not exercise any of the rights conferred under that clause unless and until the person has provided to the Board satisfactory evidence of the appointment of the person accordingly.

29 Casting Vote

In the case of an equality of votes whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands is taken or at which the poll is demanded is entitled to a casting vote.

30 Right of Non-Members to Attend General Meeting

(a) The Chairman of a general meeting may invite any person who is not a Member to attend and address a meeting.

(b) Any auditor of the Company shall be entitled to attend and address a general meeting.

PROXIES

31 Right to Appoint Proxies

(a) A:

(i) Financial Voting Member; and

(ii) Representative of a Financial Voting Member;

who is entitled to attend and vote at a general meeting of the Company may appoint a person as the Member's or Representative's proxy to attend and vote for the Member or Representative (as the case may be) at the meeting.

(b) If a Financial Voting Member or its Representative appoints a proxy, the proxy is entitled to vote on a show of hands and on a poll.

32 Appointing a Proxy

32.1 Appointing a Proxy

The instrument appointing a proxy must be in writing signed by the appointor or the appointor's attorney duly authorised in writing or, if the appointor is a corporation, signed by an authorised officer or attorney of the corporation.

32.2 Instrument of Proxy

- (a) The instrument of proxy is valid if it contains the information required by the Act which at the date of this Constitution is the following information:
 - (i) the name and business address of the Financial Voting Member (and Representative, if applicable);
 - (ii) the name of the Company;
 - (iii) the proxy's name or the name of the office of the proxy; and
 - (iv) the meetings at which the instrument of proxy may be used.
- (b) An instrument of proxy may be expressed to be a standing appointment. An instrument of proxy for a specified meeting is only valid for that meeting and any postponement or adjournment of that meeting.
- (c) An instrument of proxy shall not be treated as invalid merely because it does not specify all of the information required by **clause 32.2(a)**.
- (d) An instrument of proxy may be revoked at any time by notice in writing to the Company.

33 Lodgement of Proxies

- (a) An instrument appointing:
 - (i) a proxy and the power of attorney or other authority (if any) under which it is signed or executed or a certified copy of that power or authority; or
 - (ii) an attorney to exercise a Financial Voting Member's voting rights at a general meeting or a certified copy of that power of attorney;must be deposited at the Office or at such other place as is specified for that purpose in the notice convening the general meeting not less than twenty four (24) hours (or such shorter period as the Board may allow) before the time appointed for the holding of the meeting or adjourned meeting as the case may be at which the person named in the instrument proposes to vote. In default, the instrument of proxy or the power of attorney will not be treated as valid.
- (b) For the purposes of this **clause 33** it will be sufficient that any document required to be lodged by a Member or Representative be received in legible form by email or similar electronic transmission if the notice of meeting so permits at the address and in the form specified in the notice and the proxy shall be regarded as received at the time of the receipt of the email transmission or similar electronic transmission by the Company.

34 Validity of Proxies

- (a) A vote exercised pursuant to an instrument of proxy, a power of attorney or other instrument of appointment is valid notwithstanding:
 - (i) the death or unsoundness of mind of the Financial Voting Member or Representative;

- (ii) the bankruptcy or liquidation of the Financial Voting Member or Representative;
- (iii) the revocation of the instrument of proxy or the power of attorney or any instrument under which the instrument or the power was granted;

if the Company has not received at its Office written notice of the death, unsoundness of mind, bankruptcy, liquidation or revocation at least forty eight (48) hours (or such shorter period as the Board may allow) prior to the time appointed for the holding of the general meeting or adjourned meeting, as the case may be, at which the instrument of proxy or the power of attorney is exercised.

- (b) A proxy who is not entitled to vote on a resolution as a Financial Voting Member or Representative, may vote as a proxy for another Financial Voting Member or Representative who can vote if the appointment specifies the way the proxy is to vote on the resolution and the proxy votes that way.

