



LASA
LEADING AGE SERVICES
AUSTRALIA
The voice of aged care

Constitution

Leading Age Services Australia Limited

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Leading Age Services Australia Ltd
ABN 71 156 349 594

Contents

Preliminary	1
1. Definitions	1
2. Interpretation	1
3. Replaceable rules	1
Objects	2
4. Objects	2
5. Income and property of the Company	2
6. Admission	3
7. Register of Members	3
8. Rights of Members	4
9. Membership Fee	4
10. Ceasing to be a Member	4
11. Affiliates	5
General meetings	5
12. Calling general meetings	5
13. Notice of general meeting	6
Proceedings at general meetings	6
14. Quorum	6
15. Chairperson	7
16. Adjournment	7
17. Decision on questions at Member's meetings	8
18. Taking a poll	8
Votes of Members	9
19. Entitlement to vote	9
20. Objections	9
21. Votes by proxy	9
22. Document appointing proxy	9
23. Lodgement of proxy	10

24. Validity	10
25. Postal Ballot	10
Appointment and removal of Directors	11
26. Number of Directors	11
27. Term	11
28. Elected Directors	12
29. Casual vacancies	12
30. Less than minimum number of Directors	12
31. Suspension of Directors	12
32. Chairperson and Deputy Chairperson	13
33. Vacation of office	13
Powers and duties	14
34. Powers and duties of Directors	14
Proceedings of Directors	14
35. Directors' meetings	14
36. Decisions on questions	15
Payments to Directors	15
37. Payments to Directors	15
38. Directors' interests	16
39. Committees and Chief Executive Officer	17
40. Delegation	17
41. Written resolutions	17
42. Validity of acts of Directors	17
43. Minutes and registers	18
44. Appointment of attorneys and agents	18
Secretary	19
45. Secretary	19
Inspection of records	19
46. Inspection of records	19
Notices	19

47. Service of notices	19
48. Persons entitled to notice	20
Audit and accounts	20
49. Audit and accounts	20
Winding up	21
50. Winding up and revocation of deductible gift recipient status	21
Indemnity	22
51. Indemnity	22
Amendments to Constitution	22
52. Amendments to Constitution	22
Schedule 1 - Definitions	23
Schedule 2 Matters requiring a Special Resolution	25

Constitution

Preliminary

1. Definitions

- 1.1 The words and phrases used in this Constitution have the meanings as set out at Schedule 1.
- 1.2 In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution has the same meaning as in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as the relevant clause of this Constitution, the expression has the same meaning as in that provision of the Corporations Act.

2. Interpretation

- 2.1 In this Constitution, except where the context otherwise requires:
- (a) the singular includes the plural and vice versa, and a gender includes other genders;
 - (b) another grammatical form of a defined word or expression has a corresponding meaning;
 - (c) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;
 - (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
 - (e) a reference of a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
 - (f) a reference to A\$, \$A, dollar or \$ is to Australian currency;
 - (g) the meaning of general words is not limited by specific examples introduced by including, for example of similar expressions.

3. Replaceable rules

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

Objects

4. Objects

- 4.1 The objects for which the Company is established are to be a not for profit, benevolent institution, whose purposes are:
- (a) to encourage, promote and assist in the delivery of services related to the health, community and accommodation needs of older persons in Australia, irrespective of their financial or other means, geographical or remote location, cultural orientation, mental state or degree of disability;
 - (b) to promote the provision of equitable and high quality Age Services, for the benefit and betterment of older persons in Australia;
 - (c) to nationally represent and support the interests of and provide guidance and encouragement to all Age Services providers in Australia, for the benefit of older persons in Australia through improved, enhanced or new standards of care or development of improved, enhanced or new means of care;
 - (d) to influence, shape and develop the immediate and long term strategic direction and vision for the betterment, care and well-being of older persons in Australia;
 - (e) to coordinate the development and delivery of educational programmes provided by its Members, aimed at improving standards of service and quality of care for older persons in Australia related to the provision of Age Services;
 - (f) to coordinate the development, provision and delivery of educational programs, references to research material and information relevant to Age Services with the aim to improve understanding of the issues facing older Australians in the Australian community;
 - (g) to work collaboratively with and provide support to other stakeholders engaged in Age Services, whose objects are substantially similar to those of the Company; and
 - (h) to the extent necessary to fulfil the objects under paragraphs (a)-(g), to facilitate effective representation for and on behalf of its Members before governments and to advocate to governments in relation to Age Services on policy development with the aim of improving, broadening or enhancing the services being provided to older persons in Australia.
- 4.2 The company may only exercise the powers in section 124(1) of the Corporations Act to:
- (a) carry out the objects in this clause; and
 - (b) do all things incidental or convenient in relation to the exercise of power under clause 4.1.

5. Income and property of the Company

- 5.1 The income and property of the Company will only be applied towards the promotion of the objects of the Company set out in clause 4.
- 5.2 No income or property will be paid or transferred directly or indirectly to any Member of the Company except for payments to a Member:

- (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company; or
- (b) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent.

