

# **Constitution of Wheat Quality Australia Limited**

**March 2021**

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## **CONSTITUTION OF WHEAT QUALITY AUSTRALIALIMITED**

### **1. PRELIMINARY**

#### **1.1 Company limited by guarantee**

The Company is limited by guarantee and the liability of members is limited as provided in this document.

#### **1.2 Objects of the Company**

The Company is formed with the objects of:

- (a) providing a strategic and operational framework to enable a wheat variety classification for the common classes of Australian wheat and their quality attributes;
- (b) ensuring that market place requirements are recognised as the key drivers for ongoing quality improvements in the Australian wheat industry;
- (c) ensuring that the quality attributes of Australian wheat are quantified and recognised by growers, handlers, marketers and end users;
- (d) formulate and develop strategies to manage emerging quality issues that impact on wheat quality; and
- (e) doing all other lawful things incidental to or conducive to attainment of the objects set out in rules 1.2(a) to 1.2(d) above.

#### **1.3 Application of income and property**

Subject to rules 1.4 and 12.2, the Company must apply its income solely towards promoting the objects of the Company as stated in rule 1.2. No part of the Company's income may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to members (other than capitalised surplus income distributed in the winding up of the Company in accordance with rule 25.7).

#### **1.4 Certain payments allowed**

Rule 1.3 does not prevent the payment of reasonable remuneration to any officer, employee, or consultant of the Company or to any member of the Company or other person in return for service rendered to the Company. In addition, rule 1.3 does not prevent the Company paying to any officer, employee, consultant or member of the Company:

- (a) interest on money lent by the member to the Company at a rate not exceeding the rate charged by Australian banks for overdrawn accounts;
- (b) reasonable remuneration for goods supplied by the member to the Company in the ordinary course of business; and
- (c) reasonable rent for premises let by the member to the Company.

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## 1.5 Replaceable rules

The replaceable rules referred to in section 141 of the Act do not apply to the Company and are replaced by the rules set out in this document.

## 1.6 Definitions

The following definitions apply in this document.

**"Act"** means the Corporations Act 2001 (as amended from time to time).

**"Board"** means the Directors acting collectively under this document.

**"Company"** means the company named at the beginning of this document whatever its name is for the time being.

**"Constitution"** means the constitution of the Company.

**"Director"** means a person who is, for the time being, a director of the Company.

**"Executive Officer"** means the Executive Officer appointed under rule 6.1.

**"Insolvent under Administration"** has the meaning set out in the Act.

**"Intellectual Property"** means all rights relating to any trade marks, signs, names, copyright works, designs, patentable inventions or manners of manufacture, confidential information or trade secrets (whether or not registered or registrable) owned or leased to the Company and used by the Company, including without limitation, any like rights relating to the:

- (a) export of wheat by grade, destination, domestic usage by grade and value, receivals by variety and grades, variety information, grade quality and grade quality requirements; and
- (b) all data assessment and processes relating to the intellectual property set out in paragraph (a) of this definition.

**"member"** means a person whose name is entered in the Register as a member of the Company.

**"Officer"** has the meaning set out in the Act.

**"ordinary resolution"** means a resolution of members other than a special resolution.

**"Register"** means the register of members kept as required by sections 168 and 169 of the Act.

**"Secretary"** means, during the term of that appointment, a person appointed as secretary of the Company in accordance with this document.

**"special resolution"** has the meaning given by section 9 of the Act.

**"Variety Classification Panel"** or **"Panel"** means an expert panel as described in rule 9 of this Constitution.

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**"Wheat Classification Council"** or **"Council"** means a committee of the Board and as described in rule 8.1 of this Constitution.

**"Wheat Classification Guidelines"** means a document setting out the general requirements, processes and information required for the classification of wheat varieties as established by the Council and amended from time to time.

## 1.7 Interpretation of this document

Headings and marginal notes are for convenience only, and do not affect interpretation. The following rules also apply in interpreting this document, except where the context makes it clear that a rule is not intended to apply.