35 Rights of Proxies and Attorneys

- (a) The instrument appointing a proxy will be taken to confer authority to demand or join in demanding a poll.
- (b) Unless a Financial Voting Member or Representative by the instrument of proxy directs the proxy to vote in a certain manner the proxy may vote as the proxy thinks fit on any motion or resolution. Otherwise the proxy shall follow the voting instructions contained in the instrument of proxy.
- (c) A proxy will not be revoked by the appointor attending and taking part in any general meeting but if the appointor votes on a resolution either on a show of hands or on a poll the person acting as proxy for the appointor shall not be entitled to vote in that capacity in respect of the resolution.
- (d) The Chairman of a general meeting may require any person acting as a proxy to establish, to the satisfaction of the Chairman, that he/she is the person nominated as proxy in the form of proxy lodged under this Constitution. If the person is unable to establish his/her identity he/she may be excluded from voting either upon a show of hands or upon a poll.

APPOINTMENT AND REMOVAL OF DIRECTORS

36 Number and Appointment of Directors

36.1 Number of Directors

- (a) The Board of Directors shall consist of not less than seven (7) and not more than twelve (12) persons.
- (b) The Board may by Special Resolution vary the number of Directors holding office within the limits referred to in **clause 36.1(a)**.

36.2 Constitution of Board

- (a) The Board shall consist of:
 - (i) at least seven (7) and no more than nine (9) Elected Directors; and

- (ii) up to three (3) Co-opted Directors;
- (iii) the Chief Executive Officer if appointed by the Board as a Managing Director under **clause 44**;

provided that the total number of Directors does not exceed the maximum fixed by **clause 36.1**.

- (b) Not in Use
- (c) To the extent possible, the Board shall consist of individuals who have had significant experience with, and direct contact with, the various interests of the Company.

36.3 Not in Use

36.4 Elected Directors

- (a) Prior to each annual general meeting of the Company the Secretary will call for nominations from the Financial Voting Members for candidates for elections as Elected Directors for any vacant positions on the Board.
- (b) Each Financial Voting Member is entitled to nominate a candidate for election as an Elected Director. To the extent possible, the candidate being nominated for election should have a regular professional relationship with that Financial Voting Member.
- (c) Nomination of candidates for election as an Elected Director must be:
 - (i) made in writing in the form prescribed by the Board from time to time;
 - (ii) made by a Financial Voting Member and seconded by another Financial Voting Member;
 - (iii) accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
 - (iv) delivered to the Secretary at least twenty eight (28) calendar days before the date fixed for the holding of the annual general meeting at which the election is to take place.

Financial Voting Members proposing individuals as candidates should be aware that, if their candidate is elected and thereafter steps down for any reason, the Financial Voting Member cannot automatically replace them in their elected position with another person.

- (d) Candidates for election as Elected Directors shall be identified by reference to their name as well as the name of the Financial Voting Member who nominated them.
- (e) Candidates must run for election as individuals.
- (f) Voting for the election of candidates as Elected Director is to be held at the annual general meeting of the Company.
- (g) If insufficient nominations are received to fill all vacancies of Elected Directors on the Board, the candidates nominated shall be deemed to be elected (effective from the conclusion of the annual general meeting) and further nominations for the vacant positions shall be received at the annual general meeting.

- (h) If insufficient further nominations are received at the annual general meeting, any vacant positions of Elected Directors remaining on the Board shall be deemed to be casual vacancies.
- (i) If the number of nominations received is equal to the number of vacancies of Elected Directors to be filled, the persons nominated shall be deemed to be elected (effective from the conclusion of the annual general meeting).
- (j) If the number of nominations received for Elected Directors exceeds the number of vacancies to be filled, a ballot shall be held at the annual general meeting. The Board shall determine, in its discretion, how the ballot shall be conducted.

36.5 Co-Opted Director

- (a) The Board can appoint Co-Opted Directors to the Board.
- (b) A Co-Opted Director shall be a person who will bring skills and experience to the Board to enable the Board to advance the Objects.
- (c) A Co-Opted Director may be, but need not be, a Member or a Representative of a Member.

