

**CONSTITUTION
OF
[QLD Stoma Association Limited]**

Australian Company Number (ACN) [insert ACN]

Australian Business Number (ABN) [82 438 903 230]

A company limited by guarantee

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Preliminary

1. Name of the company

The name of the **company** is **Queensland Stoma Association Limited** (the **company**).

2. Type of company

The **company** is a not-for-profit public **company** limited by guarantee which is established to be, and to continue as, a charity.

3. Limited liability of members

The liability of members is limited to the amount of the guarantee in clause 4.

4. The guarantee

Each member must contribute an amount not more than \$1 (the guarantee) to the property of the **company** if the **company** is wound up while the member is a member, or within 12 months after they stop being a member, and this contribution is required to pay for the:

- (a) debts and liabilities of the **company** incurred before the member stopped being a member, or
- (b) costs of winding up.

5. Definitions

In this constitution, words and phrases have the meaning set out in clauses 68 and 70.

Charitable purposes and powers

6. Object

The **company's** object is to pursue the following charitable purpose(s):

- (a) To provide for the welfare of persons who suffer the disability of a stoma or similar condition as a result of surgery or otherwise.
- (b) To bring members and their families into closer contact with each other and the community as a whole.
- (c) To enable members to help each other by guidance and discussion.
- (d) To visit, when requested by the medical profession, those who have undergone or are about to undergo surgery, to provide information, support and assistance.
- (e) To purchase and maintain premises and equipment necessary for the successful continuance of the business of the **company**.
- (f) To undertake the purchase and distribution of appliances and pharmaceutical products for the benefit of members.

7. Powers

Subject to clause 8, the **company** has the following powers, which may only be used to carry out its purpose(s) set out in clause 6:

- (1) To hold and be responsible for the funds and other assets and the liabilities of the **Company**;
- (2) To subscribe to, become a member of and co-operate with any other company, club, association or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the **company** provided that the **company** shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the **company** under or by virtue of rule 68;
- (3) In furtherance of the objects of the **company** to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the **company** or persons frequenting the **company's** premises;
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the **company**: Provided that in case the **company** shall take or hold any property which may be subject to any trusts the **company** shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the **company**; to obtain from any such Government or Authority any rights, privileges and concessions which the **company** may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the **company**;
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the **company**, or in or about the **company** or promotion of the **company** or in the furtherance of its objects;
- (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the **company's** interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

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- (9) To invest and deal with the money of the **company** not immediately required in such manner as may from time to time be thought fit subject where applicable to Regulation 32(14) of the Collections Regulations 1975.
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the objects of the **company** to lend and advance money or give credit to any person or body corporate or association, to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate or association, and otherwise to assist any person or body corporate or association;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the **company's** property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14) In furtherance of the objects of the **company** to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the lands, buildings, easements or property real and personal, and rights of the **company**;
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the **company's** property of whatsoever kind sold by the **company**, or any money due to the **company** from purchasers and others;
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the **company** but subject always to the proviso in sub-rule (4);
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the **company**, in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the **company** may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the **company** to amalgamate with any one or more incorporated associations or organisations having objects altogether or in part similar to those of the **company** and which shall prohibit the distribution of its or their income and

property among its or their members to an extent at least as great as that imposed upon the **company** under or by virtue of rule 68;

(20) In furtherance of the objects of the **company** to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations or organisations with which the **company** is authorised to amalgamate;

(21) In furtherance of the objects of the **company** to transfer all or any part of the property, assets, liabilities and engagements of the company to any one or more of the incorporated associations or organisations with which the **company** is authorised to amalgamate;

(22) To make donations for patriotic, charitable or community purposes;

(23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

(24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the **company**;

(25) Any other powers which a **company** limited by guarantee may exercise under the **Corporations Act**.

8. Not-for-profit

8.1 The **company** must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 8.2, 67 and 67.

8.2 Clause 8.1 does not stop the **company** from doing the following things, provided they are done in good faith:

- (a) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the **company**, or
- (b) making a payment to a member in carrying out the **company's** charitable purpose(s).

9. Amending the constitution

9.1 Subject to clause 9.2, the members may amend this constitution by passing a **special resolution**.

9.2 The members must not pass a **special resolution** that amends this constitution if passing it causes the **company** to no longer be a charity as required by clause 2 or able to carry out its objectives as set out in clause 6.

Members

10. Membership and register of members

10.1 The members of the **company** are:

- (a) **initial members**, and
- (b) any other person that the **company** allows to be a member, in accordance with this constitution.

