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## **Constitution**

**The Creche and Kindergarten Association Limited**

**ACN 150 737 849**

**(A public company limited by guarantee)**

**Adopted 6 May 2011**

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## 1 Defined terms and interpretation

### 1.1 Defined terms

The Dictionary in Schedule 1:

- (a) defines some of the terms used in this constitution;
- (b) sets out the rules of interpretation which apply to this constitution; and
- (c) clarifies the effect of the Corporations Act on this constitution.

### 1.2 Interpretation

The interpretation clause in Schedule 1 (**Dictionary**) sets out rules of interpretation for this constitution.

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## 2 Nature of company and liability

### 2.1 Nature of company

The company is a public company limited by guarantee.

### 2.2 Liability of each member is limited

The liability of each member is limited. Each member guarantees to contribute up to a maximum of \$20.00 dollars to the assets of the company if it is wound up while he or she is a member, or within one year afterwards, and at the time of winding up the debts and liabilities of the company exceed its assets. The liability of each member is limited to making such contribution and no more.

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## 3 Objects of the company

The objects of the company are to:

- (a) disseminate and promote knowledge of the principles of care, guidance and education of children in early childhood;
  - (b) establish and conduct Children's Services concerned with the care and education of young children and their families;
  - (c) encourage and maintain the highest standard of Children's Services;
  - (d) establish and conduct such educational institutions or courses for the training of staff for early childhood services and, further, to monitor and assess from time to time those courses conducted by other educational institutions;
  - (e) encourage and promote early childhood education in all its aspects; and
  - (f) to carry out such other functions and purposes which are necessary or incidental to the other objects of the company.
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## 4 Legal capacity and powers of the company

The company has all of the powers of a natural person and of a body corporate, including those set out in the Corporations Act.

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## 5 Membership

### 5.1 Classes of membership

- (a) Unless otherwise resolved by the company in a general meeting, the membership of the company will consist of persons from one or more of the following classes:
  - (i) Category 1 (Organisation) Members;
  - (ii) Category 3 (Individual) Members; and
  - (iii) Category 4 (Life) Members.
- (b) Subject to the Corporations Act and the terms of a particular class of membership, the company may vary or cancel rights attached to being a member of that class, or convert a member from one class to another, by special resolution of the company and either:
  - (i) a special resolution passed at a meeting of the members of that class; or
  - (ii) the written consent of members who are entitled to at least 75% of the votes that may be cast in respect of membership of that class.

The provisions in this constitution concerning meetings of members (with the necessary changes) apply to a meeting held under rule 5.1(b)(i).

### 5.2 Category 1 (Organisation) Members

- (a) A company, corporation, body corporate or body public which satisfies any eligibility requirements adopted by the board and demonstrates it is supportive of or has a bone fide interest in the achievement of the objects of the company to the satisfaction of the board may apply to be admitted to membership as a Category 1 (Organisation) Member.

### 5.3 Category 2 Members

- (a) For the avoidance of doubt there are no Category 2 Members.

### 5.4 Category 3 (Individual) Members

- (a) A natural person who satisfies any eligibility requirements adopted by the board and demonstrates he or she is supportive of or has a bone fide interest in the achievement of the objects of the company to the satisfaction of the board may apply to be admitted to membership as a Category 3 (Individual) Member.
- (b) In recognition of the company's commitment to its Reconciliation Action Plan, natural persons of Aboriginal or Torres Strait Islander cultures are encouraged to apply to be admitted as Category 3 (individual) Members.

### 5.5 Category 4 (Life) Members

- (a) The company may admit any natural person who has given meritorious service to the Association or the company to membership as a Category 4 (Life) Member in accordance with any recommendation by the board.
- (b) A natural person who was a life governor of the Association at the date of incorporation of the company will be entitled to automatic admission as a Category



4 (Life) Member. The board must accept all such persons and admit them to membership of the company as Category 4 (Life) Members. This rule applies despite anything in this constitution to the contrary.

- (c) In recognition of the position of persons admitted as Category 4 (Life) Members, members in this Category are exempt from payment of any membership fees, annual subscription fees or any fee where levy of the like nature.

## **5.6 Term of Membership**

- (a) Subject to rule 5.7, all memberships will be for a term expiring on 30 June in the year that is no more than five years after the date the member is admitted to membership of the company. If a member wishes to remain a member of the company following the expiry of the term, the member must re-apply for membership in accordance with this constitution.

## **5.7 The restriction contained in rule 5.6(a) does not apply to Category 4 Life Members. The memberships of these members will not be for a fixed term. Members of the company**

The members of the company are the members at the date of incorporation of the company and those members who:

- (a) have paid the membership fee; and
- (b) have been admitted by the board to membership of the company as a member after making an application for membership and satisfying any eligibility criteria adopted by the board.

