

Constitution

Community Work Australia Limited

ACN 156 640 201

A Public Company Limited by Guarantee



**COMMUNITY
WORK AUSTRALIA**

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1 Definitions and interpretation

1.1 Definitions

In this Constitution, unless a contrary intention appears:

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

Annual General Meeting has the same meaning as the term 'AGM' in the Corporations Act.

Appointed Director has the meaning set out in clause 10.1(b).

ASIC means the Australian Securities and Investments Commission.

Board means some or all of the Directors acting as a board.

Company means Community Work Australia Limited being an Australian public company limited by guarantee established under the Corporations Act which bears the ACN 156 640 201.

Constitution means this constitution as amended from time to time.

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

Director means an individual holding office as director of the Company.

Director Identification Number has the same meaning it has in the Corporations Act.¹

Elected Director means the Directors at the date of registration of the Company and any person elected by the Members under clause 10.2.

General Meeting means a meeting of the Members of the Company and includes an Annual General Meeting.

Initial Members means a person who is named in the application for registration of the Company, with their consent, as a proposed Member of the Company.

Insolvency Event occurs where:

- (a) an order is made or a resolution is passed by creditors for the winding up, dissolution or external administration of the Member;
- (b) the Member enters into any arrangement, compromise or composition with or assignment for the benefit of its creditors or any class of them; or
- (c) a controller, receiver, receiver and manager, official manager or other external administrator is appointed to the Member.

Legal Capacity means, in relation to an individual, that the individual is at least 18 years of age, and that:

¹ At the time of registration of this Company, section 9 provides that a Director Identification Number means a director identification number given under:

- (a) section 1272; or
- (b) section 308-5 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).



- (a) in the Board's reasonable assessment, the individual is capable of understanding the nature and effect of their participation in the Company's affairs without the need of special assistance or explanation;
- (b) in the Board's reasonable assessment, the individual is able to receive and understand communications and express their will in relation to the Company's affairs; or
- (c) their person or estate is not liable to be dealt with under the laws relating to mental health:
 - (i) on a permanent or ongoing basis;
 - (ii) in an involuntary manner; or
 - (iii) on a court ordered basis.

Life Member means a Member honoured as a life member under clause 6.4.

Member means a person entered on the Register of the Company as a member.

Nominations Committee means the committee established under clause 23.2 as a standing committee of the Company.

Objects means the objects of the Company as set out in clause 2.

President means the individual appointed under clause 10.9 to perform the role and duties of the president of the Company from time to time.

Register means the register of members under the Corporations Act and if appropriate includes a branch register.

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

Related Body Corporate has the same meaning it has in the Corporations Act.

Rule means a rule made by the Board in accordance with clause 15.

Schedule means a Schedule to this Constitution.

Secretary means an individual appointed as a secretary of the Company in accordance with clause 16.2.

Special Resolution has the same meaning it has in the Corporations Act.²

Vice-President the individual appointed under clause 10.9 to perform the role and duties of the vice-president of the Company from time to time.

Virtual Meeting Technology has the same meaning it has in the Corporations Act.³

² At the time of registration of this Company, section 9 provides that a Special Resolution is a resolution:

(a) of which notice has been given to the Members in accordance with clause 8.3; and
(b) that has been passed by at least 75% of the votes cast by Members entitled to vote on the resolution.

³ At the time of registration of this Company, section 9 provides that Virtual Meeting Technology means any technology that allows a person to participate in a meeting without being physically present at the meeting.



1.2 Interpretation

In this Constitution, unless a contrary intention appears:

- (a) words importing any gender include all other genders;
- (b) the singular includes the plural and vice versa;
- (c) a reference to a clause is a reference to a clause in this Constitution unless otherwise stated;
- (d) a reference to a law includes regulations and instruments made under the law;
- (e) a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by a state, a territory, the Commonwealth of Australia or otherwise;
- (f) a reference to a meeting includes a meeting by technology provided the technology gives the persons entitled to attend the meeting, as a whole, reasonable opportunity to participate without being physically present in the same place, and includes a General Meeting:
 - (i) at one or more physical venues;
 - (ii) at one or more physical venues and using Virtual Meeting Technology; or
 - (iii) using Virtual Meeting Technology only;
- (g) a reference to a person being present in person includes an individual participating in a meeting as described in clause 1.2(f);
- (h) a reference to a person being present includes an individual participating in a meeting in person or through a proxy or attorney;
- (i) a reference to a “place” includes the place or location where a General Meeting may be held, is held or is taken to be held under the Corporations Act if Virtual Meeting Technology is used in holding the meeting;
- (j) a reference to a person includes a natural person, corporation or other body corporate;
- (k) “writing” and “written” includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- (l) Australian dollars, dollars, A\$ or \$ is a reference to the lawful currency of Australia.

1.3 Signing and electronic communication

Where, by a provision of this Constitution, a document including a notice is required to be signed or communicated, that requirement may be satisfied in any manner permitted by the applicable law of a state, a territory, or the Commonwealth of Australia relating to electronic signing and transmission of documents.

1.4 Corporations Act

- (a) In this Constitution unless the contrary intention appears:



- (i) expressions in this Constitution that deal with a matter dealt with by a particular provision of the Corporations Act have the same meaning as they have in the Corporations Act;
- (ii) “section” means a section of the Corporations Act; and
- (iii) while the Company is a registered charity under the ACNC Act:
 - (A) subject to clause 1.4(a)(iii)(B), the provisions of the Corporations Act in Part 2G.2 and Part 2G.3 apply as if section 111L(1) of the Corporations Act was not enacted; and
 - (B) if one of those provisions includes a reference to ASIC, including a reference to lodge any document with, or seek consent or approval from ASIC, that particular requirement does not apply to the Company.
- (b) The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.

