



# **CONSTITUTION OF**

**Further Hope Community Support Ltd**

**Trading as**

**FURTHER HOPE AUSTRALIA**

Version -004/2018

## Table of Contents

<b>SECTION 1: INTRODUCTORY</b> .....	<b>5</b>
1. Name of the Company .....	5
2. Type of the company.....	5
3. Limited liability of Members.....	5
4. The guarantee.....	5
5. Definitions .....	5
<b>SECTION 2: REPLACEABLE RULES</b> .....	<b>5</b>
6. Application of replaceable rules .....	5
<b>SECTION 3: CHARITABLE PURPOSES AND POWERS</b> .....	<b>5</b>
7. Mission Statement, and Object .....	5
8. Power.....	6
9. Not-for-profit.....	6
10. Payment to Directors .....	6
11. Amending the constitution .....	6
<b>SECTION 4: MEMBERS &amp; REGISTER OF MEMBERS</b> .....	<b>7</b>
12. Number of members .....	7
13. Who can be a member .....	7
a) A person who supports the purposes of the company is eligible to apply to be a member of the company under section 4. ....	7
b) In this clause, a 'person' means an individual or incorporated body. ....	7
14. Membership .....	7
15. Register of members .....	7
16. Application to become a Member .....	8
17. MC's decision whether to approve or reject membership .....	8
18. When a person becomes a member .....	8
19. When a person stop being a member .....	8
<b>SECTION 5: DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURES</b> .....	<b>9</b>
20. Dispute resolution.....	9
21. Disciplining members.....	10
<b>SECTION 6: GENERAL MEETINGS OF MEMBERS</b> .....	<b>11</b>
22. General meeting called by Directors .....	11
23. General meeting called by members.....	11
24. Annual general meeting.....	12

25.	Notice of general meetings .....	12
26.	Quorum at general meetings .....	13
27.	Auditor’s right to attend meetings .....	14
28.	Using technology to hold meetings .....	14
29.	Chairperson for general meetings .....	14
30.	Role of the chairperson .....	14
31.	Adjournment of meetings .....	14
<b>SECTION 7: MEMBERS’ RESOLUTIONS AND STATEMENTS .....</b>		<b>15</b>
32.	Members ‘resolutions and statements .....	15
33.	Company must give notice of proposed resolution or distribute statement.....	15
34.	Circular resolutions of members.....	16
<b>SECTION 8: VOTING AT GENERAL MEETINGS .....</b>		<b>17</b>
35.	How many votes a member has .....	17
36.	Challenge to member's right to vote .....	17
37.	How voting is carried out .....	17
38.	When and how a vote in writing must be held .....	17
39.	Appointment of Proxy .....	18
40.	Voting by proxy .....	18
<b>SECTION 9: DIRECTORS.....</b>		<b>19</b>
41.	Number of directors .....	19
42.	Election and appointment of directors.....	19
43.	Election of chairperson .....	19
44.	Term of office .....	19
45.	When a director stops being a director .....	20
<b>SECTION 10: POWER OF DIRECTORS.....</b>		<b>20</b>
46.	Powers of directors .....	20
47.	Delegation of directors ‘powers .....	21
48.	Payment to directors.....	21
49.	Execution of documents.....	21
<b>SECTION 11: DUTIES OF DIRECTORS .....</b>		<b>21</b>
50.	Duties of directors .....	21
51.	Conflict of interest.....	22
<b>SECTION 12: DIRECTORS’ MEETING .....</b>		<b>23</b>
52.	When the Directors meet.....	23
53.	Calling directors' meetings.....	23
54.	Chairperson for directors' meetings .....	23