Membership

6. Admission

- 6.1 The number of Members of the Company is unlimited.
- 6.2 The Directors may, in their absolute discretion, admit as a Member of the Company an applicant which:
 - (a) owns or operates accommodation services for, or provides services for the care of, older Australians and meets any other eligibility criteria for membership as determined by the Directors from time to time;
 - (b) applies for membership to the Company in writing and in a form approved by the Directors; and
 - (c) agrees to be bound by this Constitution and any by-laws, rules and conventions adopted by the Board from time to time.
- 6.3 The Directors will consider each application for membership at the next practicable Directors' meeting after the application is received. In considering an application for membership, the Directors may in their absolute discretion:
 - (a) accept or reject the application; or
 - (b) ask the applicant to give more information or evidence of eligibility for membership.
- 6.4 If the Directors ask for more information or evidence under clause 6.3(b), their determination of the application for membership is deferred until the next Directors' meeting after the information or evidence is given.
- 6.5 As soon as practicable following the acceptance or rejection of an application for membership, the Secretary will send the applicant written notice of the acceptance or rejection (as applicable).
- 6.6 The Directors do not have to give any reason for rejecting an application for membership.

7. Register of Members

- 7.1 Upon acceptance of the application for membership the applicant will be admitted as a Member and will be entered into the Register.
- 7.2 The Secretary must maintain the Register which must include:
 - (a) the name and address of each Member;
 - (b) the date on which the Member was admitted as a Member of the Company;
 - (c) the date (where applicable) when each Member resigns or ceases to be a Member; and

- (d) where a Member is readmitted after previously resigning or having their membership terminated, this will be recorded in conjunction with the dates of their original admission, termination or resignation and readmission.
- 7.3 The Register must be kept at the Company's registered office. The Register will be made available for inspection by any Member for perusal at a time and date convenient to the Secretary and the Member concerned and provided the Member has provided at least seven days written notice to the Company to inspect the Register.
- 7.4 If a Member changes address, it must notify the Secretary in writing of its new address as soon as reasonably practicable.

8. Rights of Members

- 8.1 A Member may:
- (a) vote at general meetings of the Company;
 - (b) be permitted to nominate a representative to serve on committees established from time by the Directors; and
 - (c) enjoy such other privileges as may be determined by the Directors.
- 8.2 Where the Directors have determined that the level of Membership Fee payable by each Member may differ on the basis of criteria determined by the Directors, the Directors may resolve that the value of each vote cast by a Member will be determined according to the level of Membership Fee paid as a result of the operation of the criteria.

9. Membership Fee

- 9.1 The Directors may from time to time determine the membership fee payable by each Member (**Membership Fee**).
- 9.2 The Directors will determine the Membership Fee period, and the Membership Fee will be due within 90 days of the expiry of the Membership Fee period.

10. Ceasing to be a Member

- 10.1 A Member will cease to hold membership with the Company if:
- (a) the Member resigns from membership by giving notice in writing to the Secretary;
 - (b) the Member ceases to meet the eligibility criteria for membership set out in 6.2;
 - (c) the Member fails to pay the Membership Fee within 90 days of the expiry of the Membership Fee period, unless the Directors determine otherwise;
 - (d) a liquidator is appointed in connection with the winding-up of the Member;
 - (e) an order is made by a Court for the winding-up or the deregistration of the Member;
or
 - (f) three quarters of the Directors present and voting at a meeting of Directors terminate, by resolution, the membership of a Member for misconduct which, in

their opinion, renders it undesirable that the Member should continue to be a Member of the Company.

- 10.2 The Directors must not vote on a resolution to terminate the membership of a Member for misconduct, as permitted under clause 10.1(c), unless the Member:
- (a) has been given at least 21 days' notice of the resolution; and
 - (b) has had the opportunity to be heard at the meeting at which the resolution is proposed.
- 10.3 Any Member ceasing to be a Member:
- (a) will not be entitled to any refund (or part refund) of the Membership Fee; and
 - (b) will remain liable for and will pay to the Company all Membership Fees and moneys which were due at the date it ceased to be a Member.

11. Affiliates

- 11.1 The Directors may, in their absolute discretion, admit as an Affiliate of the Company an applicant which:
- (a) is not eligible to be a Member who, in the opinion of the Directors, provides services to the aged care sector; and
 - (b) meets any other eligibility criteria determined by the Directors from time to time.
- 11.2 An Affiliate shall pay such fees and enjoy such privileges as may be determined by the Directors from time to time.
- 11.3 An Affiliate will cease to be an Affiliate of the Company, if:
- (a) the Affiliate fails to pay any fees on the terms determined by the Directors from time to time;
 - (b) in the opinion of the Directors, the Affiliate no longer meets the eligibility criteria set out in clause 11.1;
 - (c) a liquidator is appointed in connection with the winding-up of the Affiliate;
 - (d) an order is made by a Court for the winding-up or the deregistration of the Affiliate; or
 - (e) three quarters of the Directors present and voting at a meeting of Directors resolve it is no longer desirable for the Affiliate to remain an Affiliate of the Company.