1.5 Headings

Headings are inserted for convenience and are not to affect the interpretation of this Constitution.

2 Objects of the Company

The Objects of the Company are to advance social and public welfare by:

- (a) promoting and advancing the profession of community work to effectively support the provision of community services to vulnerable persons;
- (b) developing, reviewing, and accrediting the education standards for the community work profession;
- (c) ensuring the professional practice and ethical standards of community workers to support the provision of exemplary community services;
- (d) ensuring community workers are well qualified to work with individuals, families, groups and broader communities to safeguard their social and economic inclusion, and access to needed services, support and opportunities;
- (e) contributing to the development of new knowledge and research in community services to support innovation and best practice in community work;
- (f) representing the interests of members on issues relevant to them and the advancement of social and public welfare;
- (g) facilitating public recognition and confidence in the profession of community work ;
and
- (h) doing such other things as are incidental or conducive to the attainment of the Objects.

3 Powers

The Company has the legal capacity and powers of an individual and a body corporate under the Corporations Act.



4 Application of income for Objects only

4.1 Application of income and property

The income and the property of the Company, however derived:

- (a) must be applied solely towards the promotion of the Objects; and
- (b) may not be paid or transferred to the Members, in whole or in part, either directly or indirectly by way of dividend, bonus, benefit or otherwise.

4.2 Payment in good faith

Clause 4.1 does not prevent payment, directly or indirectly, in good faith to a Member:

- (a) of reasonable remuneration for services to the Company in the ordinary course of business;
- (b) for goods supplied by the Member to the Company in the ordinary course of business;
- (c) of fair and reasonable interest on money borrowed by the Company in the ordinary course of business from the Member at a rate not exceeding that fixed for the purposes of this clause 4.2(c) by the Company in a General Meeting;
- (d) of reasonable rent or equivalent payment (including licence fees) for use of premises let by the Member to the Company; or
- (e) in furtherance of the Objects.

5 Winding up

5.1 Guarantee by Members

- (a) Each Member undertakes to contribute an amount not to exceed \$1 to the Company's property if the Company is wound up while they are a Member, or within 1 year after they cease to be a Member.
- (b) On winding up of the Company, this contribution is for:
 - (i) payment of the Company's debts and liabilities;
 - (ii) the costs of winding up; and
 - (iii) adjustment of the rights of the contributories among themselves.

5.2 Application of property

- (a) Subject to clause 4.2(e), if any property remains on the winding up or dissolution of the Company after satisfaction of all its debts and liabilities, then, that property may not be paid to or distributed among the Members but must be transferred to one or more funds or institutions:
 - (i) that have purposes similar to, or inclusive of, the Objects; and
 - (ii) are not-for-profit entities whose governing documents prohibit the distribution of its income and property among its members (if it has members) to at least the same extent as imposed on the Company under this Constitution.



- (b) The funds or institutions will be determined by the Members at or before the time of dissolution.

6 Membership

6.1 Number and composition of Members

- (a) The minimum number of Members of the Company will be 6.
- (b) The Members of the Company are:
 - (i) the Initial Members; and
 - (ii) any person the Board admits to membership under clause 6.2
- (c) The Members may be assigned to sub-categories/divisions of membership of the Company in accordance with the Rules.

6.2 Admission as a Member

The Board may admit any person as a Member if the person is eligible under clause 6.3 and makes an application in accordance with clause 6.4.

6.3 Membership criteria

To be eligible to be a Member, a person must:

- (a) be a natural person of at least 18 years of age;
- (b) be an Australian resident or an Australian citizen ;
- (c) consent in writing to become a Member;
- (d) agree to be bound by this Constitution; and
- (e) satisfy the other qualification requirements of a full Member as set out in the Rules.

6.4 Life Members

- (a) The Board may honour any Member as a Life Member, who has given outstanding service to the Company or the predecessor association of the Company.
- (b) Life members of the predecessor association of the Company that are also Initial Members are Life Members.
- (c) A Life Member has membership rights as a Member under this Constitution.
- (d) Clause 7.1(d) does not apply to a Life Member.
- (e) A Life Member ceases to be a Life Member on:
 - (i) death;
 - (ii) resignation by written notice to the Company having immediate effect or with effect from a date specified in the notice;
 - (iii) not having Legal Capacity; or



- (iv) the passing of a resolution by the Directors to remove the life membership of a Life Member.

6.5 Membership process

- (a) The application for membership must be:
 - (i) in such form as the Board may from time to time prescribe, signed by the applicant and returned to the Company as directed on the form; and
 - (ii) accompanied by the membership fee, if any, prescribed by the Board.
- (b) Each application for membership must be considered by the Board within a reasonable time after the application is made.
- (c) When an applicant has been accepted or rejected for membership, the Secretary must notify the applicant of the decision of the Board within a reasonable period.

6.6 Board's discretion to admit or refuse admission as a Member

The Board has the discretion to refuse any person admission as a Member without giving any reason for refusing.⁴

6.7 Registration as Member

If the Board accepts an application for membership, as soon as practicable, the Board must cause the name of the person to be entered in the Register.

6.8 Membership fees

- (a) The Members must pay such membership fees as prescribed from time to time by the Board.
- (b) The Board may prescribe different fees for sub-categories/divisions of Members.

6.9 Register

- (a) The Company must establish and maintain a Register. The Register must be kept by the Secretary and must contain:
 - (i) for each current Member:
 - (A) name;
 - (B) address;
 - (C) any alternative address nominated by the Member for the service of notice;
 - (D) the sub-category of membership; and
 - (E) date the Member was entered on to the Register.
 - (ii) for each person who stopped being a Member in the last 7 years:
 - (A) name;
 - (B) address;
 - (C) any alternative address nominated by the Member for the service of notices;
 - (D) the sub-category of membership; and

⁴ ACWA complies with all commonwealth anti-discrimination laws.