55.	Quorum at the directors' meetings .....	23
56.	Using technology to hold directors 'meetings .....	23
57.	Passing directors' resolutions .....	24
58.	Circular resolutions of directors .....	24
<b>SECTION 13: SECRETARY .....</b>		<b>25</b>
59.	Appointment and role of secretary .....	25
a)	The company must have at least one secretary, who may also be a director. ....	25
b)	A secretary must be appointed by the directors (after giving the company their signed consent to act as secretary of the company) and may be removed by the directors. ....	25
c)	The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration. ....	25
d)	The role of the secretary includes: .....	25
<b>SECTION 14: MINUTES AND RECORDS.....</b>		<b>25</b>
60.	Minutes and record .....	25
60.	Financial Record .....	26
a)	The company must make and keep written financial records that:.....	26
<b>SECTION 15: BY-LAWS .....</b>		<b>26</b>
61.	By-laws.....	26
a)	The directors may pass a resolution to make by-laws to give effect to this constitution. ...	26
b)	Members and directors must comply with by-laws as if they were part of this constitution.	26
<b>SECTION 16: NOTICES.....</b>		<b>26</b>
63.	what is notice .....	26
a)	Anything written to or from the company under any clause in this constitution is written notice and is subject to clauses 64 to 66, unless specified otherwise.....	26
b)	Clauses 63 to 65do not apply to a notice of proxy under clause 39.....	26
64.	Notice to the company.....	26
65.	Notice to members.....	27
66.	When notice is taken to be given .....	27
<b>SECTION 17: FINANCIAL YEAR.....</b>		<b>27</b>
67.	Company's financial year .....	27
<b>SECTION 18: INDEMNITY, INSURANCE, AND ACCESS.....</b>		<b>28</b>
68.	Indemnity.....	28
69.	Insurance .....	28
70.	Directors' access to documents .....	28
<b>SECTION 19: WINDING UP.....</b>		<b>29</b>
71.	Surplus assets not to be distributed to members .....	29

**SECTION 20: DEFINITIONS AND INTERPRETATION..... 29**  
**72. Definitions ..... 29**  
**73. Interpretation ..... 29**



## SECTION 1: INTRODUCTORY

### 1. Name of the Company

- a) The legal name of the company is Further Hope Community Support Ltd. (The Company)
- b) The name under which the company is known, shall be Further Hope Australia, (Business name)

### 2. Type of the company

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

### 3. Limited liability of Members

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

### 4. The guarantee

- a) Each member must contribute an amount not more than \$100 (the guarantee) to the property of the company if the company is wound up while the member is a member, or within 12 months after they stop being a member, and this contribution is required to pay for the:
  - 1) debts and liabilities of the company incurred before the member stopped being a member, or
  - 2) costs of winding up.

### 5. Definitions

- a) In this constitution, words and phrases have the meaning set out in clauses 72 and 73.

## SECTION 2: REPLACEABLE RULES

### 6. Application of replaceable rules

- a) The replaceable rules contained in the Act do not apply to this company

## SECTION 3: CHARITABLE PURPOSES AND POWERS

### 7. Mission Statement, and Object

#### a) Mission Statement

Our mission is to create opportunities for disadvantaged people, especially children in order to improve their health, well-being and independence.

#### b) Object

The objects for which the company is established are to provide an organisation for the direct relief of poverty, sickness, suffering, distress, misfortune, destitution or helplessness of such seriousness as would arouse pity or compassion in the community. As a means of achieving this, the company will:

- 1) Create opportunities for disadvantaged people to access education (reducing school dropouts due to lack of school fees and accessibility)
- 2) Promote health and nutrition within vulnerable communities by providing basic health care, food security, and education to needy people.
- 3) Supporting disadvantaged communities by designing and delivering programs and activities that aims at creating true belonging and build relationships that matter

## **8. Power**

- a) Subject to clause 9, the company has the following powers, which may only be used to carry out its purpose(s) set out in clause 7:
  1. the powers of an individual, and
  2. all the powers of a company limited by guarantee under the Corporations Act.

## **9. Not-for-profit**

### **a) Application of the company's income and property**

- 1) The company's income and property must be applied solely towards promoting the company's purposes.
- 2) No part of the income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, or other profit distribution, to any of the member or directors.
- 3) Clause 9 does not prohibit indemnification of, or payment of premiums on contracts of insurance for, any director to the extent permitted by law and this constitution.

## **10. Payment to Directors**

- a) No director fees may be paid to the directors

## **11. Amending the constitution**

- a) Subject to clause 11 (b), the members may amend this constitution by passing a special resolution.
- b) The members must not pass a special resolution that amends this constitution if passing it causes the company to no longer be a charity.

## SECTION 4: MEMBERS & REGISTER OF MEMBERS

### 12. Number of members

- a) The number of members for which the Company proposes to be registered is unlimited.

### 13. Who can be a member

- a) A person who supports the purposes of the company is eligible to apply to be a member of the company under section 4.
- b) In this clause, a 'person' means an individual or incorporated body.

### 14. Membership

- a) The members are:
  1. The founding members;
  2. the directors; and
  3. Any other persons the directors admit to membership in accordance with this constitution.

