

# MOTOR NEURONE DISEASE QUEENSLAND LIMITED

## CONSTITUTION

ACN XXX XXX XXX

A public company limited by guarantee under the *Corporations Act 2001* (Cth)

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# MOTOR NEURONE DISEASE QUEENSLAND LIMITED CONSTITUTION

## PART A — GENERAL

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### 1. Name of the Company

1.1. The name of the Company is Motor Neurone Disease Queensland Limited.

### 2. Type of Company

2.1. The Company is a public company limited by guarantee incorporated under the *Corporations Act 2001* (Cth), hereinafter referred to as 'the Act'.

2.2. The Company:

- a) is a charity as defined in the Charities Act, and
- b) is registered as a charity with the ACNC.

2.3. The assets and income of the Company must be applied solely in furtherance of the Purpose and no portion of the income or assets of the Company may be paid or transferred, directly or indirectly, to any Member.

2.4. Clause 2.3 does not prevent the Company from doing the following things, provided they are done in good faith:

- a) paying a Member for goods or services they have provided to the Company at fair and reasonable rates or rates more favourable to the Company,
- b) reimbursing a Member for reasonable expenses they have properly incurred on behalf of the Company,
- c) making a payment to a Member in carrying out the Purpose/s, or
- d) making a payment for any other bona fide reason related to the attainment of the Purpose/s.

2.5. This Constitution comprises a contract between:

- a) the Company and each Member,
- b) the Company and each Director,
- c) the Company and the Secretary or Secretaries, and
- d) a Member and each other Member.

2.6. The replaceable rules set out in the Act do not apply to the Company.

2.7. Each Member must guarantee to pay an amount not more than \$1 to the Company if the Company is wound up while the Member is a Member, or within 12 months after they cease being a Member, and this guarantee is required to pay towards the:

- a) debts and liabilities of the Company that exceed the Company's assets incurred before the Member stopped being a Member, and
- b) costs of winding up the Company.

### 3. Purpose

- 3.1. The Purpose of the Company is to support people impacted by MND.
- 3.2. The Company pursues its Purpose through a range of activities and services that may include but are not limited to:
  - a) providing a range of services to support, benefit and assist people impacted by MND or other related neurological diseases,
  - b) advocating to improve the lives of people impacted by MND throughout Queensland,
  - c) undertaking and promoting fundraising activities to supplement the provision of services and support to people impacted by MND,
  - d) providing information, education and resources about motor neurone disease to people impacted by MND, health care professionals and the public,
  - e) fostering relationships and connections between the Company and its members, other organisations and service providers to help to reduce the impact of motor neurone disease,
  - f) consulting with the community to ensure the organisation's activities are informed by people with lived experience,
  - g) raising community awareness of motor neurone disease and its effect on the lives of people impacted by MND,
  - h) raising awareness of and encouraging fundraising for research into motor neurone disease and informing members and the public about research being undertaken in Australia and overseas, and
  - i) doing anything ancillary or incidental to achieving the Purpose.

### 4. Powers of the Company

- 4.1. The Company has the following powers which may be used only to carry out its Purpose:
  - a) all the powers of a company limited by guarantee under the Act, and
  - b) the power to do all things necessary or convenient to be done for, or in connection with, the attainment of its Purpose.

### 5. Definitions

- 5.1. In this Constitution, except as so far as the context or subject matter otherwise indicates or requires:
  - a) **ACNC** means the Australian Charities and Not-for-profits Commission,
  - b) **ACNC Act** means the Australian Charities and Not-for-profits Commission Act 2012 (Cth),
  - c) **Board** means the Directors acting as the Board of Directors,
  - d) **By-laws** means the rules and regulations made by the Board in accordance with clause 37,
  - e) **Charities Act** means the Charities Act 2013 (Cth),

- f) **Code of Conduct** means any code of conduct applicable to Members made by the Board,
- g) **Corporations Act** means the Corporations Act 2001 (Cth),
- h) **Constitution** means this constitution as amended from time to time,
- i) **Director** means an individual elected or appointed as a Director of the Board,
- j) **General Meeting** means a formal meeting of the Members and includes an Annual General Meeting,
- k) **Member** means a person admitted as a Member in accordance with clause 7.2,
- l) **Office Bearer** means a Director appointed by the Board to the position of Chair or Vice Chair,
- m) **Representative** means an individual appointed as a representative by a Member that is not an individual,
- n) **Secretary** means an individual or individuals appointed to undertake the role of Secretary as defined in the Act and this Constitution,
- o) **Special Resolution** means a resolution at a General Meeting that is passed by at least 75% of the votes cast by Members entitled to vote on the resolution being in favour of the resolution, and
- p) **Surplus Assets** means any assets of the Company that remains after paying all debts and other liabilities of the Company, including the costs of winding up.

## 6. Interpretation

- 6.1. Headings are for convenience only and do not affect the interpretation of this Constitution.
- 6.2. The following rules of interpretation apply unless any contrary intention appears in this Constitution or the context requires otherwise:
  - a) mandatory provisions of the Act override any clause in this Constitution, which is inconsistent with that Act,
  - 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,
  - c) a reference to a clause or sub-clause is to a clause or sub-clause of this Constitution,
  - d) where a word or phrase is defined, its other grammatical forms or parts of speech have corresponding meaning,
  - e) reference to a person is a reference to an individual, company, any other body corporate, partnership, joint venture, association, or other body whether or not incorporated,
  - f) the words 'writing' and 'written' include any mode of representing or reproducing, including electronically, words, figures, drawings, or symbols in a visible or communicable form,

- g) the words 'including', 'for example', or similar expressions do not limit the inclusions or examples,
- h) a gender includes all genders,
- i) singular includes plural and vice versa, and
- j) a notice or document required by this Constitution to be signed includes signing by electronic means or may be authenticated by any other manner permitted by law.