(E) date the membership started and ended.

(b) The Company must provide access to the Register in accordance with the Corporations Act.

6.10 Rights not transferrable

The rights of a Member are not transferable.

7 Ceasing to be a Member

7.1 Cessation of membership

A Member ceases to be a Member on:

- (a) death;
- (b) ceasing to meet the eligibility criteria in clause 6.3;
- (c) resignation by written notice to the Company having immediate effect or with effect from a specified date in the notice;
- (d) failing to pay any fee that may be prescribed by the Board from time to time within 2 months after the fee was due and payable;
- (e) failing to respond to correspondence sent by the Company to the contact details entered on the Register for the purpose of confirming their membership and/or contact details within 3 months of the date of correspondence and the Board determines, in its discretion, to remove the Member's name from the Register;
- (f) not having Legal Capacity;
- (g) becoming bankrupt or insolvent or making an arrangement or composition with creditors of a person's joint or separate estate generally; or
- (h) the passing of a resolution by the Board or Members in General Meeting in accordance with clause 7.2.

7.2 Termination of membership

- (a) Subject to this Constitution, the Board or Members in General Meeting may at any time terminate the membership of a Member if the Member:
 - (i) refuses or neglects to comply with this Constitution or any applicable Rules made by the Board;
 - (ii) engages in conduct which in the opinion of the Board is unbecoming of the Member or prejudicial to the interests of the Company; or
 - (iii) fails to pay any debt due to the Company within a period of 3 months after the date for payment (such debt not including a fee referred to in clause 7.1(d)).
- (b) For a decision of the Board or the Members in General Meeting under clause 7.2(a) to be effective, the general nature of the allegations made against the Member must be notified to the Member in writing and the Member must be given a reasonable opportunity to respond.
- (c) If a dispute arises regarding the termination of a Member's membership under this clause 7.2, the dispute resolution procedure contained in clause 24 must be



followed and, for the purposes of clause 24.1, written notification under clause 7.2(b) will be the notice of the dispute (as defined in clause 24.1).

7.3 Limited liability

The Members have no liability as Members except as set out in clause 5.1.

8 General Meetings

8.1 Annual General Meetings

Annual General Meetings are to be held in accordance with the Corporations Act

8.2 Convening a General Meeting

The Board may convene and arrange to hold a General Meeting when they think fit and must do so if required to do so under the Corporations Act.

8.3 Notice of a General Meeting

- (a) Notice of a General Meeting must be given in accordance with the Corporations Act and served in accordance with clause 29.
- (b) A Director is entitled to receive notice of and to attend all General Meetings and is entitled to speak at those meetings.

8.4 Calculation of period of notice

In computing the period of notice under clauses 8.3 and 8.6(c), both the day on which the notice is given or taken to be given and the day of the meeting convened by it are to be disregarded.

8.5 Cancellation or postponement of General Meeting

- (a) Where a General Meeting is convened by the Board they may by notice, whenever they think fit, cancel the meeting or postpone the holding of the meeting to a date and time determined by them.
- (b) This clause 8.5 does not apply to a meeting convened in accordance with the Corporations Act by Members, by the Board on the request of Members or to a meeting convened by a Court.

8.6 Notice of cancellation or postponement of a meeting

- (a) Notice of cancellation, postponement or change of place of a General Meeting must state the reason for cancellation or postponement and be given:
 - (i) to each Member individually; and
 - (ii) to each other person entitled to be given notice of a General Meeting under the Corporations Act.
- (b) A notice of postponement of a General Meeting must specify:
 - (i) the postponed date and time for the holding of the meeting;
 - (ii) a place for the holding of the meeting which may be either the same as or different from the place specified in the notice convening the meeting; and



- (iii) if the meeting is to be held in 2 or more places, the technology that will be used to facilitate the holding of the meeting in that manner.
- (c) The number of days from the giving of a notice postponing the holding of a General Meeting to the date specified in that notice for the holding of the postponed meeting must not be less than the number of days' notice of the General Meeting required to be given under clause 8.3.

8.7 Business at postponed meeting

The only business that may be transacted at a General Meeting the holding of which is postponed is the business specified in the original notice convening the meeting.

8.8 Proxy at postponed meeting

Where by the terms of an instrument appointing a proxy:

- (a) the proxy is authorised to attend and vote at one or more General Meetings to be held on or before a specified date; and
- (b) the date for holding the meeting is postponed to a date later than the date specified in the instrument of proxy;

then, by operation of this clause 8.8, that later date is substituted for and applies to the exclusion of the date specified in the instrument of proxy, unless the Member appointing the proxy gives to the Company at its Registered Office notice in writing to the contrary not less than 48 hours before the time to which the holding of the meeting has been postponed.

8.9 Non-receipt of notice

The non-receipt of notice of a General Meeting or the convening, cancellation or postponement of a General Meeting by, or the accidental omission to give notice of a General Meeting or the convening, cancellation or postponement of a General Meeting to, a person entitled to receive notice does not invalidate any resolution passed at the General Meeting or at a postponed meeting or the convening, cancellation or postponement of a meeting.

9 Proceedings at General Meetings

9.1 Number of a quorum

- (a) A majority of Members or 10 Members, whichever is the lesser number, present are a quorum at a General Meeting.
- (b) In determining whether a quorum is present,
 - (i) while the Company is a registered charity under the ACNC Act, where an individual is attending both as a Member and as a proxy, that individual is to be counted only once;
 - (ii) while the Company is not a registered charity under the ACNC Act, each individual attending as a proxy appointed under clause 9.15 is to be counted, except that where a Member has appointed more than one proxy, only one is to be counted.