### 15. Register of members

- a) The company must establish and maintain a register of members. The register of members must be kept by the secretary and contains the following information:
  - 1) For each current member:
    - 1.1 Name
    - 1.2 Address
    - 1.3 Any alternative address nominated by member for the service of notices, and
    - 1.4 Date the member was entered on to the register.
  - 2) For each person who stopped being a member in the last 7 years:
    - 2.1 Name
    - 2.2 Address
    - 2.3 Any alternative address nominated by member for the service of notices, and
    - 2.4 Date the membership started and ended.
- b) Upon request by a member, the company must allow access to current members.
- c) Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

## **16. Application to become a Member**

- a) Every applicant for membership of the company (except the Founding members and the directors) must apply in the form and manner decided by the directors.
- b) After receipt of an application for membership by the Secretary, the membership committee (MC) must consider the application within a month and decide whether to approve or reject the admission of the applicant. The MC is not required to give any reason for rejecting an application.
- c) The Membership committee is made of the Founding Members.
- d) Upon receipt of a new membership application, the secretary must as soon as practicable call for a MC meeting to consider the application by giving a seven (7) days' notice.

## **17. MC's decision whether to approve or reject membership**

- a) The members of a committee must consider an application for membership received in accordance with sub-clause 16 (a) within a reasonable time after the secretary receives the application.
- b) When the committee approves an application, the secretary must as soon as possible:
  - 1) enter the new member on the register of members, and
  - 2) write to the applicant to tell them that their application was approved, and the date that their membership started.

## **18. When a person becomes a member**

- a) Other than Founding members, an applicant will become a member when they are entered on the register of members.

## **19. When a person stop being a member**

- a) A person immediately stops being a member if they:
  - 1) Die
  - 2) are wound up or otherwise dissolved or deregistered (for an incorporated member)
  - 3) resign, by writing to the secretary
  - 4) are expelled under clause 18, or
  - 5) have not responded within three months to a written request from the secretary that they confirm in writing that they want to remain a member.

## SECTION 5: DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURES

### 20. Dispute resolution

- a) The dispute resolution procedure in this clause applies to disputes (disagreements) under this constitution between a member or director and:
  - 1) one or more members
  - 2) one or more directors, or
  - 3) the company.
- b) A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 21 until the disciplinary procedure is completed.
- c) Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.
- d) If those involved in the dispute do not resolve it under clause 21 (c), they must within 14 days:
  - 1) tell the directors about the dispute in writing
  - 2) agree or request that a mediator be appointed, and
  - 3) attempt in good faith to settle the dispute by mediation.
- e) The mediator must:
  - 1) be chosen by agreement of those involved, or
  - 2) where those involved do not agree:
    - 2.1 for disputes between members, a person chosen by the directors, or
    - 2.2 for other disputes, a person chosen by either the Commissioner of the Australian Charities and Not-for-profits Commission or the president of the law institute or society in the state or territory in which the company has its registered office.
- f) A mediator chosen by the directors under clause 20 (e) ( 2.1, 2.2):
  - 1) may be a member or former member of the company
  - 2) must not have a personal interest in the dispute, and
  - 3) must not be biased towards or against anyone involved in the dispute.
- g) When conducting the mediation, the mediator must:
  - 1) allow those involved a reasonable chance to be heard
  - 2) allow those involved a reasonable chance to review any written statements
  - 3) ensure that those involved are given natural justice, and
  - 4) not make a decision on the dispute.

## 21. Disciplining members

- a) In accordance with this clause, the directors may resolve to warn, suspend or expel a member from the company if the directors consider that:
  - 1) the member has breached this constitution, or
  - 2) the member's behaviour is causing, has caused, or is likely to cause harm to the company.
  
- b) At least 14 days before the directors' meeting at which a resolution under clause 21 (a) will be considered, the secretary must notify the member in writing:
  - 1) that the directors are considering a resolution to warn, suspend or expel the member
  - 2) that this resolution will be considered at a directors' meeting and the date of that meeting
  - 3) what the member is said to have done or not done
  - 4) the nature of the resolution that has been proposed, and
  - 5) that the member may provide an explanation to the directors, and details of how to do so.
  
- c) Before the directors pass any resolution under clause 20.1, the member must be given a chance to explain or defend themselves by:
  - 1) sending the directors a written explanation before that directors' meeting, and/or
  - 2) speaking at the meeting.
  
- d) After considering any explanation under clause 21 (c), the directors may:
  - 1) take no further action
  - 2) warn the member
  - 3) suspend the member's rights as a member for a period of no more than 6 months
  - 4) expel the member
  - 5) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause), or
  - 6) require the matter to be determined at a general meeting.
  