## **5.8 Members rights**

Subject to rule 5.1(b), a member has:

- (a) the right to receive notices of and to attend and be heard at any general meeting of the company;
- (b) the right to vote at any general meeting of the company;
- (c) the right to request and receive information from the company to enable the member to form judgement about the overall performance of the company and to communicate such judgements to the board;
- (d) all rights contained in the Corporations Act.

## **5.9 Form of application**

Any person may apply in writing to be a member of the company. A person's application for membership must be:

- (a) for a natural person as applicant who is at least eighteen (18) years of age;
- (b) signed by the applicant;
- (c) accompanied by such documents or evidence as to eligibility as the board requires in accordance with rule 5.7; and
- (d) submitted to the board.

### **5.10 Membership not transferable**

No membership interest, benefit or right of any member is capable of being sold or transferred in any manner whatsoever and a membership interest shall automatically lapse if there is any such purported sale or transfer or agreement to affect same.

### **5.11 Membership Numbers**

The company will have not less than five (5) members unless otherwise resolved by the company in a general meeting. Notwithstanding this, the company will aim to have not less than thirty (30) members.

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## **6 Admission to membership**

### **6.1 Consideration of application by the Board**

The board must consider all membership applications as soon as practicable after receipt and determine, in their discretion but subject always to rule 5.5(b), the acceptance or rejection of the applicant for membership.

### **6.2 Acceptance or rejection of membership application**

- (a) If an application for membership is accepted:
  - (i) the secretary must notify the applicant of admission; and
  - (ii) the name and details of the applicant must be entered in the register as membership details of the applicant in accordance with the Corporations Act.
- (b) If an application for membership is rejected the secretary must notify the applicant that the application has been rejected.
- (c) The directors do not have to give reasons for rejecting or accepting an application for membership.

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## **7 Removal and cessation of membership**

### **7.1 Resignation**

- (a) A member may resign from membership of the company by leaving written notice to that effect at the registered office addressed to the secretary.
- (b) Unless the notice provides otherwise, the resignation of a member is deemed to take effect from the date such notice is left at the registered office.

### **7.2 Expulsion of member**

- (a) Subject to rule 7.2(c) the directors may resolve to expel a member if:
  - (i) an Expulsion Event occurs in respect of the member; and
  - (ii) the company gives that member at least 10 Business Days' notice in writing stating the Expulsion Event and that the member is liable to be expelled, and informing the member of its right under rule 7.2(c).

- (b) The directors may resolve to expel a member if the member does not pay a fee payable by the member pursuant to this constitution within 20 Business Days after the due date for its payment.
- (c) Before the passing of any resolution under rule 7.2(a), a member is entitled to give the directors, either orally or in writing, any explanation or defence of the Expulsion Event the member may think fit.
- (d) Where a resolution is passed under rule 7.2(a) or 7.2(b), the company must give that member notice in writing of the expulsion within 10 Business Days of the resolution.
- (e) A member may by notice in writing to the company within 10 Business Days of receipt of the notice referred to in rule 7.2(d), request that a resolution under rule 7.2(a) be reviewed by the company at the next general meeting. If such a request is made, the directors must propose at the next general meeting of the company that a resolution be moved to confirm the expulsion of the member concerned.
- (f) A resolution under rule 7.2(a) takes effect:
  - (i) if the member gives a notice under rule 7.2(e), the date (if any) the resolution is confirmed by a general meeting of the company; or
  - (ii) if the member does not give a notice under rule 7.2(e), the date of the resolution.
- (g) A resolution under rule 7.2(b) takes effect on the date of the resolution.
- (h) The directors may reinstate an expelled member on any terms and at any time as the directors resolve, including a requirement that all amounts due but unpaid by the expelled member are paid.

### **7.3 Cessation Events**

A person will cease to be a member of the company if a Cessation Event occurs in respect of that member. The estate of a deceased member is not released from any liability in respect of that person being a member of the company.

## **8 No profits for members**

### **8.1 Transfer of income or property**

Subject to the operation of rule 8.2, the assets and income of the company shall be applied solely in furtherance of the objects of the company and no portion of the income or assets of the company may be paid or transferred, directly or indirectly to any member, except as bona fide compensation for services rendered or expenses incurred on behalf of the company.