## **PART B — MEMBERSHIP**

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### **7. Class of Membership**

- 7.1. Members comprise:
  - a) the person(s) included on the application for registration of the Company,
  - b) the Members (other than employees) of Motor Neurone Disease Association of Queensland Incorporated (Association registration number A06034), and
  - c) the persons that the Board in its discretion admits to membership in accordance with this Constitution.
- 7.2. There shall be one class of membership, in accordance with clause 7.3.
- 7.3. Members are persons (other than an employee) who:
  - a) are interested in the Purpose,
  - b) satisfy any additional requirements for being a Member as prescribed by the Board and set out in the By-laws, and
  - c) have been admitted as Members in accordance with this Constitution.
- 7.4. The Board may provide for categories of Members within the Member class on such terms and conditions as the Board determines.
- 7.5. The Board may determine additional requirements for admission as a Member or as a Member in the Member class or any category of membership.

### **8. Rights and Obligations of Members**

- 8.1. A Member has the right to:
  - a) receive notices of and to attend General Meetings,
  - b) vote at General Meetings on resolutions put to the Members,
  - c) vote in the election for Elected Directors, and
  - d) if eligible, to nominate or be nominated for election as an Elected Director. For clarity, a nominee may only stand for election if they satisfy clause 31.5 and are approved by the Board/Nominations Committee.
- 8.2. A Member who has not paid any fees payable by the due date is not entitled to exercise their rights while the fee remains unpaid.

- 8.3. A Member is entitled to exercise their rights if their membership rights are not suspended for any other reason.
- 8.4. The Board may extend benefits and services to Members that may differ between categories of membership and within the Member class and any categories of membership.
- 8.5. Members must comply with:
  - a) this Constitution,
  - b) any By-laws, and
  - c) any Code of Conduct.
- 8.6. To maintain membership, Members are required to comply with any continuing membership obligations or conditions as determined by the Board and specified in the By-Laws.
- 8.7. A Member must, within a reasonable time, notify the Secretary of any change to their details as recorded in the register of Members.
- 8.8. A right, privilege or obligation held by reason of being a Member:
  - a) is not capable of being transferred or transmitted to another person, and
  - b) terminates upon cessation of the Member's membership.
- 8.9. The rights of Members are not to be taken as being varied by the admission of more Members or the addition or deletion of categories of membership.
- 8.10. The rights of Members may be varied or cancelled by the Members approving amendments to the Constitution by Special Resolution.

## **9. Member Representatives**

- 9.1. If a Member is not an individual, the Member will nominate to the Secretary at the time of application for membership the name of one individual, called the Representative, who will represent that Member at General Meetings and in the case of a Member, may vote on behalf of that Member.
- 9.2. A Member may by notice to the Secretary change its Representative.
- 9.3. The Secretary will keep a register of Representatives.

## **10. Application for Membership**

- 10.1. An application for membership must be in a form prescribed by the Board.
- 10.2. The Board may approve or reject an application for membership and may delegate the consideration and/or determination of any such application.
- 10.3. The Board may refuse any application for membership without being compelled to give the reasons for such refusal.
- 10.4. Once the outcome of a membership application is determined, written notice of the decision of the Board or their delegate is to be sent to the applicant within a reasonable time.

- 10.5. The acceptance of an applicant as a Member is subject to the payment of any fees and if such payment is not made, the Board may cancel its acceptance of the applicant for membership of the Company.
- 10.6. An applicant who is admitted to membership becomes a Member and is entitled to exercise the rights and privileges of that membership when their name is entered in the register of Members.

## **11. Membership Fees**

- 11.1. The Board may set any joining fees and/or membership fees and may determine different fees:
  - a) for different categories of membership,
  - b) within the Member class or any categories of membership, or
  - c) for different Members.
- 11.2. The Board may in its discretion waive or vary the amount of any fee set.
- 11.3. Any fee charged to Members is payable in such manner and at such times as are determined by the Board.
- 11.4. A Member who fails to pay any membership fee(s) by the due date may have their membership terminated if the fee(s) remains unpaid for a period prescribed by the Board. The Board may determine the specific period, and the Member will be notified of the impending termination if payment is not received within this timeframe.
- 11.5. Membership that has been terminated under clause 11.4 may be reinstated at the discretion of the Board upon payment of the outstanding fee(s).

## **12. Register of Members**

- 12.1. The Secretary or another person delegated by the Board must establish and maintain a register of Members, which may be in electronic form, containing:
  - a) the name of each Member and the date on which they became a Member,
  - b) the Member's address, which may be an email address, to which notices from the Company may be sent, and
  - c) any other information as determined by the Board or required by the Act.

## **13. Ceasing to be a Member**

- 13.1. A Member ceases to be a Member if they:
  - a) resign by written notice to the Secretary,
  - b) are an individual and die,
  - c) are not an individual and are wound up or are dissolved,
  - d) have their membership terminated or are expelled under this Constitution,

- e) no longer satisfy the criteria for membership ,
  - f) are convicted of an indictable offence,
  - g) fail to provide any information or fees required by the Board as part of the renewal process, unless the Board resolves otherwise,
  - h) fail to satisfy any undertaking given by the Member upon them being admitted as a Member, unless the Board resolves otherwise, or
  - i) have their membership terminated in any other circumstances prescribed in the terms of membership that are applicable to the Member, unless the Board resolves otherwise.
- 13.2. Any Member ceasing to be a Member:
- a) is not entitled to any refund, in full or part, of any membership fees paid, and
  - b) will not be readmitted as a Member until all unpaid fees outstanding at the time they ceased to be a Member are paid, including any interest or other charges levied on any outstanding fees.
- 13.3. Upon ceasing to be a Member, the date on which the Member ceased to be a Member will be recorded in the register of Members.
- 13.4. Any Member ceasing to be a Member remains liable for any fees owing by that Member to the Company and, if the Company is wound up within one year of the date the Member ceases to be a Member, the guarantee under this Constitution.

