

Constitution

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MinterEllison

L A W Y E R S

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Constitution of Universities Australia

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Preliminary

1. Defined terms

1.1 In this Constitution unless the contrary intention appears:

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth), or any other legislation relating to the establishment or operation of an Australian charities commission and/or a national regulatory framework for the not-for-profit sector, as modified or amended from time to time and includes any regulations made under that Act or any other such legislation and any rulings or requirements of the Commissioner of the Australian Charities and Not-for-profits Commission under that Act, or any commissioner or body under any other such legislation, having application to the Company.

Applicable Not-for-profit Law means any law relating to the regulation of charities or not-for-profit entities applicable to the Company, including each of the Tax Act, section 150 of the Corporations Act, the ACNC Act and each Charitable Fundraising Act.

Auditor means the Company's auditor.

Chair means the chair appointed in accordance with clause 41.1.

Charitable Fundraising Act means the legislation of any State or Territory of Australia, or the Commonwealth of Australia, regulating the raising of funds for charitable purposes and at any time applicable to the Company, which may, for example, include the *Charitable Collections Act 2003 (ACT)*.

Chief Executive means the person for the time being holding office as the Vice-Chancellor or chief executive of an Australian University.

Chief Executive of the Company means the person appointed under clause 45.

Commissioner means the Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the Tax Act.

Company means Universities Australia.

Constitution means the constitution of the Company as amended from time to time.

Corporations Act means the *Corporations Act 2001* (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company.

Director includes any person occupying the position of director of the Company and **Directors** means all or some of the Directors acting as a board.

Elected Director means a Director other than the Chief Executive of the Company.

General Meeting means a general meeting of the Members of the Company.

Member means a member under clause 7.

Register means the register of Members of the Company.

Representative means a representative in accordance with clause 10.

Seal means the Company's common seal (if any).

Secretary means any person appointed by the Directors to perform any of the duties of a secretary of the Company and if there are joint secretaries, any one or more of those joint secretaries.

Tax Act means the Income Tax Assessment Act 1936 (Cth), Income Tax Assessment Act 1997 (Cth) and Taxation Administration Act 1953 (Cth), as amended from time to time and any replacement or additional legislation and includes any regulations made under any of those Acts and any rulings or requirements of the Commissioner of Taxation of the Commonwealth of Australia having application to the Company.

University means a body corporate that is established as a university, or recognised as a university, by or under a law of the Commonwealth, a State, the Australian Capital Territory or the Northern Territory.

University Chancellors' Council means the group of Chancellors of Members.

- 1.2 In this Constitution, except where the context otherwise requires, an expression has the same meaning as in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as a clause of this Constitution, that expression has the same meaning as in that provision.

2. Interpretation

In this Constitution, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;
- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (e) a reference to **A\$, \$A, dollar** or **\$** is to Australian currency; and
- (f) the meaning of general words is not limited by specific examples introduced by **including, for example** or similar expressions.

3. Replaceable rules

To the extent permitted by law, the replaceable rules in the Corporations Act do not apply to the Company.

Objects

4. Objects

4.1 The objects for which the Company is established are:

- (a) to advance and promote the benefits of Australian Universities to the nation;
- (b) to support Australian Universities in the performance of their roles;
- (c) to develop policy positions on higher education matters through discussing higher education issues, including teaching, research and research training;
- (d) to advance internationalisation of Australian Universities;
- (e) to provide information for and about Australian Universities;
- (f) to provide services and programs to Australian Universities including the negotiation of common purchasing arrangements;
- (g) to promote the welfare of students, staff and graduates of Australian Universities;
- (h) to facilitate opportunities for Australian Universities (in particular, their students, staff and graduates) to develop their knowledge and skills;
- (i) to study the problems and needs of Australian Universities and their relations with other education institutions, organisations and the community and to encourage and sponsor their study; and
- (j) to assist in the further development of Australian Universities.

4.2 The Company may only exercise the powers in section 124(1) of the Corporations Act to:

- (a) carry out the objects in this clause; and
- (b) do all things incidental or convenient in relation to the exercise of power under clause 4.2(a).

Relationship with University Chancellors' Council

5. University Chancellors' Council

5.1 The Company:

- (a) recognises the primary role of the university governing bodies in matters of university governance; and
- (b) recognises the need to foster a cooperative and strong relationship with the University Chancellors' Council as the body representing the chairs of the governing bodies.

