

CONSTITUTION OF Bowen Flexi Care Inc

Australian Business Number (ABN) [5293827807]

A company limited by guarantee

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Preliminary

1. Name of the company

The name of the **company** is

Bowen Flexi Care Inc

(the **organisation**).

2. Type of company

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

3. Limited liability of members

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

4. The guarantee

Each member must contribute an amount not more than \$2.00 (the guarantee) to the property of the **organisation** if the **organisation** is wound up while the member is a member, or within 12 months after they stop being a member, and this contribution is required to pay for the:

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

Each membership is paid prior to that year's AGM and the membership is considered current until the following AGM.

5. Definitions

In this constitution, words and phrases have the meaning set out in clauses 71 and 73.

Charitable purposes and powers

6. Object

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

- (a) To support all participants currently engaged with a service agreement in either Support Coordination, Plan Management or Service Delivery by complying with NDIS standards, Code of Conduct, and all other statutory requirements of an organisation.
- (b) To empower our participants to meet their individual goals and capabilities, through person centred supports.
- (c) To ensure a sustainable future of the organisation by adopting, sound, ethical, legal governance, and financial management of the organisation.

7. Powers

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

- (a) the powers of an individual, and
- (b) all the powers of an **organisation** limited by guarantee under the **Corporations Act**.

- (c) Provide governance to the organisation, by adopting fair and equitable policies and procedures.
- (d) To approve policies, procedures, and the constitution where changes and reviews of the documents require Management Committee approval.
- (e) To subscribe to or become a member of and cooperate with another organisation, club, or organisation, whether incorporated or not, whose objective are altogether or in part like those of Bowen Flexi Care Inc provided that the Organisation shall not subscribe to or support with its funds of Bowen Flexi Care Inc being distributed to the organisation.
- (f) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, or property, real and personal, and any rights which may be required for the purposes of or capable of being used in connection with, any of the objects of the Organisation; provided that in case the Organisation shall take or hold any property which may be subject to any trusts the Organisation shall only deal with the same in such a manner as is allowed by law having regard to such trusts
- (g) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may be deemed directly or indirectly to advance the Organisation's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof
- (h) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Organisation
- (i) To obtain from any such Government or Authority any rights, privileges and concessions which the Organisation may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions
- (j) To invest and deal with the money of the Organisation not immediately required in such manner as may from time to time be thought fit
- (k) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or over-draft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, upon the whole or any part of the Incorporated Organisation's property or assets present or future and to purchase, redeem or pay-off any such securities
- (l) In furtherance of the objects of the Organisation to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Organisation

- (m) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Organisation's but subject always to the provision of the Corporation Act.
 - (n) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be in the interest for the purposes of procuring contributions to the funds of the Organisation, in the shape of donations, annual subscriptions, or otherwise;
 - (o) To print and publish any bulletins, newspapers, periodicals, books or leaflets that the Organisation may think desirable for the promotion of its objectives;
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8. Roles and responsibilities

- 8.1 The members of the Management Committee have the role and responsibility to
 - (a) Attend the Annual General Meeting
 - (b) Support the Management Committee by attending required general meetings
 - (c) providing public support of the **organisation**.
- 8.2 A member of the management committee has the responsibility to be prepared prior to attending meetings Each member will need to read and review all reports and documentation prior to a general meeting, so the member can make an informed decision and vote accordingly on matters presented.

9. Not-for-profit

- 9.1 The **organisation** must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 9.2 and 70.
- 9.2 Clause 9.1 does not stop the **organisation** from doing the following things, provided they are done in good faith:
 - (a) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the **organisation**, or
 - (b) making a payment to a member in carrying out the **organisation's** charitable purpose(s).

10. Amending the constitution

- 10.1 Subject to clause 10.2, the members may amend this constitution by passing a **special resolution**.
- 10.2 The members must not pass a **special resolution** that amends this constitution if passing it causes the **organisation** to no longer be a charity.