10.2 The **company** must establish and maintain a register of members. The register of members must be held by the **company** and must contain:

- (a) for each current member:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. date the member was entered on to the register.
- (b) for each person who stopped being a member in the last 7 years:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. dates the membership started and ended.

10.3 Subject to sub-clause 10.4 the **company** must give current members access to the register of members.

10.4 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members. In giving such access the board must be satisfied in respect of this requirement.

11. Classes of Membership

11.1 The membership of the **company** shall consist of:

- (a) Ordinary Members;
- (b) Associate Members; and
- (c) Honorary Life members.

11.2 Ordinary Members

- (a) Ordinary Membership shall be open to all persons with a stoma or who have had a stoma.
- (b) An Ordinary Member who is a financial member shall be entitled to attend and vote at all **general meetings** and shall be eligible to hold any office and vote in any **general election**.

11.3 Associate Members

- (a) Associate Membership shall be open to persons interested in furthering the objects of the Association.
- (b) An Associate Member who is a financial member shall be entitled to attend and vote at all general meetings and shall be eligible to hold any office and vote in any general election.

11.4 Honorary Life Membership

- (a) Honorary Life Membership may be conferred by ordinary resolution of the general body at any Annual General Meeting. To qualify for Honorary Life Membership a member must:-
 - (i) have been an ordinary member or a former life member of the **company** for a period of not less than five (5) years; and
 - (ii) have made a significant contribution to the work of the **company**.
- (b) Honorary Life members shall have all the privileges appertaining to an ordinary member, without payment of any subscriptions,
- (c) An Honorary Member shall be entitled to attend all general meetings and shall be eligible to hold any office and vote in any general election of the company.

11.5 In this clause, 'person' means an individual.

11.6 Membership fees

- (a) The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine. The membership fees shall be separate from any fee prescribed by a relevant government authority for membership of the Stoma Appliance Scheme or any similar scheme providing benefits for ostomates.
- (b) The membership fees for each class of membership shall be payable at such time and in such manner as the directors shall from time to time determine.
- (c) The directors may waive the annual subscription in case of hardship or for a second member of one family or for other special circumstances, and the member shall be deemed financial for that year.

12. How to apply to become a member

A person (as defined in clause 11) may apply to become a member of the **company** by:

- (a) writing to the **company** stating that they:
 - I. want to become a member
 - II. support the purpose(s) of the **company**, and
 - III. agree to comply with the **company's** constitution, including accepting liability for the guarantee under clause 4.
- (b) Paying the prescribed fee

13. Company decides whether to approve membership

13.1 The **company** must consider an application for membership within a reasonable time after the **company** receives the application.

13.2 If the company approves an application, the company must:

- (a) with a new ordinary member enter the member on the register of member as soon as possible, and
- (b) with a new associate member enter the member on the register of members as soon as possible after a period of 30 days has elapsed.

13.3 If the company rejects an application, the company must write to the applicant as soon as possible to tell them that their application has been rejected, but does not have to give reasons.

13.4 For the avoidance of doubt, the **company** may approve an application even if the application does not state the matters listed in clauses 12(i), 12(ii) or 12(iii). In that case, by applying to be a member, the applicant agrees to those three matters.

14. When a person becomes a member

Other than **initial members**, an applicant will become a member when they are entered on the register of members.

15. When a person stops being a member

A person immediately stops being a member if they:

- (a) die
- (b) resign, by writing to the secretary
- (c) are expelled under clause 16, or
- (d) has membership fees in arrears for a period of two months or more.

Dispute Resolution and Disciplinary procedures

16. Dispute Resolution

- 16.1 The dispute resolution procedure in this clause applies to disputes (disagreements) under this constitution between a member or director and the **company**.
- 16.2 A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 17 until the disciplinary procedure is completed.
- 16.3 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.
- 16.4 If those involved in the dispute do not resolve it under clause 16.3, they must within 10 days:
- (a) tell the directors about the dispute in writing
 - (b) agree or request that a mediator be appointed, and
 - (c) attempt in good faith to settle the dispute by mediation.

The mediator must be chosen by agreement of those involved, or where those involved do not agree a person chosen by a member of the board if agreed and if not by Commissioner of the Australian Charities and Not-for-profits Commission or the president of the law institute or society in the state or territory in which the **company** has its registered office.

