



# Constitution

## Primary Health Tasmania Limited

**ABN 47082 572 629**

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*Corporations Act 2001*

A Public Company Limited by Guarantee

Version 8 - Adopted 14 November 2018

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## 1. Objects

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The objects for which the Company is established are to improve the statewide and regional health outcomes of the Tasmanian community by:

- (a) identifying and responding to the Primary Health Care needs of the Tasmanian community;
- (b) supporting and enhancing the central role of the General Practitioner in delivering Primary Health Care Services;
- (c) supporting and enhancing the role of other Primary Health Care Providers in delivering Primary Health Care Services;
- (d) promoting the integration and coordination of Primary Health Care Services across the Tasmanian health care system;
- (e) contributing to and providing informed advice on Tasmanian Primary Health Care policy, service planning, education, training and research;
- (f) facilitating national and state Primary Health Care initiatives and programs
- (g) addressing locally identified health needs and priorities through direct provision of services to the community;
- (h) receiving, raising and distributing funds in any manner aimed at achieving the objects of the Company; and
- (i) doing any such things that are incidental or conducive to attaining the objects of the Company.

## 2. Income and property

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The income and property of the Company must be applied solely towards the promotion of the objects of the Company stated in this Constitution and not paid or transferred directly or indirectly by way of dividend, bonus or by any other means by way of profit to the Members of the Company.

## 3. Limited liability

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- 3.1 The Company is a public company limited by guarantee.
- 3.2 The liability of the Members is limited.

3.3 Each Member of the Company undertakes to contribute to the assets of the Company if the Company is wound up during the time the person is a Member, or within one year afterwards, for:

- (a) payment of the debts and liabilities of the Company contracted before the person ceased to be a Member;
- (b) the costs, charges and expenses of the winding up; and
- (c) the adjustment of the rights of the contributories among themselves.

AND the amount of each Member's contribution, if required, will not exceed twenty dollars (\$20.00).

#### 4. Surplus assets on winding up or dissolution

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If, on the winding up of the Company, whether voluntary or otherwise, a surplus remains, after the satisfaction of all debts and liabilities, the surplus must not be paid to the Members of the Company but paid or transferred to another body or other bodies that have as their objects purposes which are charitable purposes in Tasmania, and that prohibit(s) the distribution of income, profits or assets to its Members.

#### 5. Gift Fund

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5.1 A Gift Fund is to be established and maintained to ensure gifts are separated from other money or property of the Company.

5.2 If the Gift Fund is wound up or if the endorsement of the Company as a deductible gift recipient is revoked, any surplus assets of the Gift Fund remaining after payment of liabilities attributable to it shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.

#### 6. Definitions and interpretation

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##### 6.1 Definitions

In this Constitution:

**Act** means the Corporations Act 2001;

**AGM** means the Annual General Meeting of Members;

**Board** means the Directors for the time being of the Company;

**Business Day** means a day upon which the major trading banks in the place where the Office is situated are open for business;

**Chairperson** means the person elected as chair of the Board from time to time under article 11.7(a);

**Committee** means a Committee to which powers have been delegated by the Board under article 11.8;

**Company** means Primary Health Tasmania at the 24 November 2015;

**Constitution** means this Constitution as altered or added to from time to time and a reference to article by number is a reference to the article of that number in this Constitution as altered or added to from time to time;

**Deputy Chairperson** means the person elected as deputy chair of the Board from time to time under article 11.7(a);

**Director** means a person appointed or elected from time to time to the office of Director of the Company in accordance with this Constitution;

**Foundation Member** means Members listed under article 7.2(a) at the 24 June 2011. Foundation Members were integral to the design of the Tasmania Medicare Local model and establishment of the Company.