36.6 Term

- (a) A Director (excluding the Chief Executive Officer):
 - (i) shall hold office from 1 January of the year following their election or appointment for a term of two (2) years, but shall be eligible for re-appointment or re-election for two (2) further terms of two (2) years each in accordance with this Constitution; and
 - (ii) shall not hold office for more than six (6) consecutive years excluding any period filling a casual vacancy.
- (b) Any Director filling a casual vacancy at the time of the sending of notices for the annual general meeting automatically retires from the office at the conclusion of that calendar year and may be eligible for re-election, subject to the requirements of this **clause 36**.
- (c) Once a Director has served the maximum term of six (6) consecutive years, other than the Chief Executive Officer, the Director is only eligible for reappointment or re-election to the Board:
 - (i) after a period of at least one (1) year has expired since the expiry of the Director's previous term on the Board; or
 - (ii) where there is a casual vacancy in the office of a Director that cannot otherwise be filled.

36.7 Office Bearers

- (a) The Board shall, at the first meeting of the Board held after the first annual general meeting held after the Company is registered, and thereafter at the first meeting of the Board held after an annual general meeting of the Company where an office bearer has retired, appoint from among the Directors sitting on the Board at the time of the Board meeting:

- (i) President;
 - (ii) Vice-President; and
 - (iii) such additional office bearer positions as the Board deems necessary from time to time.
- (b) The Board must appoint a Secretary in accordance with **clause 54**.
- (c) The Office Bearers shall hold office from January 1 for the year following their appointment for a term of one (1) year but shall be eligible for reappointment for five (5) further terms of one (1) year each. Office Bearers shall not hold office:
- (i) for more than six (6) consecutive years; or
 - (ii) beyond their retirement or removal from the Board as a Director.

37 General Right to Appoint and Remove Directors

The Board may act despite any vacancy in their body but if the number falls below the minimum fixed in accordance with **clause 36.1** the Board may act:

- (a) for the purpose of:
 - (i) increasing the number of Directors to the minimum; or
 - (ii) convening a general meeting; or
- (b) in emergencies;

but for no other purpose.

38 Vacation of Office

- (a) Any Director may retire from office on giving written notice to the Company at the Office of his or her intention to retire, and the resignation shall take effect at the time expressed in the notice (provided the time is not earlier than the date of delivery of the written notice to the Company).
- (b) In the event that a Director, having been a Voting Member or having had a regular professional relationship with a Voting Member, ceases to be a Voting Member or hold a professional relationship with a Voting Member, that person shall continue to be a Director until the end of their term unless the Member Director or the Member the Director has a regular professional relationship with (as applicable):
 - (i) is expelled from the Company pursuant to **clause 14**; or
 - (ii) subject to **clause 12(c)**, fails to pay the Subscription.
- (c) The office of a Director shall become vacant if any of **subclauses 38(b)(i) or (ii)** apply, or if the Director:
 - (i) dies;
 - (ii) becomes bankrupt or makes any arrangement or composition with creditors generally;

- (iii) becomes prohibited from being a director of a company by reason of any order made under the Act;
- (iv) becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;
- (v) ceases to be a Voting Member or a Representative of a Voting Member (the position becoming vacant in accordance with **clause 38(b)**);
- (vi) is removed from office by the Company in general meeting;
- (vii) resigns by notice in writing to the Company; or
- (viii) is absent without permission of the Board from three (3) consecutive meetings of the Board.

39 Casual Vacancy

- (a) If the President vacates his or her office, or becomes unavailable for an extended period due to illness or such other similar reason, then the Vice President shall replace the President for the period the President is unavailable.
- (b) If there is a casual vacancy of an office bearer other than the President, it may be filled by any Director appointed by the Board for the remainder of the term of the vacating office bearer.
- (c) If an Elected Director vacates his or her office before the end of his or her term, the Board may appoint a Financial Voting Member (or a Representative of a Financial Voting Member) to replace that vacating Elected Director for the remainder of the term of that vacating Elected Director.
- (d) If a Co-opted Director vacates his or her office before the end of his or her term, the Board may appoint a new Co-opted Director for a full new term as permitted by **clause 36.4**.