- 16.5 A mediator chosen by the directors under clause 0 may be a member or former member of the **company**
- 16.6 The person lodging the dispute must agree to pay any costs involved in the mediation

17. Disciplining members

- 17.1 In accordance with this clause, the directors may resolve to warn, suspend or expel a member from the **company** if the directors consider that:
- (a) the member has breached this constitution, or
 - (b) the member's behaviour is causing, has caused, or is likely to cause harm to the **company**.
- 17.2 At least 14 days before the directors' meeting at which a resolution under clause 17.1 will be considered, the secretary must notify the member in writing:
- (a) that the directors are considering a resolution to warn, suspend or expel the member
 - (b) that this resolution will be considered at a directors' meeting and the date of that meeting

- (c) what the member is said to have done or not done
 - (d) the nature of the resolution that has been proposed, and
 - (e) that the member may provide an explanation to the directors, and details of how to do so.
- 17.3 Before the directors pass any resolution under clause 17.1, the member must be given a chance to explain or defend themselves by:
- (a) sending the directors a written explanation before that directors' meeting, and/or
 - (b) speaking at the meeting.
- 17.4 After considering any explanation under clause 17.3, the directors may:
- (a) take no further action
 - (b) warn the member
 - (c) suspend the member's rights as a member for a period of no more than 12 months
 - (d) expel the member
 - (e) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause), or
 - (f) require the matter to be determined at a **general meeting**.
- 17.5 The directors cannot fine a member.
- 17.6 The secretary must give written notice to the member of the decision under clause 17.4 as soon as possible.
- 17.7 Disciplinary procedures must be completed as soon as reasonably practical.
- 17.8 There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

General meetings of members

18. General meetings called by directors

- 18.1 The directors may call a **general meeting** setting out the matters to be considered in the form of valid motions.
- 18.2 If members with at least 5% of the votes that may be cast at a **general meeting** make a written request to the **company** for a **general meeting** to be held, the directors must:

- (a) within 30 days of the members' request, give all members notice of a **general meeting**, and
 - (b) hold the **general meeting** within 2 months of the members' request.
- 18.3 The percentage of votes that members have (in clause 18.2) is to be worked out as at midnight before the members request the meeting.
- 18.4 The members who make the request for a **general meeting** must:
- (a) set out the wording of the proposed resolutions in a form which is capable of being voted on as valid motions and must be signed by all the members proposing the resolutions.
 - (b) sign the request, and
 - (c) give the request to the **company**.
- 18.5 Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

19. General meetings called by members

- 19.1 If the directors do not call the meeting within 30 days of being requested under clause 18.2, 50% or more of the members who made the request may call and arrange to hold a **general meeting**.
- 19.2 To call and hold a meeting under clause 19.1 the members must:
- (a) as far as possible, follow the procedures for **general meetings** set out in this constitution
 - (b) call the meeting using the list of members on the **company's** member register, which the **company** must provide to the members making the request at no cost, and
 - (c) hold the **general meeting** within three months after the request was given to the **company**.
- 19.3 The **company** must pay the members who request the **general meeting** any reasonable expenses they incur because the directors did not call and hold the meeting.

20. Annual general meeting

- 20.1 A **general meeting**, called the annual **general meeting**, must be held:
- (a) within 18 months after registration of the **company**, and
 - (b) after the first annual **general meeting**, at least once in every calendar year.
- 20.2 Even if these items are not set out in the notice of meeting, the business of an annual **general meeting** may include:

- (a) a review of the **company's** activities
 - (b) a review of the **company's** finances
 - (c) any auditor's report
 - (d) the election of directors, and
 - (e) the appointment and payment of auditors, if any.
- 20.3 Before or at the annual **general meeting**, the directors must give information to the members on the **company's** activities and finances during the period since the last annual **general meeting**.
- 20.4 The chairperson of the annual **general meeting** must give members as a whole a reasonable opportunity at the meeting to ask questions or make comments about the management of the **company**.

21. Notice of general meetings

- 21.1 Notice of a **general meeting** must be given to:
- (a) each member entitled to vote at the meeting
 - (b) each director, and
 - (c) the auditor (if any).
- 21.2 Notice of a **general meeting** must be provided in writing at least 21 days before the meeting.
- 21.3 Subject to clause 21.4, notice of a meeting may be provided less than 21 days before the meeting if:
- (a) for an annual **general meeting**, all the members entitled to attend and vote at the annual **general meeting** agree beforehand, or
 - (b) for any other **general meeting**, members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- 21.4 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
- (a) remove a director
 - (b) appoint a director in order to replace a director who was removed, or
 - (c) remove an auditor.
- 21.5 Notice of a **general meeting** must include:
- (a) the place, date and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this)
 - (b) the general nature of the meeting's business

- (c) set out the matters to be considered in the form of valid motions
- (d) if applicable, that a **special resolution** is to be proposed and the words of the proposed resolution
- (e) a statement that ordinary and honorary life members have the right to appoint proxies and that, if an ordinary or honorary life member appoints a proxy:
 - i. the proxy needs to be a member of the **company**
 - ii. the proxy form must be delivered to the **company** at its registered address or the address (including an electronic address) specified in the notice of the meeting, and
 - iii. the proxy form must be delivered to the **company** at least 48 hours before the meeting.