- e) The directors cannot fine a member.
  
- f) The secretary must give written notice to the member of the decision under clause 21 (d) as soon as possible.
  
- g) Disciplinary procedures must be completed as soon as reasonably practical.

- h) There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

## SECTION 6: GENERAL MEETINGS OF MEMBERS

### 22. General meeting called by Directors

- a) The directors may call a general meeting.
- b) If members with at least 3% of the votes that may be cast at a general meeting make a written request to the company for a general meeting to be held, the directors must:
  - 1) within 21 days of the members' request, give all members notice of a general meeting, and
  - 2) hold the general meeting within 2 months of the members' request.
- c) The percentage of votes that members have (in clause 22 (b) ) is to be worked out as at midnight before the members request the meeting.
- d) The members who make the request for a general meeting must:
  - 1) state in the request any resolution to be proposed at the meeting
  - 2) sign the request, and
  - 3) give the request to the company.
- e) Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

### 23. General meeting called by members

- a) If the directors do not call the meeting within 21 days of being requested under clause 22 (b), 50% or more of the members who made the request may call and arrange to hold a general meeting.
- b) To call and hold a meeting under clause 23 (a) the members must:
  - 1) as far as possible, follow the procedures for general meetings set out in this constitution.
  - 2) call the meeting using the list of members on the company's member register, which the company must provide to the members making the request at no cost, and
  - 3) hold the general meeting within three months after the request was given to the company.
- c) The company must pay the members who request the general meeting any reasonable expenses they incur because the directors did not call and hold the meeting.

## 24. Annual general meeting

- a) A general meeting called the annual general meeting, must be held:
  - 1) within 18 months after registration of the company, and
  - 2) after the first annual general meeting, at least once in every calendar year.
- b) Even if these items are not set out in the notice of meeting, the business of an annual general meeting may include:
  - 1) a review of the company's activities
  - 2) a review of the company's finances
  - 3) any auditor's report
  - 4) the election of directors, and
  - 5) the appointment and payment of auditors, if any.
- c) Before or at the annual general meeting, the directors must give information to the members on the company's activities and finances during the period since the last annual general meeting.
- d) The chairperson of the annual general meeting must give members as a whole a reasonable opportunity at the meeting to ask questions or make comments about the management of the company.

## 25. Notice of general meetings

- a) Notice of a general meeting must be given to:
  - 1) each member entitled to vote at the meeting
  - 2) each director, and
  - 3) the auditor (if any).
- b) Notice of a general meeting must be provided in writing at least 21 days before the meeting.
- c) Subject to clause 25(d), notice of a meeting may be provided less than 21 days before the meeting if:
  - 1) for an annual general meeting, all the members entitled to attend and vote at the annual general meeting agree beforehand, or
  - 2) for any other general meeting, members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- d) Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
  - 1) remove a director
  - 2) appoint a director in order to replace a director who was removed, or
  - 3) remove an auditor.

- e) Notice of a general meeting must include:
- 1) the place, date and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this)
  - 2) the general nature of the meeting's business
  - 3) if applicable, that a special resolution is to be proposed and the words of the proposed resolution
  - 4) a statement that members have the right to appoint proxies and that, if a member appoints a proxy:
    - 4.1 the proxy does not need to be a member of the company
    - 4.2 the proxy form must be delivered to the company at its registered address or the address (including an electronic address) specified in the notice of the meeting, and
    - 4.3 the proxy form must be delivered to the company at least 48 hours before the meeting.
- f) If a general meeting is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

## 26. Quorum at general meetings

- a) No business may be conducted at a general meeting, except the election of a chairperson and the adjournment of the meeting, unless a quorum of members is present when the meeting proceeds to business.
- 1) The quorum consists if there is only one member entitled to vote and present at the meeting, that member; and
  - 2) in any other case, 3 members entitled to vote and present at the meeting, unless the members have fixed a higher number of members entitled to vote.
- b) If there is no quorum present within 30 minutes after the starting time stated in the notice of general meeting, the general meeting is adjourned to the date, time and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:
- 1) if the date is not specified — the same day in the next week
  - 2) if the time is not specified — the same time, and
  - 3) if the place is not specified — the same place.
- c) If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

### **27. Auditor's right to attend meetings**

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

### **28. Using technology to hold meetings**

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

### **29. Chairperson for general meetings**

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

### **30. Role of the chairperson**

- a) The chairperson is responsible for the conduct of the general meeting, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)).
- b) The chairperson does not have a casting vote.