9.2 Requirement for a quorum

- (a) An item of business may not be transacted at a General Meeting unless a quorum is present when the meeting proceeds to consider it.



- (b) If a quorum is present at the time the first item of business is transacted, it is taken to be present when the meeting proceeds to consider each subsequent item of business unless the chairperson of the meeting (on the chairperson's own motion or at the request of a Member or proxy who is present) declares otherwise.

9.3 If quorum not present

If within 15 minutes after the time appointed for a meeting a quorum is not present, the meeting:

- (a) if convened at the request of Members, is dissolved; and
- (b) in any other case, stands adjourned to the same day in the next week and the same time and place, or to such other day, time and place as the Board appoints by notice to the Members and others entitled to notice of the meeting.

9.4 Adjourned meeting

At a meeting adjourned under clause 9.3(b), 5 Members present at the meeting are a quorum. If a quorum is not present within 15 minutes after the time appointed for the adjourned meeting, the meeting is dissolved.

9.5 Appointment and powers of chairperson of General Meeting

The President shall preside as chairperson at a General Meeting.

9.6 Absence of chairperson at General Meeting

If a General Meeting is held and:

- (a) there is no President; or
- (b) the President is not present within 15 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the following persons may preside as chairperson of the meeting (in order of precedence):

- (c) the Vice-President; or
- (d) a Director or a Member elected by the Members present in person.

9.7 Conduct of a General Meeting

- (a) The chairperson of a General Meeting:
 - (i) has charge of the general conduct of the meeting and of the procedures to be adopted at the meeting;
 - (ii) may require the adoption of any procedure which is, in the chairperson's opinion, necessary or desirable for proper and orderly debate or discussion and the proper and orderly casting or recording of votes at the General Meeting; and
 - (iii) may, having regard where necessary to the Corporations Act, terminate discussion or debate on any matter whenever the chairperson considers it necessary or desirable for the proper conduct of the meeting.
- (b) A decision by the chairperson under this clause 9.7 is final.



9.8 Adjournment of a General Meeting

- (a) The chairperson of a General Meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting either to a later time at the same meeting or to an adjourned meeting at any time and any place, but:
 - (i) in exercising the discretion to do so, the chairperson may, but need not, seek the approval of the Members present; and
 - (ii) only unfinished business is to be transacted at a meeting resumed after an adjournment.
- (b) Unless required by the chairperson, a vote may not be taken or demanded by the Members present in person or by proxy in respect of any adjournment.

9.9 Notice of an adjourned General Meeting

It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned General Meeting unless it is adjourned for 1 month or more. In that case, notice of the adjourned meeting must be given as in the case of an original meeting.

9.10 Questions decided by majority

Subject to the requirements of the Corporations Act, a resolution at a General Meeting is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it.

9.11 Equality of votes –no casting vote for chairperson

If there is an equality of votes, either on a show of hands or on a poll, then the chairperson of the meeting is not entitled to a casting vote in addition to any votes to which the chairperson is entitled as a Member or proxy or attorney, and consequently the resolution fails.

9.12 Voting at a General Meeting

- (a) At any General Meeting a resolution put to the vote of the meeting must be decided on:
 - (i) a show of hands; or
 - (ii) where the meeting is being conducted by Virtual Meeting Technology, such other similar method as determined by the chairperson,unless a poll is properly demanded, and the demand is not withdrawn.
- (b) A declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously, or by a particular majority, or lost, is conclusive evidence of the fact.
- (c) Neither the chairperson nor the minutes need state and it is not necessary to prove the number or proportion of the votes recorded in favour of or against the resolution.



9.13 Poll

If a poll is demanded at a General Meeting:

- (a) it must be taken in the manner and at the date and time directed by the chairperson and the result of the poll is the resolution of the meeting at which the poll was demanded;
- (b) on the election of a chairperson or on a question of adjournment, it must be taken immediately;
- (c) the demand may be withdrawn; and
- (d) the demand does not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

9.14 Votes of Members

- (a) Every Member has one vote.
- (b) Subject to this Constitution, including clause 9.14(c):
 - (i) while the Company is a registered charity under the ACNC Act, on a show of hands at a General Meeting, each Member present in person has one vote and does not have a vote in respect of each Member whose proxy they hold;
 - (ii) while the Company is not a registered charity under the ACNC Act, on a show of hands at a General Meeting, each Member present in person and each other person present as a proxy of a Member has one vote; and
 - (iii) on a poll at a General Meeting, each Member present in person has one vote and each person present as proxy of a Member has one vote for each Member that the person represents.
- (c) If the proxy has 2 or more appointments that specify different ways to vote on the resolution, the proxy must not vote on a show of hands.

9.15 Right to appoint proxy

- (a) Subject to the Corporations Act and while the Company is a registered charity under the ACNC Act, a Member entitled to attend a General Meeting is entitled to appoint another Member as proxy to attend in the Member's place at the meeting.
- (b) Subject to the Corporations Act and while the Company is not a registered charity under the ACNC Act, a Member entitled to attend a General Meeting is entitled to appoint another person (whether a Member or not) as proxy to attend in the Member's place at the meeting.
- (c) A proxy has the same right as the Member to speak and vote at the meeting and may be appointed in respect of more than one meeting.
- (d) The instrument appointing a proxy must be in writing signed by the appointor or their attorney duly authorised in writing or, if the appointor is a corporation, either under seal or signed by an officer or attorney duly authorised.
- (e) The instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a poll.