General meetings

12. Calling general meetings

- 12.1 A general meeting may be called, at any time, by a minimum of two Directors.
- 12.2 A Member may:

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

13. Notice of general meeting

- 13.1 Subject to the provisions of the Corporations Act allowing general meetings to be held with shorter notice, at least 21 days written notice (exclusive of the day on which the notice is served or deemed to be served and of the day for which notice is given) must be given to Members of any general meeting.
- 13.2 A notice calling a general meeting:
 - (a) must specify the place, date and time of the meeting. If the meeting is to be held in two or more places, the notice must specify the technology that will be used to facilitate the meeting;
 - (b) must state the general nature of the business to be transacted at the meeting; and
 - (c) may specify a place, facsimile number and electronic address for the purposes of proxy appointment.
- 13.3 A notice of an annual general meeting does not need to state that the business to be transacted at the meeting includes:
 - (a) the appointment of Directors; or
 - (b) the appointment and fixing of the remuneration of the Auditor.
- 13.4 The Directors may postpone or cancel any general meeting prior to the meeting taking place, whenever they think fit (other than a meeting called as the result of a request under clause 12.2).
- 13.5 The Directors must give notice of the postponement or cancellation of a general meeting to all persons referred to in clause 48.1 entitled to receive notices from the Company (including a proxy appointment form) to any Member or the non-receipt of a notice (or form) by any Member does not invalidate the proceedings at or any resolution passed at the general meeting.

Proceedings at general meetings

14. Quorum

- 14.1 No business may be transacted at a general meeting unless a quorum of Members is present when the meeting proceeds to business.
- 14.2 A quorum of Members is ten Members, at least seven of which must be present, through their Member Representative or by proxy, at one of the places specified in the notice made under subclause 13.2.
- 14.3 If a quorum is not present within 30 minutes after the time appointed for a general meeting:

- (a) if the general meeting was called on the requisition of Members, it is automatically dissolved; or
- (b) in any other case:
 - (i) it will stand adjourned to the same time and place seven days after the meeting, or to another day, time and place determined by the Directors; and
 - (ii) if at the adjourned general meeting a quorum is not present within 30 minutes after the time appointed for the general meeting, the Members present will constitute a quorum.

15. Chairperson

- 15.1 The Chairperson, or in the Chairperson's absence the Deputy Chairperson, of Directors' meetings will be the Chairperson at every general meeting.
- 15.2 The Directors present may elect an alternative Chairperson of a general meeting if:
 - (a) there is no Chairperson or Deputy Chairperson;
 - (b) the Chairperson or Deputy Chairperson is not present within 15 minutes after the time appointed for the start of the general meeting; or
 - (c) the Chairperson or Deputy Chairperson is unwilling to act as Chairperson of the general meeting.
- 15.3 If no election is made under clause 15.2, then:
 - (a) the Members may elect one of the Directors present as Chairperson; or
 - (b) if no Director is present or is willing to take the chair, the Members may elect one of the Member Representatives present as Chairperson for that meeting.
- 15.4 If there is a dispute at a general meeting about a question of procedure, the Chairperson of the meeting may determine the question.
- 15.5 The Chairperson does not have a casting vote in addition to his or her deliberative vote.

16. Adjournment

- 16.1 The Chairperson of a general meeting at which a quorum is present:
 - (a) in his or her discretion may adjourn the general meeting with the meeting's consent; and
 - (b) must adjourn the general meeting if the meeting directs him or her to do so.
- 16.2 An adjourned general meeting may take place at a different venue to the initial general meeting.
- 16.3 The only business that can be transacted at an adjourned general meeting is the unfinished business of the initial general meeting.

- 16.4 Notice of an adjourned general meeting must only be given in accordance with clause 13.1 if a general meeting has been adjourned for more than 21 days.

17. Decision on questions at Member's meetings

- 17.1 Matters at a general meeting are resolved by Members as either a general resolution or a Special Resolution.
- 17.2 Matters that require a Special Resolution are set out in Schedule 2.
- 17.3 All other matters are determined by a general resolution in accordance with the procedures set out in this clause 17.
- 17.4 A resolution put to the vote of a meeting is decided on a show of hands unless a poll is demanded in accordance with the Corporations Act.
- 17.5 Unless a poll is demanded:
- (a) a declaration by the Chairperson that a resolution has been carried, carried by a specified majority, or lost; and
 - (b) an entry to that effect in the minutes of the meeting,
- are conclusive evidence of the fact without proof of the number or proportion of the votes in favour of or against the resolution.
- 17.6 The demand for a poll may be withdrawn.
- 17.7 A decision of Members at a general meeting may not be impeached or invalidated on the ground that a person voting at the general meeting was not entitled to do so.