### **31. Adjournment of meetings**

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

## SECTION 7: MEMBERS' RESOLUTIONS AND STATEMENTS

### 32. Members' resolutions and statements

- a) The member/s of the company with at least 3% of the vote may propose to resolve by giving:
  - 1) written notice to the company of a resolution they propose to move at a general meeting (member/s' resolution), and/or
  - 2) a written request to the company that the company give all of its members a statement about a proposed resolution or any other matter that may properly be considered at a general meeting (members' statement).
- b) A notice of a member/s' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.
- c) A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.
- d) Separate copies of a document setting out the notice or request may be signed by members if the wording is the same in each copy.
- e) The percentage of votes that members have (as described in clause 32 (a) ) is to be worked out as at midnight before the request or notice is given to the company
- f) If the company has been given notice of a members' resolution under clause 32 (a)(2), the resolution must be considered at the next general meeting held more than two months after the notice is given.
- g) This clause does not limit any other right that a member has to propose a resolution at a general meeting.

### 33. Company must give notice of proposed resolution or distribute statement

- a) If the company has been given a notice or request under clause 31:
  - 1) in time to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, it must do so at the company's cost, or
  - 2) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, then the members who proposed the resolution or made the request must pay the expenses reasonably incurred by the company in giving members notice of the proposed members' resolution or a copy of the members' statement. However,

at a general meeting, the members may pass a resolution that the company will pay these expenses.

- b) The company does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:
  - 1) it is more than 1 000 words long
  - 2) the directors consider it may be defamatory
  - 3) clause 33(a) applies, and the members who proposed the resolution or made the request have not paid the company enough money to cover the cost of sending the notice of the proposed members' resolution or a copy of the members' statement to members, or
  - 4) in the case of a proposed members' resolution, the resolution does not relate to a matter that may be properly considered at a general meeting or is otherwise not a valid resolution able to be put to the members.

#### **34. Circular resolutions of members**

- a) Subject to clause 34(c), the directors may put a resolution to the members to pass a resolution without a general meeting being held (a circular resolution).
- b) The directors must notify the auditor (if any) as soon as possible that a circular resolution has or will be put to members, and set out the wording of the resolution.
- c) Circular resolutions cannot be used:
  - 1) for a resolution to remove an auditor, appoint a director or remove a director
  - 2) for passing a special resolution, or
  - 3) where the Corporations Act or this constitution requires a meeting to be held.
- d) A circular resolution is passed if all the members entitled to vote on the resolution sign or agree to the circular resolution, in the manner set out in clause 34 (e) or clause 34(f).
- e) Members may sign:
  - 1) a single document setting out the circular resolution and containing a statement that they agree to the resolution, or
  - 2) separate copies of that document, as long as the wording is the same in each copy.
- f) The company may send a circular resolution by email to members and members may agree by sending a reply email to that effect, including the text of the resolution in their reply.

## SECTION 8: VOTING AT GENERAL MEETINGS

### 35. How many votes a member has

- a) Each member has one vote.

### 36. Challenge to member's right to vote

- a) A member or the chairperson may only challenge a person's right to vote at a general meeting at that meeting.
- b) If a challenge is made under clause 36(a), the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

### 37. How voting is carried out

- a) Voting must be conducted and decided by:
  - a) a show of hands
  - b) a vote in writing, or
  - c) another method chosen by the chairperson that is fair and reasonable in the circumstances.
- b) Before a vote is taken, the chairperson must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.
- c) On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.
- d) The chairperson and the meeting minutes do not need to state the number or proportion of the votes recorded in favour or against on a show of hands.

### 38. When and how a vote in writing must be held

- a) A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
  - 1) at least three members present
  - 2) members present with at least 3% of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded), or
  - 3) the chairperson.
- b) A vote in writing must be taken when and how the chairperson directs, unless clause applies.
- c) A vote in writing must be held immediately if it is demanded under clause 38(a):
  - 1) for the election of a chairperson under clause 38(b), or
  - 2) to decide whether to adjourn the meeting.

- 3) A demand for a vote in writing may be withdrawn.