#### **14. Suspending or Expelling a Member**

- 14.1. The Board may take disciplinary action against a Member who in the opinion of the Board:
- a) has failed to comply with this Constitution or any By-laws,
  - b) has failed to comply with any Code of Conduct,
  - c) refuses to support the Purpose,
  - d) acts in a manner prejudicial to the interests of the Company, or
  - e) acts in a manner that the Board considers it as undesirable for the Member to continue to be a Member.
- 14.2. To take disciplinary action in accordance with this clause 14, the Board must hold a Board meeting at which the Board must:
- a) give the Member an opportunity to make oral representations, and
  - b) give due consideration to any oral and/or written representations submitted to the Board by the Member at or prior to the Board meeting.
- 14.3. After considering any explanation provided by the Member, the Board may decide to:
- a) take no further action,
  - b) warn the Member,

- c) suspend the Member's rights as a Member for a period of not more than 12 months,
  - d) expel the Member,
  - e) refer the matter to mediation,
  - f) impose such undertakings upon the Member as it deems appropriate, including but not limited to commitments to cease specified conduct, undertake remedial actions or training, or comply with ongoing conditions, or
  - g) require the matter to be determined at a General Meeting
- 14.4. The Board must give the Member written notice of the Board's decision, and the reasons for the decision, within 14 days after the Board meeting at which the decision is made.
- 14.5. If the Board resolves to expel a Member under clause 14.3.d) the Member may apply for a review of such Board decision (Appeal), by serving a Notice of Appeal on the Secretary within 14 days of the date of the notice of the Board decision provided to the Member under clause 14.4.
- 14.6. The Notice of Appeal may, but need not be accompanied by a statement of the grounds on which the Member intends to rely for the purposes of the appeal.
- 14.7. On receipt of a Notice of Appeal from a Member, the Board must convene a General Meeting which must be held within 45 days after the date on which the Secretary received the Notice of Appeal. The Member's membership is suspended from the date of the Board decision under this clause pending the outcome of the appeal at the General Meeting.
- 14.8. At the General Meeting convened to consider the appeal:
- a) no business other than the appeal is to be transacted,
  - b) the Board and the Member must be given the opportunity to state their respective cases orally or in writing, or both, and
  - c) the Members present are to vote by show of hands or on a poll on the question of whether the decision of the Board should be overturned.
- 14.9. The Board decision to expel the Member is revoked if the Members pass a Special Resolution at the General Meeting in favour of revoking the Board decision.
- 14.10. If the Board decision to expel the Member is not revoked by the Members at the General Meeting, the Board decision takes effect from the date of the notice of the Board decision under clause 14.4.
- 14.11. 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 14.
- 14.12. A Member who is suspended is unable to exercise their rights as a Member but must still comply with their duties and obligations as a Member.

### 15. Calling a General Meeting

- 15.1. The Board may, whenever it thinks fit, call a General Meeting (including an Annual General Meeting or Special General Meeting).
- 15.2. The time, place of, and the virtual meeting technology to be used, if any, at, the General Meeting is to be determined by the Board.
- 15.3. An Annual General Meeting will be held once within each financial year.
- 15.4. A General Meeting may be held at one or more venues, or wholly or partly online or virtually, using any virtual meeting technology that provides the Members as a whole with a reasonable opportunity to participate, including the ability to hear and be heard.
- 15.5. A Member who participates in a General Meeting using the virtual meeting technology prescribed by the Board is taken to be present in person at the General Meeting and, if the Member votes at the meeting using the virtual meeting technology prescribed, is taken to have voted in person.
- 15.6. A virtual General Meeting and a General Meeting that is partly held using technology, and partly held at a physical venue or venues, is deemed to have been held at the main physical venue of the meeting as set out in the notice of the meeting.
- 15.7. If a General Meeting is held:
  - a) at only one physical venue (whether or not it is also held using virtual meeting technology), it must be reasonable to hold the meeting at that physical venue,
  - b) at more than one physical venue (whether or not it is also held using virtual meeting technology), it must be reasonable to hold the meeting at its main physical venue as set out in the notice of the meeting,
  - c) using virtual meeting technology, it must be held in such a way as to give the persons entitled to attend the General Meeting, as a whole, a reasonable opportunity to participate in the meeting without being physically present in the same place.
- 15.8. A General Meeting must be held at a reasonable time. A General Meeting is taken to be held at a reasonable time if any of the following applies:
  - a) if there is only one physical venue (whether or not it is also held using virtual meeting technology), the meeting is held at a time that is reasonable at the venue,
  - b) if there are two or more physical venues (whether or not it is also held using virtual meeting technology), the meeting is held at a time that is reasonable at the main physical venue for the General Meeting as set out in the notice of the meeting,

- c) if the General Meeting is held using virtual meeting technology only, the meeting is held at a time that is reasonable in the timezone of the Company's registered office.
- 15.9. A General Meeting must also be convened by the Board upon the requisition of the number of Members equal to a majority (50% rounded up to the nearest whole number) of Directors in office.
- 15.10. A requisition for a General Meeting called by Members:
- a) must state the purpose or purposes of the General Meeting,
  - b) must be compliant with clause 23.11,
  - c) must be signed by the Members making the request, which may include electronic signatures,
  - d) must be lodged with the Secretary, and
  - e) may be in electronic form or may consist of several documents in a similar form, each signed by one or more of the Members making the request.
- 15.11. If the Board fails to give notice of a General Meeting called by Members within 21 days after the date on which the request for the General Meeting is lodged, any one or more of the Members making the request may convene a General Meeting which must be held not later than three months after that date.
- 15.12. A General Meeting called by Members must be convened as nearly as is practicable in the same manner as a General Meeting convened by the Board.

## **16. Notice of a General Meeting**

- 16.1. Notice of a General Meeting must be given to:
- a) each Member,
  - b) each Director, and
  - c) the auditor, if any.
- 16.2. Notice of a General Meeting must include:
- a) the time, date, place of, and, if any, the virtual meeting technology to be used to facilitate the General Meeting,
  - b) if virtual meeting technology is to be used to hold the General Meeting, sufficient information to allow the Members to participate in the General Meeting by means of the virtual meeting technology,
  - c) a statement that Members may appoint a proxy, and
  - d) if applicable, that a Special Resolution is to be proposed at the General Meeting and the words of the proposed Special Resolution.
- 16.3. Notice of a General Meeting shall be given at least 21 days before the date fixed for the holding of the General Meeting.
- 16.4. Notice of a General Meeting may be given 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.
- 16.5. Notice of a General Meeting must not be provided less than 21 days before the General Meeting if it is proposed that a resolution is to be moved to:
- a) remove a Director or appoint a Director to replace a Director who has been removed, or
  - b) remove an auditor.
- 16.6. The accidental failure to give notice of any General Meeting to, or the non-receipt of notice of a General Meeting by, any person entitled to receive notice will not invalidate the proceedings at or any resolution passed at the General Meeting.
- 16.7. A Member's attendance at a General Meeting waives any objection that the Member may have regarding a failure to give notice, or the giving of defective notice, of the General Meeting.

