



Constitution

Personal Injury Education Foundation Limited

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Constitution of Personal Injury Education Foundation Limited

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Preliminary

1. Defined terms

1.1. In this Constitution unless the contrary intention appears:

ACNC means the Australian Charities and Not-for-profits Commission as established under the ACNC Act and includes any other regulator which subsequently takes over the functions of the Australian Charities and Not-for-profits Commission, including without limitation, the Australian Taxation Office and the Australian Securities and Investments Commission as applicable.

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and the *Australian Charities and Not-for-profits Commission (Consequential and Transitional) Act 2012* (Cth) as modified or amended from time to time, and includes any regulations made under those Acts, any exemption or modification to those Acts, and also includes any legislation or regulation which replaces or supplements those Acts including, without limitation, the ITAA 1997.

Alternate Director means a person appointed as an alternate director under clause 36.

Associate Member means each person who has been accepted for associate membership of the Company in accordance with this Constitution.

Auditor means the Company's auditor.

Board means the board of Directors of the Company.

Commissioner means the Federal Commissioner of Taxation in Australia or authorised delegates.

Company means Personal Injury Education Foundation Limited (ACN 118 018 992). **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, where appropriate, includes an Alternate Director.

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

GST means goods and services tax payable pursuant to *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Executive Member means each person who has been accepted for executive membership of the Company in accordance with this Constitution or is deemed to be an executive member of the Company under clause 6.2.

ITAA 1997 means the *Income Tax Assessment Act 1997* (Cth).

Member means a person who is a member of the Company, who may be either an Executive Member, Ordinary Member or an Associate Member.

Ordinary Member means each person who has been accepted for ordinary membership of the Company in accordance with this Constitution or is deemed to be an ordinary member of the Company under clause 6.2.

Register means the register of Members of the Company.

Registered Charity means a charity that is registered under the ACNC Act.

Representative means a person appointed as such under 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.

Underwriter means an Executive Member that also provides financial support to enable the Company to meet its financial obligations and liabilities as they fall due.

- 1.2. In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution 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.
- 1.3. While the Company is a Registered Charity, the ACNC Act and the Corporations Act overrides any clauses in this Constitution which are inconsistent with those Acts.

2. Interpretation

- 2.1. In this Constitution, except where the context otherwise requires:
 - (a) the singular includes the plural and vice versa, and a gender includes other genders;
 - (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;
 - (f) includes a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity; and
 - (g) 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 Company is a company limited by guarantee, and is a not-for-profit, non-political entity established and located in Australia for the purpose of strengthening personal injury, disability management and adjunct industry capability to deliver social and economic value and community outcomes (the **Principal Purpose**).
- 4.2. The Principal Purpose will be furthered by means and activities including:
- (a) to provide education and professional development programs that are industry relevant, and address current and future state industry capability requirements and sustainability;
 - (b) manage the development and implementation of such educational and professional development courses, including vocational training programs, graduate and postgraduate courses in personal injury, disability management and related industries;
 - (c) integrate learning systems around personal injury and disability management into a seamless and flexible education program that will meet the needs of the Australian personal injury, disability management and related industries and facilitate the transfer of better practice;
 - (d) increase the number of skilled professional staff available in the personal injury, disability management and related industries;
 - (e) enable the development of industry wide standards;
 - (f) establish the personal injury, disability management and related industries as a profession; and
 - (g) ensure that the personal injury compensation, disability compensation and related industries becomes industries of choice by developing qualifications aimed at all staffing levels.
- 4.3. The Company may only exercise the powers in section 124(1) of the *Corporations Act* to:
- (a) carry out the Principal Purpose in this clause 4; and
 - (b) do all things incidental or convenient in relation to the exercise of power under clause 4.3(a).

Income and property of Company

5. Income and property of Company

- 5.1. The income and property of the Company will only be applied towards the promotion of the Principal Purpose of the Company set out in clause 4.
- 5.2. No income or property will be paid or transferred directly or indirectly to any Member of the Company except for payments to a Member:
 - (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company; or
 - (b) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent.