Members

11. Membership and register of members

- 11.1 The members of the **organisation** are:

- (a) **initial members**, and
 - (b) any other person the officers allow to be a member, in accordance with this constitution.
- 11.2 The **organisation** must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:
- (a) for each current member:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. date the member was entered on to the register.
 - (b) for each person who stopped being a member in the last 7 years:
 - i. name
 - ii. address
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. dates the membership started and ended.
- 11.3 The **organisation** must give current members access to the register of members.
- 11.4 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

12. Who can be a member

- 12.1 A person who supports the purposes of the **organisation** is eligible to apply to be a member of the **organisation** under clause 13.
- 12.2 In this clause, 'person' means an individual or incorporated body.
- 12.3 Where the member is an employee of the organisation, said employee will need to complete a conflict-of-interest form which will be retained for the period the employee is a member of the organisation.

13. How to apply to become a member

A person (as defined in clause 12.2) may apply to become a member of the **organisation** by writing to the secretary stating that they:

- (a) want to become a member
- (b) support the purpose(s) of the **organisation**, and
- (c) agree to comply with the **organisation's** constitution, including paying the guarantee under clause 4 if required.
- (d) Declare any conflict of interests at the time of application.

14. Officers decide whether to approve membership

- 14.1 The officers must consider an application for membership within a reasonable time after the secretary receives the application.
- 14.2 Ensure any declared conflict of interests are considered.
- 14.3 If the officers approve an application, the secretary must as soon as possible:
- (a) enter the new member on the register of members, and
 - (b) write to the applicant to tell them that their application was approved, and the date that their membership started (see clause 15).
- 14.4 If the officers reject an application, the secretary must write to the applicant as soon as possible to tell them that their application has been rejected but does not have to give reasons.

14.5 For the avoidance of doubt, the officers may approve an application even if the application does not state the matters listed in clauses 13(a), 13(b) or 13(c). In that case, by applying to be a member, the applicant agrees to those three matters.

14.6 Appeals Process

(a) A person whose application for membership has been rejected or whose membership has been terminated may within one (1) month of receiving written notification thereof, lodge with the secretary written notice of their intention to appeal against the decision of the Management Committee.

(b) Upon receipt of a notification of intention to appeal against rejection or termination or membership the Secretary shall convene, within three (3) months of the date of receipt of such notice, a general meeting to determine the appeal.

(c) At any such meeting the applicant shall be given the opportunity to fully present their case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.

(d) The appeal shall be determined by the vote of the members present at such meeting.

(e) Where a person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

15. When a person becomes a member

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

16. When a person stops being a member

A person immediately stops being a member if they:

- (a) die
- (b) are wound up or otherwise dissolved or deregistered (for an incorporated member)
- (c) resign, by writing to the secretary
- (d) are expelled under clause 18, or
- (e) 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.
- (f) Have a conflict of interest which would preclude the person from being a member.

Dispute resolution and disciplinary procedures

17. Dispute resolution

17.1 The dispute resolution procedure in this clause applies to disputes (disagreements) under this constitution between a member or Officer and:

- (a) one or more members

- (b) one or more officers, or
- (c) the **organisation**.
- 17.2 A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 17 until the disciplinary procedure is completed.
- 17.3 Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.
- 17.4 If those involved in the dispute do not resolve it under clause 17.3, they must within 10 days:
 - (a) tell the officers about the dispute in writing
 - (b) agree or request that a mediator be appointed, and
 - (c) attempt in good faith to settle the dispute by mediation.
- 17.5 The mediator must:
 - (a) be chosen by agreement of those involved, or
 - (b) where those involved do not agree:
 - i. for disputes between members, a person chosen by the officers, or
 - ii. 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 **organisation** has its registered office.
- 17.6 A mediator chosen by the officers under clause 17.5(b)(i):
 - (a) may be a member or former member of the **organisation**
 - (b) must not have a personal interest in the dispute, and
 - (c) must not be biased towards or against anyone involved in the dispute.
- 17.7 When conducting the mediation, the mediator must:
 - (a) allow those involved a reasonable chance to be heard
 - (b) allow those involved a reasonable chance to review any written statements
 - (c) ensure that those involved are given natural justice, and
 - (d) not make a decision on the dispute.