## **17. Business at a General Meeting**

- 17.1. Subject to clause 17.2, no business other than that specified in the notice convening a General Meeting is to be transacted at the General Meeting.
- 17.2. The business of an Annual General Meeting may include any of the following, even if not referred to in the notice of the Meeting:
- a) the consideration of the annual financial report, the Board report and the auditor's report,
  - b) the election or announcement of Directors, and
  - c) the appointment of the auditor.

## **18. Proxies at a General Meeting**

- 18.1. A Member is entitled to appoint a proxy by notice given to the Company at the address stated in the notice of General Meeting, which may be an electronic address, at least 48 hours before the time of the General Meeting in respect of which the proxy is appointed.
- 18.2. The Board may prescribe a form of proxy however a proxy will be valid provided the instrument purporting to appoint a proxy:
- a) is in writing,
  - b) contains the Member's name and address, the Company's name and the proxy holder's name or the office held by the proxy holder,
  - c) contains the details of the meeting at which the appointment may be used, and
  - d) contains the details as to how the proxy holder is to vote on the matters before the General Meeting.

- 18.3. In the event of a Member not nominating a particular person as proxy holder on the proxy form, the proxy is to be exercised by the chairperson of the General Meeting.
- 18.4. Unless the Company receives written notice before the start or resumption of a General Meeting at which a proxy holder votes, a vote cast by the proxy holder is valid even if, before the proxy holder votes, the appointing Member:
  - a) revokes the proxy holder's appointment, or
  - b) revokes the authority of a representative or agent who appointed the proxy holder.
- 18.5. A proxy holder need not be a Member or a Representative.
- 18.6. A proxy holder does not have the authority to speak and vote for the Member who appointed that proxy at a General Meeting while that Member is at the General Meeting.

## **19. Quorum at a General Meeting**

- 19.1. The quorum for a General Meeting is the number of Members entitled to vote present in person, by proxy or by Representative equal to a majority (50% rounded up to the nearest whole number) of Directors in office.
- 19.2. No business may be conducted at a General Meeting if a quorum is not present.
- 19.3. If a quorum is not present within 30 minutes after the time appointed for a General Meeting:
  - a) if convened by or on the requisition of Members, the General Meeting is dissolved, and
  - b) in any other case, the General Meeting stands adjourned to such other day, time and place as the Board appoints by notice to the Members and others entitled to notice of the General Meeting.
- 19.4. If at the adjourned General Meeting a quorum is not present within 30 minutes from the time appointed for the General Meeting, the General Meeting will lapse.

## **20. Chairperson of a General Meeting**

- 20.1. The Chair will preside as chairperson of each General Meeting.
- 20.2. If there is no Chair, or the Chair is not present within 15 minutes after the time appointed for the commencement of the General Meeting, or the Chair is unable or unwilling to act as chairperson of the General Meeting or of part of the General Meeting, then the following persons will preside as chairperson of the General Meeting in the order of precedence:
  - a) the Vice Chair,
  - b) any other Director present who has been appointed as chairperson by the other Directors present, or
  - c) a Member or Representative present chosen by a majority of the Members present.

- 20.3. The chairperson of a General Meeting is responsible for the conduct of the General Meeting and any question arising at a General Meeting relating to the order of business, procedure or conduct of the General Meeting must be referred to the chairperson whose decision is final.
- 20.4. The chairperson of a General Meeting may at any time they consider it necessary or desirable for the proper and orderly conduct of the General Meeting:
  - a) impose a limit on the time that a person may speak on a motion or other item of business, question or resolution being considered by the General Meeting,
  - b) terminate debate or discussion at the General Meeting, and
  - c) adopt any procedures for casting or recording votes at the General Meeting whether on a show of hands or a poll.
- 20.5. The chairperson of a General Meeting may at any time during a General Meeting, adjourn the General Meeting from time to time and from place to place, but no business may be transacted at any adjourned General Meeting other than the business left unfinished at the General Meeting from which the adjournment took place.
- 20.6. When a General Meeting is adjourned for 30 days or more, notice of the adjourned General Meeting must be given as in the case of an original General Meeting.
- 20.7. The chairperson of an Annual General Meeting must allow a reasonable opportunity for the Members as a whole at the meeting to ask questions about or make comments on the management of the Company.

## **21. Methods of Voting at a General Meeting**

- 21.1. A Member is not entitled to vote at a General Meeting unless all fees due and payable by the Member to the Company have been paid.
- 21.2. Upon any motion arising at a General Meeting, a Member entitled to vote has one vote.
- 21.3. Votes must be given in person or by proxy, by the Representative or when applicable by direct vote.
- 21.4. Proxies must not be counted on a vote by a show of hands.
- 21.5. A Member entitled to vote at a General Meeting may vote by direct vote where such an option is offered by the Board. A direct vote includes a vote delivered to the Company by any means approved by the Board, which may include postal or electronic means.
- 21.6. The Board may prescribe By-laws in relation to direct voting, including specifying the form, method, and timing of giving a direct vote at a General Meeting in order for the vote to be valid.
- 21.7. An objection to the qualification of a Member to vote at a General Meeting:
  - a) must be raised before or at the General Meeting at which the vote objected to is given or tendered, and

- b) must be referred to the chairperson of the General Meeting whose decision on the qualification to vote is final.
- 21.8. If virtual meeting technology is used to hold a General Meeting and a document is required or permitted to be tabled at the General Meeting, the document is taken to have been tabled at the General Meeting if the document is:
- a) given to the persons entitled to attend the General Meeting, whether physically, electronically or by using virtual meeting technology, before the General Meeting, or
  - b) made accessible to the persons attending the General Meeting, whether physically, electronically or by using virtual meeting technology, during the General Meeting.