- (a) A reference to:
  - (i) legislation (including subordinate legislation) is to that legislation as amended, modified in relation to the Company, re-enacted or replaced, and includes any subordinate legislation issued under it;
  - (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
  - (iii) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
  - (iv) anything (including a right, obligation or concept) includes each part of it.
- (b) A singular word includes the plural, and vice versa.
- (c) A word which suggests 1 gender includes the other genders.
- (d) If a word is defined, another part of speech has a corresponding meaning.
- (e) If an example is given of anything (including a right, obligation or concept), such as by saying it includes something else, the example does not limit the scope of that thing.
- (f) The word **"agreement"** includes an undertaking or other binding arrangement or understanding, whether or not in writing.
- (g) A power to do something includes a power, exercisable in the like circumstances to revoke or undo it.
- (h) A reference to a power is also a reference to authority or discretion.
- (i) A reference to something being **"written"** or **"in writing"** includes that thing being represented or reproduced in any mode in a visible form.
- (j) Words (other than those defined in rule 1.6) which are defined by the Act have the same meaning in this document.
- (k) A reference to a Chapter, Part, Division, or section is a reference to a Chapter, Part, Division or section of the Act.



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## **2. MEMBERSHIP**

### **2.1 The Members**

- (a) The Company must have at least one member.
- (b) The initial members of the Company are:
  - (i) Grains Research and Development Corporation ABN 55 611 223 291; and
  - (ii) Grain Trade Australia Ltd ACN 097 228 656.
- (c) The members may by unanimous resolution admit new members to the Company from time to time.

### **2.2 Limited liability of members**

If the Company is wound up each member of the Company undertakes to contribute to the assets of the Company up to an amount not exceeding \$10.00 for payment of the debts and liabilities of the Company including the costs of the winding up. This undertaking continues for 1 year after a member ceases to be a member of the Company.

### **2.3 Resigning as a member**

A member ceases to be a member:

- (a) if the member becomes insolvent, has a receiver, receiver and manager, administrator or liquidator appointed, or is wound up (except for the purposes of reconstruction or amalgamation); or
- (b) if the member resigns as a member of the Company by giving zero days written notice to the other member/s and by informing the Board prior to its resignation.

## **3. DIRECTORS**

### **3.1 Number of Directors**

- (a) The Company must have at least 3 Directors.
- (b) The members may determine the maximum number of Directors to appoint to the Board.

### **3.2 No Membership qualification**

A Director need not be a member of the Company. Neither the auditor of the Company nor any partner or employee of the auditor is eligible to act as a Director.

### **3.3 Composition of the Board**

- (a) Each member may appoint a Director to the Board and replace any Director so appointed by it.
- (b) The Board may resolve to appoint additional Directors.

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### **3.4 Appointment of Chairman**

- (a) The Directors must elect a Director to act as the chairperson of the Board.
- (b) The chairperson of the Board does not have a casting vote.

### **3.5 Cessation of Director's appointment**

The office of a Director automatically becomes vacant if the person who holds the office:

- (a) becomes bankrupt;
- (b) dies;
- (c) is not permitted by the Act (or an order made under the Act) to be a Director or vacates office by force of section 203B of the Act;
- (d) becomes of unsound mind or physically or mentally incapable of performing the functions of that office;
- (e) resigns by notice in writing to the Company;
- (f) is removed from office under rule 3.3(a) or 3.6; or
- (g) if applicable, the member who nominated the Director ceases to be a member of the Company.

### **3.6 Removal from office**

Whether or not a Director's appointment was expressed to be for a specified period, subject to section 203D of the Act the Company by ordinary resolution may remove a Director from office.

## **4. POWERS OF THE BOARD**

### **4.1 Powers generally**

Except as otherwise required by the Act, any other applicable law or this document, the Board:

- (a) has power to manage the business of the Company; and
- (b) may exercise every right, power or capacity of the Company to the exclusion of the Company in general meeting and the members.

### **4.2 Exercise of powers**

A power of the Board can be exercised only:

- (a) by resolution passed at a meeting of the Board or otherwise in accordance with rule 14; or
- (b) in accordance with a delegation of the power under rules 6, 7, 8 or 9.

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## **5. EXECUTING NEGOTIABLE INSTRUMENTS AND ELECTRONIC BANKING**

### **5.1 Negotiable Instruments and Electronic Banking**

The Board must decide:

- (a) the manner (including the use of facsimile signatures if thought appropriate) in which negotiable instruments can be executed, accepted or endorsed for and on behalf of the Company; and
- (b) the manner in which electronic and on-line banking for the Company can be conducted and approved for and on behalf of the Company.

### **5.2 Approval by the Board**

The Company may:

- (a) execute, accept, or endorse negotiable instruments; and
- (b) conduct and approve electronic and on-line banking,

only in the manner decided by the Board.