### 39. Appointment of Proxy

- a) A member may appoint a proxy to attend and vote at a general meeting on their behalf.
- b) A proxy does not need to be a member.
- c) A proxy appointed to attend and vote for a member has the same rights as the member to:
  - 1) speak at the meeting
  - 2) vote in a vote in writing (but only to the extent allowed by the appointment), and
  - 3) join in to demand a vote in writing under clause 38(a).
- d) An appointment of proxy (proxy form) must be signed by the member appointing the proxy and must contain:
  - 1) the member's name and address
  - 2) the company's name
  - 3) the proxy's name or the name of the office held by the proxy, and
  - 4) the meeting(s) at which the appointment may be used.
- e) A proxy appointment may be standing (ongoing).
- f) Proxy forms must be received by the company at the address stated in the notice under clause 25 or at the company's registered address at least 48 hours before a meeting.
- g) A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- h) Unless the company receives written notice before the start or resumption of a general meeting at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:
  - 1) Dies
  - 2) is mentally incapacitated
  - 3) revokes the proxy's appointment, or
  - 4) revokes the authority of a representative or agent who appointed the proxy.
- i) A proxy appointment may specify the way the proxy must vote on a particular resolution.

### 40. Voting by proxy

- j) A proxy is not entitled to vote on a show of hands (but this does not prevent a member appointed as a proxy from voting as a member on a show of hands).
- k) When a vote in writing is held, a proxy:
  - 1) does not need to vote, unless the proxy appointment specifies the way they must vote

- 2) if the way they must vote is specified on the proxy form, must vote that way, and
- 3) if the proxy is also a member or holds more than one proxy, may cast the votes held in different ways.

## **SECTION 9: DIRECTORS**

### **41. Number of directors**

- a) The company must have a minimum of three and no more than six directors.
- b) A person may not be appointed a director if he or she is ineligible to be a director under the law or this constitution.
- c) The directors shall serve for a term of three years but shall be eligible for re-election.
- d) The directors in office on the date that this constitution was adopted by the company continue in office but on the terms and conditions set out in this constitution.

### **42. Election and appointment of directors**

- a) The initial directors are the people who have agreed to act as directors and who are named as proposed directors in the application for registration of the company.
- b) The directors may appoint any individual as a director, either to fill a casual vacancy or as an addition to the existing directors, provided:
  - c) the number of directors must not exceed the maximum number fixed under clause 41 (a) and
  - d) before appointing the director, that individual signs a consent to act as a director.
- e) The members may by resolution appoint a director, provided.
- f) If the number of directors is reduced to fewer than three or is less than the number required for a quorum, the continuing directors may act for increasing the number of directors to three (or higher if required for a quorum) or calling a general meeting, but for no other purpose.

### **43. Election of chairperson**

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

### **44. Term of office**

- a) At each annual general meeting:

- 1) any director appointed by the directors to fill a casual vacancy or as an additional director must retire, and
  - 2) at least one-third of the remaining directors must retire.
- b) The directors who must retire at each annual general meeting under clause 44 (a) (1) , (2) be the directors who have been longest in office since last being elected. Where directors were elected on the same day, the director(s) to retire will be decided by lot unless they agree otherwise.
- c) Other than a director appointed under clause 42 (b) a director's term of office starts at the end of the annual general meeting at which they are elected and ends at the end of the annual general meeting at which they retire.

#### 45. When a director stops being a director

- a) A director stops being a director if they:
- 1) give written notice of resignation as a director to the company
  - 2) die
  - 3) are removed as a director by a resolution of the members
  - 4) stop being a member of the company
  - 5) are a representative of a member, and that member stops being a member
  - 6) are a representative of a member, and the member notifies the company that the representative is no longer a representative
  - 7) are absent for three (3) consecutive directors' meetings without approval from the directors, or
  - 8) become ineligible to be a director of the company under the Corporations Act or the ACNC Act.

### SECTION 10: POWER OF DIRECTORS

#### 46. Powers of directors

- a) The directors are responsible for managing and directing the activities of the company to achieve the purpose[(s)] set out in section 3.
- b) The directors may use all the powers of the company except for powers that, under the Corporations Act or this constitution, may only be used by members.
- c) The directors must decide on the responsible financial management of the company including:
- 1) any suitable written delegations of power under clause 46, and

2) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.

d) The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution at a general meeting.

#### **47. Delegation of directors' powers**

a) The directors may delegate any of their powers and functions to a committee, a director, an employee of the company (such as a chief executive officer) or any other person, as they consider appropriate.

b) The delegation must be recorded in the company's minute book.