### **8.2 Payments, services and information**

Nothing in rule 8.1 prevents the payment in good faith of:

- (a) remuneration to any officers or employees of the company for services actually rendered to the company;
- (b) an amount to any member in return for any services actually rendered to the company (whether by the member or any corporation or partnership in which the

member has an interest or is a member) or for goods supplied in the ordinary and usual course of business;

- (c) reasonable and proper interest on money borrowed from any member;
- (d) reasonable and proper rent for premises let by any member to the company; or
- (e) expenses properly incurred by directors in attending meetings or otherwise in the execution of their duties as directors, provided such expenses have first been approved by the board in its discretion.

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## 9 There is no Clause 9

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## 10 Fees

- (a) The directors may require the payment of fees or levies by members in the amounts and at the times as the directors resolve. The directors may make fees payable for one or more members for different amounts and at different times, and subject to the terms of membership payable by instalments. The directors may revoke or postpone payment of fees or extend the time for payment of fees.
- (b) The company must give members at least ten (10) Business Days' notice of fees payable by members. A notice of fees must be in writing and specify the amount of the fee, and the time and place of payment of the fee. A fee is not invalid if a member does not receive notice of the fee.
- (c) A member must pay to the company the amount of each fee levied on the member at the times and places specified in the notice of the fee. If a fee is payable in one or more fixed amounts on one or more fixed dates, the member must pay to the company those amounts on those dates.
- (d) A member must pay to the company interest at the rate of 10% per annum on any amount referred to in rule 10(c) which is not paid on or before the time appointed for its payment, from the time appointed for payment to the time of the actual payment, and expenses incurred by the company because of the failure to pay or late payment of that amount. The directors may waive payment of all or any part of an amount payable under this rule 10(d).
- (e) The company may recover an amount due and payable under rules 10(c) and 10(d) from a member by commencing legal action against the member for all or part of the amount due.
- (f) The debt due in respect of an amount payable under rules 10(c) and 10(d) is sufficiently proved by evidence that the name of the member sued is entered in the register and there is a record in the minute books of the company of the resolution requiring payment of the fee or the fixed amount referred to in rule 10(c).
- (g) The company may accept from any member all or any part of the fees payable before that amount is due and payable. The company may pay interest at any rate the directors resolve on the amount paid before it is due and payable (from the date of payment until and including the date the amount becomes actually payable) and the company may repay the amount so paid to that member.
- (h) Without in any way limiting the director's powers under this rule, a member may apply to pay all fees and levies in one lump sum to the company and such amount payable will be determined by the directors from time to time. If the directors

approve such application and the member pays the lump sum amount, the person will become a Life Member with all the entitlements and privileges of membership under this constitution until the person ceases to be a member by death or otherwise.

- (i) This rule 10 applies subject to rule 5.5(c).

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## 11 General meetings

### 11.1 Convening of general meetings

- (a) A general meeting may be convened by:
  - (i) the directors by resolution of the board; or
  - (ii) a court on application by any director or member, if it is impractical to call the meeting in any other way.
- (b) A general meeting must be convened by the directors at the request of members with at least 5% of the votes that may be cast at the general meeting.
- (c) The company must hold an annual general meeting if required by, and in accordance with, the Corporations Act.
- (d) Subject to rule 11.1(f), the directors may postpone, cancel or change the venue for a general meeting by giving notice not later than five Business Days before the time at which the general meeting was to be held to each person who is at the date of the notice:
  - (i) a member;
  - (ii) a director; or
  - (iii) an auditor of the company.
- (e) A notice postponing or changing the venue for a general meeting must specify the date, time and place of the general meeting.
- (f) A general meeting convened under clause 11.1(b) may not be postponed beyond two months after the request is given to the company, and may not be cancelled without the consent of the member or members who requested it.
- (g) A meeting of members may be held in two or more places linked together by any technology that gives the members as a whole in those places a reasonable opportunity to participate in proceedings, enables the chair to be aware of proceedings in each place, and enables the members in each place to vote on a show of hands or on a poll.

### 11.2 Notice of general meetings

- (a) Subject to this constitution, notice of a general meeting must be given within the time limits prescribed by the Corporations Act to each person who is at the date of the notice:
  - (i) a member;
  - (ii) a director; or