Membership

6. Admission

- 6.1. The number of Members with which the Company proposes to be registered is unlimited.
- 6.2. The Members of the Company are:
 - (a) the persons, corporations or organisations who consented to become Members in the Company's application for registration; and
 - (b) any other persons, corporations or organisations whom or which the Directors admit to membership in accordance with this Constitution.
- 6.3. Subject to the Corporations Act, the Directors may from time to time:
 - (a) determine, create and vary the classes and sub categories of Executive Members, Ordinary Members and Associate Members (including the rights and obligations attaching to a particular class of Member); and
 - (b) determine and vary the class of Member or sub category of Member to which each Member belongs.
- 6.4. Applications for membership of the Company must be in writing, specify whether the application is for membership as an Executive Member, Ordinary Member or an Associate Member and be signed by the applicant and in a form approved by the Directors in their absolute discretion.
- 6.5. The Directors will consider each application for membership at the next meeting of Directors after the application is received. In considering an application for membership, the Directors may:
 - (a) accept or reject the application; or
 - (b) ask the applicant to give more evidence of eligibility for membership or of the appropriate class of membership.
- 6.6. If the Directors ask for more evidence under clause 6.5, their determination of the application for membership is deferred until the evidence is given.

- 6.7. The Directors do not have to give any reason for rejecting an application for membership or for allocating an applicant to a particular class of membership.
- 6.8. As soon as practicable following acceptance of an application for membership, the Secretary will send the applicant written notice of the acceptance specifying:
- (a) whether the applicant has been admitted as an Executive Member, Ordinary Member or an Associate Member;
 - (b) the class of Executive Member, Ordinary Member or Associate Member to which the applicant has been admitted (if applicable); and
 - (c) request payment of the applicant's entrance fee (if applicable) and first annual subscription, amounts to be determined by the Board from time to time.
- 6.9. Subject to clause 6.10, an applicant for membership becomes a Member when the applicant's entrance fee (if applicable) and first annual subscription is paid.
- 6.10. If the entrance fee (where applicable) and first annual subscription of an applicant for membership is not paid within 30 days after the date the applicant is notified of acceptance of their application for membership, the Directors may cancel their acceptance of the applicant for membership of the Company.
- 6.11. 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.

7. Subscriptions

- 7.1. The Directors may determine the entrance fee and annual subscription payable by each Member or each class of Member from time to time, and may vary the entrance fee and annual subscription payable by each new and existing Member on an annual or any other basis determined by the Directors from time to time.
- 7.2. The annual subscription period will commence on 1 July of each year, and the annual subscription will be due in advance within 30 days of this date (**Determination Date**).
- 7.3. Any Member admitted to membership between 1 August and 30 June in a particular year will only be required to pay their first annual subscription on a pro rata basis for the number of months remaining between approval of the Board to enter the new Member into the register of Members up until the following Determination Date.
- 7.4. If a Member does not pay a subscription within 60 days after it becomes due the Directors:
- (a) will give the Member notice of that fact; and
 - (b) if the subscription remains unpaid 30 days from the date of that notice, may declare that Member's membership forfeited.

8. Ceasing to be a Member

- 8.1. 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 constituting three-quarters of the Directors present and voting at a meeting of Directors by resolution terminate the membership of a Member:
 - (i) whose conduct in their opinion renders it undesirable that that Member continue to be a Member;
 - (ii) 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 7.4(b);
- (d) where the Member is an individual, if the Member:
 - (i) dies;
 - (ii) becomes mentally incapacitated or whose person or estate is liable to be dealt with in any way under the laws relating to mental health; or
 - (iii) is convicted of an indictable offence;
- (e) where the Member is not an individual, 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.

8.2. 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 at the date of ceasing to be a Member.

9. Powers of attorney

- 9.1. If a Member executes or proposes to execute any document or do any act by or through an attorney which affects the Company or the Member's membership in the Company, that Member must deliver the instrument appointing the attorney to the Company for notation.
- 9.2. If the Company asks the Member to file with it a certified copy of the instrument for the Company to retain, the Member will promptly comply with that request.
- 9.3. The Company may ask for whatever evidence it thinks appropriate that the power of attorney is effective and continues to be in force.

10. Representatives

- 10.1. Any corporation or organisation which is a Member may by written notice to the Secretary:
 - (a) appoint a natural person to act as its Representative in all matters connected with the Company as permitted by the Corporations Act; and

- (b) remove a Representative.
- 10.2. Representative is entitled to:
 - (a) exercise at a general meeting all the powers which the corporation or organisation which appointed him or her could exercise if it were a natural person;
 - (b) stand for election as an office bearer or Director; and
 - (c) in the case of a Representative of an Ordinary Member, be counted towards a quorum on the basis that the Member corporation or organisation is to be considered personally present at a general meeting by its Representative.
- 10.3. A certificate executed in accordance with section 127 of the *Corporations Act* is rebuttable evidence of the appointment or of the removal of the appointment (as appropriate) of the Representative.
- 10.4. The chairperson of a general meeting may allow a Representative of an Ordinary Member to vote on the condition that he or she subsequently establishes his or her status as a Representative within a period prescribed by and to the satisfaction of the chairperson of the general meeting.
- 10.5. The appointment of a Representative may set out restrictions on the Representative's powers.