## **6. EXECUTIVE OFFICER**

### **6.1 Appointment and power of Executive Officer**

- (a) The Board may appoint an Executive Officer either for a specified term (but not for life) or without specifying a term. The Executive Officer need not be a Director or member of the Company.
- (b) Notwithstanding rule 7.1, The Board may delegate any of the powers of the Board to the Executive Officer:
  - (i) on the terms and subject to any restrictions the Board decides; and
  - (ii) so as to be concurrent with, or to the exclusion of, the powers of the Board, and may revoke the delegation at any time.

### **6.2 Termination of appointment of Executive Officer**

The appointment of an Executive Officer terminates if the Board removes the Executive Officer from the office of Executive Officer (which, subject to any contract between the Company and the Executive Officer, the Board has power to do), whether or not the appointment was expressed to be for a specified term.

## **7. DELEGATION OF BOARD POWERS**

### **7.1 Delegation to committee or attorney**

The Board may delegate any of its powers:

- 
- (a) to a committee (which may include a Board committee, a technical committee or any other type of committee determined by the Board from time to time) which may also include people who are not Directors; or
  - (b) to an attorney;

and may revoke a delegation previously made whether or not the delegation is expressed to be for a specified period. This rule is supplemental to section 126(1) of the Act.

## **7.2 Terms of delegation**

A delegation of powers under rule 7.1 may be made:

- (a) for a specified period or without specifying a period; and
- (b) on the terms (including power to further delegate) and subject to any restrictions the Board decides.

Power exercised in accordance with a delegation of the Board is treated as exercised by the Board.

## **7.3 Powers of attorney**

A power of attorney under rule 7.1 may contain the provisions for the protection and convenience of those who deal with the attorney that the Board thinks appropriate.

## **7.4 Proceedings of committees**

Subject to the terms on which a power of the Board is delegated to a committee, the meetings and proceedings of committees are, to the greatest extent practical, governed by the rules of this document which regulate the meetings and proceedings of the Board.

# **8. WHEAT CLASSIFICATION COUNCIL**

## **8.1 Establishment of the Council**

The Council will be established as a committee of the Board and will be responsible for establishing and maintaining the wheat variety classification system in Australia including the strategic and operational framework for classification as well as defining the common classes of Australian wheat and their quality attributes.

## **8.2 The objectives of the Council**

The objective of the Council is to preserve and enhance the value inherent in the quality reputation of Australian wheat through active management of the wheat variety classification system.

## **8.3 The Chair of the Council**

The Chair of the Council will be appointed by the Board.

## **8.4 Membership of the Council**

The Council must have at least six councillors. Councillors of the Council shall be appointed by the Board.

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## **8.5 Charter**

The operations of the Council will be governed by a charter. The charter and any amendments to the charter must be approved by the members.

## **8.6 Quorum**

The quorum for a meeting of the Council shall be at least 60% of the councillors forming the Council.

## **9. VARIETY CLASSIFICATION PANEL**

### **9.1 Establishment of the Panel**

The Panel will be responsible for assessing quality data of new varieties against the technical requirements of the classes of Australian wheat according to the policies and procedures set out by the Council in the Wheat Classification Guidelines.

### **9.2 The objectives of the Panel**

The objective of the Panel is to faithfully apply the requirements and processes set out by the Council in the classification of new wheat varieties; provide explanation of the decisions they reach relative to those requirements and processes and to identify potential changes to the requirements and processes and report these to the Council.

### **9.3 Panel Terms of Reference**

The operations of the Panel will be governed by terms of reference. The terms of reference and any amendments must be approved by the Board.

### **9.4 Membership of the Panel**

The Panel must have at least three technical specialists. Members of the Panel shall be appointed by the Board following recommendation and consultation with the Executive Officer and the Chairman of the Council. The Chair of the Panel is an ex-officio member of the Council.

## **10. GROWER CONSULTATION PROCESS**

### **10.1 Establishment of the Grower Consultation Process**

The Board in consultation with the Council will develop a formal process designed to communicate the strategy, activities and processes of the Company to growers and grower groups and capture grower input into the classification process and activities of the Company and Council.

### **10.2 Organisation of the Grower Consultation Process**

The process referred to in rule 10.1 will be organised and conducted by the chairman of the Council and the Executive Officer, and will include a requirement for the Council to report annually to at least three regionally based grower forums against a pre-determined list of headings (including the current and planned activities and the performance of the Council, and the rationale underpinning major Council decisions) as set out in the charter of the Council.

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## **11. DIRECTOR'S DUTIES AND INTERESTS**

### **11.1 Compliance with Law**

Each Director must comply with sections 180-184 (inclusive), 191 and 195 of the Act.