Income and property of Company

6. Income and property of Company

- 6.1 The income and property of the Company will only be applied towards the promotion of the objects of the Company set out in clause 4.
- 6.2 No income or property will be paid or transferred directly or indirectly to any Member of the Company except, subject to clause 38, for payments to a Member as genuine compensation for services provided to, or reasonable expenses incurred on behalf of, the Company, or such other payments, distributions or transfers as may be permitted by the Applicable Not-for-profit Laws.

Membership

7. Admission

- 7.1 The number of Members with which the Company proposes to be registered is unlimited.
- 7.2 The Members of the Company are any Australian Universities which the Company in General Meeting admits to membership in accordance with this Constitution.
- 7.3 Applications for membership of the Company must be in writing, signed by the applicant and in a form approved by the Company in General Meeting in its absolute discretion.
- 7.4 The Company will consider each application for membership at the next General Meeting after the application is received. In considering an application for membership, the Company may:
 - (a) accept or reject the application; or
 - (b) ask the applicant to give more evidence of eligibility for membership.
- 7.5 If the Company asks for more evidence under clause 7.4, its determination of the application for membership is deferred until the evidence is given.
- 7.6 The Company does not have to give any reason for rejecting an application for membership.
- 7.7 As soon as practicable following acceptance of an application for membership, the Secretary will send the applicant written notice of the acceptance and request payment of the applicant's entrance fee and first annual subscription.
- 7.8 Subject to clause 7.9, an applicant for membership becomes a Member when the applicant's entrance fee and first annual subscription is paid.
- 7.9 If the entrance fee and first annual subscription of an applicant for membership are not paid within 30 days after the date the applicant is notified of acceptance of their application for membership, the Company in General Meeting may cancel its acceptance of the applicant for membership of the Company.
- 7.10 The rights and privileges of every Member are personal to each Member and are not transferable by the Member's own act or by operation of law.

8. Subscriptions and entrance fee

- 8.1 The Directors may determine the annual subscription payable by each Member.

- 8.2 The annual subscription period will commence on 1 January of each year, and the annual subscription will be due on such date as is determined by the Directors from time to time.
- 8.3 The Directors may determine that any Member admitted to membership between 30 June and 1 January will pay only one-half of the annual subscription until that Member's next annual subscription falls due.
- 8.4 If a Member does not pay a subscription within 30 days after it becomes due the Directors:
- (a) will give the Member notice of that fact; and
 - (b) if the subscription remains unpaid 21 days from the date of that notice, may declare that Member's membership forfeited.
- 8.5 Each new Member must pay an entrance fee in accordance with clause 7.
- 8.6 The amount of the entrance fee will be determined by the board from time to time.

9. Ceasing to be a Member

- 9.1 A Member's membership of the Company will cease:
- (a) if the Member gives the Secretary written notice of resignation, from the date of receipt of that notice by the Secretary;
 - (b) if a majority of three-quarters of the Members present and voting at a General Meeting by resolution terminate the membership of a Member whose conduct in their opinion renders it undesirable that that Member continue to be a Member of the Company but only after the Member has been given at least 21 days' notice of the resolution and has had the opportunity to be heard at the meeting at which the resolution is proposed;
 - (c) if membership is forfeited under clause 8.4(b);
 - (d) if:
 - (i) a liquidator is appointed in connection with the winding-up of the Member; or
 - (ii) an order is made by a Court for the winding-up or deregistration of the Member.
- 9.2 Any Member ceasing to be a Member:
- (a) will not be entitled to any refund (or part refund) of a subscription; and
 - (b) will remain liable for and will pay to the Company all subscriptions and moneys which were due:
 - (i) at the date of ceasing to be a Member; and
 - (ii) for the annual subscription period during which the Member ceases to be a Member.

10. Representatives

- 10.1 A Member will be represented by:
- (a) its Chief Executive; or
 - (b) its acting Chief Executive.

10.2 A Representative is entitled to:

- (a) exercise at a General Meeting all the powers which the Member could exercise if it were a natural person; and
- (b) be counted towards a quorum on the basis that the Member is to be considered personally present at a General Meeting by its Representative.

General meetings

11. Calling General Meeting

11.1 Any Director may, at any time, call a General Meeting.

11.2 A Member may:

- (a) only request the Directors to call a General Meeting in accordance with section 249D of the Corporations Act; and
- (b) not request or call and arrange to hold a General Meeting except under section 249E or 249F of the Corporations Act.