## **22. Decisions at a General Meeting**

- 22.1. Motions arising at a General Meeting are to be decided by ordinary resolution unless otherwise required by this Constitution or the Act.
- 22.2. An ordinary resolution is a resolution passed by a simple majority of the votes cast.
- 22.3. In the case of an equality of votes upon any proposed resolution, the chairperson of the General Meeting, in addition to any deliberative vote, does not have a casting vote, and the proposed resolution is not passed.
- 22.4. A resolution put to the vote of a General Meeting must be decided on a show of hands unless a poll is demanded in accordance with this Constitution. On a show of hands, the declaration by the chairperson of the General Meeting is conclusive evidence of the result.
- 22.5. A poll may be demanded before the vote is taken or before or immediately after the declaration of the result of the show of hands by:
- a) the chairperson of the General Meeting,
  - b) at least five Members entitled to vote on the resolution present in person, by proxy or by Representative at the General Meeting, or
  - c) Members with at least 5% of the votes that may be cast on the resolution present in person, by proxy or by Representative at the General Meeting.
- 22.6. Neither the chairperson of the General Meeting nor the minutes of the General Meeting need to state the number or proportion of the votes recorded in favour or against.
- 22.7. The demand for a poll at a General Meeting may be withdrawn.
- 22.8. A demand for a poll at a General Meeting does not prevent the continuation of a General Meeting for the transaction of any business other than the question on which the poll has been demanded.
- 22.9. A poll demanded at a General Meeting must be taken when and in the manner the chairperson of the General Meeting directs including in relation to how votes of Members attending by technology are to be collected.

22.10. A poll on the election of a chairperson of a General Meeting or on the question of an adjournment of a General Meeting must be taken immediately.

### **23. Members Resolutions**

- 23.1. Members with at least 5% of the votes that may be cast on a resolution or at least 100 Members entitled to vote at a General Meeting may give:
- a) written notice to the Company of a resolution, to be called a Members Resolution, which they propose to move at a General Meeting, such resolution being one that may be properly considered at a General Meeting, and
  - b) a written request to the Company that the Company give all Members a statement, to be called a Members Statement, about a proposed resolution or any other matter that may properly be considered at a General Meeting.
- 23.2. A notice of a Members Resolution must set out the wording of the proposed resolution and be signed by the Members proposing the resolution.
- 23.3. A request to distribute a Members Statement must set out the statement to be distributed and be signed by the Members making the request.
- 23.4. Separate copies of a document setting out the notice or request may be signed by Members if the wording is identical in each copy.
- 23.5. The percentage of votes of Members is to be calculated as at midnight before the request or notice is given to the Company.
- 23.6. If the Company has been given notice of a Members Resolution, the resolution must be considered at the next General Meeting held more than two months after the notice is given.
- 23.7. The Company must give Members notice of the Members Resolution or a copy of the Members Statement at the same time, or as soon as practicable afterwards, and in the same way, as it gives notice of a General Meeting.
- 23.8. The Company is responsible for the cost of giving Members notice of the Members Resolution or a copy of the Members Statement if the Company receives the notice in time to send it out to Members with the notice of General Meeting.
- 23.9. The Members proposing the Members Resolution are jointly and individually liable for the expenses reasonably incurred by the Company in giving Members notice of the Members Resolution or a copy of the Members Statement if the Company does not receive the Members' notice in time to send it out with the notice of General Meeting. At a General Meeting, the Company may resolve to meet the expenses itself.
- 23.10. The Company 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 Board considers it may be defamatory,

- c) clause 23.9 applies and the Members who proposed the resolution or made the request have not paid the Company enough money to cover the cost of sending the notice of the proposed Members Resolution or a copy of the Members Statement to Members, or
- d) the proposed Members 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.

23.11. The matters upon which Members can vote and properly consider at a General Meeting are limited to those matters expressly provided for in the Corporations Act, this Constitution and the general law which are usually matters outside the scope of the management and daily operations of the Company. Members may vote on certain decisions relating to the governance and Constitution of the Company, including:

- a) amendments to the Constitution,
- b) changes to the name and type of the Company,
- c) the removal of Directors pursuant to the Corporations Act,
- d) the appointment and removal of the Company's auditors,
- e) approval of Directors' remuneration, and
- f) the voluntary winding up or deregistration of the Company.

## **24. Cancellation or Postponement of a General Meeting**

- 24.1. The Board may cancel, postpone, or change the venue of a General Meeting at any time prior to the meeting except in the case of a General Meeting called upon by the requisition of Members.
- 24.2. The Board must give notice of the postponement, cancellation or change of venue of a General Meeting to all persons entitled to receive notices of a General Meeting.

## **PART D — BOARD OF DIRECTORS**

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### **25. Board Composition**

- 25.1. The Board will comprise the following Directors:
  - a) six **Elected Directors** elected by the Members, and
  - b) up to three **Appointed Directors** appointed by the Board.
- 25.2. The Company must have at least three Directors.
- 25.3. Where possible, at least one Director should have a lived experience of MND, as defined in the By-laws.
- 25.4. Where the office of a Director becomes vacant, the continuing Directors may continue to act except where the number of Directors is reduced to fewer than three Directors, in which case the continuing Directors may act only:
  - a) to appoint Directors for the purpose of increasing the number of Elected Directors to three or higher,

- b) to convene a General Meeting, or
- c) in an emergency.

## **26. Terms of Office for Directors**

- 26.1. A term of an Elected Director is three years from the close of the Annual General Meeting at which their election is declared or announced until the end of the third following Annual General Meeting. A retiring Elected Director may stand for re-election if nominated and otherwise eligible and approved by the Board/Nominations Committee.
- 26.2. If a casual vacancy in the position of an Elected Director occurs, the Board may appoint an eligible individual to fill the vacancy until next Annual General Meeting at which their appointment must be confirmed. Once confirmed, the individual will fill the vacancy for the remainder of the term.
- 26.3. An Appointed Director is to serve a term of up to three years as determined by the Board and may, if eligible, be reappointed as Appointed Director at the discretion of the Board.
- 26.4. If a casual vacancy in the position of an Appointed Director occurs, the Board may appoint a new Appointed Director for a term of up to three years as determined by the Board.

## **27. Term Limits of Directors**

- 27.1. The maximum continuous period that a Director may serve as a Director (Maximum Continuous Period) is as follows:
  - a) an Elected Director may serve up to two consecutive terms, and
  - b) no Director may serve more than six consecutive years.
- 27.2. A person who has held office as a Director for the Maximum Continuous Period is eligible for re-election or reappointment after a period of eighteen months from the date that the person last held office as a Director.
- 27.3. Any period served by an Elected Director in a casual vacancy prior to confirmation at the relevant Annual General Meeting is excluded from the Maximum Continuous Period and time served after confirmation of the Elected Director's appointment will count toward the term limit.