- (f) A Member is entitled to instruct their proxy to vote in favour of or against any proposed resolutions. The proxy may vote as they think fit unless otherwise instructed.
- (g) The instrument appointing a proxy may be in the form set out in the Schedule to this Constitution.
- (h) A person or Member may only hold one proxy.
- (i) The instrument appointing a proxy (along with a certified copy of the power of attorney or other authority, if any, under which it is signed) must be received at:
 - (i) the Registered Office;
 - (ii) such other place within the state or territory in which the Company has its Registered Office, or to an email address, as is specified for that purpose in the notice convening the meeting; or
 - (iii) if the notice convening the meeting specifies other electronic means by which a proxy document may be received by the Company, by those other electronic means,not less than 48 hours before the time for holding the meeting or adjourned meeting or, in the case of a poll, not less than 48 hours before the time appointed for the taking of the poll. Documents received after this time will not be treated as valid.
- (j) The Company receives a document referred to in clause 9.15(h):
 - (i) if the document is given by other electronic means as specified for that purpose in the notice convening the meeting, when the document is received by the Company as prescribed by the Corporations Act; and
 - (ii) otherwise, when the document is received at:
 - (A) the Registered Office; or
 - (B) a place specified for the purpose in the notice of meeting.

9.16 Validity of vote in certain circumstances

Unless the Company has received written notice of the matter before the start or resumption of a General Meeting at which a person votes as a proxy or, a vote cast by that person is valid even if, before the person votes:

- (a) the appointing Member dies;
- (b) the Member revokes the appointment or authority; or
- (c) the Member is mentally incapacitated.

9.17 Objection to voting qualification

- (a) An objection to the right of a person to attend or vote at a General Meeting or adjourned meeting:
 - (i) may not be raised except at that meeting or adjourned meeting; and
 - (ii) must be referred to the chairperson of that meeting, whose decision is final.



- (b) A vote not disallowed under the objection is valid for all purposes.

10 The Board

10.1 Number of Directors and composition of the Board

The Board is to be comprised of:

- (a) 4 Directors elected by the Members in accordance with clause 10.2 (**Elected Directors**);
- (b) up to 3 individuals appointed by the Board to bring on expertise, skills and experience as the Board regards as necessary or useful from time to time (**Appointed Directors**); and
- (c) the Chief Executive Officer who holds office as non-voting Director during and for the term of their appointment as a Chief Executive Officer.

10.2 Elected Directors elected at General Meeting

The Company may, at a General Meeting at which:

- (a) an Elected Director retires or otherwise vacates office; or
 - (b) an Elected Director vacancy exists by operation of clause 10.1(a) or otherwise,
- by resolution fill the vacated office by electing an individual to that office.

10.3 Qualification of Directors

- (a) To be eligible for the office of Director an individual must:
 - (i) except for the Chief Executive Officer, not be an employee of the Company;
 - (ii) have a Director Identification Number; and
 - (iii) subject to clause 10.3(b), consent in writing to act as a Director.
- (b) In addition to the qualifications set out in clause 10.3(a), to be eligible for the office of Elected Director, an individual must be a Member at the date of appointment and at all times during their term as Elected Director.
- (c) Where an individual is seeking election at a General Meeting for the first time, the signed consent must be lodged at the Registered Office at least 60 days (or such other period as determined by the Board) before the date fixed for the holding of the General Meeting.

10.4 Terms and retirement of a Director

- (a) Subject to clauses 10.4(b) and 10.6, a Director is elected for a term of 3 years.
- (b) At each Annual General Meeting, any Director who has held office for 3 years or more since last being elected, must retire from office but subject to clause 10.5 is eligible for reappointment. A retiring Director holds office until the conclusion of the meeting at which that Director retires.
- (c) The Members may by ordinary resolution increase or decrease the period of time for which an Elected Director holds office under clause 10.4(a).



- (d) In addition to the right to remove Directors under section 203D of the Corporations Act, the Members may by ordinary resolution remove any Director before the expiration of that Director's period of office, and may by an ordinary resolution appoint another individual in the place of an Elected Director that is removed under this clause. The Board may by resolution appoint another individual in place of an Appointed Director that is removed under this clause.
- (e) Clauses 10.4 and 10.5 do not apply to the Chief Executive Officer.

10.5 Reappointment of a Director

A Director is entitled to seek reappointment as a Director on 2 occasions provided that a Director's period of continuous service to the Company does not exceed a period of 9 years, excluding any period of service under clause 10.7.

10.6 Retirement of Elected Directors – transitional rule applying for second and third Annual General Meetings

- (a) At each of the second and third Annual General Meetings from the date of registration of this Company, 2 Elected Directors must retire from office but are eligible for reappointment.
- (b) The Elected Directors who must retire at each of these meetings under clause 10.6(a) will be decided by lot among the Elected Directors unless the Elected Directors agree otherwise.
- (c) For the avoidance of doubt, this clause 10.6 ceases to have any application following the third Annual General Meeting from the date of registration of the Company.

10.7 Casual vacancy

- (a) The Board may at any time appoint any person meeting the requirements of clauses 10.3(a) and 10.3(b) to be an Elected Director to fill a casual vacancy, provided the total number of Elected Directors does not exceed the number specified in clause 10.1(a).
- (b) A Director appointed under clause 10.7(a) holds office until the conclusion of the next Annual General Meeting but is eligible for election at that meeting.

10.8 Nomination of Directors

- (a) The Nominations Committee must seek nominations for appointment as Directors to make recommendations to the Board that such nominations be approved or rejected. The Directors then consider these recommendations and may make a further recommendation to the Members for an election at an Annual General Meeting.
- (b) In considering whether to recommend a person to Board for appointment, the Nominations Committee should have regard to relevant factors, including:
 - (i) the skills, expertise, experience and qualifications of the individuals nominated and the need to include individuals with expertise and skills in the relevant areas; and
 - (ii) any relevant factors set out in a Directors' skills matrix or other similar document to be prescribed by the Directors from time to time.