General meetings

11. Calling general meeting

- 11.1. Any Director may, at any time, call a general meeting.
- 11.2. An Executive Member or an Ordinary 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*.
- 11.3. The Company may hold a general meeting virtually only, or at one or more physical venues using any technology, including any audio or audiovisual electronic means, that gives the Members as a whole a reasonable opportunity to participate, including to hear and be heard. A Member or Representative using this technology is taken to be present in person at the meeting.

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 virtually or in two or more places, the audio or audiovisual technology

that will be used to facilitate this; including, without limitation, a telephone activated with a conference call or speaker phone facility, video conference, or any data streaming medium; and

- (b) must state the general nature of the business to be transacted at the meeting; and
 - (c) may specify a place 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;
 - (b) the election of directors; or
 - (c) 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 49.1 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 in person or by proxy, attorney or Representative.

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 is a majority of the aggregate number of Executive Members and Ordinary Members.
- 14.3. If a quorum is not present within 30 minutes after the time appointed for a general meeting, the general meeting shall continue in accordance with clause 17.6.

15. Chairperson

- 15.1. The chairperson, or in the chairperson's absence the deputy chairperson, of Directors' meetings will be the chairperson at every general meeting.
- 15.2. The Directors present may elect a chairperson of a general meeting if:

- (a) there is no chairperson or deputy chairperson; or
- (b) neither the chairperson nor deputy chairperson is present within 15 minutes after the time appointed for holding the general meeting; or
- (c) the chairperson and deputy chairperson are unwilling to act as chairperson of the general meeting.

15.3. If no election is made under clause 15.2, then:

- (a) the Ordinary Members may elect one of the Directors present as chairperson; or
- (b) if no Director is present or is willing to take the chair, the Ordinary Members may elect one of the Ordinary Members present as chairperson.

15.4. If there is a dispute at a general meeting about a question of procedure, the chairperson may determine the question.

16. Adjournment

16.1. The chairperson 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 must only be given in accordance with clause 12.1 if a general meeting has been adjourned for more than 21 days.

17. Decision on questions

17.1. Subject to the Corporations Act in relation 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 and subject to clause 17.6:

- (a) a declaration by the chairperson 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 person voting at the general meeting was not entitled to do so.
- 17.6. If a quorum is not met at a general meeting 30 minutes after the time appointed for a general meeting:
- (a) the meeting shall continue and all business heard;
 - (b) all decisions shall be agreed to be made by poll;
 - (c) decisions discussed and voted on at the meeting shall be recorded and circulated to all Members entitled to vote (by way of postal vote) within 7 days of the general meeting (**Notice of Decisions**);
 - (d) members shall be given 21 days from the date of dispatch of the Notice of Decisions to vote in favour of, or object to, a decision; and
 - (e) if a Member does not respond to a Notice of Decisions within 21 days of dispatch of the notice (**Day 28**), that Member shall be deemed to have voted in favour of the decisions the subject of the Notice of Decisions.
- 17.7. On the business day following Day 28, for the purposes of calculating votes on a decision, all votes cast at the initial general meeting will be combined with votes cast under clause 17.6. Subject to the Corporations Act in relation to special resolutions, a resolution is carried if a majority of the votes cast on the resolution are in favour of the resolution. For the avoidance of doubt, all Members entitled to vote are only entitled to one vote and no Member that cast a vote at the initial general meeting may cast a further postal vote under clause 17.6.

17A. Circular Resolutions of Members

- 17A.1 Subject to clause 17A.2 the Board may put a resolution to the Members to pass a circular resolution without a general meeting being held.
- 17A.2 Circular resolutions cannot be used:
- (a) for a resolution to remove an auditor; or
 - (b) where the Corporations Act or this Constitution requires a meeting to be held.
- 17A.3 A circular resolution is passed if that number of Members required to pass the resolution under clause 17.1 or as otherwise specified in this Constitution, and entitled to vote on the resolution, sign or agree to the circular resolution by any of the following methods:
- (a) signing a single document setting out the Circular Resolution and containing a statement that they agree to the resolution; or
 - (b) signing separate copies of that document, as long as the wording is the same in each copy.
 - (c) the Member Representative confirming their agreement in writing to the resolution.