18. Disciplining members

- 18.1 In accordance with this clause, the officers may resolve to warn, suspend or expel a member from the **organisation** if the officers consider that:
 - (a) the member has breached this constitution, or
 - (b) the member's behaviour is causing, has caused, or is likely to cause harm to the **organisation**.
- 18.2 At least 14 days before the officers' meeting at which a resolution under clause 18.1 will be considered, the secretary must notify the member in writing:
 - (a) that the officers are considering a resolution to warn, suspend or expel the member
 - (b) that this resolution will be considered at a officers' meeting and the date of that meeting
 - (c) what the member is said to have done or not done
 - (d) the nature of the resolution that has been proposed, and
 - (e) that the member may provide an explanation to the officers, and details of how to do so.
- 18.3 Before the officers pass any resolution under clause 18.1, the member must be given a chance to explain or defend themselves by:
 - (a) sending the officers a written explanation before the officers' meeting, and/or

- (b) speaking at the meeting.
- 18.4 After considering any explanation under clause 18.3, the officers may:
 - (a) take no further action
 - (b) warn the member
 - (c) suspend the member's rights as a member for a period of no more than 12 months
 - (d) expel the member
 - (e) refer the decision to an unbiased, independent person on conditions that the officers consider appropriate (however, the person can only make a decision that the officers could have made under this clause), or
 - (f) require the matter to be determined at a **general meeting**.
- 18.5 The officers cannot fine a member.
- 18.6 The secretary must give written notice to the member of the decision under clause 18.4 as soon as possible.
- 18.7 Disciplinary procedures must be completed as soon as reasonably practical.
- 18.8 There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

General meetings of members

19. General meetings called by officers

- 19.1 The officers may call a **general meeting**.
- 19.2 If members with at least 5% of the votes that may be cast at a **general meeting** make a written request to the **organisation** for a **general meeting** to be held, the officers must:
 - (a) within 21 days of the members' request, give all members notice of a **general meeting**, and
 - (b) hold the **general meeting** within 2 months of the members' request, unless the request would require the meeting to fall within December and January of the following year and a quorum may not be possible
- 19.3 The percentage of votes that members have (in clause 19.2) is to be worked out as at midnight before the members request the meeting.
- 19.4 The members who make the request for a **general meeting** must:
 - (a) state in the request any resolution to be proposed at the meeting
 - (b) sign the request, and
 - (c) give the request to the **organisation**.
- 19.5 Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

20. General meetings called by members

- 20.1 If the officers do not call the meeting within 21 days of being requested under clause 19.2, 50% or more of the members who made the request may call and arrange to hold a **general meeting**.
- 20.2 To call and hold a meeting under clause 20.1 the members must:
 - (a) as far as possible, follow the procedures for **general meetings** set out in this constitution

- (b) call the meeting using the list of members on the **organisation's** member register, which the **organisation** must provide to the members making the request at no cost, and
- (c) hold the **general meeting** within three months after the request was given to the **organisation**.

21. Annual general meeting

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

22. Notice of general meetings

- 22.1 Notice of a **general meeting** must be given to:
 - (a) each member entitled to vote at the meeting
 - (b) each director, and
 - (c) the auditor (if any).
- 22.2 Notice of a **general meeting** must be provided in writing at least 21 days before the meeting.
- 22.3 Subject to clause 22.4, notice of a meeting may be provided less than 21 days before the meeting if:
 - (a) for an annual **general meeting**, all the members entitled to attend and vote at the annual **general meeting** agree beforehand, or
 - (b) for any other **general meeting**, members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- 22.4 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
 - (a) remove an Officer
 - (b) appoint an Officer in order to replace an Officer who was removed, or
 - (c) remove an auditor.
- 22.5 Notice of a **general meeting** must include:
 - (a) the place, date, and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this)
 - (b) the general nature of the meeting's business
 - (c) if applicable, that a **special resolution** is to be proposed and the words of the proposed resolution

- (d) a statement that members have the right to appoint proxies and that, if a member appoints a proxy:
 - i. the proxy does not need to be a member of the **organisation**
 - ii. the proxy form must be delivered to the **organisation** at its registered address or the address (including an electronic address) specified in the notice of the meeting, and
 - iii. the proxy form must be delivered to the **organisation** at least 48 hours before the meeting.
 - 22.6 If a **general meeting** is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.
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23. Quorum at general meetings