10.9 Appointment of President and Vice-President

- (a) Subject to clause 10.6, the office-bearers of the Company shall consist of a President and Vice-President who shall be appointed from amongst the Elected Directors and Appointed Directors from time to time by the Board and shall remain in office for such period as determined by the Board.
- (b) The role of the office-bearers shall be set out in the Rules.

10.10 Appointment of officers

The Board are to appoint the other officers with such frequency as the Board from time to time determine.

11 Remuneration of Directors

The Directors must not be paid any remuneration for their services as Directors.

12 Expenses of Directors

A Director is entitled to be reimbursed out of the funds of the Company for such reasonable travelling, accommodation and other expenses as the Director may incur when travelling to or from meetings of the Board or a committee of the Board or when otherwise engaged on the business of the Company.

13 Vacation of office of Director

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, the office of a Director becomes vacant if the Director:

- (a) ceases to be eligible under clause 10.3;
- (b) resigns from the office by notice in writing to the Company having immediate effect or with effect from a specified date in the notice;
- (c) is not present at 3 successive meetings of the Board without leave of absence from the Board;
- (d) does not have Legal Capacity;
- (e) becomes insolvent or bankrupt, compounds with their creditors, or assigns their estate for the benefit of their creditors;
- (f) becomes prohibited, disqualified or removed from being a Director by reason of any order of any court of competent jurisdiction or regulator; or
- (g) dies.

14 Powers and duties of Directors

14.1 The Board to manage the Company

The Board is to manage the business of the Company and may exercise all the powers of the Company that are not, by the Corporations Act or by this Constitution, required to be exercised by the Company in General Meeting.



14.2 Specific powers of the Board

Without limiting the generality of clause 14.1, and subject to any trusts relating to the assets of the Company, the Board may exercise all the powers of the Company to:

- (a) borrow or raise money;
- (b) charge any property or business of the Company; and
- (c) give any security for a debt, liability or obligation of the Company or of any other person.

14.3 Compliance with duties

While the Company is a registered charity under the ACNC Act, each Director must comply with the duties described in governance standard 5 as set out in the regulations made under the ACNC Act and such other obligations as apply under the ACNC Act or the Corporations Act from time to time.

14.4 Delegation

- (a) The Board may resolve to delegate any of their powers to:
 - (i) a committee in accordance with clause 23;
 - (ii) a Director;
 - (iii) an employee of the Company on terms and subject to any restrictions to be decided by the Board; or
 - (iv) any other person on terms and subject to any restrictions to be decided by the Board.
- (b) The power may be delegated for such time as determined by the Board and the Board may at any time revoke or vary the delegation.
- (c) The delegate must exercise the powers delegated in accordance with any directions of the Board, and the exercise of the power by the delegate is as effective as if the Board had exercised it.
- (d) The Board may continue to exercise any power they have delegated.

15 Rules

Subject to this Constitution, the Board may from time to time by resolution make and rescind or alter Rules which are binding on the Directors and Members for the management and conduct of the business of the Company.

16 Chief Executive Officer, Secretary and Public Officer

16.1 Chief Executive Officer

- (a) The Board may appoint a Chief Executive Officer on such terms and conditions (including as to remuneration) as they think fit.
- (b) Subject to any agreement between the Company and the Chief Executive Officer, the Board may:
 - (i) dismiss the Chief Executive Officer;



- (ii) vary the terms of employment of the Chief Executive Officer; and/or
- (iii) revoke or vary any power delegated to the Chief Executive Officer;
- (c) The Chief Executive is not entitled to vote as a Director.
- (d) The Chief Executive Officer will cease to be a Director if the Chief Executive Officer is removed, dismissed for any reason or otherwise resigns as Chief Executive Officer.

16.2 Secretary

- (a) There must be at least one Secretary who is to be appointed by the Board.
- (b) The Board may suspend or remove a Secretary from that office.
- (c) A Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, as determined by the Board. The exercise of those powers and authorities and the performance of those duties by a Secretary are subject at all times to the control of the Board.

16.3 Public Officer

The Board must appoint a person as Public Officer of the Company in accordance with the *Income Tax Assessment Act 1936* (Cth).

17 Appointment of attorney

- (a) By power of attorney, the Board may appoint any person to be an attorney of the Company, with such powers, authorities and discretions of the Board as the Board think fit and for such purposes, period and conditions as determined by the Board.
- (b) A power of attorney granted under clause 17(a) may contain any provisions for the protection and convenience of the attorney and persons dealing with the attorney that the Board thinks fit and may also authorise the attorney to delegate (including by way of appointment of a substitute attorney) all or any of the powers, authorities and discretions of the attorney.

18 Conflicts of interest

18.1 Disclosure of conflict of interest

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 the Board (or that is proposed in a circular resolution):

- (a) to the Board; 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.

18.2 Disclosure recorded in minutes

The disclosure of a conflict of interest by a Director must be recorded in the minutes of the meeting.



18.3 Material personal interest

Each Director who has a material personal interest in a matter that is being considered at a meeting of the Board (or that is proposed in a circular resolution) must not, except as provided under clause 18.4:

- (a) be present at the meeting while the matter is being discussed; or
- (b) vote on the matter.

18.4 Present and voting

A Director with a material personal interest in a matter 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 arises in relation to remuneration as a Director of the Company;
- (c) 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 30.2);
- (d) their interest relates to a payment by the Company under clause 30.1, or any contract relating to an indemnity that is allowed under the Corporations Act;
- (e) ASIC makes an order allowing the Director to vote on the matter; or
- (f) the Directors who do not have 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 related to the affairs of the Company; and
 - (ii) states that those Directors are satisfied that the interest should not stop the Director from voting or being present.