- (iii) an auditor of the company.
- (b) A notice of a general meeting must specify the date, time and place of the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this) and, except as provided in rule 11.2(c), state the general nature of the business to be transacted at the meeting and any other matters required under the Corporations Act.
- (c) It is not necessary for a notice of an annual general meeting to state that the business to be transacted at the meeting includes the consideration of the annual financial report and the reports of the directors and auditor, the election of directors or the appointment or fixing of the remuneration of the auditor of the company.
- (d) A person may waive notice of any general meeting by notice in writing to the company.
- (e) The non-receipt of notice of a general meeting or proxy form by, or a failure to give notice of a general meeting or a proxy form to, any person entitled to receive notice of a general meeting under this rule 11.2 does not invalidate any act, matter or thing done or resolution passed at the general meeting if:
  - (i) the non-receipt or failure occurred by accident or error; or
  - (ii) before or after the meeting, the person:
    - (A) has waived or waives notice of that meeting under rule 11.2(d); or
    - (B) has notified or notifies the company of the person's agreement to that act, matter, thing or resolution by notice in writing to the company.
- (f) A person's attendance at a general meeting:
  - (i) waives any objection that person may have to a failure to give notice, or the giving of a defective notice, of the meeting unless the person at the beginning of the meeting objects to the holding of the meeting; and
  - (ii) waives any objection that person may have to the consideration of a particular matter at the meeting which is not within the business referred to in the notice of the meeting or in rule 11.2(c), unless the person objects to considering the matter when it is presented.

### **11.3 Admission to general meetings**

- (a) The chair of a general meeting may refuse admission to a person, or require that person to leave and remain out of the meeting, if that person:
  - (i) has a camera, tape recorder or video camera, or another audio or visual recording device;
  - (ii) has a placard or banner;
  - (iii) has an article which the chair considers to be dangerous, offensive or liable to cause disruption;
  - (iv) refuses to produce or to permit examination of any article, or the contents of any article, in the person's possession;

- (v) behaves or threatens to behave in a dangerous, offensive or disruptive manner; or
- (vi) is not:
  - (A) a member or a proxy, attorney or Representative of a member;
  - (B) a director; or
  - (C) an auditor of the company.
- (b) A person who is entitled to receive notice of a meeting or who is requested by the directors or the chair to attend a general meeting is entitled to be present, whether the person is a member or not.

#### **11.4 Quorum at general meetings**

- (a) No business may be transacted at any general meeting, except the election of a chair and the adjournment of the meeting, unless a quorum of members is present (in person or by Representative, proxy or attorney) when the meeting proceeds to business and remains present throughout the meeting.
- (b) A quorum consists of:
  - (i) if the number of members entitled to vote is two or more – 10 persons who are recorded as members on the roll of members at that time; or
  - (ii) if only one member is entitled to vote - that member,  
present at the meeting.
- (c) If a quorum is not present within 30 minutes after the time appointed for a general meeting:
  - (i) where the meeting was convened by, or at the request of, a member or members, the meeting must be dissolved; or
  - (ii) in any other case:
    - (A) the meeting stands adjourned to the day, time and place, as the directors determine or, if no determination is made by the directors, to the same day in the next week at the same time and place; and
    - (B) if, at the adjourned meeting, a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting must be dissolved.

#### **11.5 Chair of general meetings**

- (a) The chair of directors must preside as chair at each general meeting if present within 15 minutes after the time appointed for the meeting and willing to act.
- (b) The directors present at a general meeting may elect a person present to chair the meeting if:
  - (i) there is no chair of directors;

- (ii) the chair of directors is not present within 15 minutes after the time appointed for the meeting; or
  - (iii) the chair of directors is present within that time but is not willing to act as chair of the meeting.
- (c) Subject to rules 11.5(a) and 11.5(b), if at a general meeting:
- (i) a chair has not been elected by the directors; or
  - (ii) an elected chair is not available or is not willing to act as a chair of the meeting (or part of the meeting),

the members present must elect as chair of the meeting another person who is present and willing to act.

## **11.6 Conduct of general meetings**

- (a) The chair of a general meeting is responsible for the general conduct of the meeting and for the procedures to be adopted at the meeting and may require the adoption of any procedures which are in his or her opinion necessary or desirable for:
- (i) proper and orderly debate or discussion, including limiting the time that a person present may speak on a motion or other item of business before the meeting; and
  - (ii) the proper and orderly casting or recording of votes at the general meeting, whether on a show of hands or on a poll, including the appointment of scrutineers.
- (b) Subject to the chair allowing a reasonable opportunity for the members as a whole to ask questions or make comment on the management of the company or of the company auditor or the auditor's representative, the chair of a general meeting may at any time he or she considers it necessary or desirable for the proper and orderly conduct of the meeting:
- (i) terminate debate or discussion on any business, question, motion or resolution being considered by the meeting and require the business, question, motion or resolution to be put to a vote of the members present; or
  - (ii) allow debate or discussion on any business, question, motion or resolution being considered by the meeting to continue.
- (c) Subject to the chair allowing a reasonable opportunity for the members as a whole to ask questions or make comment on the management of the company or of the company auditor or the auditor's representative, the chair of a general meeting may:
- (i) refuse to allow debate or discussion on any business, question, motion or resolution which is not within the business referred to in the notice of meeting or rule 11.2(c); and
  - (ii) refuse to allow any amendment to be moved to a resolution of which notice has been given under rule 11.2(a).
- (d) A decision by a chair under rules 11.6(a), (b) or (c) is final.