21.6 If a **general meeting** is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

22. Quorum at general meetings

- 22.1 For a **general meeting** to be held, at least 11 members (a quorum) must be present (in person, by proxy or by representative) for the whole meeting. When determining whether a quorum is present, a person may only be counted once (even if that person is a proxy for more than one member).
- 22.2 No business may be conducted at a **general meeting** if a quorum is not present.
- 22.3 If there is no quorum present within 30 minutes after the starting time stated in the notice of **general meeting**, the **general meeting** is adjourned to the date, time and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:
- (a) if the date is not specified – the same day in the next week
 - (b) if the time is not specified – the same time, and
 - (c) if the place is not specified – the same place.
- 22.4 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled except that with resumed AGM the members present shall constitute a quorum.

23. Auditor's right to attend meetings

- 23.1 The auditor (if any) is entitled to attend any **general meeting** and to be heard by the members on any part of the business of the meeting that concerns the auditor in the capacity of auditor.
- 23.2 The **company** must give the auditor (if any) any communications relating to the **general meeting** that a member of the **company** is entitled to receive.

24. Using technology to hold meetings

- 24.1 The **company** may hold a **general meeting** at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard.
- 24.2 Anyone using this technology is taken to be present in person at the meeting.

25. Chairperson for general meetings

- 25.1 The **elected chairperson** is entitled to chair **general meetings**.
- 25.2 The members present and entitled to vote at a **general meeting** may choose a director or member to be the chairperson for that meeting if:
- (a) there is no **elected chairperson**, or
 - (b) the **elected chairperson** is not present within 30 minutes after the starting time set for the meeting, or
 - (c) the **elected chairperson** is present but says they do not wish to act as chairperson of the meeting.

26. Role of the chairperson

- 26.1 The chairperson is responsible for the conduct of the **general meeting**, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).
- 26.2 The chairperson will have a casting vote.

27. Adjournment of meetings

- 27.1 If a quorum is present, a **general meeting** must be adjourned if a majority of **members present** direct the chairperson to adjourn it.
- 27.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

Members' resolutions and statements

28. Members' resolutions and statements

- 28.1 Members with at least 5% of the votes that may be cast on a resolution may give:
- (a) written notice to the **company** of a resolution they propose to move at a **general meeting** (members' resolution), and/or
 - (b) a written request to the **company** that the **company** give all of its members a statement about a proposed resolution or any other matter that may properly be considered at a **general meeting** (members' statement).

- 28.2 A notice of a members' resolution must set out the wording of the proposed resolution in a form which is capable of being voted on as a valid motion and must be signed by all the members proposing the resolution.
- 28.3 A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.
- 28.4 Separate copies of a document setting out the notice or request may be signed by members if the wording is the same in each copy.
- 28.5 The percentage of votes that members have (as described in clause 28.1) is to be worked out as at midnight before the request or notice is given to the **company**.
- 28.6 If the **company** has been given notice of a members' resolution under clause 28.1(a), the resolution must be considered at the next **general meeting** held more than two months after the notice is given.
- 28.7 This clause does not limit any other right that a member has to propose a resolution at a **general meeting**.

29. Company must give notice of proposed resolution or distribute statement

- 29.1 If the **company** has been given a notice or request under clause 28:
- (a) in time to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, it must do so at the **company's** cost, or
 - (b) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, then the members who proposed the resolution or made the request must pay the expenses reasonably incurred by the **company** in giving members notice of the proposed members' resolution or a copy of the members' statement. However, at a **general meeting**, the members may pass a resolution that the **company** will pay these expenses.
- 29.2 The **company** does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:
- (a) it is more than 1,000 words long
 - (b) the directors consider it may be defamatory
 - (c) clause 29.1(b) applies, and the members who proposed the resolution or made the request have not paid the **company** enough money to cover the cost of sending the notice of the proposed members' resolution or a copy of the members' statement to members, or
 - (d) in the case of a proposed members' resolution, the resolution does not relate to a matter that may be properly considered at a **general meeting** or is otherwise not a valid resolution able to be put to the members.