**General Practice** is the provision of person centred, continuing, comprehensive and coordinated wholeperson health care to individuals and families in their communities. As a sector, General Practice, its practice teams and their primary health care relationships comprise the foundations of an effective health care system;

**General Practitioner** means a registered medical practitioner who is providing General Practice;

**Gift Fund** has the meaning given by section 30.125(4) of the Income Tax Assessment Act 1997;

**Member** means

a) a voting Member with assured access to specific information and services as established by the Company and the right to vote at general meetings and participate in the appointment of the Company's Board of Directors or

b) a non-voting Member with assured access to specific information and services as established by the Company but not entitled to vote at general meetings

admitted to membership of the Company in accordance with article 7;

**Member Chairperson** means, where relevant, the chairperson from time to time of the board of a Member, or the chairperson from time to time of the committee of management of a Member;

**Office** means the registered office from time to time of the Company;

**Primary Health Care** means

- (a) the entry point or first level of care to the health care system for individuals, the family, and community; as well as
- (b) a particular approach to care which is concerned with continuing care, accessibility, community involvement and collaboration between sectors;

**Primary Health Care Services** include health promotion, illness prevention, treatment and care of the sick, community development, and advocacy and rehabilitation;

**Primary Health Care Providers** means the workforce that delivers and supports Primary Health Care Services to the community; and

**Secretary** means a person appointed as secretary of the Company and includes any person appointed to perform the duties of secretary.

## 6.2 Interpretation

In this Constitution unless the contrary intention appears:

- (a) words and phrases which are given a special meaning by the Act have the same meaning in this Constitution;
- (b) words in the singular include the plural and vice versa;
- (c) where a definition as listed under article 6.1 is referred to in this Constitution that definition is capitalised;
- (d) words importing a gender include each other gender;
- (e) a reference to any law or any statute, regulations, by law or proclamation is to be read as though the words “as modified or substituted from time to time” were added to the reference;
- (f) headings do not affect the meaning or construction of this Constitution;
- (g) where a word or a phrase is given a particular meaning other cognate parts of speech and grammatical forms of that word or phrase shall have a corresponding meaning; and
- (h) words importing persons include corporations, companies, associations and institutions.

## 6.3 Replaceable Rules

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

## **7. Members**

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### **7.1 Eligibility of members**

- (a) To be eligible for membership of the Company, applicants must be eighteen years or over and have a strong commitment to the Company's objects and values.
- (b) For the avoidance of doubt, there is no limit on the number of Members that the Company may accept.

### **7.2 Voting members**

The Members with voting rights comprise:

- (a) Division of General Practice (Tasmania - Southern Region) Inc., Division of General Practice Northern Tasmania Inc. and North West Tasmania Division of General Practice Inc., being Foundation Members at 24 June 2011;
- (b) any other professional peak body or statewide organisational entity that works or whose members work in close association with General Practice in the interest of improving the health outcomes of the Tasmanian community, has a demonstrated involvement in Primary Health Care and has a demonstrated ability to support the objects of the Company that the Board admit as a Member under article 7.4.

### **7.3 Non-voting members**

Members comprise individual or groups of Primary Health Care Providers as the workforce that delivers and supports the delivery of Primary Health Care in the community and do not hold voting rights at general meetings.

### **7.4 Application for and admission to membership**

- (a) Each applicant to become a Member must sign and deliver to the Company an application in the form prescribed by the Directors from time to time.
- (b) The Directors determine whether an applicant may become a Member.
- (c) The Directors are not required to give any reason for the rejection of any application to become a Member.
- (d) If an application to become a Member is accepted, the Company must:
  - (i) give written notice of the acceptance to the applicant;
  - (ii) request payment of any amount owing for the annual membership fee;and

- (iii) on payment of any amount owing, enter the applicant's name in the register of Members, and indicate in the register whether the member is a Voting or Non- Voting member.
- (e) If an application to become a Member is rejected, the Company must give written notice of the rejection to the applicant.

#### 7.5 **Members' contributions/fees**

The annual fees for membership (for Voting and Non-Voting members) will be the fee last set by the Members at an AGM.

#### 7.6 **No transfers**

The rights, privileges and benefits of being a Member are not transferable whether by operation of law or otherwise.

#### 7.7 **Ceasing to be a member**

A person will cease to be a Member if that person:

- (a) resigns in accordance with article 7.8;
- (b) is expelled under article 7.9 or
- (c) fails to pay their membership fee after notice that continuing failure to pay for a further 14 days will result in termination of membership.

#### 7.8 **Resignation**

- (a) A Member may resign as a Member by giving the Company notice in writing.
- (b) Unless the notice provides otherwise, a resignation by a Member takes effect immediately on the giving of that notice to the Company.