POWERS AND DUTIES OF DIRECTORS

40 Powers of Directors

The control, management and conduct of the Company shall be vested in the Board who shall exercise all such powers of the Company as are not by the Act or by this Constitution required to be exercised in any other manner.

41 Negotiable Instruments

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments must be signed, drawn, accepted, endorsed or otherwise executed as the case may be by two (2) persons authorised by the Board in writing. The Board may authorise:

- (a) a Director(s);
- (b) the Secretary;
- (c) the Chief Executive Officer of the Company; or
- (d) another Company staff member;

to sign such instruments.

42 Conferment of Powers

- (a) The Board may from time to time confer upon any Director for the time being or any other person as they may select such of the powers exercisable under this Constitution by the Board as it may think fit for such time and to be exercised for such purposes and on such terms and conditions and with such restrictions as it may think expedient.
- (b) Powers conferred under this **clause 42** may be exercised concurrently with the powers of the Board in that regard and the Board may from time to time withdraw, revoke or vary all or any of such powers.

43 Alternate Directors

Directors are not permitted to appoint Alternate Directors.

44 Chief Executive Officer

The Board may appoint a Chief Executive Officer of the Company by appointing that person as a Managing Director of the Company and the Board may delegate to them such powers, discretions and duties of the Board as the Board thinks fit and, subject to the rights of the parties to any contract, may remove a person so appointed from that office.

DIRECTORS' DISCLOSURE OF INTEREST

45 Contracts

- (a) The Company may enter into contracts or arrangements with other companies or bodies in which a Director has an interest, provided it does so according to the usual commercial terms and conditions which apply to such contracts or arrangements.
- (b) A Director must disclose an interest in accordance with the Act and the Secretary must record all declarations in the minutes of the relevant meeting.
- (c) A Director who has an interest in a contract or arrangement made by the Company and has disclosed this interest to the Board subject to compliance with section 195 and related provisions of the Act, may still, with the consent of the majority of the Board:
 - (i) vote on the matter;
 - (ii) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
 - (iii) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
 - (iv) vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.

- (d) The Company shall not make any payment for services rendered by a Director in a professional or technical capacity, except where the provision of such services and the amount payable have prior approval of the Board and where the amount does not exceed an amount that is commercially reasonable for those services.
- (e) A Director's failure to make disclosure under this **clause 45** does not render void or voidable a contract or arrangement in which the Director has a direct or indirect interest.
- (f) A general notice given to the Board by a Director that the Director is an officer, a member of, or otherwise interested in any specified corporation or firm stating the nature and the extent of the Director's interest in the corporation or firm shall, in relation to any matter involving the Company and that corporation or firm after the giving of the notice, be a sufficient disclosure of the Director's interest, provided that the extent of the interest is no greater at the time of first consideration of the relevant matter by the Board than was stated in the notice.

PROCEEDINGS OF DIRECTORS

46 Meetings of Directors

- (a) The Board shall meet together at least four (4) times per year for the despatch of business and shall adjourn and otherwise regulate its meetings and proceedings as it thinks.
- (b) A Director may at any time, and the Secretary upon the request of a Director shall, convene a meeting of the Board by giving at least twenty four (24) hours' notice of the meeting to all Directors, provided that the Director or Secretary has used its best endeavours to ensure that the notice was properly served and received.
- (c) Although notice of a meeting of the Board need not be in writing, the Secretary will attempt to put notice in writing whenever time permits.
- (d) Subject to **clause 46(e)**, a Board meeting may be convened or held using any technology consented to by a majority of Directors. The consent may be a standing one. A Director may withdraw consent to the use of a particular technology within a reasonable time period before a Board meeting.
- (e) The particular technology used to convene or hold a Board meeting, pursuant to **clause 46(d)**, must be available and accessible to all Directors who wish to attend the Board meeting.
- (f) All resolutions of the Directors passed at a meeting of Board where a quorum is present but where notice of the meeting has not been given as required to each Director, or any act carried out pursuant to such resolution, shall, provided each Director to whom notice was not given subsequently agrees to waive the same, be as valid as if notice of the meeting had been duly given to all Directors.