18. Taking a poll

- 18.1 A poll will be taken when and in the manner that the Chairperson directs.
- 18.2 The result of the poll will form the resolution of the meeting at which the poll was demanded.
- 18.3 The Chairperson may determine any dispute about the admission or rejection of a vote.
- 18.4 The Chairperson's determination under clause 18.3, if made in good faith, will be final and conclusive.
- 18.5 A poll demanded on the election of the Chairperson or the adjournment of a general meeting must be taken immediately.
- 18.6 After a poll has been demanded at a general meeting, the general meeting may continue for the transaction of business other than the question on which the poll was demanded.

Votes of Members

19. Entitlement to vote

- 19.1 A Member must, by written notice to the Secretary, appoint a person to act as its Member Representative in all matters connected with the company as permitted by the Corporations Act.
- 19.2 The Member Representative must be at least 18 years of age.
- 19.3 A Member may replace its Member Representative at any time by written notice to the Secretary.
- 19.4 The Directors may determine that at any general meeting, a Member who is entitled to attend that meeting is entitled to a direct vote. A direct vote includes a vote delivered to the Company by post, fax or other electronic means approved by the Directors. The Directors may specify the form, method and timing of giving a direct vote at a meeting in order for the vote to be valid.

20. Objections

- 20.1 An objection to the qualification of a voter may only be raised at the general meeting or adjourned general meeting at which the voter tendered its vote.
- 20.2 An objection must be referred to the Chairperson of the general meeting, whose decision is final.
- 20.3 A vote which the Chairperson allows despite an objection is valid for all purposes.

21. Votes by proxy

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

22. Document appointing proxy

- 22.1 An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the information required by section 250A(1) of the Corporations Act. The Directors may determine that an appointment of proxy is valid even if it only contains some of the information required by section 250A(1) of the Corporations Act.

- 22.2 For the purposes of clause 22.1, an appointment received at an electronic address will be taken to be signed by the Member if:
- (a) a personal identification code allocated by the Company to the Member has been input into the appointment; or
 - (b) the appointment has been verified in another manner approved by the Directors.
- 22.3 A proxy's appointment is valid at an adjourned general meeting.
- 22.4 A proxy may be appointed for all general meetings or for any number of general meetings or for a particular purpose.
- 22.5 Unless otherwise provided for in the proxy's appointment, the appointment of the proxy will be taken to confer an authority for the proxy to vote in a manner as the proxy sees fit.
- 22.6 If a proxy appointment is signed by the Member but does not name the proxy or proxies in whose favour it is given, the Chairperson may either cast as proxy or complete the appointment by inserting the name or names of one or more Directors or the Secretary.

23. Lodgement of proxy

- 23.1 The written appointment of a proxy or attorney must be received by the Company, at least 48 hours (unless otherwise specified in the notice of meeting to which the proxy relates) before:
- (a) the time for holding the general meeting or adjourned general meeting at which the appointee proposes to vote; or
 - (b) the taking of a poll on which the appointee proposes to vote.
- 23.2 The Company receives an appointment of a proxy and any power of attorney or other authority under which it was executed when they are received at:
- (a) the Company's registered office;
 - (b) a facsimile number at the Company's registered office; or
 - (c) a place, facsimile number or electronic address specified for that purpose in the notice of meeting.

24. Validity

A vote cast in accordance with an appointment of proxy will be valid unless any written notification from the appointer of the revocation of appointment is received by the Company before the relevant general meeting or adjourned general meeting.

25. Postal Ballot

- 25.1 Subject to the provisions of the Corporations Act, the Directors may, in their absolute discretion, submit any question or resolution to the vote of all Members entitled to a vote at a general meeting of the Company by means of a postal ballot in such form and returnable in such manner as the Directors decide, provided that notice of any postal ballot shall be given to each Member in the manner provided in clause 13.

- 25.2 A resolution or Special Resolution approved by the Members voting by such ballot shall have the same force and effect as such a resolution would have if carried by a majority (or in the case of a Special Resolution, 75%) of the Members at a duly constituted general meeting of the Company competent to pass such a resolution.

Appointment and removal of Directors

26. Number of Directors

- 26.1 The Board shall comprise the following persons:
- (a) up to four persons appointed by the Directors who, in the opinion of the Directors, possess such qualifications or experience in any discipline, profession or field of knowledge which may be beneficial to the Company and who are not an Officer of a Member (**Independent Directors**);
 - (b) up to two persons appointed by the Directors who are Officers of Members which have Operations located in at least three States and Territories of Australia (**Multi State Directors**); and
 - (c) up to five persons elected by the Members having regard to the eligibility criteria set out in clause 26.2 (**Elected Directors**).
- 26.2 The following persons are eligible for election pursuant to clause 26.1:
- (a) one person who is an Officer of a Member which has at least 50 percent of Operations located in Queensland;
 - (b) one person who is an Officer of a Member which has at least 50 percent of Operations located in New South Wales and/or the Australian Capital Territory;
 - (c) one person who is an Officer of a Member which has at least 50 percent of Operations located in Victoria and/or Tasmania;
 - (d) one person who is an Officer of a Member which has at least 50 percent of Operations located in South Australia and/or the Northern Territory; and
 - (e) one person who is an Officer of a Member which has at least 50 percent of Operations located in Western Australia.