- 23.1 For a **general meeting** to be held, at least 50% plus one member (a quorum) must be present (in person, by proxy or by representative) for the whole meeting. A person will be considered present if they are attending the meeting via an electronic platform such as TEAMS. When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one member).
- 23.2 No business may be conducted at a **general meeting** if a quorum is not present.
- 23.3 If there is no quorum present within 30 minutes after the starting time stated in the notice of **general meeting**, the **general meeting** is adjourned to the date, time, and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:
 - (a) if the date is not specified – the same day in the next week
 - (b) if the time is not specified – the same time, and
 - (c) if the place is not specified – the same place.
- 23.4 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

24. Auditor's right to attend meetings

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

25. Representatives of members

- 25.1 An incorporated member may appoint as a representative:
 - (a) one individual to represent the member at meetings and to sign circular resolutions under clause 30, and
 - (b) the same individual or another individual for the purpose of being appointed or elected as an officer.
- 25.2 The appointment of a representative by a member must:
 - (a) be in writing
 - (b) include the name of the representative
 - (c) be signed on behalf of the member, and
 - (d) be given to the **organisation** or, for representation at a meeting, be given to the chairperson before the meeting starts.

- 25.3 A representative has all the rights of a member relevant to the purposes of the appointment as a representative.
- 25.4 The appointment may be standing (ongoing).

26. Using technology to hold meetings

- 26.1 The **organisation** 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.
- 26.2 Anyone using this technology is taken to be present in person at the meeting.

27. Chairperson for general meetings

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

28. Role of the chairperson

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

29. Adjournment of meetings

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

Members' resolutions and statements

30. Members' resolutions and statements

- 30.1 Members with at least 5% of the votes that may be cast on a resolution may give:
 - (a) written notice to the **organisation** of a resolution they propose to move at a **general meeting** (members' resolution), and/or
 - (b) a written request to the **organisation** that the **organisation** 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).
- 30.2 A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.
- 30.3 A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.
- 30.4 Separate copies of a document setting out the notice or request may be signed by members if the wording is the same in each copy.
- 30.5 The percentage of votes that members have (as described in clause 30.1) is to be worked out as at midnight before the request or notice is given to the **organisation**.

- 30.6 If the **organisation** has been given notice of a members' resolution under clause 30.1(a), the resolution must be considered at the next **general meeting** held more than two months after the notice is given.
- 30.7 This clause does not limit any other right that a member must propose a resolution at a **general meeting**.

31. Organisation must give notice of proposed resolution or distribute statement

- 31.1 If the **organisation** has been given a notice or request under clause 30:
- (a) in time to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, it must do so at the **organisation's** cost, or
 - (b) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, then the members who proposed the resolution or made the request must pay the expenses reasonably incurred by the **organisation** 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 **organisation** will pay these expenses.
- 31.2 The **organisation** does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:
- (a) it is more than 1 000 words long
 - (b) the officers consider it may be defamatory
 - (c) clause 31.1(b) applies, and the members who proposed the resolution or made the request have not paid the **organisation** enough money to cover the cost of sending the notice of the proposed members' resolution or a copy of the members' statement to members, or
 - (d) in the case of a proposed members' resolution, the resolution does not relate to a matter that may be properly considered at a **general meeting** or is otherwise not a valid resolution able to be put to the members.

32. Circular resolutions of members

- 32.1 Subject to clause 32.3, the officers may put a resolution to the members to pass a resolution without a **general meeting** being held (a circular resolution).
- 32.2 The officers 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.
- 32.3 Circular resolutions cannot be used:
- (a) for a resolution to remove an auditor, appoint an Officer or remove an Officer.
 - (b) for passing a **special resolution**, or
 - (c) where the **Corporations Act** or this constitution requires a meeting to be held.
- 32.4 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 32.5 or clause 32.6.
- 32.5 Members may sign:
- (a) a single document setting out the circular resolution and containing a statement that they agree to the resolution, or
 - (b) separate copies of that document, if the wording is the same in each copy.

- 32.6 The **organisation** 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.

Voting at general meetings

33. How many votes a member has

Each member has one vote.

34. Challenge to member's right to vote

- 34.1 A member or the chairperson may only challenge a person's right to vote at a **general meeting** at that meeting.
- 34.2 If a challenge is made under clause 34.1, the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

35. How voting is carried out

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

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

- 36.1 A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:
- (a) at least five **members present**
 - (b) **members present** with at least 5% of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded), or
 - (c) the chairperson.
- 36.2 A vote in writing must be taken when and how the chairperson directs unless clause 36.3 applies.
- 36.3 A vote in writing must be held immediately if it is demanded under clause 36.1:
- (a) for the election of a chairperson under clause 27.1, or
 - (b) to decide whether to adjourn the meeting.
- 36.4 A demand for a vote in writing may be withdrawn.