47 Quorum

- (a) The quorum necessary for the transaction of the Board's business is 51% of Directors (rounded up to the nearest integer) of Directors.
- (b) A quorum must be present at all times during the meeting.
- (c) A Director who is disqualified from voting on a matter pursuant to **clause 45** shall be counted in the quorum despite that disqualification.

48 Chairman

- (a) The President shall, if present, preside as Chairman of every meeting of the Board.
- (b) If a meeting of Board is held and the President is:
 - (i) unable or unwilling to act as Chairman; or
 - (ii) not present within fifteen (15) minutes after the time appointed for the holding of the meeting;
then the Vice-President will be Chairman in lieu of the President. If the Vice-President is:
 - (iii) unable or unwilling to act as Chairman; or
 - (iv) not present within fifteen (15) minutes after the time appointed for the holding of the meeting;
the other Directors present may choose another Director as Chairman of the meeting by two-thirds (2/3rds) majority, or if their number is not three or a multiple of three, then the nearest number to two-thirds (2/3rds).

49 Voting

- (a) A resolution of the Board must be passed by a majority of votes of the Directors present at the meeting who vote on the resolution. A resolution passed by a majority of the votes cast by the Directors will for all purposes be taken to be a determination of the Board.
- (b) Each Director shall have one (1) vote.
- (c) In case of an equality of votes at a meeting of the Board, the Chairman will have a casting vote in addition to a deliberative vote.

50 Resolutions by Directors

- (a) The Board may pass a resolution without a Board meeting being held if a majority of the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures can be contained in more than one document.
- (b) A facsimile transmission which is received by the Company and which purports to have been signed by a Director shall for the purposes of this

clause 50 be taken to be in writing and signed by that Director at the time of the receipt of the facsimile transmission by the Company in legible form.

- (c) An email transmission which is received by the Company and which purports to have been sent by a Director shall for the purposes of this **clause 50** be taken to be in writing and signed by that Director at the time of the receipt of the email transmission by the Company.

51 Committee of Directors

- (a) The Board may form and delegate any of its powers to a Committee consisting of such Directors and other persons as it thinks fit and may from time to time revoke such delegation.
- (b) A Committee must in exercise of the powers delegated to it conform to any directions and restrictions that may be imposed on it by the Board. A power so exercised shall be taken to be exercised by the Board.
- (c) The meetings and proceedings of any Committee consisting of more than one person will be governed by the provisions for regulating the meetings and proceedings of the Board contained in this Constitution.
- (d) A minute of all the proceedings and decisions of every Committee shall be made, entered and signed in the same manner in all respects as minutes of proceedings of the Board are required by the Act and this Constitution to be made entered and signed. A copy of such Committee minutes shall be tabled at the next Board meeting.

52 Validation of Acts of Directors

All acts done:

- (a) at any meeting of the Board; or
- (b) by any person acting as a Director;

shall, even if it is discovered afterwards that there was a defect in the appointment or continuance in office of any such Director or person or that they or any of them were disqualified or were not entitled to vote, be as valid as if every such person had been duly appointed or had continued in office and was duly qualified to be a Director and had been entitled to vote.

MINUTES

53 Minutes

- (a) The Board must cause minutes to be kept in accordance with the Act for the purposes of recording:
 - (i) the names of the Directors present at each meeting of the Board and of Directors present at each meeting of a Committee;
 - (ii) all orders, resolutions and proceedings of general meetings and of meetings of the Board and of Committees;

- (iii) such matters as are required by the Act to be recorded in the record books of the Company including without limitation all declarations made or notices given by any Director of his interest in any contract or proposed contract or the holding of any office or property whereby any conflict of duty or interest may arise.
- (b) Such minutes shall be signed by the Chairman of the meeting, or the Chairman of the next succeeding meeting and minutes which purport to be signed accordingly shall be received in evidence without any further proof as sufficient evidence that the matters and things recorded by such minutes actually took place or happened as recorded and of the regularity of such matters and things and that the same took place at a meeting duly convened and held.