### **11.2 Scope of Directors' duties**

A Director is not disqualified by reason only of being a Director from:

- (a) holding any office or place of profit or employment other than that of the Company's auditor, or being a member or creditor, of any corporation (including the Company) or partnership other than the auditor; or
- (b) entering into any agreement with the Company.

### **11.3 Declaration of interests**

A Director who:

- (a) is in any way, interested in a contract or proposed contract with the Company; or
- (b) holds any office or possesses any property as a result of which duties or interests might be created which are directly or indirectly in conflict with that Director's duties or interests as a Director;
- (c) must declare the fact and the nature of the interest, or nature, character and extent of the conflict at the first Board meeting held after the relevant facts come to the Director's knowledge or after appointment as a Director (whichever is later).

### **11.4 Director interested in a matter**

Each Director must comply with section 195 of the Act in relation to being present, and voting, at a Board meeting that considers a matter in which the Director has a material personal interest. Subject to section 195 of the Act:

- (a) a Director may be counted in a quorum at a Board meeting that considers, and may vote on, whether the Company enters into an agreement or proposed agreement in which that Director has an interest;
- (b) the Company may enter into the agreement and the Director may participate in the execution of any relevant document by or on behalf of the Company;
- (c) the Director may be counted in a quorum at a Board meeting that considers, and may vote on, matters involving the agreement; and
- (d) if disclosure under rule 11.3 is made before the agreement is entered into:
  - (i) the Director may retain benefits under the agreement even though the Director has an interest in the agreement; and
  - (ii) the Company cannot avoid the agreement merely because of the existence of the interest.

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## **11.5 Agreements with third parties**

The Company cannot avoid an agreement with a third party merely because a Director:

- (a) fails to make a disclosure required by rule 11.3; or
- (b) is present at, or counted in the quorum for, a meeting that considers, votes on, or participates in the execution of, that agreement in breach of section 195 of the Act.

## **11.6 Obligation of secrecy**

Every Director and Secretary must keep the transactions and affairs of the Company and the state of its accounts confidential unless required to disclose them:

- (a) in the course of duties as an officer of the Company;
- (b) by the Board or the Company in general meeting; or
- (c) by law.

The Company may require a Director, Secretary, auditor, trustee, committee member or other person engaged by it to sign a confidentiality undertaking consistent with this rule. A Director or Secretary must do so if required by the Company.

## **12. DIRECTORS' REMUNERATION**

### **12.1 Restriction on payments to Directors**

Subject to rule 12.2 and rule 13 the Company must not pay fees or other remuneration to a Director.

### **12.2 Payments to Directors with Board approval**

- (a) With the approval of the Board the Company may pay a Director:
  - (i) reasonable expenses (including travelling and accommodation) incurred in carrying out duties as a Director;
  - (ii) reasonable remuneration for any service rendered by the Director to the Company;
  - (iii) reasonable remuneration where the Director is an employee of the Company and the terms of employment have been approved by the Board; and
  - (iv) reasonable remuneration for goods supplied by the Director to the Company in the ordinary course of business.
- (b) With the approval of the Board and subject to any requirements of the Act, the Company may pay any person appointed by the Board to perform the role as chair of the Council under rule 8.3:
  - (i) reasonable director sitting fees and reasonable expenses (including travelling and accommodation) incurred in carrying out duties as a Director and chair of the Council; and

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- (ii) remuneration for his or her duties as chair of the Council.

## **13. OFFICERS' INDEMNITY AND INSURANCE**

### **13.1 Indemnity**

Subject to section 199A of the Act, the Company must, to the extent the person is not otherwise indemnified, indemnify every Officer of the Company and its wholly owned subsidiaries and may indemnify its auditor and other employees against a liability:

- (a) incurred as Officer, auditor or employee to a person other than the Company or a related body corporate (including a liability incurred as a result of appointment or nomination by the Company or subsidiary as a trustee or as an Officer of another corporation) unless the liability arises out of conduct involving a lack of good faith; and
- (b) for costs and expenses incurred in defending civil or criminal proceedings in which judgement is given in favour of that person or in which that person is acquitted, or in connection with an application in relation to those proceedings in which the court grants relief to that person under the Act.

### **13.2 Insurance**

Subject to section 199B of the Act, the Company may enter into, and pay premiums on, a contract of insurance in respect of any person.

### **13.3 Former officers**

The indemnity in favour of officers under rule 13.1 is a continuing indemnity. It applies in respect of all acts done by a person while an officer of the Company or a wholly owned subsidiary of the Company even though the person is not an officer at the time the claim is made.