#### **48. Payment to directors**

a) The company must not pay fees to a director for acting as a director.

b) The company may:

1) pay a director for work they do for the company, other than as a director, if the amount is no more than a reasonable fee for the work done, or

2) reimburse a director for expenses properly incurred by the director in connection with the affairs of the company.

c) Any payment made under clause 48 (b) above a quantum agreed by the directors from time to time must be approved by the directors. The company may pay premiums for insurance indemnifying directors, as allowed for by law (including the Corporations Act) and this constitution.

#### **49. Execution of documents**

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

1) two directors of the company, or

2) a director and the secretary.

### **SECTION 11: DUTIES OF DIRECTORS**

#### **50. Duties of directors**

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

1) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the company

- 2) to act in good faith in the best interests of the company and to further the charitable purpose(s) of the company set out in section 3.
- 3) not to misuse their position as a director
- 4) not to misuse information they gain in their role as a director
- 5) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 51
- 6) to ensure that the financial affairs of the company are managed responsibly, and
- 7) not to allow the company to operate while it is insolvent.

#### **51. Conflict of interest**

- a) A director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution):
  - 1) to the other directors, or
  - 2) 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.
- b) The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.
- c) Each director who has a material personal interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution) must not, except as provided under clauses 51(d):
  - 1) be present at the meeting while the matter is being discussed, or
  - 2) vote on the matter.
- d) A director may still be present and vote if:
  - 1) their interest arises because they are a member of the company, and the other members have the same interest
  - 2) 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 69)
  - 3) their interest relates to a payment by the company under clause 66 (indemnity), or any contract relating to an indemnity that is allowed under the Corporations Act
  - 4) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter, or

- 5) the directors who do not have a material personal interest in the matter pass a resolution that:
  - 5.1) identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the company, and
  - 5.2) says that those directors are satisfied that the interest should not stop the director from voting or being present.

## **SECTION 12: DIRECTORS' MEETING**

### **52. When the Directors meet**

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

### **53. Calling directors' meetings**

- a) A director may call a directors' meeting by giving reasonable notice to all of the other directors.
- b) A director may give notice in writing or by any other means of communication that has previously been agreed to by all of the directors.

### **54. Chairperson for directors' meetings**

- a) The elected chairperson is entitled to chair directors' meetings.
- b) The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the elected chairperson is:
  - 1) not present within 30 minutes after the starting time set for the meeting, or
  - 2) present but does not want to act as chairperson of the meeting.

### **55. Quorum at the directors' meetings**

- a) Unless the directors determine otherwise, the quorum for a directors' meeting is at least 3 Directors
- b) A quorum must be present for the whole directors' meeting.

### **56. Using technology to hold directors' meetings**

- a) The directors may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the directors.
- b) The directors' agreement may be a standing (ongoing) one.
- c) A director may only withdraw their consent within a reasonable period before the meeting.

## 57. Passing directors' resolutions

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

## 58. Circular resolutions of directors

- a) The directors may pass a circular resolution without a directors' meeting being held.
- b) A circular resolution is passed if all the directors entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 58 (c) or clause 58(d).
- c) Each director may sign:
  - 1) a single document setting out the resolution and containing a statement that they agree to the resolution, or
  - 2) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- d) The company may send a circular resolution by email to the directors and the directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- e) A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 58(c) or clause 58(d)
- f) Each director may sign:
  - 1) a single document setting out the resolution and containing a statement that they agree to the resolution, or
  - 2) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- g) The company may send a circular resolution by email to the directors and the directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.

## SECTION 13: SECRETARY

### 59. Appointment and role of secretary

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

## SECTION 14: MINUTES AND RECORDS

### 60. Minutes and record

- a) The company must, within one month, make and keep the following records:
  - 1) minutes of proceedings and resolutions of general meetings
  - 2) minutes of circular resolutions of members
  - 3) a copy of a notice of each general meeting, and
  - 4) a copy of a members' statement distributed to members under clause 33.
- b) The company must, within one month, make and keep the following records:
  - 1) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees), and
  - 2) minutes of circular resolutions of directors.
- c) To allow members to inspect the company's records:
  - 1) the company must give a member access to the records set out in clause 60 (a), and
  - 2) the directors may authorise a member to inspect other records of the company, including records referred to in clause 59.2 and clause 61.
- d) The directors must ensure that minutes of a general meeting or a directors' meeting are signed within a reasonable time after the meeting by:
  - 1) the chairperson of the meeting, or
  - 2) the chairperson of the next meeting.
- e) The directors must ensure that minutes of the passing of a circular resolution (of members or directors) are signed by a director within a reasonable time after the resolution is passed.