Voting at general meetings

30. How many votes a member has

31.1 Each member of the **company** has one vote.

31. Challenge to member's right to vote

31.1 A member or the chairperson may only challenge a person's right to vote at a **general meeting** at that meeting.

31.2 If a challenge is made under clause 31.1, the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

32. How voting is carried out

32.1 Voting must be conducted and decided by:

- (a) a show of hands
- (b) a vote in writing, or
- (c) another method chosen by the chairperson that is fair and reasonable in the circumstances.

32.2 Before a vote is taken, the chairperson must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.

32.3 On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.

32.4 The chairperson and the meeting minutes do not need to state the number or proportion of the votes recorded in favour or against on a show of hands.

33. When and how a vote in writing must be held

33.1 A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:

- (a) at least five **members present**
- (b) **members present** with at least 5% of the votes that may be exercised on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded), or
- (c) the chairperson.

33.2 A vote in writing must be taken when and how the chairperson directs, unless clause 33.3 applies.

33.3 A vote in writing must be held immediately if it is demanded under clause 33.1:

- (a) for the election of a chairperson under clause 25.2, or

(b) to decide whether to adjourn the meeting.

33.4 A demand for a vote in writing may be withdrawn.

34. Appointment of proxy

34.1 An ordinary or honorary life member (but not an associate member) may appoint a proxy to attend and vote at a **general meeting** on their behalf.

34.2 A proxy needs to be a member, or in the case of a member who is a minor, the member's parent or guardian.

34.3 A proxy appointed to attend and vote for an ordinary or honorary life member has the same rights as the ordinary or honorary life member to:

- (a) speak at the meeting
- (b) vote in a vote in writing (but only to the extent allowed by the appointment), and
- (c) join in to demand a vote in writing under clause 33.1.

34.4 An appointment of proxy must be signed by the ordinary or honorary life member appointing the proxy and must contain:

- (a) the ordinary or honorary life member's name and address
- (b) the **company's** name
- (c) the proxy's name or the name of the office held by the proxy, and
- (d) the meeting(s) at which the appointment may be used.

34.5 A proxy appointment may be standing (ongoing).

34.6 Proxies must be received by the **company** at the address stated in the notice under clause 21.5(e) or at the **company's** registered address at least 48 hours before a meeting.

34.7 A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.

34.8 Unless the **company** receives written notice before the start or resumption of a **general meeting** at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:

- (a) dies
- (b) is mentally incapacitated
- (c) revokes the proxy's appointment, or
- (d) revokes the authority of a representative or agent who appointed the proxy.

34.9 A proxy appointment may specify the way the proxy must vote on a particular resolution.

35. Voting by proxy

- 35.1 A proxy is not entitled to vote on a show of hands (but this does not prevent a member appointed as a proxy from voting as a member on a show of hands).
- 35.2 When a vote in writing is held, a proxy:
- (a) does not need to vote, unless the proxy appointment specifies the way they must vote
 - (b) if the way they must vote is specified on the proxy form, must vote that way, and
 - (c) if the proxy is also a member or holds more than one proxy, may cast the votes held in different ways.

Directors

36. Number of directors

The **company** must have at least three and no more than nine directors of which at least two thirds must also be **ordinary** members.

37. Election and appointment of directors

- 37.1 The initial directors are the people who have agreed to act as directors and who are named as proposed directors in the application for registration of the **company**.
- 37.2 Apart from the initial directors and directors appointed under clause 38.6, the nomination of directors shall take place in the following manner:-
- (a) Any two members of the **company** shall be at liberty to nominate any other member to be a director;
 - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged at the Registered Office at least fourteen days before the annual general meeting at which the election is to take place;
 - (c) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the company's office or usual place of meeting of the **company** for at least seven days immediately preceding the annual general meeting.
 - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- 37.3 A person is eligible for election as a director of the **company** if they:

- (a) are a member of the company with their membership having been registered,
 - (b) are nominated by two members (unless the person was previously elected as a director at a **general meeting** and has been a director since that meeting),
 - (c) give the **company** their signed consent to act as a director of the **company**,
 - (d) are not ineligible to be a director under the **Corporations Act** or the **ACNC Act**, and.
 - (e) are not an employee or contractor of the **company** performing paid work on a day to day basis. This provision does not apply merely because of the payment of expense allowances including volunteer expense allowance.
- 37.4 Subject to clause 38, the directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:
- (a) is a member of the **company**.
 - (b) gives the **company** their signed consent to act as a director of the **company**,
 - (c) is not ineligible to be a director under the **Corporations Act** or the **ACNC Act**, and
 - (d) is not an employee of the **company** performing paid work on a day to day basis. This provision does not apply merely because of the payment of a volunteer expense allowance.
- 37.5 If the number of directors is reduced to fewer than three or is less than the number required for a quorum, the continuing directors may act for the purpose of increasing the number of directors to three (or higher if required for a quorum) or calling a **general meeting**, but for no other purpose.