## **14. BOARD MEETINGS**

### **14.1 Convening Board meetings**

A Director may at any time, and the Secretary must on request from a Director, convene a Board meeting.

### **14.2 Notice of Board meeting**

The convenor of each Board meeting:

- (a) must give reasonable notice of the meeting (and, if it is adjourned, of its resumption) individually to each Director who is in Australia; and
- (b) may give that notice orally (including by telephone) or in writing.

### **14.3 Use of technology**

A Board meeting may be held using any means of audio or audio-visual communication by which each Director participating can hear and be heard by each other Director participating or in any other way permitted by section 248D of the Act. A Board meeting held solely or partly by technology is treated as held at the place at which the greatest



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number of the Directors present at the meeting is located or, if an equal number of Directors is located in each of 2 or more places, at the place where the chairman of the meeting is located.

#### **14.4 Chairing Board meetings**

The chairman elected in accordance with rule 3.4(e) shall chair the Board meetings. If there is no chairman of Directors or the chairman is not present within 30 minutes after the time for which a Board meeting is called or is unwilling to act, the Directors present must elect a Director present to chair the meeting.

#### **14.5 Quorum**

- (a) A Quorum is 2 Directors. A Director is treated as present at a meeting held by audio or audio-visual communication if the Director is able to hear and be heard by all others attending. If a meeting is held in another way permitted by section 248D of the Act, the Board must resolve the basis on which Directors are treated as present.
- (b) If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned.

#### **14.6 Majority decisions**

A resolution of the Board must be passed by a majority of the votes cast by Directors entitled to vote on the resolution. If an equal number of votes is cast for and against a resolution, the matter is decided in the negative.

#### **14.7 Procedural rules**

The Board may adjourn and regulate its proceedings as it decides.

#### **14.8 Written resolution**

If all the Directors entitled to receive notice of a Board meeting and to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document, a Board resolution in those terms is passed at the time when the last Director signs.

#### **14.9 Additional provisions concerning written resolutions**

For the purpose of rule 14.8:

- (a) 2 or more separate documents in identical terms, each of which is signed by 1 or more Directors, are treated as 1 document; and
- (b) a facsimile or electronic message containing the text of the document expressed to have been signed by a Director that is sent to the Company is a document signed by that Director at the time of its receipt by the Company.

#### **14.10 Valid proceedings**

Each resolution passed or thing done by, or with the participation of, a person acting as a Director or member of a committee is valid even if it is later discovered that:

- 
- (a) there was a defect in the appointment of the person; or
  - (b) the person was disqualified from continuing in office, voting on the resolution or doing the thing.

## **15. MEETINGS OF MEMBERS**

### **15.1 Annual general meeting**

The Company must hold an annual general meeting at least once in each calendar year and within 5 months after the end of its financial year as required by section 250N of the Act.

### **15.2 Calling meetings of members**

- (a) The Board or a Director may at any time; and
- (b) the Board must when requested by members under section 249D of the Act or when ordered by the Court under section 249G of the Act, convene a meeting of members.

### **15.3 Notice of meeting**

Subject to rule 15.4, at least 21 days' written notice of a meeting of members must be given individually to:

- (a) each member (whether or not the member is entitled to vote at the meeting);
- (b) each Director; and
- (c) to the auditor.

The notice of meeting must comply with section 249L of the Act and may be given in any manner permitted by section 249J(3) of the Act.

### **15.4 Short notice**

Subject to sections 249H(3) and (4) of the Act:

- (a) if the Company has elected to convene a meeting of members as the annual general meeting, if all the members entitled to attend and vote agree; or
- (b) otherwise, if members who together have power to cast at least 95% of the votes that may be cast at the meeting agree,

a resolution may be proposed and passed at a meeting of which less than 21 days' notice has been given.

### **15.5 Postponement or cancellation**

Subject to sections 249D(5) and 250N of the Act, the Board may:

- (a) postpone a meeting of members;
- (b) cancel a meeting of members; or

- 
- (c) change the place for a general meeting

by written notice given individually to each person entitled to be given notice of the meeting.

#### **15.6 Fresh notice**

If a meeting of members is postponed or adjourned for 1 month or more, the Company must give new notice of the resumed meeting.

#### **15.7 Technology**

The Company may hold a meeting of members at 2 or more venues using any technology that gives the members as a whole a reasonable opportunity to participate.