18. Taking a poll

- 18.1. A poll will be taken when and in the manner that the chairperson directs.
- 18.2. The result of the poll will be the resolution of the meeting at which the poll was demanded.

- 18.3. The chairperson may determine any dispute about the admission or rejection of a vote.
- 18.4. The chairperson's determination, if made in good faith, will be final and conclusive.
- 18.5. A poll demanded on the election of the chairperson 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 chairperson

The chairperson does not have a casting vote in addition to the chairperson's votes as an Executive Member or Ordinary Member, or a proxy, attorney or Representative of an Executive Member or Ordinary Member.

20. Offensive material

A person may be refused admission to, or required to leave and not return to, a meeting if the person:

- (a) refuses to permit examination of any article in the person's possession; or
- (b) is in possession of any:
 - (i) electronic or recording device;
 - (ii) placard or banner; or
 - (iii) other article,

which the chairperson considers to be dangerous, offensive or liable to cause disruption.

Votes of Members

21. Entitlement to vote

- 21.1. An Executive Member or an Ordinary 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, unless otherwise determined by the Board from time to time.
- 21.2. Ordinary Members have restricted voting rights, such that an Ordinary Member or subcategory of Ordinary Member will be entitled to vote at a general meeting, unless otherwise determined by the Board from time to time and the Board having given prior written notice to the relevant subcategory of Ordinary Members.
- 21.3. An Associate Member is not entitled to vote on any items at a meeting, unless otherwise determined by the Board from time to time.
- 21.4. A Member entitled to vote on a particular matter of business 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 chairperson of the general meeting, whose decision is final.
- 22.3. A vote which the chairperson does not disallow because of an objection is valid for all purposes.

23. Votes by proxy

- 23.1. If a Member appoints a proxy, proxies or an attorney, the proxy, proxies or attorney may not vote on a show of hands.
- 23.2. A proxy need not be a Member.
- 23.3. A proxy of a Member may demand or join in demanding a poll.
- 23.4. A proxy or attorney of a Member may vote on a poll.
- 23.5. A proxy of a Member 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 subsection 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 or attorney 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 or in any instrument appointing an attorney, the appointment of the proxy or the attorney of a Member 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 chairperson, to vacate the chair or to adjourn the general meeting,

even though the appointment may specify the way the proxy or attorney 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 chairperson may either cast 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 or attorney 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 and any power of attorney or other authority under which it was executed when they are received at:

- (a) the Company's registered office;
- (b) a place or electronic address specified for that purpose in the notice of meeting.

26. Validity

A vote cast in accordance with an appointment of proxy or power of attorney is valid even if before the vote was cast the appointor:

- (a) died;
- (b) became mentally incapacitated; or
- (c) revoked the proxy or power,

unless any written notification of the death, unsoundness of mind or revocation was received by the Company before the relevant general meeting or adjourned general meeting.

Appointment and removal of Directors

27. Number of Directors

- 27.1. There will not be less than six Directors unless the Company in general meeting by resolution changes the minimum number.
- 27.2. The initial Directors of the Company are the persons who have consented to act as directors and are set out in the Company's application for registration as a Company. Those persons hold office subject to the Constitution.
- 27.3. Unless otherwise determined by special resolution of the Company, and subject to clause 29:
- (a) WorkSafe Victoria, Transport Accident Commission and any other Underwriter from time to time shall each have the right to appoint one Director to the Board at any time;
 - (b) the Board must include those Directors appointed by any other Members of the Company who are entitled to appoint a Director to the Board of the Company as a right of membership and with such entitlement as determined by the Board from time to time; and
 - (c) the Board may appoint any other additional person to the Board, as determined by the Board from time to time.
- 27.4. A Member entitled to appoint a Director:
- (a) may do so by giving the Company notice of the appointment in accordance with clause 48, accompanied by a signed consent to act as director from the person;
 - (b) does not waive its right to appoint a Director if it does not do so.

28. Appointment and removal of Directors

- 28.1. Without limiting clause 27, the Company may by resolution passed in general meeting:
- (a) appoint new Directors;
 - (b) subject to clause 27 increase or reduce the number of Directors;
 - (c) remove any Director before the end of the Director's period of office; and
 - (d) appoint another person in the Director's place.
- 28.2. A person appointed under clause 28.1(d) will hold office for the period for which the Director replaced would have held office if the Director had not been removed.
- 28.3. 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.
- 28.4. Within 14 days of the suspension, the Directors must call a general meeting, at which the Ordinary 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. Eligibility of Directors

29.1. A person is eligible for appointment or election as a Director if they:

- (a) give the Company a signed consent to act as a Director of the Company; and
- (b) are not ineligible to be a director under the Corporations Act or the ACNC Act.