#### 7.9 **Expulsion or suspension**

- (a) In this article 7.9, "Expulsion Event" means, in respect of a Member, that:
  - (i) the Member has wilfully refused or neglected to comply with the provisions of this Constitution or any cooperation and conduct or like agreement made between the Company and the Members from time to time;
  - (ii) the conduct of the Member is, in the reasonable opinion of the Directors, unbecoming of a Member or prejudicial to the objects, interest or reputation of the Company; or
  - (iii) the Member (Non-Voting) has had their professional registration suspended or revoked.
- (b) Subject to article 7.9(d), the Directors may resolve to expel a Member, or to suspend a Member for such period and from enjoying such rights or privileges of membership as the Directors may determine if:

- (i) an Expulsion Event occurs in respect of the Member; and
  - (ii) the Company gives that Member at least 10 days notice in writing stating the Expulsion Event and that the Member is liable to be expelled and informing the Member of the Member's rights under article 7.9(c)(i).
- (c) Before passing any resolution under article 7.9(b), the Directors:
  - (i) must allow the Member to give to the Directors, either orally or in writing, any explanation or defence of the Expulsion Event; and
  - (ii) may adopt other procedures to aid the resolution of complaints against the Member, including the appointment of complaints committees, conciliators and mediators.
- (d) Where a resolution is passed under article 7.9(b), the Company must give the Member notice ("Discipline Notice") in writing of the expulsion or suspension, within 10 Business Days of the resolution.
- (e) A Member may, by notice in writing to the Company within 10 Business Days of receipt of a Discipline Notice, request that a resolution for expulsion (but not suspension) of that Member under article 7.9(b) be reviewed by the Company at the next general meeting.
- (f) If a request under article 7.9(e) is made, the Directors must propose at the next general meeting of the Company that a resolution be moved to confirm the expulsion of the Member concerned.
- (g) A resolution under article 7.9(b) takes effect:
  - (i) if the Member does not give a notice under article 7.9(e), on the date of the resolution; or
  - (ii) if the Member gives a notice under article 7.9(e), on the date of the general meeting of the Company at which the resolution is put to Members in accordance with article 7.9(f) provided the resolution is passed by a simple majority of Members present and entitled to vote.
- (h) The Directors may reinstate an expelled Member on any terms and at any time as the Directors resolve.

## **8. Proceedings of Members**

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### **8.1 Who can call meetings of Members**

- (a) Subject to the Act, the Directors may call a meeting of Members at a time and place as the Directors resolve.



- (b) The Directors must call and arrange to hold a general meeting on the request of Members made in accordance with the Act.
- (c) The Voting Members may call and arrange to hold a general meeting as provided by the Act.

## 8.2 Annual General Meeting

- (a) The Company must hold an AGM if required by, and in accordance with, the Act.
- (b) The business of an AGM may include any of the following, even if not referred to in the notice of the meeting:
  - (i) consideration of the annual financial report, the Directors' report and the auditor's report for the Company;
  - (ii) election of Directors; and
  - (iii) appointment of the auditor of the Company.

## 8.3 How to call meetings of Members

- (a) The Company must give not less than 21 days notice of a meeting of Members unless a shorter period of notice is permitted under the Act.
- (b) Notice of a meeting of Members must be given to each Member, each Director and any auditor of the Company.
- (c) Subject to article 8.11(h), a notice of a meeting of Members must:
  - (i) set out the place, date and time for the meeting;
  - (ii) state the general nature of the business of the meeting; and
  - (iii) set out or include any other information or documents specified by the Act.
- (d) Subject to the Act, anything done (including the passing of a resolution) at a meeting of Members is not invalid if either or both a Member does not receive notice of the meeting or the Company accidentally does not give notice of the meeting to a Member.

## 8.4 Right to attend meetings

- (a) Each Voting Member may appoint one person as its representative to attend meetings. The representative may not be a Director.
- (b) Any auditor of the Company is entitled to attend any meetings of Members.
- (c) Subject to this Constitution, each Director is entitled to attend and speak at all meetings of Members but not to vote.
- (d) Non-Voting members are entitled to notice of meetings and to move resolutions and to participate in proceedings, but are not entitled to vote at meetings.

- (e) person requested by the Board to attend a meeting is entitled to speak at that meeting.

#### 8.5 Meeting at more than one place

- (a) A meeting of Members may be held in two or more places linked together by any technology that:
  - (i) gives the Members as a whole in those places a reasonable opportunity to participate in proceedings;
  - (ii) enables the chairperson of the meeting to be aware of proceedings in each place; and
  - (iii) enables the representatives of those Members entitled to vote in each place to vote on a show of hands and on a poll.
- (b) If a meeting of Members is held in two or more places under article 8.5(a):
  - (i) a Member present at one of the places is taken to be present at the meeting; and
  - (ii) the chairperson of that meeting may determine at which place the meeting is taken to have been held.