12. Notice of General Meeting

12.1 Subject to the provisions of the Corporations Act allowing General Meetings to be held with shorter notice, at least 21 days written notice (exclusive of the day on which the notice is served or deemed to be served and of the day for which notice is given) must be given to Members of any General Meeting.

12.2 A notice calling a General Meeting:

- (a) must specify the place, date and time of 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) must state the general nature of the business to be transacted at the meeting; and
- (c) may specify a place, facsimile number and electronic address for the purposes of proxy appointment.

12.3 A notice of an Annual General Meeting need not state that the business to be transacted at the meeting includes:

- (a) the consideration of the annual financial report, Directors' report and the Auditor's report; or
- (b) the appointment and fixing of the remuneration of the Auditor.

12.4 The Directors may postpone or cancel any General Meeting whenever they think fit (other than a meeting called as the result of a request under clause 11.2).

12.5 The Directors must give notice of the postponement or cancellation of a General Meeting to all persons referred to in clause 52.1 entitled to receive notices from the Company.

- 12.6 The failure or accidental omission to send a notice of a General Meeting (including a proxy appointment form) to any Member or the non-receipt of a notice (or form) by any Member does not invalidate the proceedings at or any resolution passed at the General Meeting.

Proceedings at General Meetings

13. Member

In clauses 14, 15, 17 and 21, **Member** includes a Member present by Representative or by proxy.

14. Quorum

- 14.1 No business may be transacted at a General Meeting unless a quorum of Members is present when the meeting proceeds to business.
- 14.2 A quorum of Members is:
- (a) a number equal to one-third of the Members; or
 - (b) if that number is not a whole number- the whole number that is closest to that number.
- 14.3 If a quorum is not present within 30 minutes after the time appointed for a General Meeting:
- (a) if the General Meeting was called on the requisition of Members, it is automatically dissolved; or
 - (b) in any other case:
 - (i) it will stand adjourned to the same time and place seven days after the meeting, or to another day, time and place determined by the Directors; and
 - (ii) if at the adjourned General Meeting a quorum is not present within 30 minutes after the time appointed for the General Meeting, the General Meeting is automatically dissolved.

15. Chair

- 15.1 The Chair elected under clause 41, or in the Chair's absence the deputy Chair, will be the Chair at every General Meeting.
- 15.2 The Directors present may elect a Chair of a General Meeting if:
- (a) there is no Chair or deputy Chair; or
 - (b) neither the Chair nor deputy Chair is present within 15 minutes after the time appointed for holding the General Meeting; or
 - (c) the Chair and deputy chair are unwilling to act as Chair of the General Meeting.
- 15.3 If no election takes place under clause 15.2, then:
- (a) the Members may elect one of the Directors present as Chair; or
 - (b) if no Director is present or is willing to take the chair, the Members may elect one of the Members present as Chair.

15.4 If there is a dispute at a General Meeting about a question of procedure, the Chair may determine the question.

16. Adjournment

16.1 The Chair of a General Meeting at which a quorum is present:

- (a) in his or her discretion may adjourn the General Meeting with the meeting's consent; and
- (b) must adjourn the General Meeting if the meeting directs him or her to do so.

16.2 An adjourned General Meeting may take place at a different venue to the initial General Meeting.

16.3 The only business that can be transacted at an adjourned General Meeting is the unfinished business of the initial General Meeting.

16.4 Notice of an adjourned General Meeting need not be given in accordance with clause 12.1 unless the General Meeting is adjourned for more than 21 days.

17. Decision on questions

17.1 Subject to the provisions of the Corporations Act relating to special resolutions, a resolution is carried if a majority of the votes cast on the resolution are in favour of the resolution.

17.2 A resolution put to the vote of a meeting is decided on a show of hands unless a poll is demanded in accordance with the Corporations Act.

17.3 Unless a poll is demanded:

- (a) a declaration by the Chair that a resolution has been carried, carried by a specified majority, or lost; and
- (b) an entry to that effect in the minutes of the meeting,

are conclusive evidence of the fact without proof of the number or proportion of the votes in favour of or against the resolution.

17.4 The demand for a poll may be withdrawn.

17.5 A decision of a General Meeting may not be impeached or invalidated on the ground that a Member voting at the General Meeting was not entitled to do so.