38. Election of chairperson

The directors must elect a director as the **company's elected chairperson**.

39. Term of office

- 39.1 At each annual **general meeting**:
- (a) any director appointed by the directors to fill a casual vacancy or as an additional director must retire, and
 - (b) at least one-third of the remaining directors must retire.
- 39.2 The directors who must retire at each annual **general meeting** under clause 39.1(b) will be the directors who have been longest in office since last being elected. Where directors were elected on the same day, the director(s) to retire will be decided by lot unless they agree otherwise.
- 39.3 Other than a director appointed under clause 8.6, a director's term of office starts at the end of the annual **general meeting** at which they are elected and ends at the end of the annual **general meeting** at which they retire.

- 39.4 Each director must retire at least once every three years.
- 39.5 A director who retires under clause 39.1 may nominate for election or re-election, subject to clause 40.6.
- 39.6 A director who has held office for a continuous period of nine years or more may only be re-appointed or re-elected by a **special resolution**

40. When a director stops being a director

A director stops being a director if they:

- (a) give written notice of resignation as a director to the **company**
- (b) die
- (c) are removed as a director by a resolution of the members
- (d) stop being a member of the **company**
- (e) are absent for [3] consecutive directors' meetings without approval from the directors, or
- (f) become ineligible to be a director of the **company** under the **Corporations Act** or the **ACNC Act**, or
- (g) becomes an employee of the company performing paid work on a day to day basis. This provision does not apply merely because of the payment of a volunteer expense allowance.

Powers of directors

41. Powers of directors

- 41.1 The directors are responsible for managing and directing the activities of the **company** to achieve the purpose(s) set out in clause 6.
- 41.2 The directors may use all the powers of the **company** except for powers that, under the **Corporations Act** or this constitution, may only be used by members.
- 41.3 The directors must decide on the responsible financial management of the **company** including:
- (a) any suitable written delegations of power under clause 42, and
 - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 41.4 The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution at a **general meeting**.

42. Delegation of directors' powers

- 42.1 The directors may delegate any of their powers and functions to a committee, a director, an employee of the **company** (such as a chief executive officer or manager) or any other person, as they consider appropriate.
- 42.2 The delegation must be recorded in the **company's** minute book.

43. Payments to directors

- 43.1 The **company** must not pay fees to a director for acting as a director.
- 43.2 The **company** may:
- (a) pay a director for work they do for the **company**, other than as a director, if the amount is no more than a reasonable fee for the work done, or
 - (b) reimburse a director for expenses properly incurred by the director in connection with the affairs of the **company**.
- 43.3 Any payment made under clause 43.2 must be approved by the directors.
- 43.4 The **company** may pay premiums for insurance indemnifying directors, as allowed for by law (including the **Corporations Act**) and this constitution.

44. Execution of documents

The **company** may execute a document without using a common seal if the document is signed by:

- (a) two directors of the **company**, or
- (b) a director and the secretary.

Duties of directors

45. Duties of directors

The directors must comply with their duties as directors under legislation and common law (judge-made law), and with the duties described in governance standard 5 of the regulations made under the **ACNC Act** which are:

- (a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the **company**
- (b) to act in good faith in the best interests of the **company** and to further the charitable purpose(s) of the **company** set out in clause 6
- (c) not to misuse their position as a director
- (d) not to misuse information they gain in their role as a director

- (e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 46
- (f) to ensure that the financial affairs of the **company** are managed responsibly, and
- (g) not to allow the **company** to operate while it is insolvent.

46. Conflicts of interest

- 46.1 A director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution):
- (a) to the other directors, or
 - (b) if all of the directors have the same conflict of interest, to the members at the next **general meeting**, or at an earlier time if reasonable to do so.
- 46.2 The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.
- 46.3 Each director who has a material personal interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution) must not, except as provided under clauses 46.4:
- (a) be present at the meeting while the matter is being discussed, or
 - (b) vote on the matter.
- 46.4 A director may still be present and vote if:
- (a) their interest arises because they are a member of the **company**, and the other members have the same interest
 - (b) their interest relates to an insurance contract that insures, or would insure, the director against liabilities that the director incurs as a director of the **company** (see clause 64)
 - (c) their interest relates to a payment by the **company** under clause 63 (indemnity), or any contract relating to an indemnity that is allowed under the **Corporations Act**
 - (d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter, or
 - (e) the directors who do not have a material personal interest in the matter pass a resolution that:
 - (i) identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the **company**, and

- (ii) says that those directors are satisfied that the interest should not stop the director from voting or being present.