37. Appointment of proxy

- 37.1 A member may appoint a proxy to attend and vote at a **general meeting** on their behalf.
- 37.2 A proxy does not need to be a member.

- 37.3 A proxy appointed to attend and vote for a member has the same rights as the member to:
- (a) speak at the meeting
 - (b) vote in a vote in writing (but only to the extent allowed by the appointment), and
 - (c) join in to demand a vote in writing under clause 36.1.
- 37.4 An appointment of proxy (proxy form) must be signed by the member appointing the proxy and must contain:
- (a) the member's name and address
 - (b) the **organisation's** name
 - (c) the proxy's name or the name of the office held by the proxy, and
 - (d) the meeting(s) at which the appointment may be used.
- 37.5 A proxy appointment may be standing (ongoing).
- 37.6 Proxy forms must be received by the **organisation** at the address stated in the notice under clause 22.5(d) or at the **organisation's** registered address at least 48 hours before a meeting.
- 37.7 A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.
- 37.8 Unless the **organisation** receives written notice before the start or resumption of a **general meeting** at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:
- (a) dies
 - (b) is mentally incapacitated
 - (c) revokes the proxy's appointment, or
 - (d) revokes the authority of a representative or agent who appointed the proxy.
- 37.9 A proxy appointment may specify the way the proxy must vote on a particular resolution.

38. Voting by proxy

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

Officers

39. Number of officers

The **organisation** must have at least three and no more than nine officers.

40. Election and appointment of officers

- 40.1 The initial officers are the people who have agreed to act as officers and who are named as proposed officers in the application for registration of the **organisation**.

- 40.2 Apart from the initial officer and officers appointed under clause 40.5, the members may elect an Officer by a resolution passed in a **general meeting**.
- 40.3 Each of the officer must be appointed by a separate resolution, unless:
- (a) the members present have first passed a resolution that the appointments may be voted on together, and
 - (b) no votes were cast against that resolution.
- 40.4 A person is eligible for election as an Officer of the **organisation** if they:
- (a) are a member of the **organisation**, or a representative of a member of the **organisation** (appointed under clause 25)
 - (b) are nominated by two members or representatives of members entitled to vote (unless the person was previously elected as an Officer at a **general meeting** and has been an Officer since that meeting),
 - (c) give the **organisation** their signed consent to act as an Officer of the **organisation**, and
 - (d) are not ineligible to be an Officer under the **Corporations Act** or the **ACNC Act**.
- 40.5 The officer may appoint a person as an Officer to fill a casual vacancy or as an additional Officer if that person:
- (a) is a member of the **organisation**, or a representative of a member of the **organisation** (appointed under clause 25)
 - (b) gives the **organisation** their signed consent to act as an Officer of the **organisation**, and
 - (c) is not ineligible to be an Officer under the **Corporations Act** or the **ACNC Act**.
- 40.6 If the number of officers is reduced to fewer than three or is less than the number required for a quorum, the continuing officers may act for the purpose of increasing the number of officers to three (or higher if required for a quorum) or calling a **general meeting**, but for no other purpose.

41. Election of chairperson

The officers must elect an Officer as the **organisation's elected chairperson**.

42. Term of office

- 42.1 At each annual **general meeting**:
- (a) any Officer appointed by the officer to fill a casual vacancy or as an additional Officer must retire, and
 - (b) at least one-third of the remaining officers must retire.
- 42.2 Other than an Officer appointed under clause 40.5, an officer'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.
- 42.3 Other than an officer appointed under clause 40.5, an officers term of office starts at the end of the annual **general meeting** at which they are re-elected and ends at the end of the annual general meeting at with they retire.

43. When an Officer stop being an officer

An Officer stops being an Officer if they:

- (a) give written notice of resignation as an Officer to the **organisation**
- (b) die

- (c) are removed as an Officer by a resolution of the members
- (d) stop being a member of the **organisation**
- (e) are a representative of a member, and that member stops being a member
- (f) are a representative of a member, and the member notifies the **organisation** that the representative is no longer a representative
- (g) are absent for [3] consecutive officer's meetings without approval from the Chairperson, or
- (h) become ineligible to be an Officer of the **organisation** under the **Corporations Act** or the **ACNC Act**.