18. Taking a poll

18.1 A poll will be taken when and in the manner that the Chair directs.

18.2 The result of the poll will be the resolution of the meeting at which the poll was demanded.

18.3 The Chair may determine any dispute about the admission or rejection of a vote.

18.4 The Chair's determination, if made in good faith, will be final and conclusive.

18.5 A poll demanded on the election of the Chair or the adjournment of a General Meeting must be taken immediately.

18.6 After a poll has been demanded at a General Meeting, the General Meeting may continue for the transaction of business other than the question on which the poll was demanded.

19. Casting vote of Chair

The Chair does not have a casting vote in addition to the Chair's vote as a Representative or proxy.

20. Written resolutions

- 20.1 The Members may pass a resolution without a General Meeting being held if all the Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Member signs.
- 20.2 For the purposes of clause 20.1, separate copies of a document may be used for signing by Members if the wording of the resolution and statement is identical in each copy.
- 20.3 Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- 20.4 The minutes of General Meetings must record that a meeting was held in accordance with this clause.

Votes of Members

21. Entitlement to vote

- 21.1 A Member is not entitled to vote at a General Meeting if the member's annual subscription is more than one month in arrears at the date of the meeting.
- 21.2 A Member entitled to vote has one vote.

22. Objections

- 22.1 An objection to the qualification of a voter may only be raised at the General Meeting or adjourned General Meeting at which the voter tendered its vote.
- 22.2 An objection must be referred to the Chair of the General Meeting, whose decision is final.
- 22.3 A vote which the Chair does not disallow because of an objection is valid for all purposes.

23. Votes by proxy

- 23.1 If a Member appoints a proxy, the proxy may not vote on a show of hands.
- 23.2 A proxy must be a Member.
- 23.3 A proxy may demand or join in demanding a poll.
- 23.4 A proxy may vote on a poll.
- 23.5 A proxy may vote or abstain as he or she chooses except where the appointment of the proxy directs the way the proxy is to vote on a particular resolution. If a proxy votes at all, the proxy will be deemed to have voted all directed proxies in the manner directed.

24. Document appointing proxy

- 24.1 An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the information required by section 250A(1) of the Corporations Act. The Directors may determine that an appointment of proxy is valid even if it only contains some of the information required by section 250A(1) of the Corporations Act.
- 24.2 For the purposes of clause 24.1, an appointment received at an electronic address will be taken to be signed by the Member if:
- (a) a personal identification code allocated by the Company to the Member has been input into the appointment; or
 - (b) the appointment has been verified in another manner approved by the Directors.
- 24.3 A proxy's appointment is valid at an adjourned General Meeting.
- 24.4 A proxy may be appointed for all General Meetings or for any number of General Meetings or for a particular purpose.
- 24.5 Unless otherwise provided for in the proxy's appointment, the appointment of the proxy will be taken to confer authority:
- (a) to vote on:
 - (i) any amendment moved to the proposed resolutions and on any motion that the proposed resolution not be put or any similar motion; and
 - (ii) any procedural motion, including any motion to elect the Chair, to vacate the Chair or to adjourn the General Meeting,
even though the appointment may specify the way the proxy is to vote on a particular resolution; and
 - (b) to vote on any motion before the General Meeting whether or not the motion is referred to in the appointment.
- 24.6 If a proxy appointment is signed by the Member but does not name the proxy or proxies in whose favour it is given, the Chair may either act as proxy or complete the appointment by inserting the name or names of one or more Directors or the Secretary.

25. Lodgment of proxy

- 25.1 The written appointment of a proxy must be received by the Company, at least 48 hours (unless otherwise specified in the notice of meeting to which the proxy relates) before:
- (a) the time for holding the General Meeting or adjourned General Meeting at which the appointee proposes to vote; or
 - (b) the taking of a poll on which the appointee proposes to vote.
- 25.2 The Company receives an appointment of a proxy when it is received at:
- (a) the Company's registered office;
 - (b) a facsimile number at the Company's registered office; or

- (c) a place, facsimile number or electronic address specified for that purpose in the notice of meeting.

26. Validity

A vote cast in accordance with an appointment of proxy is valid even if before the vote was cast the appointor revoked the proxy, unless any written notification of the revocation was received by the Company before the relevant General Meeting or adjourned General Meeting.

Appointment and removal of Directors

27. Number and Qualification of Directors

- 27.1 There will not be less than 5 nor more than 9 Directors unless the Company in General Meeting by resolution changes the maximum number.
- 27.2 Only a person who is the Chief Executive of a Member is eligible to be elected as a Director.