27. Term

- 27.1 An Independent Director will hold office for a term of up to 3 years as determined by the Directors at the time of the appointment, after which he or she must retire from office. A retiring Independent Director is eligible for reappointment pursuant to clause 26.1(a), subject to a maximum 9 years in office.
- 27.2 A Multi State Director will hold office for a term of up to 3 years as determined by the Directors at the time of the appointment, after which he or she must retire from office. A retiring Multi State Director is eligible for reappointment pursuant to clause 26.1(b), subject to a maximum 9 years in office.

- 27.3 An Elected Director will hold office for a term of 3 years, after which he or she must retire from office. A retiring Elected Director is eligible for re-election pursuant to clause 26.1(c), subject to a maximum 9 years in office.
- 27.4 The Directors in office at the date of adoption of this Constitution will remain in office until the expiration of their current term, unless their office becomes vacant earlier in accordance with clause 33.

28. Elected Directors

- 28.1 The Directors must call for nominations for an Elected Director's position that is scheduled for election at a particular Annual General Meeting prior to the time notice of that Annual General Meeting must be circulated to Members.
- 28.2 Where an election is necessary for an Elected Director, an election will be held at the Annual General Meeting or in accordance with clause 25.
- 28.3 The Directors must prescribe a form to be used for any election necessary under this clause.
- 28.4 For the avoidance of doubt, all Members may vote in any election of an Elected Director that is required under clause 26.1(c), irrespective of whether or not the Member operates a facility or offers a service in the jurisdiction for which the election is being conducted.

29. Casual vacancies

- 29.1 Where the office of an Independent Director or Multi State Director becomes vacant, the Directors may appoint their successor in accordance with clause 26.1(a) or 26.1(b) (as relevant).
- 29.2 Where the office of an Elected Director becomes vacant, the Directors may appoint a person who is an Officer of a Member which has at least 50 percent of Operations located in the jurisdiction of the departing Elected Director, to serve the remainder of the term of the departed Elected Director.

30. Less than minimum number of Directors

- 30.1 The Directors may continue to act notwithstanding a vacancy in their number, however if the number of Directors falls below 3, then for so long as the number is below this minimum, the Directors shall only act for the purposes of filling up vacancies or convening a general meeting of the Company.

31. Suspension of Directors

- 31.1 If the conduct or position of any Director is such that continuance in office appears to the majority of the Directors to be prejudicial to the interests of the Company, a majority of Directors at a Directors' meeting called specifically for that purpose may suspend that Director.
- 31.2 Within 30 days of the suspension, the Directors must call a general meeting, at which the Members may either confirm the suspension and remove the Director from office in accordance with clause 33 or annul the suspension and reinstate the Director.

- 31.3 The Director must be informed that he or she may:
- (a) submit a written statement to the Company for circulation to the Members before the general meeting at which the resolution is to be put to a vote; and
 - (b) speak to the motion to remove the Director at the general meeting at which the resolution is to be put to a vote.
- 31.4 At least 21 days' notice must be given to the Members of a general meeting at which the resolution for the removal of a Director is proposed. The notice must set out the proposed resolution and the grounds for the proposed resolution.

32. Chairperson and Deputy Chairperson

- 32.1 The Directors must appoint an Independent Director to be Chairperson.
- 32.2 The Chairperson shall hold office for a term of 12 months and may be reappointed for further terms, subject to a maximum nine years in office.
- 32.3 The Directors must appoint one of the Directors to be Deputy Chairperson, to act in the Chairperson's absence. The Deputy Chairperson shall hold office for a term of 12 months and may be reappointed for further terms, subject to a maximum nine years in office.
- 32.4 If no Chairperson or Deputy Chairperson is appointed or if the Chairperson or Deputy Chairperson is not present at any Directors' meeting within 10 minutes after the time appointed for the meeting to begin, the Directors present must appoint one of their number to be Chairperson of the meeting.

33. Vacation of office

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

- (a) is prohibited by the Corporations Act from holding office or continuing as a Director;
- (b) is liable to have a person appointed, under a law relating to the administration of estates of persons who through mental or physical incapacity are incapable of managing their affairs, to administer it, or becomes in the opinion of the Directors incapable of performing his or her duties;
- (c) resigns by notice in writing to the Company;
- (d) is removed by a resolution of the Company in accordance with the Corporations Act;
- (e) is absent from Directors' meetings for six consecutive months without leave of absence from the Directors;
- (f) in the case of a Multi-State Director :
 - (i) the Member of which the Director is an Officer ceases to be a Member;
 - (ii) the Member of which the Director is an Officer ceases to have Operations in at least 3 States or Territories; or
 - (iii) the Director ceases to be an Officer of that Member;

- (g) in the case of an Elected Director:
 - (i) the Member of which the Director is an Officer ceases to have at least 50 per cent of Operations located in the jurisdiction or jurisdictions represented by the Director;
 - (ii) the Member of which the Director is an Officer ceases to be a Member; or
 - (iii) the Director ceases to be an Officer of that Member; or
- (h) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of the interest as required by the Corporations Act.