### **16. PROCEEDINGS AT MEETINGS OF MEMBERS**

#### **16.1 Member present at meeting**

If a member has appointed a proxy or attorney or (in the case of a member which is a body corporate) a representative to act at a meeting of members, that member is taken to be present at a meeting at which the proxy, attorney or representative is present.

#### **16.2 Quorum**

The quorum for a meeting of members is 100% of Members. Each individual present may only be counted once toward a quorum.

#### **16.3 Quorum not present**

If a quorum is not present within 15 minutes after the time for which a meeting of members is called:

- (a) if called as a result of a request of members under section 249D of the Act, the meeting is dissolved; and
- (b) in any other case:
  - (i) the meeting is adjourned to the day, time and place that the Board decides and notifies to members, or if no decision is notified before then, to the same time on the same day in the next week at the same place; and
  - (ii) if a quorum is not present at the adjourned meeting, the meeting is dissolved.

#### **16.4 Chairing meetings of members**

The members present must elect a member or Director present to chair the meetings of members.

#### **16.5 Attendance at general meetings**

- (a) Every member has the right to attend all meetings of members.

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- (b) Every Director shall receive notice of a meeting of the Company's members in accordance with the requirements of the Corporations Act 2001.
  - (c) Every Director has the right to attend and speak at all meetings of members of the Company but will have no voting rights.
  - (d) The auditor has the right to attend any meeting of members of the Company and to speak on any part of the business of the meeting which concerns the auditor in the capacity of auditor.

## **16.6 Adjournment**

Subject to rule 15.6, the chairman of a meeting of members at which a quorum is present:

- (a) may; and
- (b) must, if directed by ordinary resolution of the meeting, adjourn it to another time and place.

## **16.7 Business at adjourned meetings**

The only business that may be transacted at a meeting resumed after an adjournment is the business left unfinished immediately before the adjournment.

## **17. PROXIES, ATTORNEYS AND REPRESENTATIVES**

### **17.1 Appointment of proxies**

A member may appoint a proxy to attend and act for the member at a meeting of members. An appointment of proxy must be made by written notice to the Company:

- (a) that complies with section 250A(1) of the Act; or
- (b) in any other form and mode that is, and is signed or acknowledged by the member in a manner, satisfactory to the Board.

### **17.2 Member's attorney**

A member may appoint an attorney to act, or to appoint a proxy to act, at a meeting of the Company. If the appointor is an individual, the power of attorney must be signed in the presence of at least 1 witness.

### **17.3 Deposit of proxy forms and powers of attorney**

An appointment of a proxy or power of attorney is not effective for a particular meeting of members unless:

- (a) in the case of a proxy, the proxy form and, if it is executed by an attorney, the relevant power of attorney or a certified copy of it; and
- (b) in the case of an attorney, the power of attorney or a certified copy of it,

is received by the Company at its registered office or a fax number at that office (or another address specified for the purpose in the relevant notice of meeting) at least

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48 hours before the time for which the meeting was called or, if the meeting has been adjourned, before the meeting is resumed.

#### **17.4 Corporate representatives**

A member that is a body corporate may appoint an individual to act as its representative at meetings of members as permitted by section 250D of the Act.

#### **17.5 Standing appointments**

A member may appoint a proxy, attorney or representative to act at a particular meeting of members or make a standing appointment and may revoke any appointment. A proxy, attorney or representative may, but need not, be a member.

#### **17.6 Suspension of proxy or attorney's powers if member present**

A proxy or attorney has no power to act for a member at a meeting at which the member is present:

- (a) in the case of an individual, in person; or
- (b) in the case of a body corporate, by representative.

A proxy has no power to act for a member at a meeting at which the member is present by attorney.

#### **17.7 Priority of conflicting appointments of attorney or representative**

If more than 1 attorney or representative appointed by a member is present at a meeting of members and the Company has not received notice of revocation of any of the appointments:

- (a) an attorney or representative appointed to act at that particular meeting may act to the exclusion of an attorney or representative appointed under a standing appointment; and
- (b) subject to rule 17.7(a), an attorney or representative appointed under a more recent appointment may act to the exclusion of an attorney or representative appointed earlier in time.

#### **17.8 More than 2 current proxy appointments**

An appointment of proxy by a member is revoked (or, in the case of a standing appointment, suspended for that particular meeting) if the Company receives a further appointment of proxy from that member which would result in there being more than 2 proxies of that member entitled to act at a meeting. The appointment of proxy made first in time is the first to be treated as revoked or suspended by this rule.