Powers of officers

44. Powers of officers

- 44.1 The officers are responsible for managing and directing the activities of the **organisation** to achieve the purpose(s) set out in clause 7.
- 44.2 The officers may use all the powers of the **organisation** except for powers that, under the **Corporations Act** or this constitution, may only be used by members.
- 44.3 The officers must decide on the responsible financial management of the **organisation** including:
 - (a) any suitable written delegations of power under clause 45, and
 - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 44.4 The officers cannot remove an Officer or auditor. Officers and auditors may only be removed by a members' resolution at a **general meeting**.
- 44.5 The officers have the power to appoint or employ a General Manager (GM), Chief Executive Officer (CEO) or Managing Officer (MD) and/or a Chief Operating Officer (COO) of Bowen Flexi Care Inc and to receive any resignation of the aforementioned.
- 44.6 Appoint the financial auditor or external auditor for the organisation finances.
- 44.7
 - (a) Govern and make decisions on behalf of the organisation at a management committee and strategic level.
 - (b) To manage change both within the organisation and externally where there are changes which effect the continuity of supports for our clients and safeguard our participants by providing quality support through the management of Bowen Flexi Care.
 - (c) To ensure Bowen Flexi Care Inc has adequate resources with the right information, knowledge, and skills to meet its mission.
 - (d) To ensure the organisation's strategic direction meets the mission and vision is appropriate and adopted by the organisation's management team.
- 44.8 To follow policy and procedure relating to the Management Committee.

45. Delegation of officers' powers

- 45.1 The officer's may delegate any of their powers and functions to a committee, a director, an employee of the **organisation** (such as a general manager) or any other person, as they consider appropriate.
- 45.2 The delegation must be recorded in the **organisation's** electronically in the minutes of the meeting or in a delegation of authority instrument

46. Payments to officer

- 46.1 The **organisation** must not pay fees to an Officer for acting as an officer.
- 46.2 The **organisation** may:
- (a) pay an Officer for work they do for the **organisation**, other than as an officer, if the amount is no more than a reasonable fee for the work done, or
 - (b) reimburse an Officer for expenses properly incurred by the Officer in connection with the affairs of the **organisation**.
- 46.3 Any payment made under clause 46.2 must be approved by the officers.
- 46.4 The **organisation** may pay premiums for insurance indemnifying officers, as allowed for by law (including the **Corporations Act**) and this constitution.

47. Execution of documents

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

- (a) two officers of the **organisation**, or
- (b) an Officer and the secretary.

Duties of officer

48. Duties of officers

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

- (a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were an Officer of the **organisation**
- (b) to act in good faith in the best interests of the **organisation** and to further the charitable purpose(s) of the **organisation** set out in clause 6
- (c) not to misuse their position as an officer
- (d) not to misuse information they gain in their role as an Officer
- (e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 499
- (f) to ensure that the financial affairs of the **organisation** are managed responsibly, and
- (g) not to allow the **organisation** to operate while it is insolvent.
- (h) Ensure they can hold a positive worker screening check (volunteer minimum) and a working with children check (volunteer minimum).

49. Conflicts of interest

- 49.1 An Officer 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 officers (or that is proposed in a circular resolution):
- (a) to the other officers, or
 - (b) if all of the officers have the same conflict of interest, to the members at the next **general meeting**, or at an earlier time if reasonable to do so.
- 49.2 The disclosure of a conflict of interest by an Officer must be recorded in the minutes of the meeting and that Officer must remove themselves from any discussions or voting on any declared conflict of interest, unless they meet the requirements of clause 49.4
-
- 49.3 Each Officer who has a material personal interest in a matter that is being considered at a meeting of officers (or that is proposed in a circular resolution) must not, except as provided under clauses 49.4:
- (a) be present at the meeting while the matter is being discussed, or
 - (b) vote on the matter.
- 49.4 An Officer may still be present and vote if:
- (a) their interest arises because they are a member of the **organisation**, and the other members have the same interest
 - (b) their interest relates to an insurance contract that insures, or would insure, the Officer against liabilities that the Officer incurs as an Officer of the **organisation** (see clause 67)
 - (c) their interest relates to a payment by the **organisation** under clause 66 (indemnity), or any contract relating to an indemnity that is allowed under the **Corporations Act**
 - (d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the Officer to vote on the matter, or
 - (e) the officers who do not have a material personal interest in the matter pass a resolution that:
 - (i) identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the **organisation**, and
 - (ii) says that those officers are satisfied that the interest should not stop the Officer from voting or being present.