28. Appointment and removal of Directors

- 28.1 The Company may by resolution passed in General Meeting:
 - (a) elect new Directors;
 - (b) subject to clause 27.1 increase or reduce the number of Directors; and
 - (c) remove any Director before the end of the Director's period of office and elect another person in the Director's place.
- 28.2 Unless specified otherwise in the resolution, the election of a new Director under clause 28.1(a) takes effect immediately after the conclusion of the General Meeting at which they were elected.
- 28.3 A person elected under clause 28.1(c) will hold office for the period for which the Director replaced would have held office if the Director had not been removed.
- 28.4 An election of a person as Director may not be made unless the person has given the Company a signed consent to act as Director.
- 28.5 If the conduct or position of any Director is such that continuance in office appears to the majority of the Directors to be prejudicial to the interests of the Company, a majority of Directors at a meeting of the Directors specifically called for that purpose may suspend that Director.
- 28.6 Within 14 days of the suspension, the Directors must call a General Meeting, at which the Members may either confirm the suspension and remove the Director from office in accordance with clause 28.1(c) or annul the suspension and reinstate the Director.

29. Retirement

- 29.1 Subject to clause 31, an Elected Director must retire at the conclusion of the second Annual General Meeting that occurs after the General Meeting at which he or she was elected as a Director.
- 29.2 A retiring Elected Director is eligible for re-election.

30. Additional and casual Directors

- 30.1 Subject to clause 27.1, the Directors may elect any person as a Director to fill a casual vacancy or as an addition to the existing Directors.
- 30.2 A Director elected under clause 30.1 will hold office until the next General Meeting of the Company when the Director may be re-elected.

31. Transitional arrangements

2015 Annual General Meeting – Constitution adopted

2016 Annual General Meeting

- 31.1 One half of the Elected Directors, or if their number is not even, then the number nearest but not exceeding one half, being the Elected Directors who have been longest in office must retire at the conclusion of the first Annual General Meeting that occurs after the adoption of this constitution (being the 2016 Annual General Meeting) and, if two or more Elected Directors have been in office an equal length of time, the Elected Directors to retire will, in default of agreement, be determined by lot.
- 31.2 All Directors elected at the 2016 Annual General Meeting must retire at the second Annual General Meeting after their appointment (ie, the 2018 Annual General Meeting).

2017 Annual General Meeting

- 31.3 Any Elected Directors who were not elected at the 2016 Annual General Meeting must retire at the second Annual General Meeting that occurs after adoption of this constitution (being the 2017 Annual General Meeting).
- 31.4 All Directors elected at the 2017 Annual General Meeting must retire at the second Annual General Meeting that occurs after the adoption of this constitution (ie, the 2019 Annual General Meeting).
- 31.5 For the avoidance of doubt, the retirement processes in clause 29 apply to Elected Directors elected at the 2016 Annual General Meeting and after.

32. Election of board

The procedure for the nomination of persons for election to the board of Directors and the procedure for the election of Directors by ballot will be as determined by the board of Directors from time to time.

33. Vacation of office

The office of a Director immediately becomes vacant if the Director:

- (a) is prohibited by the Corporations Act from holding office or continuing as a Director;
- (b) is liable to have a person appointed, under a law relating to the administration of estates of persons who through mental or physical incapacity are incapable of managing their affairs, to administer his or her affairs, or becomes in the opinion of the Directors incapable of performing his or her duties;

- (c) resigns by notice in writing to the Company;
- (d) is removed by a resolution of the Company;
- (e) is absent from four consecutive Directors' meetings without leave of absence from the Directors;
- (f) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of the interest as required by the Corporations Act;
- (g) in the case of an Elected Director, ceases to be a Chief Executive of a Member; or
- (h) in the case of an Elected Director, is the Chief Executive of a Member that ceases to be a Member under clause 8.4 or 9.1.

Powers and duties of Directors

34. Powers and duties of Directors

- 34.1 The business of the Company is managed by the Directors who may exercise all powers of the Company that this Constitution and the Corporations Act do not require to be exercised by the Company in General Meeting.
- 34.2 Without limiting the generality of clause 34.1, the Directors may exercise all the powers of the Company to:
- (a) borrow money;
 - (b) charge any property or business of the Company;
 - (c) issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person; and
 - (d) guarantee or to become liable for the payment of money or the performance of any obligation by or of any other person.