#### 8.6 Quorum

- (a) Subject to article 8.6(d), a quorum for a meeting of Members is 10 (ten) Voting Members present in person or by proxy.
- (b) A quorum for a meeting of Members must be present at the commencement of the meeting. If a quorum is present at the commencement of a meeting of Members, it is taken to be present throughout the meeting unless the chairperson of the meeting otherwise determines.
- (c) If a quorum is not present within 30 minutes after the time appointed for a meeting of Members or a longer period allowed by the Chair:
  - (i) if the meeting was called under article 8.1(b) or article 8.1(c), the meeting is dissolved; and
  - (ii) any other meeting is adjourned to the date, time and place as the Directors may, by notice to the Members, appoint, or failing an appointment, to the same day in the next week at the same time and place as the meeting adjourned.
- (d) If a quorum is not present within 30 minutes after the time appointed for an adjourned meeting of Members, the Members present shall be a quorum.

## 8.7 Chairperson of meetings

- (a) The Chairperson must (if present within 15 minutes after the time appointed for the holding of the meeting and willing to act) preside at each meeting of Members.
- (b) If at a meeting of Members:
  - (i) there is no Chairperson;
  - (ii) the Chairperson is not present within 15 minutes after the time appointed for the holding of a meeting of Members; or
  - (iii) the Chairperson is present within that time but is not willing to preside at that meeting,the Directors present may, by majority vote, elect the Deputy Chairperson or another person present to preside at all or part of the meeting of Members.
- (c) Subject to article 8.7(a), if at a meeting of Members:
- (d) a chairperson of that meeting has not been elected by the Directors under article 8.7(b); or
- (e) the chairperson elected by the Directors is not willing to preside for all or part of the meeting of Members,
- (f) the Voting Members present must elect another person, present and willing to act, to preside for all or part of that meeting.

## 8.8 General conduct of meetings

- (a) Subject to the Act, the chairperson of a meeting of Members is responsible for the general conduct of that meeting and for the procedures to be adopted at that meeting.
- (b) The chairperson of a meeting of Members may delegate any power conferred by this article to any person.
- (c) The powers conferred on the chairperson of a meeting of Members under this article 8.8 do not limit the powers conferred by law.

## 8.9 Resolutions of members

- (a) Subject to the Act, a resolution is passed if more votes are cast in favour of the resolution by Members entitled to vote on the resolution than against the resolution.
- (b) Unless a poll is requested in accordance with article 8.10, a resolution put to vote at a meeting of Members must be decided on a show of hands.

- (c) A declaration by the chairperson of a meeting of Members that a resolution has on a show of hands been passed, passed by a particular majority, or not passed, and an entry to that effect in the minutes of the meeting, are sufficient evidence of that fact, unless proved incorrect.

#### 8.10 Polls

- (a) A poll may be demanded on any resolution at a meeting of Members except:
  - (i) the election of a chairperson of the meeting; or
  - (ii) the adjournment of the meeting.
- (b) A poll on a resolution at a meeting of Members may be demanded by:
  - (i) at least two Members present and entitled to vote on the resolution; or
  - (ii) the chairperson of the meeting.
- (c) A poll on a resolution at a meeting of Members may be demanded:
  - (i) before a vote on the resolution is taken; or
  - (ii) before, or immediately after, the result of the vote on the resolution on a show of hands is declared.
- (d) A demand for a poll may be withdrawn.
- (e) A poll demanded on a resolution at a meeting of Members must be taken in the manner and at the time and place the chairperson of the meeting directs.
- (f) The result of a poll demanded on a resolution of a meeting of Members is a resolution of the meeting.
- (g) A demand for a poll on a resolution of a meeting of Members does not prevent the continuance of the meeting or the meeting dealing with any other business.

#### 8.11 Adjourned, cancelled and postponed meetings

- (a) Subject to the Act, the chairperson of a meeting:
  - (i) may; and
  - (ii) must, if the Voting Members present with a majority of votes that may be cast at the meeting agree or direct the chairperson to do so, adjourn a meeting of Members to any day, time and place.
- (b) No person other than the chairperson of a meeting may adjourn the meeting.
- (c) The Company is only required to give notice of an adjourned meeting if the period of adjournment exceeds one month or such other time specified in the Act for that purpose.