- (e) The chair of a general meeting may at any time during the course of the meeting adjourn the meeting or any business, motion, question or resolution being considered or remaining to be considered by the meeting either to a later time at the same meeting or to an adjourned meeting.
- (f) If the chair exercises his or her right under rule 11.6(e), it is in the chair's sole discretion whether to seek the approval of the members present to the adjournment.
- (g) If the chair does seek the members' approval, the chair must adjourn the meeting if the members present with a majority of votes agree or direct that the chair must do so.
- (h) The chair's rights under rule 11.6(e) are exclusive and, unless otherwise required by the chair, no vote may be taken or demanded by the members present in respect of any adjournment.
- (i) No business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (j) Notice of an adjournment and the business to be transacted at an adjourned meeting must be given to all persons who were entitled to receive notice of the meeting the subject of the adjournment.
- (k) Subject to rule 11.1(f), where a meeting is adjourned, the directors may postpone, cancel or change the venue of the adjourned meeting.

#### **11.7 Decisions at general meetings**

- (a) Except in the case of any resolution which as a matter of law requires a special resolution, questions arising at a general meeting are to be decided by a majority of votes cast by the members present at the meeting and that decision is for all purposes a decision of the members.
- (b) Subject to the Corporations Act, in the case of an equality of votes upon any proposed resolution at a meeting of members, in addition to any vote the chair may have in his or her capacity as a member, the chair will have a second or casting vote.
- (c) A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is demanded before a vote being decided by show of hands is taken or before or immediately after the declaration of the result of the show of hands:
  - (i) by the chair of the meeting;
  - (ii) by at least five members present and entitled to vote on the relevant resolution; or
  - (iii) by a member or members present at the meeting and representing at least 5% of the votes that may be cast on the resolution on a poll.
- (d) A demand for a poll does not prevent the continuance of a general meeting for the transaction of any business other than the question on which the poll has been demanded.
- (e) Unless a poll is duly demanded, a declaration by the chair of a general meeting that a resolution has on a show of hands been carried or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the book containing the

minutes of the proceedings of the company, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

- (f) If a poll is duly demanded at a general meeting, it will be taken when and in the manner the chair of the meeting directs, and the result of the poll will be the resolution of the meeting at which the poll was demanded.
- (g) A poll cannot be demanded at a general meeting on the election of a chair of the meeting.
- (h) The demand for a poll may be withdrawn.

### **11.8 Voting rights**

- (a) Members have the following voting rights:
  - (i) on a show of hands, every person present who is a member has one vote; and
  - (ii) on a poll, every member present in person or by proxy or attorney has one vote.
- (b) A member present at a general meeting is not entitled to vote on any resolution if any fees or any other amount due and payable by that member to the company under this constitution have not been paid, or where that vote is prohibited by the Corporations Act or an order of a court of competent jurisdiction. The company must disregard any vote on a resolution purported to be cast by a member present at a general meeting where that person is not entitled to vote on that resolution.
- (c) Where a person present at a general meeting represents personally or by proxy, attorney or Representative more than one member, the following rules apply to a vote taken on a show of hands:
  - (i) the person is entitled to one vote only despite the number of members the person represents; and
  - (ii) the person's vote will be taken as having been cast for all the members the person represents.
- (d) An objection to the qualification of a person to vote at a general meeting:
  - (i) must be raised before or immediately after the result of the motion on which the vote objected to is given or tendered; and
  - (ii) must be referred to the chair of the meeting, whose decision is final.
- (e) A vote not disallowed by the chair of a meeting under rule 11.8(d) is valid for all purposes.

### **11.9 Representation at general meetings**

- (a) Subject to this constitution, each member entitled to vote at a meeting of members may vote:
  - (i) in person or, where a member is a body corporate, by its Representative;