#### **17.9 Continuing authority**

An act done at a meeting of members by a proxy, attorney or representative is valid even if, before the act is done, the appointing member:

- (a) dies or becomes mentally incapacitated;

- 
- (b) becomes bankrupt or an Insolvent Under Administration or is wound up; or
  - (c) revokes the appointment or the authority under which the appointment was made by a third party,

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

## **18. ENTITLEMENT TO VOTE**

### **18.1 Number of votes**

Each member shall have one vote.

### **18.2 Casting vote of chairman**

If an equal number of votes is cast for and against a resolution at a meeting of members, the chairman does not have a casting vote.

## **19. HOW VOTING IS CARRIED OUT**

### **19.1 Method of voting**

- (a) A resolution put to the vote at a meeting of members must be decided on a show of hands unless a poll is demanded under rule 19.2 either before or on declaration of the result of the vote on a show of hands. Unless a poll is demanded, the chairman's declaration of a decision on a show of hands is final.
- (b) Decisions in relation to the following matters must be made by unanimous resolution of members:
  - (i) amendments to the Constitution of the Company;
  - (ii) adoption of an amendment to the charter of the Council;
  - (ii) adoption of, and amendment to, a Board charter;
  - (iv) appointment of Directors and the duration for which Directors are appointed;
  - (v) admission of new members;
  - (vi) the maximum number of Directors to appoint to the Board;
  - (vii) the quorum for Board meetings and members meetings; and
  - (viii) winding up and deregistration of the Company.

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## **19.2 Demands for a poll**

- (a) A poll may be demanded on any resolution except a resolution concerning the election of the chairman of a meeting, in accordance with the requirements set out in section 250L of the Act.
- (b) The demand for a poll does not affect the continuation of the meeting for the transaction of other business and may be withdrawn.

## **19.3 When and how polls must be taken**

If a poll is demanded:

- (a) if the resolution is for the adjournment of the meeting, the poll must be taken immediately and, subject to rule 19.3(c), in the manner that the chairman of the meeting directs;
- (b) in all other cases, the poll must be taken at the time and place and, subject to rule 19.3(c), in the manner that the chairman of the meeting directs; and
- (c) votes which section 250A(4) of the Act requires to be cast in a given way must be treated as cast in that way.

## **20. SECRETARY**

### **20.1 Appointment and removal of Secretary**

The Board must appoint a Secretary of the Company and may appoint a Secretary either for a specified term or without specifying a term. The Executive Officer may be the Secretary of the Company.

### **20.2 Terms and conditions of office**

A Secretary holds office on the terms (including as to remuneration) that the Board decides. The Board may vary any decision previously made by it in respect of a Secretary.

### **20.3 Removal from office**

Subject to any contract between the Company and the Secretary, the Board may remove a Secretary from that office whether or not the appointment was expressed to be for a specified term.

## **21. MINUTES**

### **21.1 Minutes must be kept**

The Board must cause minutes of:

- (a) proceedings and resolutions of meetings of the Company's members;
- (b) the name of Directors present at each Board meeting or committee meeting;
- (c) proceedings and resolutions of Board meetings (including meetings of a committee to which Board powers are delegated under rules 7, 8 and 9); and

- 
- (d) resolutions passed by Directors without a meeting,  
to be kept in accordance with section 251A of the Act.

## **21.2 Minutes as evidence**

A minute recorded and signed in accordance with section 251A of the Act is evidence of the proceeding, resolution or declaration to which it relates unless the contrary is proved.

## **21.3 Inspection of minute books**

The Company must allow members to inspect, and provide copies of the minute books for the meetings of members in accordance with section 251B of the Act.

## **21.4 Policy book**

The Company must record and maintain a record of all policies of the Company determined by the Board in a separate book. This record should also note the date of the determination of the policy and the history of the determination of the policy.

## **22. COMPANY SEALS**

### **22.1 Common seal**

The Board:

- (a) may decide whether or not the Company has a common seal; and
- (b) who is responsible for the safe custody of that seal (if any) and any duplicate seal it decides to adopt under section 123(2) of the Act.

### **22.2 Use of seals**

The common seal and duplicate seal (if any) may only be used with the authority of the Board. The Board must not authorise the use of a seal that does not comply with section 123 of the Act.

### **22.3 Fixing seals to documents**

The fixing of the common seal, or any duplicate seal, to a document must be witnessed:

- (a) by 2 Directors;
- (b) by any other signatories or in any other way (including the use of facsimile signatures) authorised by the Board.