- (d) Only business left unfinished is to be transacted at a meeting of Members resumed after an adjournment.
- (e) Subject to the Act and this article 8.11, the Directors may at any time postpone or cancel a meeting of Members by giving notice, of not less than five Business Days before the time at which the meeting was to be held, to each person to whom the notice of the meeting was required to be given.
- (f) A general meeting called under article 8.1(b) must not be cancelled or postponed by the Directors without the consent of the Members who requested the meeting.
- (g) A general meeting called under article 8.1(c) must not be cancelled or postponed by the Directors without the consent of the Members who called the meeting.
- (h) A notice adjourning or postponing a meeting of Members must set out the place, date and time for the revised meeting (and if the revised meeting is to be held in two or more places, the technology that will be used to facilitate this).

#### **8.12 Number of votes**

- (a) Subject to this Constitution, on a show of hands or on a poll at a meeting of Members the representative of every Voting Member present has one vote.
- (b) In the case of an equality of votes at a meeting of Members, the chairperson of the meeting has a casting vote on the resolution either on a show of hands or on a poll, in addition to any vote he or she may have as the representative of a Voting Member.
- (c) The representative of a Member present at a meeting of Members is not entitled to vote on any resolution if any amount due and payable in respect of that Member's membership has not been paid.
- (d) The representative of a Member present at a meeting of Members is not entitled to vote on a resolution if the vote is prohibited by the Act or an order of a court of competent jurisdiction.
- (e) The Company must disregard any vote on a resolution purported to be cast by the representative of a Member present at a meeting of Members where that Member is not entitled to vote on the resolution.

#### **8.13 Objections to qualification to vote**

- (a) An objection to the qualification of any Member or the representative of any Member to vote at a meeting of Members may only be made:
  - (i) before that meeting, to the Directors; or
  - (ii) at the meeting (or any resumed meeting if the meeting is adjourned), to the chairperson of the meeting.

- (b) Any objection under article 8.13(a) must be decided by the Directors or the chairperson of the meeting of Members (as the case may be), whose decision, made in good faith, is final and conclusive.

## **9. Directors**

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### **9.1 Number of Directors**

- (a) There will be a minimum of six and maximum of nine Directors, as follows:
  - (i) up to six Directors elected by the Members; and
  - (ii) up to three Directors, to be appointed by the Board.

### **9.2 Nomination of Directors**

- (a) No later than two calendar months prior to the date of each AGM, the Board will invite Members to nominate persons as candidates for directorship and may cause an advertisement to be placed in at least two newspapers published in this State inviting nominations for the offices referred to in article 9.1(a)(i) and/or expressions of interest for the positions referred to in article 9.1(a)(ii).
- (b) The Board is to establish a Nominations Committee with appropriate representation from Voting Members.
- (c) The Nominations Committee:
  - (i) will assess the candidates nominated in accordance with article 9.2(a) and recommend candidates for election by the Members at the AGM on the basis of their skills and competency; and
  - (ii) may recommend for appointment as Directors by the Board up to three persons on the basis of their skills and competency and the need to achieve an appropriate balance of skills, experience and expertise on the Board.

### **9.3 Term of Directors**

- (a) An elected Director will hold office until the conclusion of the third AGM following the Director's election and is eligible for re-election for one further term of up to three years.
- (b) If resolved by special resolution of the Members, an elected Director may be re-elected for a third consecutive term of up to three years. Only one elected Director may be serving a third consecutive term at any one time.

- (c) A Director appointed by the Board pursuant to article 9.1(a)(ii) will be appointed on such terms as are agreed by the Board, but for a term not exceeding three years. Such Directors may be re-appointed by the Board.

#### 9.4 **Vacancy of the office of Director**

In addition to the disqualifications under the Act, the office of a Director is vacated upon the Director:

- (a) becoming unable to perform the functions of a Director due to illness or disability for a period of greater than 3 months and an independent medical practitioner certifies that the illness or disability will not resolve within a further period of 3 months;
- (b) becoming a represented person under the Guardianship and Administration Act 1995;
- (c) resigning office by notice in writing to the Company;
- (d) not being, or ceasing to be, a resident of the State;
- (e) without the consent of the Board, failing to attend a minimum of 75 percent of meetings (either in person or by teleconference) in any twelve-month period.