Directors' meetings

47. When the directors meet

The directors may decide how often, where and when they meet.

48. Calling directors' meetings

48.1 A director may call a directors' meeting by giving reasonable notice to all of the other directors.

48.2 A director may give notice in writing including by email or by any other means of communication that has previously been agreed to by all of the directors.

49. Chairperson for directors' meetings

49.1 The **elected chairperson** is entitled to chair directors' meetings.

49.2 The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the **elected chairperson** is:

- (a) not present within 30 minutes after the starting time set for the meeting, or
- (b) present but does not want to act as chairperson of the meeting.

50. Quorum at directors' meetings

50.1 Unless the directors determine otherwise, the quorum for a directors' meeting is at least 50% of directors.

50.2 A quorum must be present for the whole directors' meeting.

51. Using technology to hold directors' meetings

51.1 The directors may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the directors.

51.2 The directors' agreement may be a standing (ongoing) one.

51.3 A director may only withdraw their consent within a reasonable period before the meeting.

52. Passing directors' resolutions

A directors' resolution must be passed by a majority of the votes cast by directors present and entitled to vote on the resolution.

53. Circular resolutions of directors

53.1 The directors may pass a circular resolution without a directors' meeting being held.

- 53.2 A circular resolution is passed if all the directors entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 53.3 or clause 53.4.
- 53.3 Each director may sign:
- (a) a single document setting out the resolution and containing a statement that they agree to the resolution, or
 - (b) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- 53.4 The **company** may send a circular resolution by email to the directors and the directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- 53.5 A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 53.3 or clause 53.4.

Secretary

54. Appointment and role of secretary

- 54.1 The **company** must have at least one secretary, who may also be a director.
- 54.2 A secretary must be appointed by the directors (after giving the **company** their signed consent to act as secretary of the **company**) and may be removed by the directors.
- 54.3 The directors must decide the terms and conditions under which the secretary is appointed,.
- 54.4 The role of the secretary includes:
- (a) maintaining a register of the **company's** members, and
 - (b) maintaining the minutes and other records of **general meetings** (including notices of meetings), directors' meetings and circular resolutions.

Minutes and records

55. Minutes and records

- 55.1 The **company** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of **general meetings**
 - (b) minutes of circular resolutions of directors
 - (c) a copy of a notice of each **general meeting**, and

(d) a copy of a members' statement distributed to members under clause 29.

55.2 The **company** must, within one month, make and keep the following records:

- (a) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees), and
- (b) minutes of circular resolutions of directors.

55.3 To allow members to inspect the **company's** records:

- (a) the **company** must give a member access to the records set out in clause 55.1, and
- (b) the directors may authorise a member to inspect other records of the **company**, including records referred to in clause 55.2 and clause 56.1.

55.4 The directors must ensure that minutes of a **general meeting** or a directors' meeting are signed within a reasonable time after the meeting by:

- (a) the chairperson of the meeting, or
- (b) the chairperson of the next meeting.

55.5 The directors must ensure that minutes of the passing of a circular resolution (of directors) are signed by a director within a reasonable time after the resolution is passed.

56. Financial and related records

56.1 The **company** must make and keep written financial records that:

- (a) correctly record and explain its transactions and financial position and performance, and
- (b) enable true and fair financial statements to be prepared and to be audited.

56.2 The **company** must also keep written records that correctly record its operations.

56.3 The **company** must retain its records for at least 7 years.

56.4 The directors must take reasonable steps to ensure that the **company's** records are kept safe.

By-laws

57. By-laws

57.1 The directors may pass a resolution to make by-laws to give effect to this constitution.

57.2 Members and directors must comply with by-laws as if they were part of this constitution.

Notice

58. What is notice

58.1 Anything written to or from the **company** under any clause in this constitution is written notice and is subject to clauses 59 to 61, unless specified otherwise.

58.2 Clauses 59 to 61 do not apply to a notice of proxy under clause 34.6.

59. Notice to the company

Written notice or any communication under this constitution may be given to the **company**, the directors or the secretary by:

- (a) delivering it to the **company's** registered office
- (b) posting it to the **company's** registered office or to another address chosen by the **company** for notice to be provided
- (c) sending it to an email address or other electronic address notified by the **company** to the members as the **company's** email address or other electronic address, or
- (d) sending it to the fax number notified by the **company** to the members as the **company's** fax number.