Powers and duties

34. Powers and duties of Directors

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

Proceedings of Directors

35. Directors' meetings

- 35.1 The Directors must hold a minimum of four Directors' meetings each financial year.
- 35.2 A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 35.3 A Directors' meeting must be called on at least 48 hours written notice of the meeting to each Director.
- 35.4 It is not necessary to give notice of a meeting of the Directors to an Australian resident whom the Secretary, when giving notice to the other Directors, reasonably believes to be temporarily outside Australia.

- 35.5 Subject to the Corporations Act, a Directors' meeting may be held by the Directors communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion.
- 35.6 The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 35.7 A Director who is unable to participate in a meeting called in accordance with clause 35 must submit their apologies in writing to the Secretary at least 24 hours before the meeting.
- 35.8 A Director who participates in a meeting held in accordance with this Constitution is taken to be present and entitled to vote at the meeting.
- 35.9 Clauses 35.5 to 35.7 apply to meetings of Directors' committees as if all committee members were Directors.
- 35.10 The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 35.11 A quorum is a majority of Directors for the time being.
- 35.12 Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, the Chairperson may call a general meeting to deal with the matter.
- 35.13 Notice of a meeting of Directors may be given in writing, or the meeting may be otherwise called using any technology consented to by all the Directors.

36. Decisions on questions

- 36.1 Subject to this Constitution, questions arising at a meeting of Directors are to be decided by a majority of votes of the Directors present and voting and, subject to clause 41.1, each Director has one vote.
- 36.2 The Chairperson of a meeting does not have a casting vote in addition to his or her deliberative vote.

Payments to Directors

37. Payments to Directors

- 37.1 No payment will be made to any Director of the Company other than payment:
- (a) for services rendered to the Company by a Director in his or her capacity as Director, Chairperson or Deputy Chairperson, where the amount payable is commercially reasonable and does not exceed an amount previously approved by the Directors of the Company;
 - (b) of out of pocket expenses incurred by the Director in the performance of any duty as Director of the Company where the amount payable does not exceed an amount previously approved by the Directors of the Company;
 - (c) for any service rendered to the Company by the Director in a professional or technical capacity, other than in the capacity as Director, where the provision of the service has the prior approval of the Directors of the Company and where the

amount payable is approved by the Directors of the Company and is not more than an amount which commercially would be reasonable payment for the service; and

- (d) relating to an indemnity in favour of the Director and permitted by section 199A of the Corporations Act or a contract of insurance permitted by section 199B.

38. Directors' interests

- 38.1 No contract made by a Director with the Company and no contract or arrangement entered into by or on behalf of the Company in which any Director may be in any way interested is avoided or rendered voidable merely because of the Director holding office as a Director or because of the fiduciary obligations arising out of that office.
- 38.2 No Director contracting with or being interested in any arrangement involving the Company is liable to account to the Company for any profit realised by or under any such contract or arrangement merely because of the Director holding office as a Director or because of the fiduciary obligations arising out of that office.
- 38.3 A Director is not disqualified from contracting with the Company in any respect, merely because of his or her role as a Director.
- 38.4 A Director or a body or entity in which a Director has a direct or indirect interest may:
 - (a) enter into any agreement or arrangement with the Company;
 - (b) hold any office or place of profit other than as Auditor in the Company; and
 - (c) act in a professional capacity other than as Auditor for the Company,and the Director or the body or entity can receive and keep beneficially any remuneration, profits or benefits under any agreement or arrangement with the Company or from holding an office or place of profit in or acting in a professional capacity with the Company.
- 38.5 A Director who has a material personal interest in a matter that is being considered at a Directors' meeting must not:
 - (a) be present while the matter is being considered at the meeting; or
 - (b) vote on the matter,unless permitted by the Corporations Act to do so, in which case the Director may:
 - (c) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
 - (d) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
 - (e) vote in respect of, or in respect of any matter arising out of, the contract or arrangement or proposed contract or arrangement.
- 38.6 A Director may be or become a director or other officer of, or otherwise interested in, any related body corporate or any other body corporate promoted by the Company or in which the Company may be interested as a vendor, shareholder or otherwise and is not accountable to the Company for any remuneration or other benefits received by the Director as a director or officer of, or from having an interest in, that body corporate.

39. Committees and Chief Executive Officer

- 39.1 The Directors may establish and terminate committees from time to time, as necessary for the good governance and operation of the Company.
- 39.2 A CEO of the Company will be appointed by the Board on such terms and conditions as the Directors see fit. These terms and conditions are subject to review.
- 39.3 The CEO will be responsible to the Board.

40. Delegation

- 40.1 The Directors may delegate any of their powers, other than those which by law must be dealt with by the Directors as a board, to a person, committee or committees (**Delegate**).
- 40.2 The Directors may at any time revoke any delegation of power to a Delegate.
- 40.3 A Delegate must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.
- 40.4 A Delegate may be authorised by the Directors to sub-delegate all or any of the powers for the time being vested in it.