Proceedings of Directors

35. Directors' meetings

- 35.1 A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 35.2 A Directors' meeting must be called on at least 48 hours written notice of a meeting to each Director, unless the Directors unanimously agree otherwise.
- 35.3 It is not necessary to give notice of a meeting of the Directors to an Australian resident whom the Secretary, when giving notice to the other Directors, reasonably believes to be temporarily outside Australia.
- 35.4 Subject to the Corporations Act, a Directors' meeting may be held by the Directors communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion.

- 35.5 The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 35.6 Subject to clause 39, a Director who participates in a meeting held in accordance with this Constitution is taken to be present and entitled to vote at the meeting.
- 35.7 Clauses 35.4 to 35.6 apply to meetings of Directors' committees as if all committee members were Directors.
- 35.8 The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 35.9 A quorum is a majority of Directors for the time being.
- 35.10 Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, the Chair may call a General Meeting to deal with the matter.
- 35.11 Notice of a meeting of Directors may be given in writing, or the meeting may be otherwise called using any technology consented to by all the Directors.

36. Written resolutions

- 36.1 The Directors may pass a resolution without a Director's meeting being held if 75% of the Directors entitled to vote on the resolution, sign a document containing a statement that they are in favour of the resolution set out in the document or in the case of an electronic transmission, state that they vote in favour of the resolution. The resolution is passed when the last Director signs a document containing a statement in favour of the resolution or in the case of an electronic transmission, states that he or she votes in favour of the resolution.
- 36.2 For the purposes of clause 36.1, 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.
- 36.3 Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- 36.4 The minutes of Directors' meetings must record that a meeting was held in accordance with this clause.
- 36.5 This clause applies to meetings of Directors' committees as if all members of the committee were Directors.

37. Decision on questions

- 37.1 Subject to this Constitution, questions arising at a meeting of Directors are to be decided by a majority of votes of the Directors present and voting and, subject to clause 39, each Director has one vote.
- 37.2 The Chair of a meeting does not have a casting vote in addition to his or her deliberative vote.

38. Payments to Directors

No payment will be made to any Director of the Company other than payment:

- (a) of out of pocket expenses incurred by the Director in the performance of any duty as Director of the Company where the amount payable does not exceed an amount previously approved by the Directors of the Company;
- (b) for any service rendered to the Company by the Director in a professional or technical capacity, other than in the capacity as Director, where the provision of the service has the prior approval of the Directors of the Company and where the amount payable is approved by the Directors of the Company and is not more than an amount which commercially would be reasonable payment for the service;
- (c) of any salary or wage due to the Director as an employee of the Company where the terms of employment have been approved by the Directors of the Company; and
- (d) relating to an indemnity in favour of the Director and permitted by section 199A of the Corporations Act or a contract of insurance permitted by section 199B.

39. Directors' interests

39.1 No contract made by a Director with the Company and no contract or arrangement entered into by or on behalf of the Company in which any Director may be in any way interested is avoided or rendered voidable merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.

39.2 No Director contracting with or being interested in any arrangement involving the Company is liable to account to the Company for any profit realised by or under any such contract or arrangement merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.

39.3 A Director is not disqualified merely because of being a Director from contracting with the Company in any respect.

39.4 Subject to clause 38, a Director or a body or entity in which a Director has a direct or indirect interest may:

- (a) enter into any agreement or arrangement with the Company;
- (b) hold any office or place of profit other than as auditor in the Company; and
- (c) act in a professional capacity other than as auditor for the Company,

and the Director or the body or entity can receive and keep beneficially any remuneration, profits or benefits under any agreement or arrangement with the Company or from holding an office or place of profit in or acting in a professional capacity with the Company.

39.5 A Director who has a material personal interest in a matter that is being considered at a Directors' meeting must not:

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

unless permitted by the Corporations Act to do so, in which case the Director may:

- (c) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
- (d) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
- (e) vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.

39.6 A Director may be or become a director or other officer of, or otherwise interested in, any related body corporate or any other body corporate promoted by the Company or in which the Company may be interested as a vendor, shareholder or otherwise and is not accountable to the Company for any remuneration or other benefits received by the Director as a director or officer of, or from having an interest in, that body corporate.

40. Remaining Directors

40.1 The Directors may act even if there are vacancies on the board.

40.2 If the total number of Directors currently appointed to the board is not sufficient to constitute a quorum at a Directors' meeting, the Director(s) may act only to:

- (a) appoint a Director; or
- (b) call a General Meeting.