## **28. Eligibility of Directors**

- 28.1. A person is eligible for election or appointment as a Director if they:
  - a) are over the age of 18 years,
  - b) provide their signed consent to act as a Director,
  - c) are not ineligible to be a Director under law, including under the Corporations Act and the ACNC Act,
  - d) have a Director Identification Number, and
  - e) are not an employee of the Company.
- 28.2. An Elected Director must be:

- a) a Member or Representative of the Member (if the Member is not an individual), and
- b) approved by the Board/Nominations Committee as a candidate who has met the requirements of this clause 28 and any additional eligibility criteria referred to in clause 30.2.

## **29. Appointment of Appointed Directors**

- 29.1. The Board may appoint up to three Appointed Directors.
- 29.2. An Appointed Director must be a Member or Representative of the Member (if the Member is not an individual).
- 29.3. An Appointed Director may be required to have the experience, perspectives, capabilities, or skills as the Board considers desirable.

## **30. Nominations Committee**

- 30.1. The Board may delegate its power to approve and/or reject candidates to a Nominations Committee.
- 30.2. If established, the Nominations Committee will identify, consider, and approve candidates for election as an Elected Director based on the requirements in clause 28 and any additional eligibility criteria determined by the Nominations Committee and approved by the Board.

## **31. Election of Elected Directors**

- 31.1. Elections are to be held at a time determined by the Board in the By-laws, which may be prior to or at the Annual General Meeting.
- 31.2. Prior to an Annual General Meeting, the Board or delegated person will:
  - a) give notice to the eligible Members of the number of vacancies that may be filled, and
  - b) invite nomination of candidates for election as Elected Directors from the eligible Members.
- 31.3. When nominations for election as Elected Directors are called, details of the desired capabilities and perspectives of Elected Directors and an indication of the roles of positions may be provided by the Board to the Members as a guide to Members.
- 31.4. Nominations must be:
  - a) in writing on the form prescribed by the Board,
  - b) signed by the candidate expressing their consent to serve as an Elected Director, and
  - c) lodged with the Secretary by the prescribed time.
- 31.5. Only those candidates who satisfy the requirements in clauses 28 and 31.4 are eligible to stand for election as an Elected Director.
- 31.6. Despite clause 31.5, the Board may exercise its discretion to accept additional nominations from the floor at an Annual General Meeting.

- 31.7. If the number of valid nominations of eligible candidates for election as Elected Directors exceeds the number of vacancies to be filled, a ballot must be held prior to or at the Annual General Meeting, which may be an electronic ballot as determined by the Board.
- 31.8. Each Member that is entitled to vote may vote in the ballot.
- 31.9. If elections are held prior to the Annual General Meeting, results of the election of Elected Directors are to be announced at the Annual General Meeting.
- 31.10. If the number of valid nominations of eligible candidates received for election as Elected Directors is equal to or less than the number of vacant Elected Director positions to be filled, then the candidates nominated are to be declared elected by the chairperson at the Annual General Meeting following the close of nominations without the need for a ballot.
- 31.11. Any unfilled positions for election as Elected Directors because of insufficient nominations are to be deemed as casual vacancies.

## **32. Ceasing to be a Director**

- 32.1. In addition to any other way a Director vacates office under the Act or this Constitution, a Director ceases to be a Director if they:
  - a) resign by written notice to the Chair or the Secretary,
  - b) are subject to any of the circumstances prescribed by the Act resulting in the ending or vacating of the position of Director,
  - c) are an Elected Director and cease to be a Member, unless the Board resolves otherwise,
  - d) are a Member and have their membership suspended or they are expelled pursuant to clause 14,
  - e) become a person whose estate or person is liable to be dealt with under the law relating to mental health or guardianship,
  - f) die,
  - g) become bankrupt or make any arrangement or composition with their creditors generally, unless, subject to the Act, the Board resolves otherwise,
  - h) are convicted on indictment of an offence and the Board does not at the next meeting of the Board after that conviction resolve to confirm the Director's appointment to the position of Director,
  - i) are absent from three consecutive Board meetings without leave of absence approved by the Board,
  - j) are removed from the position of Director by the Members in accordance with clause 33.1,
  - k) become a paid employee of the Company,
  - l) are found guilty by a tribunal, industrial commission, court of competent jurisdiction or other similar authority of engaging in

discriminatory conduct or harassment towards employees of the Company or other Members or their employees,

- m) are prohibited from being a director under the Charities Act, ACNC Act or the Corporations Act, or
- n) are an Elected Director and cease to be a Representative of the Member by whom they were employed unless the Board resolves otherwise, or
- o) are an Elected Director and the Member by whom they are employed ceases to be a Member, unless the Board resolves otherwise.

### **33. Removing a Director**

33.1. The Members may by ordinary resolution at a General Meeting remove a Director from their position as Director before the expiration of the Director's term of office.

### **34. No Alternate Directors**

34.1. Directors are not entitled to appoint alternate directors.

### **35. Office Bearers**

35.1. The Board will elect from amongst the Directors the following Office Bearers:

- a) a Chair, and
- b) a Vice Chair.

35.2. The Board may determine the period for which a Director holds the office as an Office Bearer subject to clause 35.3.

35.3. The Office Bearers are not to hold office beyond their retirement or removal from the Board as a Director.

35.4. The Office Bearers may resign from their position as Office Bearer by written notice to the Secretary or be removed by a resolution of the Board in which case they would remain a Director unless they also resign as a Director.

35.5. The Office Bearers have such powers and duties as specified in this Constitution, as required by law, and as determined by the Board.

### **36. Powers of the Board**

36.1. The powers of the Board are, subject to the Act and this Constitution, to:

- a) control and manage the affairs of the Company,
- b) exercise all the functions as may be exercised by the Company other than those functions that are required by this Constitution or the Act to be exercised by a General Meeting, and
- c) perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Company.

36.2. The Board may delegate any of its powers to:

- a) a committee,
- b) a Director,
- c) an employee of the Company, or
- d) any other person,

and may revoke that delegation.