## 60. Financial Record

- a) The company must make and keep written financial records that:
  - 1) correctly record and explain its transactions and financial position and performance, and
  - 2) enable true and fair financial statements to be prepared and to be audited.
- b) The company must also keep written records that correctly record its operations.
- c) The company must retain its records for at least 7 years.
- d) The directors must take reasonable steps to ensure that the company's records are kept safe.

## SECTION 15: BY-LAWS

### 61. By-laws

- a) The directors may pass a resolution to make by-laws to give effect to this constitution.
- b) Members and directors must comply with by-laws as if they were part of this constitution.

## SECTION 16: NOTICES

### 63. what is notice

- a) Anything written to or from the company under any clause in this constitution is written notice and is subject to clauses 64 to 66, unless specified otherwise.
- b) Clauses 63 to 65 do not apply to a notice of proxy under clause 39.

### 64. Notice to the company

- a) Written notice or any communication under this constitution may be given to the company, the directors or the secretary by:
  - 1) delivering it to the company's registered office
  - 2) posting it to the company's registered office or to another address chosen by the company for notice to be provided
  - 3) sending it to an email address or other electronic address notified by the company to the members as the company's email address or other electronic address, or
  - 4) sending it to the fax number notified by the company to the members as the company's fax number.

## 65. Notice to members

- a) Written notice or any communication under this constitution may be given to a member:
  - 1) in person
  - 2) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member for service of notices
  - 3) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any)
  - 4) sending it to the fax number nominated by the member as an alternative address for service of notices (if any), or
  - 5) if agreed to by the member, by notifying the member at an email or other electronic address nominated by the member, that the notice is available at a specified place or address (including an electronic address).
  
- b) If the company does not have an address for the member, the company is not required to give notice in person.

## 66. When notice is taken to be given

- a) A notice:
  - 1) delivered in person, or left at the recipient's address, is taken to be given on the day it is delivered
  - 2) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs
  - 3) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent, and
  - 4) given under clause 65 (a),(5) is taken to be given on the business day after the notification that the notice is available is sent.

## SECTION 17: FINANCIAL YEAR

### 67. Company's financial year

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

## SECTION 18: INDEMNITY, INSURANCE, AND ACCESS

### 68. Indemnity

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

### 69. Insurance

- a) To the extent permitted by law (including the Corporations Act), and if the directors consider it appropriate, the company may pay or agree to pay a premium for a contract insuring a person who is or has been an officer of the company against any liability incurred by the person as an officer of the company.

### 70. Directors' access to documents

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

## SECTION 19: WINDING UP

### 71. Surplus assets not to be distributed to members

- c. If the company is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation with similar objects, which is charitable at law, to which income tax deductible gifts can be made:
  - a) Gifts of money or property for the principle purpose of the organization;
  - b) Contribution made in relation to an eligible fundraising event held for the principle purpose of the organisation;
  - c) Money received by the organisation because of such gifts and contributions.
  - d) In the event of the company being dissolved or wound up, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another charitable organisation with similar purposes which is not carried on for the profit or gain of its individual members.

## SECTION 20: DEFINITIONS AND INTERPRETATION

### 72. Definitions

- d. In this constitution:
  - i. **ACNC Act** means the Australian Charities and Not-for-profits Commission Act 2012 (Cth)
  - ii. **company** means Further Hope Community Support Ltd.
  - iii. **Business Name** means Further Hope Australia, the name a company is known and trading under.
  - iv. **Corporations Act** means the Corporations Act 2001 (Cth)
  - v. **elected chairperson** means a person elected by the directors to be the company's chairperson under clause 41
  - vi. **general meeting** means a meeting of members and includes the annual general meeting, under rule 13.
  - vii. **MC:** means Membership Committee
  - viii. **initial member** means a person who is named in the application for registration of the company, with their consent, as a proposed member of the company
  - ix. **member present** means, in connection with a general meeting, a member present in person, by representative or by proxy at the venue or venues for the meeting
  - x. **registered charity** means a charity that is registered under the ACNC Act
  - xi. **special resolution** means a resolution:
    - a) of which notice has been given under rule 14, and
    - b) that has been passed by at least 75% of the votes cast by members present and entitled to vote on the resolution, and
  - xii. **surplus assets** mean any assets of the company that remain after paying all debts and other liabilities of the company, including the costs of winding up.

### 73. Interpretation

- e. In this constitution:

1. the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression, and
2. reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).