- (ii) by proxy or, if the member is entitled to cast two or more votes at the meeting, by not more than two proxies; or
  - (iii) by attorneys.
- (b) A proxy, attorney or Representative may be a member of the company but does not have to be a member.
- (c) A proxy, attorney or Representative may be appointed for all general meetings, or for any number of general meetings, or for a particular general meeting.
- (d) Unless otherwise provided in the Corporations Act or in the appointment, an appointment of a proxy, attorney or Representative is taken to confer authority:
- (i) to agree to a meeting being convened by shorter notice than is required by the Corporations Act or by this constitution;
  - (ii) to speak to any proposed resolution on which the proxy, attorney or Representative may vote;
  - (iii) to demand or join in demanding a poll on any resolution on which the proxy, attorney or Representative may vote;
  - (iv) even though the appointment may refer to specific resolutions and may direct the proxy, attorney or Representative how to vote on those resolutions:
    - (A) to vote on any amendment moved to the proposed resolutions and on any motion that the proposed resolutions not be put or any similar motion;
    - (B) to vote on any procedural motion, including any motion to elect the chair, to vacate the chair or to adjourn the meeting; and
    - (C) to act generally at the meeting; and
  - (v) even though the appointment may refer to a specific meeting to be held at a specified time or venue, where the meeting is rescheduled or adjourned to another time or changed to another venue, to attend and vote at the re-scheduled or adjourned meeting or at the new venue.
- (e) The chair of a meeting may require any person purporting to act as a proxy, attorney or Representative to establish to the satisfaction of the chair that the person has been validly appointed as a proxy, attorney or Representative and is the person named in the relevant instrument of appointment, failing which the person may be excluded from attending or voting at the meeting.
- (f) Where a member appoints two proxies to vote at the same general meeting and the authority of one is not conditional on the other failing to attend or vote, the following rules apply:
- (i) on a show of hands, neither proxy may vote; and
  - (ii) on a poll, neither proxy or attorney may exercise the voting rights the proxy represents.
- (g) An instrument appointing an attorney or Representative must be in a form as the directors may prescribe or accept. An instrument appointing a proxy is valid if it is signed by the member making the appointment and contains the name and address

of that member, the name of the company, the name of the proxy or the name of the office of the proxy, and the meetings of members at which the proxy may be used. The chair of a meeting of members may determine that an instrument appointing a proxy is valid even if it contains only some of this information.

- (h) If the name of the proxy or the name of the office of the proxy in a proxy form of a member is not filled in, the proxy of that member is the person specified by the company in the form of proxy in the case the member does not choose, or if no person is so specified, the chair of that meeting.
- (i) An instrument appointing a proxy or attorney may direct the manner in which the proxy or attorney is to vote in respect of a particular resolution and, where an instrument so provides, the proxy or attorney is not entitled to vote on the proposed resolution except as directed in the instrument.
- (j) A proxy or attorney may not vote at a general meeting or adjourned meeting unless the instrument appointing the proxy or attorney, and the original or a certified copy of the power of attorney or other authority (if any) under which the instrument is signed, are received:
  - (i) at the registered office of the company, at the facsimile number at its registered office or at another place, facsimile number or electronic address specified for that purpose in the notice convening the meeting; and
  - (ii) at least 48 hours before the time scheduled for the commencement of the meeting, as specified in the notice of meeting.
- (k) Unless the company has received written notice of the matter by the time and at the place or in the manner set out in rules 11.9(j)(i) and 11.9(j)(ii), a vote cast by a proxy or attorney is valid even if, before the proxy or attorney votes:
  - (i) a Cessation Event occurs in relation to the appointer; or
  - (ii) the member revokes the proxy's or attorney's appointment; or
  - (iii) the member revokes the authority under which a third party appointed the proxy or attorney.
- (l) The authority of a proxy or attorney to speak and vote for a member at a general meeting is suspended while the member is present at the meeting.

#### **11.10 Resolutions without meetings**

- (a) Subject to rule 11.10(c), the company may pass a resolution without a general meeting being held, if all of the members 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.
- (b) For the purposes of rule 11.10(a):
  - (i) the document may be sent to members in any manner described in rule 18;
  - (ii) the resolution is passed when the last member signs;
  - (iii) separate copies of a document may be used for signing by members if the wording of the resolution and statement is identical in each copy;

- (iv) a signature of a member transmitted to the company by facsimile is sufficient evidence of signature so long as the original is produced within 30 days of signing;
- (c) Rule 11.10(a) does not apply to a resolution to remove an auditor.
- (d) Where a document is signed in accordance with rule 11.10(a) the document is to be taken as a minute of the passing of the resolution.

#### **11.11 Resolutions of single member company**

If the company has only one member, the company may pass a resolution by the member recording it and signing the record. That record is to be taken as a minute of the passing of that resolution.