60. Notice to members

60.1 Written notice or any communication under this constitution may be given to a member:

- (a) in person
- (b) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member
- (c) by sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any)
- (d) by sending it to the fax number nominated by the member as an alternative address for service of notices (if any), or
- (e) if agreed to by the member, by notifying the member at an email or other electronic address nominated by the member, that the notice is available at a specified place or address (including an electronic address).

60.2 If the **company** does not have an address for the member, the **company** is not required to give notice in person.

61. When notice is taken to be given

A notice:

- (a) delivered in person, or left at a the recipient's address, is taken to be given on the day it is delivered
- (b) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs
- (c) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent, and
- (d) given under clause 62.1(e) is taken to be given on the business day after the notification that the notice is available is sent.

Financial year

62. Company's financial year

The **company's** financial year is from [1 July] to [30 June], unless the directors pass a resolution to change the financial year.

Indemnity, insurance and access

63. Indemnity

- 63.1 The **company** indemnifies each officer of the **company** out of the assets of the **company**, to the relevant extent, against all losses and liabilities (including costs, expenses and charges) incurred by that person as an officer of the **company** (including any such losses or liabilities which could have been covered by insurance but which was not so covered).
- 63.2 In this clause, 'officer' means a director or secretary and includes a director or secretary after they have ceased to hold that office.
- 63.3 In this clause, 'to the relevant extent' means:
- (a) to the extent that the **company** is not precluded by law (including the **Corporations Act**) from doing so, and
 - (b) for the amount that the officer is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).
- 63.4 The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the **company**.

64. Insurance

To the extent permitted by law (including the **Corporations Act**), and if the directors consider it appropriate, the **company** may pay or agree to pay a premium for a contract

insuring a person who is or has been an officer of the **company** against any liability incurred by the person as an officer of the **company**.

65. Directors' access to documents

- 65.1 A director has a right of access to the financial and other records of the **company** at all reasonable times.
- 65.2 If the directors agree, the **company** must give a director or former director access to:
- (a) certain documents, including documents provided for or available to the directors, and
 - (b) any other documents referred to in those documents.

Winding up

66. Surplus assets not to be distributed to members

If the **company** is wound up, any **surplus assets** must not be distributed to a member or a former member of the **company**, unless that member or former member is a charity described in clause 67.1.

67. Distribution of surplus assets

- 67.1 Subject to the **Corporations Act** and any other applicable Act, and any court order, any **surplus assets** that remain after the **company** is wound up must be distributed to one or more charities:
- (a) with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 6, and
 - (b) which also prohibit the distribution of any **surplus assets** to its members to at least the same extent as the **company**.
- 67.2 The decision as to the charity or charities to be given the **surplus assets** must be made by a **special resolution** of members at or before the time of winding up. If the members do not make this decision, the **company** may apply to the Supreme Court to make this decision.

Definitions and interpretation

68. Definitions

In this constitution:

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth)

company means the **company** referred to in clause 1

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

elected chairperson means a person elected by the directors to be the **company's** chairperson under clause 38

general meeting means a meeting of members and includes the annual **general meeting**, under clause 20.1

initial member means a person who is named in the application for registration of the **company**, with their consent, as a proposed member of the **company**

member present means, in connection with a **general meeting**, a **member present** in person, by representative or by proxy at the venue or venues for the meeting

registered charity means a charity that is registered under the **ACNC Act**

special resolution means a resolution:

- i. of which notice has been given under clause 21.5(d), or
- ii. in respect of any matter which requires a special resolution under the Corporations Act, or
- iii. that has to be passed by at least 75% of the votes cast by **members present** and entitled to vote on the resolution

surplus assets means any assets of the **company** that remain after paying all debts and other liabilities of the **company**, including the costs of winding up.

69. Reading this constitution with the Corporations Act

- 69.1 The replaceable rules set out in the **Corporations Act** do not apply to the **company**.
- 69.2 While the **company** is a **registered charity**, the **ACNC Act** and the **Corporations Act** override any clauses in this constitution which are inconsistent with those Acts.
- 69.3 If the **company** is not a **registered charity** (even if it remains a charity), the **Corporations Act** overrides any clause in this constitution which is inconsistent with that Act.
- 69.4 A word or expression that is defined in the **Corporations Act**, or used in that Act and covering the same subject, has the same meaning as in this constitution.

70. Interpretation

In this constitution:

- (a) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression, and

- (b) reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).

71. Prior association membership

Where any clause in this constitution contains a provision which requires a period of membership of or service to the company that period shall be deemed to include any such membership of or service to Queensland Stoma Association Inc.