41. Chair

41.1 The Members shall elect a Chair of Directors' meetings and General Meetings and may determine the period for which the Chair will hold office.

41.2 If no Chair is elected or if the Chair is not present at any Directors' meeting within ten minutes after the time appointed for the meeting to begin, the Directors present must elect a Director to be Chair of the meeting.

41.3 The Directors may elect a Director as deputy Chair to act as Chair in the Chair's absence.

42. Delegation

42.1 The Directors may delegate any of their powers, other than those which by law must be dealt with by the Directors as a board, to a committee or committees reporting to the board of Directors.

42.2 The Directors may at any time revoke any delegation of power to a committee.

42.3 At least one member of each committee must be a Director.

42.4 A committee must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.

42.5 Meetings of any committee of Directors will be governed by the provisions of this Constitution which deal with Directors' meetings so far as they are applicable and are not inconsistent with any directions of the Directors. The provisions apply as if each member was a Director.

42.6 Nothing in this clause limits the composition of any committee appointed by the Directors to provide advice to the Company or to the Directors.

43. Validity of acts of Directors

If it is discovered that:

- (a) there was a defect in the appointment of a person as a Director or member of a Directors' committee; or
- (b) a person appointed to one of those positions was disqualified,

all acts of the Directors or the Directors' committee before the discovery was made are as valid as if the person had been duly appointed and was not disqualified.

44. Minutes and Registers

44.1 The Directors must cause minutes to be made of:

- (a) the names of the Directors present at all Directors' meetings and meetings of Directors' committees;
- (b) all proceedings and resolutions of General Meetings, Directors' meetings and meetings of Directors' committees;
- (c) all resolutions passed by Directors in accordance with clause 36;
- (d) all appointments of officers;
- (e) all orders made by the Directors and Directors' committees; and
- (f) all disclosures of interests made under clause 39.

44.2 Minutes must be signed by the Chair of the meeting or by the Chair of the next meeting of the relevant body.

44.3 The Company must keep all registers required by this Constitution and the Corporations Act.

Chief Executive of the Company

45. Chief Executive of the Company

45.1 Subject to clause 45.2, the Directors may appoint a person to the position of Chief Executive of the Company for the period and on the terms (including as to remuneration) as the Directors see fit.

45.2 The Chief Executive of the Company:

- (a) is appointed on a full-time basis;
- (b) must not be a Chief Executive of a Member; and
- (c) is appointed as a Director for the period that he or she is the Chief Executive of the Company.

- 45.3 If the Chief Executive of the Company is absent from duty or from Australia, the Chief Executive of the Company may, unless the board resolves otherwise, appoint another senior staff member to act temporarily as Chief Executive of the Company during the period of absence.
- 45.4 If the position of Chief Executive of the Company is vacant, the Directors may appoint any other person to act temporarily as Chief Executive of the Company.

Appointment of attorneys and agents

46. Appointment of attorneys and agents

- 46.1 The Directors may from time to time by resolution or power of attorney executed in accordance with section 127 of the Corporations Act appoint any person to be the attorney or agent of the Company:
- (a) for the purposes;
 - (b) with the powers, authorities and discretions (not exceeding those exercisable by the Directors under this Constitution);
 - (c) for the period; and
 - (d) subject to the conditions,
- determined by the Directors.
- 46.2 An appointment by the Directors of an attorney or agent of the Company may be made in favour of:
- (a) any company;
 - (b) the members, directors, nominees or managers of any company or firm; or
 - (c) any fluctuating body of persons whether nominated directly or indirectly by the Directors.
- 46.3 A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit.
- 46.4 The Directors may appoint attorneys or agents by facsimile transmission, telegraph or cable to act for and on behalf of the Company.
- 46.5 An attorney or agent appointed under this clause may be authorised by the Directors to sub-delegate all or any of the powers, authorities and discretions for the time being vested in it.

Secretary

47. Secretary

- 47.1 There must be at least one secretary of the Company appointed by the Directors for a term and at remuneration and on conditions determined by them.
- 47.2 The Directors may appoint the Chief Executive of the Company as the Secretary.

47.3 The Secretary is entitled to attend and be heard on any matter at all Directors' and General Meetings.

47.4 The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

Seals

48. Common Seal

If the Company has a Seal:

- (a) the Directors must provide for the safe custody of the Seal;
- (b) the Seal must not be used without the authority of the Directors or a Directors' committee authorised to use the Seal; and
- (c) every document to which the Seal is affixed must be signed by a Director and be countersigned by another Director, the Secretary or another person appointed by the Directors to countersign the document.