41. Written resolutions

- 41.1 The Directors may pass a resolution without a Directors' meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Director signs.
- 41.2 For the purposes of clause 41.1, separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.
- 41.3 Any document referred to in this clause 41 may be in the form of a facsimile or electronic transmission.
- 41.4 The minutes of Directors' meetings must record that a meeting was held in accordance with this clause 41.
- 41.5 This clause 41 applies to meetings of Directors' committees as if all members of the committee were Directors.

42. Validity of acts of Directors

- 42.1 If it is discovered that:
- (a) there was a defect in the appointment of a person as a Director or member of a Directors' committee; or
 - (b) a person appointed to one of those positions was disqualified,
- all acts of the Directors or the Directors' committee before the discovery was made are as valid as if the person had been duly appointed and was not disqualified.

43. Minutes and registers

- 43.1 The Directors must cause minutes to be made of:
- (a) the names of the Directors present at all Directors' meetings and meetings of Directors' committees;
 - (b) all proceedings and resolutions of general meetings, Directors' meetings and meetings of Directors' committees;
 - (c) all resolutions passed by Directors in accordance with clause 36;
 - (d) all appointments of officers;
 - (e) all orders made by the Directors and Directors' committees; and
 - (f) all disclosures of interests made under clause 38.
- 43.2 Minutes must be signed by the Chairperson of the meeting or by the Chairperson of the next meeting of the relevant body.
- 43.3 The Company must keep all registers required by this Constitution and the Corporations Act.

44. Appointment of attorneys and agents

- 44.1 The Directors may from time to time by resolution or power of attorney executed in accordance with section 127 of the Corporations Act appoint any person to be the attorney or agent of the Company:
- (a) for the purposes;
 - (b) with the powers, authorities and discretions (not exceeding those exercisable by the Directors under this Constitution);
 - (c) for the period; and
 - (d) subject to the conditions,
determined by the Directors.
- 44.2 An appointment by the Directors of an attorney or agent of the Company may be made in favour of:
- (a) any person or body corporate;
 - (b) the members, directors, nominees or managers of any body corporate or firm; or
 - (c) any fluctuating body of persons whether nominated directly or indirectly by the Directors.
- 44.3 A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit.
- 44.4 The Directors may appoint attorneys or agents by facsimile or electronic transmission to act for and on behalf of the Company.

- 44.5 An attorney or agent appointed under this clause may be authorised by the Directors to sub-delegate all or any of the powers, authorities or discretions for the time being vested in it.

Secretary

45. Secretary

- 45.1 There must be at least one Secretary of the Company appointed by the Directors for a term and at remuneration and on conditions determined by them.
- 45.2 The Secretary is entitled to attend and be heard on any matter at all Directors' and general meetings.
- 45.3 The Directors may, subject to the terms of the Secretary's contract of engagement, suspend, remove or dismiss the Secretary.
- 45.4 The Secretary must keep the minutes of meetings and records:
- (a) of all appointments of the Directors; and
 - (b) required under this Constitution and the Corporations Act.
- 45.5 The Secretary must keep ASIC informed of all notifiable information within the required timeframes.

Inspection of records

46. Inspection of records

- 46.1 Except as otherwise required by the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the financial records and other documents of the Company or any of them will be open for inspection by Members other than Directors.
- 46.2 Except as otherwise required by the Corporations Act, a Member other than a Director does not have the right to inspect any financial records or other documents of the Company unless the Member is authorised to do so by a court order or a resolution of the Directors.

Notices

47. Service of notices

- 47.1 Notice may be given by the Company to any person who is entitled to notice under this Constitution:
- (a) by serving it on the person; or

- (b) by sending it by post, facsimile transmission or electronic notification to the person at the person's address shown in the Register or the address supplied by the person to the Company for sending notices to the person.
- 47.2 A notice sent by post is taken to be served:
 - (a) by properly addressing, prepaying and posting a letter containing the notice; and
 - (b) on the day after the day on which it was posted.
- 47.3 A notice sent by facsimile transmission or electronic notification is taken to be served:
 - (a) by properly addressing the facsimile transmission or electronic notification and transmitting it; and
 - (b) on the day after its despatch.
- 47.4 If a Member does not have an address recorded in the Register a notice will be taken to be served on that Member 24 hours after it was posted on a notice board at the Company's registered office.
- 47.5 A Member whose address recorded in the Register is not in Australia may specify in writing an address in Australia to be taken to be the Member's for the purposes of clause 47.
- 47.6 A certificate in writing signed by a Director, Secretary or other officer of the Company that a document or its envelope or wrapper was addressed and stamped and was posted is conclusive evidence of posting.
- 47.7 Subject to the Corporations Act the signature to a written notice given by the Company may be written or printed.
- 47.8 All notices sent by post outside Australia must be sent by prepaid airmail post.