Officer's meetings

50. When the officers meet

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

51. Calling officers' meetings

- 51.1 An Officer may call a officers' meeting by giving reasonable notice to all of the other officers.
- 51.2 An Officer may give notice in writing or by any other means of communication that has previously been agreed to by all of the officers.

52. Chairperson for officers' meetings

- 52.1 The **elected chairperson** is entitled to chair officers' meetings.
- 52.2 The officers at an officers' meeting may choose an Officer to be the chairperson for that meeting if the **elected chairperson** is:
 - (a) not present within 30 minutes after the starting time set for the meeting, or
 - (b) present but does not want to act as chairperson of the meeting.

53. Quorum at officers' meetings

- 53.1 Unless the officers determine otherwise, the quorum for a officers' meeting is a majority (at least 50%) of officers.
- 53.2 A quorum must be present for the whole officers' meeting.

54. Using technology to hold officers meetings

- 54.1 The officers may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the officers.
- 54.2 The officers agreement may be a standing (ongoing) one.
- 54.3 An Officer may only withdraw their consent within a reasonable period before the meeting.

55. Passing officers' resolutions

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

56. Circular resolutions of officers

- 56.1 The officers may pass a circular resolution without a officers' meeting being held.
- 56.2 A circular resolution is passed if all the officers entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 56.3 or clause 56.4.
- 56.3 Each Officer may sign:
 - (a) a single document setting out the resolution and containing a statement that they agree to the resolution, or
 - (b) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- 56.4 The **organisation** may send a circular resolution by email to the officers and the officers may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.
- 56.5 A circular resolution is passed when the last Officer signs or otherwise agrees to the resolution in the manner set out in clause 56.3 or clause 56.4.

Secretary and Treasurer

57. Appointment and role of secretary

- 57.1 The **organisation** must have at least one secretary, who may also be an officer.
- 57.2 A secretary must be appointed by the officers (after giving the **organisation** their signed consent to act as secretary of the **organisation**) and may be removed by the officers.
- 57.3 The officers must decide the terms and conditions under which the secretary is appointed.

- 57.4 The role of the secretary includes:
- (a) maintaining a register of the **organisation's** members, and
 - (b) maintaining the minutes and other records of **general meetings** (including notices of meetings), **officers' meetings** and circular resolutions.
- 57.5 The **organisation** will appoint a Treasurer, who may also be an officer.
- 57.5 A treasurer must be appointed by the officers (after giving the **organisation** their signed consent to act as the treasurer of the **organisation**) and may be removed by the officers.
- 57.6 The officers must decide the terms and conditions under which the treasurer is appointed.
-
- 57.7 The role of the treasurer includes:
- (a) Report on the position of the finances and produce bank statements relating to the organisations accounts
 - (b) Ensure all moneys paid to the Organisation has been receipted and ensure all deposits of monies are reconciled with the banking account for the organisation.
 - (c) Supervise the paying out of the management committees funds which have been passed for payment. Not exceeding the minuted authorisation limit.
 - (d) Keep records of transactions through reporting mechanisms.
 - (e) Present at the Annual General Meeting (AGM) and audited and certified balance sheet and statement of assets and liabilities and income and expenditure up to the 30th June preceding and at each Management Committee Meeting a statement of the receipts and expenditure during the preceding period and of the balance then on hand.