19 Proceedings of the Board

19.1 Board meetings

- (a) The Board may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- (b) Two Directors may at any time, and the Secretary must on the written request of 2 Directors, convene a meeting of the Board.

19.2 Questions decided by majority

A question arising at a meeting of the Board is to be decided by a majority of votes of Directors present and entitled to vote, and that decision is for all purposes a decision of the Board.

19.3 President as chairperson of meetings of the Board

The President shall be the chairperson of any meeting of the Board.



19.4 Absence of chairperson at Board meeting

If a Board meeting is held and:

- (a) there is no President; or
- (b) the President is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the following persons may preside as chairperson of the meeting (in order of precedence):

- (c) the Vice-President; or
- (d) a Director elected by the Directors present in person.

19.5 Casting vote for chairperson at Board meetings

In the event of an equality of votes cast for and against a resolution, the chairperson of the Board meeting does not have a second or casting vote, and consequently the resolution fails.

20 Quorum for Board meeting

- (a) At a meeting of the Board, the number of Directors whose presence in person is necessary to constitute a quorum is as determined by the Board, and, unless so determined, is a majority of Directors holding office.
- (b) The Board may act despite a vacancy in their number. If the number of Directors is reduced below 3, the Board may, except in an emergency, act only for the purpose of filling vacancies to the extent necessary to bring their number up to that minimum or to convene a General Meeting.

21 Circular resolutions of the Board

- (a) The Board may pass a resolution without a Board meeting being held in the manner set out in this clause.
- (b) A circular resolution is passed if each Director entitled to vote on the resolution signs a document containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the last Director signs.

22 Validity of acts of Directors

All acts done at a meeting of the Board or of a committee of the Board, or by a person acting as a Director, are taken as valid as if the relevant person had been duly appointed or had duly continued in office and was qualified and entitled to vote, even if it is afterwards discovered that:

- (a) there was a defect in the appointment or continuance in office of a person as a Director or of the person so acting; or
- (b) a person acting as a Director was disqualified or was not entitled to vote.



23 Committees

23.1 Delegation to committees

- (a) The Board may delegate any of their powers, to a committee consisting of one or more Directors as they think fit and may revoke the delegation at any time.
- (b) A committee to which any powers have been delegated under clause 23.1(a) must exercise those powers:
 - (i) in accordance with the terms and subject to any restrictions and any directions of the Board; and
 - (ii) so as to be concurrent with, or to the exclusion of, the powers of the Board,

and a power so exercised is taken to have been exercised by the Board.

23.2 Nominations Committee

The Nominations Committee is established under this Constitution and is to operate as a committee under clause 23.1 for the purpose of:

- (a) assisting and advising on making recommendations to the Members concerning the appointment of Directors; and
- (b) any other matters as the Directors may from time to time prescribe.

23.3 Meetings of committees

A committee may meet and adjourn as it thinks proper.

23.4 Chairperson of a committee

The members of a committee may elect one of their number as chairperson of their meetings. If a meeting of a committee is held and:

- (a) a chairperson has not been elected; or
- (b) the chairperson is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act;

then the committee members involved may elect one of their number to be chairperson of the meeting.

23.5 Determination of questions

- (a) Questions arising at a meeting of a committee are to be determined by a majority of votes of the members present and voting.
- (b) In the event of an equality of votes, the chairperson of the meeting does not have a casting vote.

24 Dispute resolution

24.1 Handling a dispute

Where there is a dispute, grievance or other disagreement between a Member and the Company, whether arising out of the application of this Constitution, the Rules or otherwise (**Dispute**), then either party must, prior to the commencement of any proceedings in a



Court or Tribunal or before any authority or board, notify the other in writing of the nature of the Dispute, and the following must occur:

- (a) the Member and the Company must in the period of 14 days from the service of the notice of the Dispute (**Initial Period**) use their best endeavours to resolve the Dispute;
- (b) if the Company and the Member are unable to resolve the Dispute within the Initial Period, then the Dispute must be referred for mediation to a mediator agreed by the Member and the Company;
- (c) if the disputants are unable to agree on a mediator within 7 days of the expiration of the Initial Period, the Member or the Company may request the chairperson of Resolution Institute⁵ to nominate a mediator to whom the Dispute will be referred;
- (d) the costs of the mediation must be shared equally between the Member and the Company; and
- (e) where:
 - (i) the party receiving the notice of the Dispute fails to attend the mediation required by clause 24.1(b);
 - (ii) the mediation has not occurred within 6 weeks of the date of the notice of the Dispute; or
 - (iii) the mediation fails to resolve the Dispute;

then the party serving the notice of Dispute will be entitled to commence any proceedings in a Court or Tribunal or before any authority or board in respect of the Dispute.

24.2 Urgent interlocutory relief

The procedure in clause 24.1 will not apply in respect of proceedings for urgent interlocutory relief.

25 Execution of documents

Documents executed for and on behalf of the Company must be executed by:

- (a) 2 Directors;
- (b) a Director and the Secretary; or
- (c) such other persons as the Board by resolution appoint from time to time.

26 Accounts

- (a) The Board must cause proper financial records to be kept and, if required by a law, regulation or guideline applicable to the Company or otherwise considered by the Board to be appropriate, cause the accounts of the Company to be audited or reviewed accordingly.
- (b) The Board must distribute to the Members copies of the annual financial reports of the Company accompanied by a copy of the report of the auditor or reviewer (as

⁵ Resolution Institute is a not-for-profit organisation facilitating dispute resolution – further information can be found at www.resolution.institute.



required) and report of the Board in accordance with the requirements of a relevant law, regulation or guideline.