36.3. The delegate must exercise the powers delegated in accordance with any directions, terms, and conditions as set by the Board.

36.4. For clarity, any delegation of powers does not delegate the duties and responsibilities of a Director, including those outlined in clause 38.1.

### **37. By-Laws**

37.1. The Board may make, amend, or repeal such By-laws as it determines are appropriate for the purposes of giving effect to any provision of this Constitution or to govern the procedures and activities of the Company.

37.2. Any By-laws:

- a) must be consistent with the provisions in this Constitution, and
- b) when in force, are binding on all Members.

### **38. Duties of Directors**

38.1. The Directors must comply with their duties as Directors under legislation and common law which includes the duty:

- 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 a Director of the Company,
- b) to act in good faith in the best interests of the Company and to further the Purpose of the Company,
- c) not to misuse their position as a Director,
- d) not to misuse information they gain in their role as a Director,
- e) to maintain the confidentiality of information received in their role as a Director,
- f) to disclose any material personal interest in a matter that relates to the affairs of the Company,
- g) to disclose any conflict of interest which may prevent them from properly fulfilling their duties as a Director,
- h) to ensure that the financial affairs of the Company are managed responsibly, and
- i) not to allow the Company to trade while it is insolvent.

38.2. The Board may make By-laws or adopt a policy consistent with the Act and the ACNC Act dealing with the disclosure and management of Directors' conflicts of interest and material personal interests.

### **39. Payments to Directors**

- 39.1. Directors are entitled to:
- a) be reimbursed for reasonable expenses properly incurred by the Director in connection with the affairs of the Company, and
  - b) be paid for any work they do for the Company, other than as a Director, if the amount is no more than a reasonable fee for the work done.
- 39.2. Directors are entitled to be paid fees for being a Director subject to the total amount paid to Directors being approved by the Members at a General Meeting.
- 39.3. Any payment made to Directors must be approved by the Board, including determination of a reasonable fee under clause 39.1.b).

#### **40. Board Meetings**

- 40.1. The Board may meet, including by technological means, for the dispatch of business, and adjourn and otherwise regulate its meetings as it thinks fit.
- 40.2. The Chair alone, or two Directors, may convene a Board meeting.
- 40.3. At a Board meeting:
- a) the Chair or, in the Chair's absence, the Vice Chair is to preside as chairperson, or
  - b) if the Chair and the Vice Chair are absent or unwilling to act, one of the remaining Directors may be chosen by the Directors present at the Board meeting to preside as chairperson.
- 40.4. Questions arising at any Board meeting are to be decided by a simple majority of votes of those Directors present and entitled to vote.
- 40.5. Directors are to have one vote on any question at a Board meeting.
- 40.6. Directors may not assign proxies at a Board meeting.
- 40.7. In the event of an equality of votes on any question at a Board meeting, the chairperson of the Board meeting does not have a casting vote and the motion is not passed.
- 40.8. A Board meeting may be held using technology that allows the Directors in attendance to communicate with each other clearly and simultaneously.
- 40.9. A Director who participates in a Board meeting using technology is taken to be present at the Board meeting and, if the Director votes at the Board meeting, is taken to have voted in person.
- 40.10. The Board may invite third parties to attend a Board meeting as observers.

#### **41. Notice of a Board Meeting**

- 41.1. Subject to clause 41.3, notice of a Board meeting must be given to each Director at least seven days, or such other period as may be unanimously

agreed upon by the Directors, before the time appointed for the holding of the Board meeting.

- 41.2. Notice of a Board meeting must be given by such means as agreed by the Directors.
- 41.3. In cases of urgency, a Board meeting can be held without the usual notice provided that as much notice as practicable is given to each Director by the quickest means practicable.
- 41.4. Non receipt of any notice of a Board meeting by a Director does not affect the validity of the convening of the Board meeting.

#### **42. Quorum at a Board Meeting**

- 42.1. To transact business at a Board meeting, a quorum of Directors is required during the time in which the business is dealt with at the Board meeting.
- 42.2. The quorum for a Board meeting is a majority of the Directors currently in office.

#### **43. Decisions of the Board without a Board Meeting**

- 43.1. The Board may pass a Board resolution without a Board meeting being held. The passing of such resolutions:
  - a) requires a majority of Directors assenting to the resolution within the time specified,
  - b) may be through the use of technology, and
  - c) must comply with any policies and procedures regarding the passing of Board resolutions as determined by the Board.

#### **44. Validity of Acts of Directors**

- 44.1. All acts done at any Board meeting or by any individual acting as a Director are valid even if it is later discovered that there was a defect in the appointment of a person as a Director or the person not being entitled to vote.

### **PART E — ADMINISTRATIVE MATTERS**

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#### **45. Secretary**

- 45.1. The Board must appoint at least one Secretary.
- 45.2. The Secretary must provide written consent to act as the Secretary prior to appointment.
- 45.3. The Secretary holds office on such terms and conditions as the Board determines.
- 45.4. The Board may remove any Secretary, subject to the terms of any contract and the law.
- 45.5. The Secretary has such powers and duties as specified in this Constitution, the Act, and as determined by the Board.

## **46. Minutes**

- 46.1. The Company must keep minutes of:
- a) proceedings and resolutions of General Meetings,
  - b) proceedings and resolutions of Board meetings,
  - c) proceedings of committee meetings, and
  - d) resolutions passed by the Board without a meeting.
- 46.2. The Company must ensure that the minutes of a meeting are signed within a reasonable time after the meeting, which is usually within one month, by the chairperson of the meeting at which the proceedings were held, or by the chairperson of the next meeting.
- 46.3. A minute recorded and signed in accordance with the Act is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

## **47. Service of Notices to Members**

- 47.1. A notice may be given by the Company to a Member by:
- a) serving it on the Member personally,
  - b) sending it by post to the Member's address as shown in the register of Members,
  - c) sending it to an electronic contact address such as an e-mail address, that the Member has supplied to the Company or to an address from which the Member has contacted the Company in the past, or
  - d) making a copy of it accessible electronically and advising the Member of its availability via the electronic contact address.
- 47.2. Where a notice is sent by post, service of the notice is taken to be effected three days after it is posted.
- 47.3. Where a notice is sent by email or by other electronic means, service of the notice is taken to be effected on the day it is sent or on the day the Member is advised via the electronic contact address that the notice is accessible electronically.