49. Duplicate Seal

If the Company has a Seal, the Company may have one or more duplicate seals of the Seal each of which:

- (a) must be a facsimile of the Seal with 'Duplicate Seal' on its face; and
- (b) must not be used except with the authority of the Directors.

Inspection of records

50. Inspection of records

50.1 Except as otherwise required by the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the financial records and other documents of the Company or any of them will be open for inspection by Members other than Directors.

50.2 Except as otherwise required by the Corporations Act, a Member other than a Director does not have the right to inspect any financial records or other documents of the Company unless the Member is authorised to do so by a court order or a resolution of the Directors.

Notices

51. Service of notices

51.1 Notice may be given by the Company to any person who is entitled to notice under this Constitution:

- (a) by serving it on the person; or
 - (b) by sending it by post, facsimile transmission or electronic notification to the person at the person's address shown in the Register or the address supplied by the person to the Company for sending notices to the person.
- 51.2 A notice sent by post is taken to be served:
- (a) by properly addressing, prepaying and posting a letter containing the notice; and
 - (b) on the day after the day on which it was posted.
- 51.3 A notice sent by facsimile transmission or electronic notification is taken to be served:
- (a) by properly addressing the facsimile transmission or electronic notification and transmitting it; and
 - (b) on the day after its despatch.
- 51.4 If a Member does not have an address recorded in the Register a notice will be taken to be served on that Member 24 hours after it was posted on a notice board at the Company's registered office.
- 51.5 A certificate in writing signed by a Director, Secretary or other officer of the Company that a document or its envelope or wrapper was addressed and stamped and was posted is conclusive evidence of posting.
- 51.6 Subject to the Corporations Act the signature to a written notice given by the Company may be written or printed.

52. Persons entitled to notice

- 52.1 Notice of every General Meeting must be given to:
- (a) every Member;
 - (b) every Director; and
 - (c) any Auditor.
- 52.2 No other person is entitled to receive notice of a General Meeting.

Audit and accounts

53. Audit and accounts

- 53.1 The Directors must cause the Company to keep written financial records in relation to the business of the Company in accordance with the requirements of the Corporations Act.
- 53.2 The Directors must cause the financial records of the Company to be audited in accordance with the requirements of the Corporations Act.

Winding up

54. Winding up

54.1 If the Company is wound up:

- (a) each Member; and
 - (b) each Australian University who has ceased to be a Member in the preceding year, undertakes to contribute to the property of the Company for the:
 - (c) payment of debts and liabilities of the Company (in relation to clause 54.1(b) contracted before the Australian University ceased to be a Member) and payment of costs, charges and expenses of winding up; and
 - (d) adjustment of the rights of the contributories amongst themselves,
- such amount as may be required, not exceeding \$20.

54.2 If any surplus remains following the winding up of the Company, the surplus will not be paid to or distributed amongst Members, but will be given or transferred to another corporation which, by its constitution, is:

- (a) required to pursue the charitable purpose of the advancement of education only;
 - (b) required to apply its profits (if any) or other income in promoting its objects; and
 - (c) prohibited from making any distribution to its members or paying fees to its directors,
- such corporation to be determined by the Members at or before the winding up and in default, by application to the Supreme Court of the Australian Capital Territory for determination.

Indemnity

55. Indemnity

55.1 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act the Company indemnifies every person who is or has been an officer of the Company against:

- (a) any liability (other than for legal costs) incurred by that person as an officer of the Company (including liabilities incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment); or
- (b) reasonable legal costs incurred in defending an action for a liability incurred by that person as an officer of the Company (including legal costs incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).

55.2 The amount of any indemnity payable under clause 55.1(a) or 55.1(b) will include an additional amount (**GST Amount**) equal to any GST payable by the officer being indemnified (**Indemnified Officer**) in connection with the indemnity (less the amount of input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity which

includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST Amount.

55.3 For the purposes of this clause, **officer** means:

- (a) a Director; or
- (b) a Secretary.

Receipts

56. Receipts

56.1 The Company welcomes gifts, contributions or donations of money or property made to advance the objects of the Company. If the Company accepts a gift, contribution or donation of money or property, the Company is required to give the donor a receipt, and otherwise comply with all applicable laws in relation to any such gift, contribution or donation, including without limitation the Applicable Not-for-Profit Laws.