27 Seals

27.1 Safe custody of common seals

The Board must provide for the safe custody of any seal of the Company.

27.2 Use of common seal

If the Company has a common seal or duplicate common seal:

- (a) it may be used only by the authority of the Board, or of a committee authorised by the Board to authorise its use; and
- (b) every document to which it is affixed must be signed by a Director and be countersigned by another Director, a Secretary or another person appointed by the Board to countersign that document or a class of documents in which that document is included.

28 Inspection of records

28.1 Inspection by Members

Subject to the Corporations Act, the Board may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to inspection by the Members (other than Directors).

28.2 Right of a Member to inspect

A Member (other than a Director) does not have the right to inspect any document of the Company except as provided by law or authorised by the Board or by the Company in General Meeting.

29 Service of documents

29.1 Document includes notice

In this clause 29, a reference to a document includes a notice.

29.2 Methods of service

- (a) The Company may give a document to a Member or Director:
 - (i) personally;
 - (ii) by sending it by post to the address for the Member or Director in the Register or an alternative address nominated by the Member or Director;
 - (iii) by sending it to an electronic address nominated by the Member or Director; or
 - (iv) by any other method of service provided by the Corporations Act.
- (b) A Member or Director may give a document to the Company:
 - (i) by serving it on the Company at the Registered Office;
 - (ii) by sending it by post to the Registered Office; or



- (iii) by sending it to the electronic address nominated by the Company.
- (c) A Member may elect to be sent notices of General Meetings and certain other documents that are required or permitted to be sent to a Member by the Company under the Corporations Act either in physical form; or in electronic form by notifying the Company of the election.
- (d) Except in relation to service of a document referred to in clause 9.15(h), a document is taken to be given:
 - (i) if it is sent by post, on the 3rd business day after the date of its posting;
 - (ii) if it is sent by electronic transmission:
 - (A) by properly addressing and transmitting the electronic transmission; and
 - (B) if the document is properly addressed and transmitted in accordance with clause 29.2(d)(ii)(A), on the day following its transmission; and
 - (iii) if it is given in any other way permitted under the Corporations Act, then when it is taken to have been given under the Corporations Act.

29.3 Evidence of service

A certificate in writing signed by a Director or a Secretary stating that a document was sent to a Member or Director by post or electronic transmission on a particular date is prima facie evidence that the document was so sent on that date.

30 Indemnity and insurance

30.1 Indemnity

- (a) The Company must indemnify any current or former Director, Secretary or executive officer of the Company or of a Related Body Corporate of the Company out of the property of the Company against:
 - (i) every liability incurred by the person in that capacity; and
 - (ii) all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity;except to the extent that:
 - (iii) the Company is forbidden by law (including the Corporations Act) to indemnify the person against the liability or legal costs;
 - (iv) an indemnity by the Company of the person against the liability or legal costs would, if given, be made void by any law; or
 - (v) the person is entitled to be, and is actually, indemnified by another person (including an insurer under any insurance policy).
- (b) The indemnity is a continuing obligation and is enforceable by a person even though they are no longer a Director, Secretary or executive officer of the Company or of a Related Body Corporate of the Company.



30.2 Insurance

The Company may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or Secretary or executive officer of the Company or of a Related Body Corporate of the Company against liability arising out of conduct by the person in that capacity (**Relevant Conduct**), including a liability for legal costs, unless:

- (a) the Company is forbidden by law to pay or agree to pay the premium in respect of the Relevant Conduct (whether or not the law applies in the particular case); or
- (b) the contract would, if the Company paid the premium, be made void by any law (including the Corporations Act).

30.3 Contract

The Company may enter into an agreement with a person referred to in clauses 30.1 and 30.2 with respect to the matters covered by these clauses. An agreement entered into in accordance with this clause 30 may include provisions relating to rights of access to the books of the Company conferred by the Corporations Act or otherwise by law.

31 Amendment to Constitution

- (a) Subject to clause 31(c), this Constitution may only be amended by Special Resolution.
- (b) While the Company is a registered charity under the ACNC Act, the Members must not pass a Special Resolution that amends this Constitution if passing it causes the Company to no longer be a charity.
- (c) Any modification of this Constitution takes effect on the date the Special Resolution is passed or any later date specified, or provided for, in the resolution.



Schedule

Appointment of Proxy - (see clause 9.15(g))

Community Work Australia Limited

ACN 156 640 201

I/We, (name)

of (address)

being a member/members of the abovenamed Company hereby appoint

..... (name)

of (address)

or in their absence (name)

of (address)

as my/our proxy to vote for me/us on my/our behalf at the meeting of the members of the Company to be held on the day of 20 and at any adjournment of that meeting OR during the period from to or until this appointment is withdrawn. (strike out whichever is not desired).

Choose:

My proxy can vote on my behalf for all resolutions at the above meeting of the members of the Company.

OR

My proxy can vote for the resolutions listed below as indicated (tick the appropriate boxes):

Resolution	For	Against
Proposed special resolution		
IT IS RESOLVED AS A SPECIAL RESOLUTION that [insert wording of special resolution].	<input type="checkbox"/>	<input type="checkbox"/>
Proposed ordinary resolutions		
1 IT IS RESOLVED to [insert wording of ordinary resolution].	<input type="checkbox"/>	<input type="checkbox"/>

Signed by the member:.....



Name:

Dated:

This notice must be returned to Community Work Australia Limited ACN 156 640 201 at:

[ADDRESS/EMAIL ADDRESS/FAX No]

by [TIME] on [DATE]

[INSERT SPECIFIC DETAILS ENSURING THAT THE TIME IS 48 HOURS BEFORE THE TIME FOR THE MEETING]