#### 9.5 **Casual vacancies**

If a casual vacancy occurs in the office of an elected Director, the Board may appoint an individual on the basis of their skills and competency and the need to achieve an appropriate balance of skills, experience and expertise on the Board to fill the vacancy until the conclusion of the AGM next following the date of the appointment.

#### 9.6 **Remuneration of Directors**

A Director may be paid reasonable and proper remuneration for any services actually rendered to the Company in a professional or technical capacity, including his or her role as Chairperson or Director and as determined by the Board provided the aggregate amount does not exceed the amount last determined by the Members.

#### 9.7 **Travelling and other expenses**

Every Director is entitled to be paid from Company funds all reasonable travel, accommodation and other expenses properly incurred by the Director in attending and returning from meetings of the Company or of the Board or of any committees or while engaged on the business of the Company.

## **10. Powers of the Board**

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The management and control of the business and affairs of the Company are vested in the Board, which (in addition to the powers and authorities conferred upon them by this Constitution) may exercise all powers and do all things as are within the capacity and power of the Company under the Act.

## **11. Proceedings of Directors**

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### **11.1 Convening of meetings**

The Directors may make rules for the calling, conduct and adjournment of their meetings and otherwise regulate their meetings as they see fit subject to the rule that the Board must meet at least once in every quarter. The Chairperson or any two Directors may at any time, and the Secretary must, on the request of the Chairperson or two Directors, call a meeting of the Board by giving not less than 48 hours notice individually to every other Director.

### **11.2 Quorum**

A quorum for a meeting of the Board is:

- (a) a majority of Directors; or
- (i) such greater number as the Directors have fixed.

### **11.3 Powers of meetings**

A meeting of the Board at which a quorum is present is competent to exercise any of the authorities, powers and discretions for the time being vested in or exercisable by the Board.

### **11.4 Notice of meeting**

Notice is deemed to have been given to a Director if sent by mail, personal delivery, facsimile transmission or other electronic communication to the usual place of residence of the Director or at any other address given to the Secretary by the Director from time to time.

### **11.5 Meetings by telephone or other means of communication**

A meeting of the Board may be held by the members of the Board communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion.



#### 11.6 Decisions

At any meeting of the Board, questions arising are to be decided by a majority of those present.

#### 11.7 Chairperson and Deputy Chairperson

- (a) At the first Board meeting following the AGM the Board shall elect one of its members to act as Chairperson and another to act as Deputy Chairperson until the first Board meeting following the next AGM.
- (j) If the Chairperson is not present at any meeting of the Board during the year, the Deputy Chairperson shall be chairperson of the meeting. If both the Chairperson and Deputy Chairperson are absent from a Board meeting, the Directors present may choose one of their number to be chairperson of the meeting.

#### 11.8 Delegation of powers to committees

The Board may delegate any of its powers to Committees consisting of Directors or any other person or persons as the Board thinks fit. Any Committee formed or person or persons appointed to the Committee must, in the exercise of the powers delegated, conform to any regulations that may from time to time be imposed by the Board. A delegate of the Board may be authorised to sub-delegate any of the powers for the time being vested in the delegate.

#### 11.9 Proceedings of committees

The meetings and proceedings of any Committee are to be governed by the provisions of this Constitution for regulating the meetings and proceedings of the Board so far as they are applicable and are not superseded by any regulations made by the Board under article 11.1.

#### 11.10 Validity of acts

All acts done at any meeting of the Board or by a Committee or by any person acting as a Director are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any of the Directors or the Committee or the person acting as a Director or that any of them were disqualified, as valid as if every person had been duly appointed and was qualified and continued to be a Director or a member of the Company (as the case may be).

### 11.11 Resolution in writing

If all the Directors who are entitled to vote on a resolution (excluding Directors who have requested and been given leave of absence by the Board) have signed a document containing the statement that they are in favour of the resolution in the terms set out in the document, then a resolution in those terms is deemed to have been passed at a Board meeting held on the day on which the document was signed by the last eligible Director. A document for this purpose may consist of several documents in like form each signed by one or more of the Directors. A document may be in the form of electronic mail or facsimile transmission.