30. Vacation of office

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

- (a) is prohibited by the Corporations Act or the ACNC 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 it, or becomes in the opinion of the Directors incapable of performing his or her duties;
- (c) resigns by notice in writing to the Company; or
- (d) is removed by a resolution of the Company;
- (e) is absent from Directors' meetings for 2 consecutive 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; or
- (g) is appointed by a Member under clause 27.3 and that Member ceases to be a Member.

Powers and duties of Directors

31. Powers and duties of Directors

31.1. 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.

31.2. Without limiting the generality of clause 31.1, the Directors may exercise all the powers of the Company to:

- (a) register the Company with relevant regulators including but not limited to the ACNC, the Commissioner, the Australian Securities and Investments Commission and the Australian Skills Quality Authority;
- (b) borrow money;
- (c) charge any property or business of the Company;
- (d) issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person; and

- (e) guarantee or to become liable for the payment of money or the performance of any obligation by or of any other person.
- 31.3. The Directors will cause the Company to comply with any obligations under the ACNC Act or any other legislation.
- 31.4. The Directors must comply with their duties as directors under legislation and common law, and with the duties described in governance standard 5 of the regulations made under the ACNC Act.

Proceedings of Directors

32. Directors' meetings

- 32.1. A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 32.2. A Directors' meeting must be called on at least 48 hours written notice of a meeting to each Director and each Director's alternate.
- 32.3. Not used.
- 32.4. 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.
- 32.5. The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 32.6. Subject to clause 35, 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.
- 32.7. Clauses 32.4 to 32.5 apply to meetings of Directors' committees as if all committee members were Directors.
- 32.8. The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 32.9. A quorum is a majority of Directors for the time being.
- 32.10. Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, the chairperson may call a general meeting to deal with the matter.
- 32.11. 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.

33. Decision on questions

- 33.1. 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 35, each Director has one vote.
- 33.2. The chairperson of a meeting does not have a casting vote in addition to his or her deliberative vote.

- 33.3. An Alternate Director has one vote for each Director for whom he or she is an alternate.
- 33.4. If the Alternate Director is a Director, he or she also has a vote as a Director.

Payments to Directors

34. Payments to Directors

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

- (a) of fair and reasonable fees for services rendered to the Company by the Director in his or her capacity as Director, provided that where the Director is required to be a Director of the Company as part of his or her current role within his or her Member organisation, such fees are not to be paid unless agreed by unanimous resolution of the Board;
- (b) 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;
- (c) 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;
- (d) 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
- (e) 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.

35. Directors' interests

- 35.1. 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.
- 35.2. 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.
- 35.3. A Director is not disqualified merely because of being a Director from contracting with the Company in any respect.
- 35.4. Subject to clause 34, 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.
- 35.5. 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.
- 35.6. 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.

36. Alternate Directors

- 36.1. A Director may, with the approval of the Directors, appoint any person as his or her alternate for a period determined by that Director.
- 36.2. An Alternate Director is entitled to notice of Directors' meetings and, if the appointor is not present at a meeting, is entitled to attend, be counted in a quorum and vote as a Director.
- 36.3. An Alternate Director is an officer of the Company and is not an agent of the appointor.
- 36.4. The provisions of this Constitution which apply to Directors also apply to Alternate Directors.
- 36.5. The appointment of an Alternate Director:
- (a) may be revoked at any time by the appointor or by the other Directors; and
 - (b) end automatically when the appointor ceases to be a Director.
- 36.6. Any appointment or revocation under this clause must be effected by written notice delivered to the Secretary.

37. Remaining Directors

- 37.1. The Directors may act even if there are vacancies on the Board.
- 37.2. If the number of Directors is not sufficient to constitute a quorum at a Directors' meeting, the Directors may act only to:
 - (a) appoint a Director; or
 - (b) call a general meeting.