48. Persons entitled to notice

- 48.1 Notice of every general meeting must be given to:
 - (a) every Member;
 - (b) every Director;
 - (c) the Secretary; and
 - (d) any auditor.
- 48.2 No other person is entitled to receive notice of a general meeting, unless otherwise determined by the Directors.

Audit and accounts

49. Audit and accounts

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

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

Winding up

50. Winding up and revocation of deductible gift recipient status

50.1 If the Company is wound up:

- (a) each Member; and
- (b) each person who ceased to be a Member in the preceding year,

undertakes to contribute to the property of the Company for the:

- (c) payment of debts and liabilities of the Company (in relation to clause 50.1(b), contracted before the person ceased to be a Member);
- (d) payment of costs, charges and expenses of winding up; and
- (e) adjustment of the rights of the contributories amongst themselves,

such amount as may be required, not exceeding \$10.

50.2 Subject to clause 50.3, if any surplus remains following the winding up of the Company, the surplus must not be paid to or distributed amongst Members, but will be given or transferred to another charitable institution, body, entity or organisation which, by its constitution or governing rules:

- (a) having similar objects to the Company; and
- (b) whose governing documents prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Company under this Constitution,

such charitable institution, body, entity or organisation to be determined by the Members at or before the winding up and in default, by application to the Supreme Court of the Australian Capital Territory for determination.

50.3 Upon the winding up of the Company or the revocation of the endorsement of the Company as a deductible gift recipient, any surplus comprising of DGR Contributions shall be transferred to a charitable institution, body, entity or organisation:

- (a) having similar objects to the Company;
- (b) whose governing documents prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Company under this Constitution; and
- (c) to which income tax deductible gifts can be made,

such institution, body, entity or organisation to be determined by the Member at or before the winding up of the Company or the revocation of the endorsement of the Company as a deductible gift recipient, and in default, by application to the Supreme Court of the Australian Capital Territory for determination.

Indemnity

51. Indemnity

- 51.1 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act the Company indemnifies every person who is or has been an officer of the Company against any liability (other than for legal costs) incurred by that person as an officer of the Company (including liabilities incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).
- 51.2 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act, the Company indemnifies every person who is or has been an officer of the Company against reasonable legal costs incurred in defending an action for a liability incurred by that person as an officer of the Company (including legal costs incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).
- 51.3 The amount of any indemnity payable under clauses 51.1 or 51.2 will include an additional amount (**GST Amount**) equal to any GST payable by the officer being indemnified (**Indemnified Officer**) in connection with the indemnity (less the amount of input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity that includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST Amount.
- 51.4 For the purposes of this clause, **officer** means:
- (a) a Director; or
 - (b) a Secretary.

Amendments to Constitution

52. Amendments to Constitution

- 52.1 This Constitution must not be amended other than in accordance with the Corporations Act.

Schedule 1 - Definitions

Affiliate means any entity not eligible to be a Member who, in the opinion of the Directors, provides services to the aged care sector;

Age Services means the provision of services, care or accommodation for older persons in Australia, including the infirm and disabled older persons, and extends to include the providers or professional organisations representing the providers of those services;

Annual General Meeting means the general meeting of the Company designated as the Annual General Meeting;

ASIC means the Australian Securities and Investment Commission;

Auditor means the Company's auditor;

Board means the board of Directors of the Company from time to time;

CEO means the Chief Executive Officer of the Company;

Chairperson means the person elected in accordance with clause 32;

Company means Leading Age Services Australia Limited;

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

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

Deputy Chairperson means the person elected in accordance with clause 32;

DGR Contributions means any:

- (a) gifts of money or property for the principal purpose of the Company;
- (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the Company, and
- (c) money received by the Company because of such gifts and contributions;

Director includes any person occupying the position of director of the Company;

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

Elected Director means a Director elected pursuant to clause 26.1(c);

Independent Director means a Director appointed pursuant to clause 26.1(a);

Member means any entity approved to be a member of the Company pursuant to clause 6.2;

Member Representative means the person appointed under subclause 19.1;

Membership Fee means the membership fee to be paid by a Member in accordance with clause 9;

Multi State Director means a Director appointed pursuant to clause 26.1(b);

Officer has the same meaning as in the Corporations Act;

Operations means revenue from owning or operating accommodation services for, or in providing services for the care of, older Australians;

Register means the register of Members of the Company;

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

Special Resolution means a resolution passed by at least 75% of the votes cast by Members present in person or by proxy and entitled to vote on a special resolution.

Schedule 2 Matters requiring a Special Resolution

The following matters require a Special Resolution of the Company:

- modification of this Constitution or a provision of this constitution;
- changes to the name of the Company;
- changes to the type of company;
- varying or cancelling the rights of members in a class of members;
- the appointment of a replacement auditor;
- the Company resolves to be wound up by the Court;
- the Company resolves to be wound up voluntarily;
- matters relating to the powers and duties of a liquidator;
- confirming that an arrangement entered into between the creditors and the Company is binding on the Company if the Company is about to be wound up or is in the course of being wound up, and
- any other matter that the Corporations Act specifies from time to time.