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## **12 Directors**

### **12.1 Initial Board**

- (a) The company will be incorporated with an initial board comprising of the persons who are the directors of the Association at the time of incorporation of the company.
- (b) If a person ceases to be re-elected, retires, is removed as a director or vacates the office of a director of the Association at the annual general meeting of the Association immediately following the incorporation of the company (2011), the person must also retire as a director of the company immediately following that annual general meeting of the Association.
- (c) A person elected to the board of the Association at the annual general meeting of the Association (2011) will also be elected to the board of the company if that person is not already a member of the initial board under rule 12.1(a) and the board must appoint such person or persons to be a director of the company.
- (d) The board referred to in this rule 12.1 will, subject to this constitution and the Corporations Act, continue in office until the first annual general meeting of the company.
- (e) Rules 12.2(a) and 12.2(m) will only apply and operate after the first annual general meeting of the company.

### **12.2 Appointment and removal of directors**

- (a) As from the first annual general meeting of the company, the company must have not less seven (7) and not more than ten (10) directors unless the company in general meeting determines otherwise.
- (b) At least one (1) director must have early childhood education qualifications and experience.
- (c) Subject to rules 12.2(m) and 12.2(n), the company may by resolution elect any natural person to be a director, either as an addition to the existing directors or as otherwise provided in this constitution.
- (d) Subject to rule 12.2(n), the directors may appoint any natural person to be a director to fill a casual vacancy (including any casual vacancy arising where a director is removed from office under rule 12.2(k) and no person is appointed in place of that director under rule 12.2(k)(ii)).

- (e) A director appointed under rule 12.2(d) must retire from office at the next annual general meeting following his or her appointment.
- (f) An election of directors must take place each year and at that meeting:
  - (i) excluding any director who is required to retire at that meeting under rule 12.2(e) :
    - (A) one-third of the remaining directors (rounded down, if necessary, to the nearest whole number); and
    - (B) any other director who, if he or she does not retire, will at the conclusion of the meeting have been in office for two or more years or for two or more annual general meetings since he or she was last elected to office,must retire from office as directors; and
  - (ii) if no director is required to retire under rule 12.2(e) or (f)(i), at least one director must retire from office as a director.
- (g) The director or directors who must retire at a meeting in accordance with rule 12.2(f)(i)(A) or (f)(ii) (as the case may be) is the director who has, or are the directors who have, been longest in office since their last election but, as between persons who were last elected as directors on the same day, the director or directors to retire must be determined by agreement among themselves or, in the absence of agreement, by lot.
- (h) Subject to rule 12.2(m), the company may by resolution fill the office vacated by a director under rule 12.2(e) or (f) by electing a person to that office.
- (i) Subject to rule 12.2(m) and 12.2(n), a director retiring from office under rule 12.2(e) or (f) is eligible for re-election and that director may by resolution of the company be re-elected to that office.
- (j) The retirement of a director from office under rule 12.2(e) or (f) and the re-election of the director or the election of another person to that office (as the case may be) takes effect at the conclusion of the meeting at which the retirement and re-election or election occur.
- (k) The company may:
  - (i) by resolution in accordance with section 203D of the Corporations Act remove a director from office; and
  - (ii) subject to rule 12.2(m), by resolution fill the office vacated by a director who is removed under rule 12.2(k)(i) by electing another person to that office.
- (l) A person elected as a director under rule 12.2(k)(ii) must retire under rule 12.2(e) or (f) (as the case may be) on the same day that the director in whose place he or she was appointed would have had to retire under rule 12.2(e) or (f) if that director had not been removed from office under rule 12.2(k)(i).
- (m) A person may only be elected to the office of a director at a general meeting if the person's nomination is approved by the board or a committee of the board pursuant to clause 12.15 having regard to the Board Composition Requirements and Board Eligibility Criteria and is accompanied by a notice signed by the person being nominated signifying his or her consent to the nomination.

- (n) Directors may hold office for a maximum total of 12 years. Subject to rule 12.2(o)(i), a person may not be appointed to the office of director if he or she has previously been a director of the company or the Association for 12 years or more.
- (o) For the purposes of rule 12.2(n):
  - (i) a person who has at the date of incorporation of the company been a director of the Association for a period of 12 or more years may, despite anything in this constitution to the contrary, be appointed to the office of director of the company for a period commencing from the date of incorporation and ending at the second annual general meeting of the company and must retire as a director of the company at the end of that period; and
  - (ii) the period a person has held office as a director of the Association will be taken into account in determining the maximum period for that person as a director of the company under rule 12.2(e). For example, if a person has held office as a director of the Association for a period of 7 years that person will be entitled hold office as a director of the company for a further period of 5 years (being a maximum of 12 years in total).
- (p) A motion for the company to resolve to remove a director (or directors) may be moved by 10% or more of the members of the company.