38. Chairperson and deputy chairperson

- 38.1. The Directors may elect a Director as chairperson of Directors' meetings and may determine the period for which the chairperson will hold office.
- 38.2. The Directors may elect a Director who has been nominated by an Underwriter, as deputy chairperson of Directors' meetings and may determine the period for which the deputy chairperson will hold office.
- 38.3. The chairperson, or in the chairperson's absence the deputy chairperson will be the chairperson at every Director's meeting.
- 38.4. The Directors present at a Director's meeting may elect from amongst themselves a chairperson of a Director's meeting if:
 - (a) there is no chairperson or deputy chairperson; or
 - (b) neither the chairperson nor deputy chairperson is present within 10 minutes after the time appointed for holding the Director's meeting; or
 - (c) the chairperson and deputy chairperson are unwilling to act as chairperson of the Director's meeting.

39. Delegation

- 39.1. 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.
- 39.2. The Directors may at any time revoke any delegation of power to a committee.
- 39.3. At least one member of each committee must be a Director.
- 39.4. 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.
- 39.5. A committee may be authorised by the Directors to sub-delegate all or any of the powers for the time being vested in it.
- 39.6. 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.

40. Written resolutions

- 40.1. The Directors may pass a resolution without a Director's meeting being held if the required majority of Directors under clause 33.1 who are 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 required number of Directors have signed.
- 40.2. For the purposes of clause 40.1, 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.
- 40.3. Any document referred to in this clause may be in the form of an electronic transmission.
- 40.4. The minutes of Directors' meetings must record that a meeting was held in accordance with this clause.
- 40.5. This clause applies to meetings of Directors' committees as if all members of the committee were Directors.

41. Validity of acts of Directors

If it is discovered that:

- (a) there was a defect in the appointment of a person as a Director, Alternate 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.

42. Minutes and Registers

- 42.1. 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 40;
 - (d) all appointments of officers;
 - (e) all orders made by the Directors and Directors' committees; and
 - (f) all disclosures of interests made under clause 35.
- 42.2. Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting of the relevant body.
- 42.3. The Company must keep all registers required by this Constitution and the Corporations Act.

Attorneys and agents

43. Appointment of attorneys and agents

- 43.1. 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.
- 43.2. 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.
- 43.3. A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit.
- 43.4. 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

44. Secretary

- 44.1. If required by the Corporations Act, 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.
- 44.2. The Secretary is entitled to attend and be heard on any matter at all Directors' and general meetings.
- 44.3. The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

Seals

45. 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;
- (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.

46. 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;
- (b) must not be used except with the authority of the Directors.

Inspection of records

47. Inspection of records

- 47.1. 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.
- 47.2. 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

48. Service of notices

- 48.1. 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 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; or
 - (c) 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).
- 48.2. A notice sent by post is taken to be served:
 - (a) by properly addressing, prepaying and posting a letter containing the notice; and
 - (b) four business days after the day on which it was posted.
- 48.3. A notice sent by electronic notification (including under clause 48.1(c)) is taken to be served:
 - (a) by properly addressing the electronic notification and transmitting it; and

- (b) on the business day after its dispatch.
- 48.4. 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.
- 48.5. A Member whose address recorded in the Register is not in Australia may specify in writing an address in Australia to be taken to be the Member's for the purposes of clause 48.
- 48.6. 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.
- 48.7. Documents (including notices under this Constitution) may be signed using:
- (a) electronic signature;
 - (b) an electronic communication (as that term is defined in the *Electronic Transactions Act 1999 (Cth)*); or
 - (c) a proprietary program (for example DocuSign or AdobeSign) which is applied following verification of an individual's identity
- (Electronic Signature).**
- 48.8. The use of an Electronic Signature constitutes legally effective execution of the document by the Company and will be considered conclusive as to the persons' intention to sign the agreement on behalf of the Company as if signed by that person's (or any of its duly authorised signatory's) manuscript signature.

49. Persons entitled to notice

- 49.1. Notice of every general meeting must be given to:
- (a) every Member;
 - (b) every Director and Alternate Director; and
 - (c) any Auditor.
- 49.2. No other person is entitled to receive notice of a general meeting.

Audit and accounts

50. Audit and accounts

- 50.1. 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.
- 50.2. The Directors must cause the financial records of the Company to be audited in accordance with the requirements of the Corporations Act.

Winding up

51. Winding up

- 51.1. In the event of the Company being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liability shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain or its individual members.

If the Company is wound up:

- (a) each Member; and
- (b) each person 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 51.1(b), contracted before the person 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 \$2,500.

Indemnity

52. Indemnity

- 52.1. 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).

- 52.2. The amount of any indemnity payable under clauses 52.1(a) or 52.1(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.

- 52.3. For the purposes of this clause, officer means:

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