## 12. Minutes

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### 12.1 Preparation of minutes

The Directors must cause minutes to be made of:

- (a) the names of Directors present at all general, Directors' and Committee meetings;
- (b) all proceedings of general, Directors' and Committee meetings;
- (c) all appointments of officers; and
- (d) all orders made by the Directors and Committees.

### 12.2 Confirmation of minutes

Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting of the relevant body and if so signed will be as between the Members of the Company evidence of the matters stated in such minutes unless the contrary is proved.

## 13. Directors' Dealings with the Company

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### 13.1 Directors may contract with the Company

A Director is not disqualified by the office of Director from contracting or entering into any arrangement with the Company either as vendor, purchaser or otherwise and no contract or arrangement entered into with the Company by a Director nor any contract or arrangement entered into by or on behalf of the Company in which a Director is in any way interested may be avoided for that reason. A Director is not liable to account to the Company for any profit realised by any contract or arrangement, by reason of holding the office of Director or of the fiduciary relationship established by the office.

### 13.2 **Disclosure of interests**

The provisions of the Act apply to the disclosure of a Director's material personal interest in a matter that relates to the Company's affairs, and the Director's presence and voting on such a matter.

### 13.3 **Execution of documents by the Company**

A Director who is interested in any contract or arrangement may, notwithstanding the interest, participate in the due execution of any document evidencing or otherwise connected with the contract or arrangement.

## 14. **Directors Holding Other Offices**

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### 14.1 **Director may hold other office**

A Director may hold any other office or position under the Company (except that of auditor) in conjunction with the office of Director, on terms and at a remuneration that the Board approves.

### 14.2 **Office in other corporations**

A Director may be or become a Director of or hold any other office or position under any corporation promoted by the Company, or in which it may be interested, whether as a vendor or member or otherwise, and the Director is not accountable for any benefits received as a Director or member of or holder of any other office or position under that corporation.

### 14.3 **Exercise of voting power in other corporations**

The Board may exercise the voting power conferred by the shares in any corporation held or owned by the Company as the Board thinks fit (including the exercise of the voting power in favour of any resolution appointing the Directors or any of them Directors of that corporation or voting or providing for the payment of remuneration to the Directors of that corporation) and a Director of the Company may vote in favour of the exercise of those voting rights notwithstanding that the Director is, or may be about to be appointed, a Director of that other corporation and may be interested in the exercise of those voting rights.

## 15. **Insurance Premiums**

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The Company may pay a premium in respect of a contract insuring a person who is or has been a Director against a liability incurred by the person as a Director, except in the circumstances prohibited by the Act.

## **16. Secretary**

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### **16.1 Appointment**

A Secretary must be appointed by the Directors for the term, at the remuneration and on the conditions that they think fit, and any Secretary so appointed by the Directors may be removed by the Directors.

### **16.2 Role**

The Secretary may carry out any act or deed required by this Constitution, the Corporations Act or by any other statute to be carried out by the Secretary of the Company.

## **17. Accounts and Audit**

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### **17.1 Accounts**

The Directors must ensure that adequate and correct accounts of the financial transactions of the Company are kept in accordance with the Act.

### **17.2 Auditor**

A properly qualified Auditor will be appointed by the Company to audit the accounts. The remuneration of the auditor appointed should be fixed and duties regulated in accordance with the Act.

## **18. Indemnity**

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### **18.1 Indemnity of officers**

To the extent permitted by law, the Company indemnifies every Director, Secretary and other officer of the Company out of the assets of the Company against any liability incurred by that person in his or her capacity as an officer of the Company to a person other than the Company or a related body corporate of the Company unless the liability arises out of conduct on the part of the officer which involves a lack of good faith.

### **18.2 General indemnity**

The Company indemnifies every Director, Auditor, Secretary and other officer for the time being of the Company out of the assets of the Company against any liability incurred by the person in his or her capacity as officer or Auditor of the Company:

- (a) in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted; or

- (b) in connection with any application, in relation to such proceedings, in which a court grants relief to the person.

## **19. By-Laws, Rules and Regulations**

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The Board has the power from time to time to make such by-laws, rules and regulations not inconsistent with this Constitution as the Company in the opinion of the Board deems are necessary and desirable for the proper control, administration and management of the Company's operations, finances, affairs, interests, effects and property and the duties obligations and responsibilities of the Members and to amend or rescind from time to time any such by-laws, rules or regulations.

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