SECRETARY

54 Appointment and Tenure

- (a) There must be at least one (1) Secretary appointed by the Board for a term and on conditions determined by the Board.
- (b) The Board may remove any Secretary so appointed.
- (c) The Secretary may be, but need not be, a Member.

MEMBER COMMITTEES

55 Member Committees

- (a) The Board may in its discretion authorise the formation of a group of Members (Group):
 - (i) who have a common interest; or
 - (ii) who carry on a certain type of business; or
 - (iii) for any other reason as may be determined by the board from time to time.
- (b) Any Group formed pursuant to **clause 55(a)** shall elect a Member Committee in the manner prescribed by the Board from time to time.
- (c) Any Member Committee shall:
 - (i) conduct its affairs and programmes in accordance with this Constitution, and such other directions and limitations declared by the Board from time to time; and
 - (ii) hold an annual general meeting no earlier than three (3) months prior to the Company's annual general meeting and no later than one (1) month prior to the Company's annual general meeting.
- (d) Member Committees shall have such powers and duties as may be determined by the Board from time to time.

- (e) The meetings and proceedings of any Member Committee will be governed by the provisions for regulating the meetings and proceedings of the Board contained in this Constitution.
- (f) The Board shall have the power to create and amend By-Laws for and;
 - (i) define the powers and responsibilities of; and
 - (ii) exercise control over;any Group or Member Committee.

BY-LAWS

56 By-Laws

- (a) The Board may from time to time make such By-Laws as are in its opinion necessary and desirable for the proper control, administration and management of the Company's affairs, operations, finances, interests, effects and property and to amend and repeal those By-Laws from time to time.
- (b) A By-Law must be subject to this Constitution and must not be inconsistent with any provision contained in this Constitution.
- (c) When in force, a By-Law is binding on all Members and has the same effect as this Constitution.
- (d) The Board will adopt such measures as it deems appropriate to bring to the notice of Members all By-Laws, amendments and repeals.

EXECUTION OF DOCUMENTS

57 Execution of Documents

- (a) Without limiting the manner in which the Company may execute any contract, including as permitted under section 126 of the Act, the Company may execute any agreement, deed or other document by:
 - (i) Two (2) Directors signing the same; or
 - (ii) One (1) Director and one (1) Secretary signing the same.
- (b) Nothing in this Constitution requires the Company to execute any agreement, deed or other document under common seal for the same to be effectively executed by the Company.

ACCOUNTS AND INSPECTION OF RECORDS

58 Accounts and Inspection

The Board shall:

- (a) cause proper financial records to be kept and must, where required by the Act, distribute copies of the financial reports of the Company and a Director's report in accordance with the requirements of the Act; and

- (b) from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting and other records of the Company or any of them will be open to the inspection of Members.

NOTICES

59 Service of Notices

- (a) A notice may be given by the Company to any Member by:
- (i) serving it on the Member personally;
 - (ii) sending it by post to the Member or leaving it at the Member's business address shown in the Register or otherwise the address supplied by the Member to the Company for the giving of notices;
 - (iii) facsimile to the facsimile number supplied by the Member to the Company for the giving of notices; or
 - (iv) sending it to the electronic address supplied by the Member to the Company for the giving of notices.
- (c) Any Member who has not left at or sent to the Office his place of business address for inclusion in the Register as the place at which notices may be given to the Member shall not be entitled to receive any notice.
- (d) Where a notice is sent by post, service of the notice shall be taken to be effected by properly addressing, prepaying and posting a letter containing the notice and shall be deemed to have been effected on the day after the date of posting. Service of a notice to a Member outside Australia shall be deemed to have been made in the ordinary course of the post.
- (e) Where a notice is sent by facsimile or other electronic means, service of the notice shall be taken to be effected by properly addressing and sending the notice and in such case shall be taken to have been effected on the business day after it is sent.
- (f) A notice may be given by the Company to the persons entitled to a share in consequence of the death, lunacy or bankruptcy of a Member by:
- (i) service on the Member personally;
 - (ii) sending it by post addressed to the person by name or by the title of the representative of the deceased or lunatic or the assignee of the bankrupt or by any like description at the address, if any, supplied for the purpose by the person claiming to be entitled;
 - (iii) by giving the notice in any manner in which the same might have been given if the death, lunacy or bankruptcy had not occurred.
- (g) Evidence of service of a notice may be established by proving that the envelope containing the notice and stamped appropriately was properly posted and a certificate given by any Officer of the Company to that effect shall be conclusive evidence of service.