Minutes and records

58. Minutes and records

- 58.1 The **organisation** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of **general meetings**
 - (b) minutes of circular resolutions of members
 - (c) a copy of a notice of each **general meeting**, and
 - (d) a copy of a members' statement distributed to members under clause 31.
- 58.2 The **organisation** must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of **officers' meetings** (including meetings of any committees), and
 - (b) minutes of circular resolutions of officers.
- 58.3 To allow members to inspect the **organisation's** records:
- (a) the **organisation** must give a member access to the records set out in clause 58.1, and
 - (b) the officers may authorise a member to inspect other records of the **organisation**, including records referred to in clause 58.2 and clause 59.1.
- 58.4 The officers must ensure that minutes of a **general meeting** or a **officers' meeting** are signed within a reasonable time after the meeting by:
- (a) the chairperson of the meeting, or
 - (b) the chairperson of the next meeting.

- 58.5 The officer must ensure that minutes of the passing of a circular resolution (of members or officer) are signed by an Officer within a reasonable time after the resolution is passed.

59. Financial and related records

- 59.1 The **organisation** must make and keep written financial records that:
- (a) correctly record and explain its transactions and financial position and performance, and
 - (b) enable true and fair financial statements to be prepared and to be audited.
- 59.2 The **organisation** must also keep written records that correctly record its operations.
- 59.3 The **organisation** must retain its records for at least 7 years.
- 59.4 The officers must take reasonable steps to ensure that the **organisation's** records are kept safe.

By-laws

60. By-laws

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

Notice

61. What is notice

- 61.1 Anything written to or from the **organisation** under any clause in this constitution is written notice and is subject to clauses 62 to 64, unless specified otherwise.
- 61.2 Clauses 62 to 64 do not apply to a notice of proxy under clause 37.6.

62. Notice to the organisation

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

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

63. Notice to members

- 63.1 Written notice or any communication under this constitution may be given to a member:
- (a) in person
 - (b) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member for service of notices

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

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

64. When notice is taken to be given

A notice:

- (a) delivered in person, or left at the recipient's address, is taken to be given on the day it is delivered
- (b) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs
- (c) sent by email, or other electronic method, is taken to be given on the business day after it is sent, and
- (d) given under clause 63.1(e) is taken to be given on the business day after the notification that the notice is available is sent.

Financial year

65. Organisation's financial year

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

Indemnity, insurance and access

66. Indemnity

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

67. Insurance

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

68. Officers' access to documents

- 68.1 An Officer has a right of access to the financial records of the **organisation** at all reasonable times.
- 68.2 If the officers agree, the **organisation** must give an Officer or former Officer access to:
- (a) certain documents, including documents provided for or available to the officers, and
 - (b) any other documents referred to in those documents.

Winding up

69. Surplus assets not to be distributed to members

If the **organisation** is wound up, any **surplus assets** must not be distributed to a member or a former member of the **organisation**, unless that member or former member is a charity described in clause 70.1.

70. Distribution of surplus assets

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

Definitions and interpretation

71. Definitions

In this constitution:

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

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

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

elected chairperson means a person elected by the officers to be the **organisation's** chairperson under clause 41

general meeting means a meeting of members and includes the annual **general meeting**, under clause 21.1

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

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

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

special resolution means a resolution:

- i. of which notice has been given under clause 22.5(c), and
- ii. that has been passed by at least 75% of the votes cast by **members present** and entitled to vote on the resolution, and

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

72. Reading this constitution with the Corporations Act

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

73. Interpretation

In this constitution:

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

- The draft constitution, as amended, was accepted as the constitution at the public meeting of the Association on 17 June 1988.
- The request for alteration to the constitution was moved and accepted at the Annual General Meeting of the Association on 15 October 2003.
- The draft constitution, as amended was accepted as the constitution at the Annual General Meeting of the Association on 6 October 2004.
- This draft constitution, as amended was accepted as the constitution at the Annual General Meeting of the Association on 14 December 2005.
- This draft constitution has been amended (insertion to Rule 34) to comply with request from Office of Fair Trading, accepted at meeting held 14 November 2006.
- This draft constitution has been amended and accepted at the Annual General Meeting of the Association held on 26 September 2012. Amendment to the Rules applies 07.12.2012 (Office of Fair Trading).
- This draft constitution has been amended and accepted at the Annual General Meeting of the Association held on 6 March 2024. Amendment to the Rules applies 02.07.2024 (Office of Fair Trading).

President

~~Secretary~~
Treasurer*

For privacy reasons
signatures have been blocked out

Dated this

7th day of August 2024

*Secretary has resigned and not been replaced yet, at the time of signing the document