## **23. ACCOUNTS AND AUDIT**

### **23.1 Company must keep accounts**

The Board must cause the Company to keep written financial records that:

- (a) correctly record and explain its transactions (including transactions undertaken as trustee) and financial position and performance; and



- 
- (b) would enable true and fair financial statements to be prepared and audited, and must allow a Director and the auditor to inspect those records at all reasonable times.

### **23.2 Signatories on bank accounts**

The Board shall appoint the signatories on the Company's bank accounts.

### **23.3 Financial reporting**

The Board must cause the Company to prepare a financial report and a Directors' report that comply with Part 2M.3 and must report to members in accordance with section 314 of the Act no later than the deadline set by section 315 of the Act.

### **23.4 Audit**

The Board must cause the Company's financial report for each financial year to be audited and obtain an auditor's report. The eligibility, appointment, removal, remuneration, rights and duties of the auditor are regulated by sections 324 to 334 inclusive and 1278, 1280 and 1289 of the Act.

### **23.5 Conclusive reports**

Audited financial reports laid before the Company in general meetings are conclusive except as regards errors notified to the Company within 3 months after the relevant general meeting. If the Company receives notice of an error within that period, it must immediately correct the report and the report as corrected is then conclusive.

### **23.6 Inspection of financial records and books**

Subject to rule 21.3 and section 247A of the Act, a member who is not a Director does not have any right to inspect any document of the Company except as authorised by the Board or by ordinary resolution.

## **24. REGISTER OF MEMBERS**

The Company must maintain a register of members.

In accordance with section 169 of the Act, the register must contain the following information:

- (a) the name and address of each member;
- (b) the date on which the entry of the member's name in the register is made;
- (c) the name and details of each person who stopped being a member of the Company within the last 7 years;
- (d) the date on which the person stopped being a member; and
- (e) an index of member's names where the Company has more than 50 members (and the register itself is not kept in a form that operates effectively as an index).

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## **25. NOTICES**

### **25.1 Notices by Company**

A notice is properly given by the Company to a person if it is:

- (a) in writing signed on behalf of the Company (by original or printed signature);
- (b) addressed to the person to whom it is to be given; and
- (c) either
  - (i) delivered personally;
  - (ii) sent by pre-paid mail (by airmail, if the addressee is overseas) to that person's address; or
  - (iii) sent by fax to the fax number (if any) nominated by that person; or
  - (iv) sent by electronic message to the electronic address (if any) nominated by that person.

### **25.2 When notice is given**

A notice to a person by the Company is regarded as given and received:

- (a) if it is delivered personally or sent by fax or electronic message:
  - (i) by 5.00 pm (local time in the place of receipt) on a business day - on that day; or
  - (ii) after 5.00 pm (local time in the place of receipt) on a business day, or on a day that is not a business day - on the next business day; and
- (b) if it is sent by mail:
  - (i) within Australia - 3 business days after posting; or
  - (ii) to a place outside Australia - 7 business days after posting.

### **25.3 Evidence of Service**

- (a) Subject to rule 26.3(b), a certificate in writing signed by a Director or Secretary of the Company stating that a notice was sent is conclusive evidence of service.
- (b) In the case of service by email, a notice of confirmation of receipt or a reply to an email is conclusive evidence of service.

### **25.4 Business days**

For the purposes of rule 25.2, a business day is a day that is not a Saturday, Sunday or public holiday in the place to which the notice is sent.

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## **25.5 Counting days**

If a specified period must pass after a notice is given before an action may be taken, neither the day on which the notice is given nor the day on which the action is to be taken may be counted in reckoning the period.

## **25.6 Notices to "lost" members**

- (a) If:
- (i) on 2 or more consecutive occasions a notice served on a member in accordance with this rule is returned unclaimed or with an indication that the member is not known at the address to which it was sent; or
  - (ii) the Board believes on other reasonable grounds that a member is not at the address shown in the Register or notified to the Company.

the Company may give effective notice to that member by exhibiting the notice at the Company's registered office for at least 48 hours.

- (b) This rule ceases to apply if the member gives the Company notice of a new address.

## **25.7 Winding Up**

In the event of the dissolution or winding up of the Company, any remaining assets of the Company at the conclusion of the winding up will be donated and transferred absolutely to one or more organisations (which may include members) having similar or complementary objects to the Company.

## **25.8 Maintaining Registration of the Company**

If a member wishes to wind up the Company and the other member/s wish to retain registration of the Company, then the member may resign its membership and the other member/s may continue operating the Company and admit new member/s in accordance with rule 2.1(c).