60 Notices of General Meeting

Subject to **clause 59(b)**, notice of every general meeting must be given in any manner authorised by this Constitution to:

- (a) every Member; and
- (b) the auditor (if any) for the time being of the Company.

WINDING UP

61 Winding Up

- (a) If any surplus remains, following the winding up of the Company, the surplus will not be paid to or distributed amongst Members, but will be given or transferred to another institution(s) or corporation(s) which has:
 - (i) objects which are similar to the Objects;
 - (ii) a constitution which requires its income and property to be applied in promoting its objects; and
 - (iii) a constitution which prohibits it from paying or distributing its income and property amongst its Members to an extent at least as great as imposed on the Company by clause.
- (b) The identity of the corporation(s) or institution(s) referred to in **clause 61(a)** is to be determined by the Members in writing at or before the time of dissolution and failing such determination being made, by application to the Supreme Court (in the State of incorporation of the Company) for determination.

INDEMNITY

62 Indemnity

To the extent permitted by law every Officer (and former Officer) of the Company shall be indemnified out of the funds of the Company against all costs, expenses and liabilities incurred as such an Officer or employee (or former Officer or employee). However, no such Officer (or former Officer) shall be indemnified out of the funds of the Company under this **clause** unless:

- (a) it is in respect of a liability to another person (other than the Company or a related body corporate to the Company) where the liability to the other person does not arise out of conduct involving a lack of good faith; or
- (b) it is in respect of a liability for costs and expenses incurred:
 - (i) in defending proceedings, whether civil or criminal, in which judgment is given in favour of the Officer (or former Officer) or in which the Officer (or former Officer) is acquitted; or
 - (ii) in connection with an application, in relation to such proceedings, in which the court grants relief to the Officer (or former Officer) under the Act.

63 Payment of Indemnity Policy Premium

- (a) To the extent permitted by law the Company may at the discretion of the Board enter into and/or pay a premium in respect of a policy of insurance insuring an Officer (or former Officer) of the Company against any liability incurred by such person in that capacity (whether in respect of acts or omissions prior to or after the date of the issue of the policy or both) except for:
 - (i) a liability arising out of conduct involving a wilful breach of duty in relation to the Company; or
 - (ii) a contravention of sections 182 or 183 of the Act.
- (b) The Board shall have the discretion to approve the terms and conditions of any such policy of insurance.
- (c) Where an Officer (or former Officer) has the benefit of an indemnity pursuant to an insurance policy in respect of his actions or omissions then the Company shall not be required to indemnify the Officer under **clause 62** except to the extent that the indemnity affected by the insurance policy does not fully cover the person's liability.

64 Indemnity to Continue

The indemnity granted by the Company contained in **clauses 62** and **63** shall continue in full force and effect notwithstanding the deletion or modification of that clause, in respect of acts and omissions occurring prior to the date of the deletion or modification.

Annexure A

Form of Appointment of Proxy

AUSTRALIAN BUSINESS SOFTWARE INDUSTRY ASSOCIATION LIMITED
(incorporated under the *Corporations Act 2001*)

PROXY FORM

1. Your details *(Please print your name and business address)*

Name of Member/Representative:		
ACN/ABN:		
Address:		
City:	State:	Postcode:
Telephone:	Email:	

2. Appoints *(Please print name of proxy)*

Name:

or failing the person so named, or if no person is named, the **Chairman of the Meeting** to vote in accordance with the following directions or, if no directions have been given, as the proxy or the Chairman sees fit at the (Annual) General Meeting of Australian Business Software Industry Association Limited to be held on *[insert date]* commencing at *[insert time]* and at any adjournment thereof.

3. Directions

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4. Signature: _____

5. Date: _____