## **48. Accounts and Audit**

- 48.1. The Company 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 if required.
- 48.2. The financial year of the Company commences on the 1st day of January and ends on the 31st day of December or such other period as may be prescribed by the Board.

## **49. Inspection of Records**

- 49.1. A Member other than a Director does not have the right to inspect any books, records, or documents of the Company except as provided by law or authorised by the Board.

## **50. Common Seal**

- 50.1. The common seal of the Company, if any, must not be used without the express authority of the Board.
- 50.2. The affixing of the common seal of the Company must be witnessed by any two Directors.
- 50.3. Documents may be executed without the common seal if signed by authorised signatories.

## **51. Indemnity of Directors**

- 51.1. The Company indemnifies each officer of the Company out of the assets of the Company, to the relevant extent, against all losses and liabilities (including costs, expenses and charges) incurred by that person as an officer of the Company.
- 51.2. In this clause 51, 'officer' means a Director or Secretary and includes a Director or Secretary after they have ceased to hold that office.
- 51.3. In this clause 51, 'to the relevant extent' means:
- a) to the extent that the Company is not precluded by law including the Act from doing so,
  - b) to the extent that the conduct of the officer did not constitute serious and wilful misconduct, and
  - c) 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.
- 51.4. The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the Company.
- 51.5. To the extent permitted by law, the Company may:
- a) purchase and maintain insurance, and
  - b) pay or agree to pay a premium for an insurance,
- against any liability incurred by the officer as an officer including, but not limited to, a liability for negligence or for reasonable costs and expenses incurred in defending proceedings, whether civil or criminal.

## **52. Changes to the Constitution**

- 52.1. The Company may modify or repeal this Constitution, or a provision of this Constitution, by the Members passing a Special Resolution and following the requirements of the Act.

## **53. Winding Up the Company**

- 53.1. Voluntary dissolution of the Company may only be achieved by a Special Resolution of Members and following all the requirements of the Act.

- 53.2. If the Company is wound up, any Surplus Assets including 'gift funds' as defined in this clause, must not be distributed to a Member or a former Member in their capacity as a Member.
- 53.3. Subject to the Act, any other applicable laws, and any court order, any Surplus Assets including 'gift funds' that remain after the Company is wound up must be distributed to one or more entities:
- a) with a purpose similar to, or inclusive of, the purpose of the Company,
  - b) which prohibits the distribution of any surplus assets to its members to at least the same extent as the Company, and
  - c) that is or are deductible gift recipients within the meaning of the *Income Tax Assessment Act 1997* (Cth).
- 53.4. The decision as to the entity or entities to be given the Surplus Assets including 'gift funds' must be made by a Special Resolution of Members at or before the time of winding up.
- 53.5. If the Members do not make this decision, the Company may apply to the Supreme Court to make this decision.
- 53.6. If the Company's deductible gift recipient endorsement is revoked whether or not the Company is to be wound up, any surplus 'gift funds' must be transferred to one or more charities that meet the requirements of clause 53.3, as determined by the Board.
- 53.7. For the purpose of this clause 53, gift funds' means:
- a) gifts of money or property for the principal purpose of the Company,
  - b) contributions made in relation to a fundraising event held for the principal purpose of the Company, and
  - c) money received by the Company because of such gifts and contributions.

#### 54. Transitional Arrangements:

- 54.1. In this clause 54:
- a) **MND QLD Inc** means the Motor Neurone Disease Association of Queensland Incorporated (Association registration number A06034), and
  - b) **AGM** means Annual General Meeting.
- 54.2. Transition – Members
- a) Upon registration of the Company:
    - i. the Members will be any Member (other than employees of the Company) on the register of Members of MND QLD Inc at the time of registration of the Company.
    - ii. Any Member listed on the register of Members who is an employee of MND QLD Inc at the time of registration of the Company will cease to be a Member.

- iii. Current Life Members and Honorary Members will remain as Members unless otherwise removed by the Constitution, and will be listed on the register of Members, but no new individuals will be admitted into either category. Life Members will be exempt from payment of membership fees under clause 11.

#### 54.3. Transition - Board of Directors

- a) Despite clause 25.1, the Directors to hold office from the date the Company is registered are those individuals listed as Directors in the application to register the Company and such Directors will be designated as the initial Elected Directors.
- b) The initial Elected Directors may serve out the remainder of their terms pursuant to the MND QLD Inc constitution, and if eligible may be nominated to stand for re-election.
- c) Any time served as a Director pursuant to the MND QLD Inc constitution will be taken into account in determining the Maximum Continuous Period under clause 27.1.
- d) In conjunction with the Company's first Annual General Meeting:
  - i. Three initial Elected Directors will retire, but they may be eligible to be nominated for re-election, and
  - ii. elections will be held for two Elected Director positions.
- e) In conjunction with the Company's second Annual General Meeting:
  - i. Three initial Elected Directors will retire, but they may be eligible to be nominated for re-election, and
  - ii. elections will be held for two Elected Director positions.
- f) In conjunction with the Company's third Annual General Meeting:
  - i. the remaining initial Elected Directors will retire, but they may be eligible to be nominated for re-election, and
  - ii. elections will be held for two Elected Director positions.
- g) The initial Elected Directors will agree amongst themselves which of them is to retire at the first, second and third Annual General Meetings respectively but, if they cannot agree, lots will be drawn to determine which initial Elected Directors will retire at the respective Annual General Meetings.
- h) The Board may appoint up to three Appointed Directors at any time after registration of the Company.

#### 54.4. Transition – Office Bearers

- a) The Director holding the position of President and Vice President will continue as Chair and Vice Chair until they are otherwise replaced or vacate office in accordance with this Constitution.
- b) The position of Treasurer and Secretary will cease.

#### 54.5. Transition - Committees of the Board

- a) Any committee established under the constitution that this Constitution replaces will continue until otherwise dissolved or ceased by the Board.
- 54.6. Any question, issue or dispute relating to or arising in consequence of the adoption of this Constitution and the transitional rules shall be determined by resolution of the Board whose decision shall be final.

END OF CONSTITUTION