### **12.3 Vacation of office**

- (a) In addition to the circumstances prescribed by the Corporations Act, unless the board otherwise resolve to confirm the director's appointment, the office of a director becomes vacant if the director:
  - (i) becomes of unsound mind;
  - (ii) becomes bankrupt;
  - (iii) is convicted of an indictable offence;
  - (iv) fails to attend more than three consecutive meetings of the directors without leave of absence from the directors; or
  - (v) becomes disqualified from being a director under the Corporations Act or a responsible person under the ACNC Act or any order made under either of the Acts.
- (b) Nothing in rule 12.3(a) prevents a director from vacating his or her office if the director resigns by notice in writing to the company.

### **12.4 Director need not be a member**

- (a) A director is not required to be a member or a representative of a member in the company to qualify for appointment.
- (b) A director is entitled to attend and speak at general meetings even if he or she is not a member of the company.

### **12.5 Interested directors**

- (a) A director may hold any other office or place of profit, other than auditor, in the company or a related body corporate in conjunction with his or her directorship. A

director may be appointed to that office or place of profit on the terms as to remuneration, tenure of office and otherwise as the directors think fit.

- (b) A director of the company may be a director or other officer of:
- (i) a related body corporate;
  - (ii) a body corporate promoted by the company; or
  - (iii) a body corporate in which the company is interested, as shareholder or otherwise,
- or be otherwise interested in any of those bodies corporate. A director is not accountable to the company for any remuneration or other benefits received by the director as a director or officer of that body corporate or from having an interest in that body corporate.
- (c) The directors may exercise the voting rights conferred by shares in any body corporate held or owned by the company as the directors think fit. This includes voting in favour of any resolution appointing a director as a director or other officer of that body corporate, or voting for the payment of remuneration to the directors or other officers of that body corporate. A director may, if permitted by law, vote in favour of the exercise of those voting rights even if he or she is, or may be about to be appointed, a director or other officer of that other body corporate.
- (d) A director is not disqualified merely because of being a director from contracting with the company in any respect including, without limitation:
- (i) selling any property to, or purchasing any property from, the company;
  - (ii) lending any money to, or borrowing any money from, the company with or without interest and with or without security;
  - (iii) guaranteeing the repayment of any money borrowed by the company for a commission or profit;
  - (iv) underwriting or guaranteeing the subscription for securities in the company or in a related body corporate or any other body corporate promoted by the company or in which the company may be interested as a shareholder or otherwise, for a commission or profit; or
  - (v) being employed by the company or acting in any professional capacity, other than auditor, on behalf of the company.
- (e) 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 the director holds office as a director or because of the fiduciary obligations arising out of that office.
- (f) No director contracting with the company or being interested in any arrangement involving the company is liable to account to the company for any profit realised by or under a contract or arrangement of that kind merely because the director holds office as a director or because of the fiduciary obligations arising out of that office.
- (g) Where a director has a material personal interest in a matter to be considered at a meeting, that director must not be present while the matter is being considered at the meeting or vote on the matter, unless the directors who do not have a material person interest pass a resolution in accordance with section 195(2) of the



Corporations Act, or another exception applies under the Corporations Act, which permits that director to do so.

- (h) Subject to rules 12.5(i) and (j), a director who is in any way interested in a contract or arrangement or proposed contract or arrangement (other than by having a material personal interest) may, despite that interest:
  - (i) 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;
  - (ii) sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
  - (iii) vote in respect of the contract or arrangement or proposed contract or arrangement or any matter arising out of those things.
- (i) Rule 12.5(h) does not apply if, and to the extent that, it would be contrary to Chapter 2D.1, Division 2 of the Corporations Act or any other provision of the Corporations Act.
- (j) The directors may make regulations requiring the disclosure of interests that a director, and any person deemed by the directors to be related to or associated with the director, may have in any matter concerning the company or a related body corporate. Any regulations made under this rule bind all directors and apply in addition to any obligations imposed on the directors by the Corporations Act to disclose interests to the company.

## **12.6 Powers and duties of directors**

- (a) The directors are responsible for managing the business of the company and may exercise to the exclusion of the company in general meeting all the powers of the company which are not required by the Corporations Act or this constitution to be exercised by the company in general meeting.
- (b) Without limiting the generality of rule 12.6(a), the directors may exercise all the powers of the company to borrow or otherwise raise money, to charge any property or business of the company or all or any of its uncalled capital and to issue debentures or give any other security for a debt, liability or obligation of the company or of any other person.
- (c) The directors may determine how cheques, promissory notes, banker's drafts, bills of exchange or other negotiable instruments or other documents must be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by or on behalf of the company.
- (d) The directors may pay out of the company's funds all expenses of the promotion, formation and registration of the company and the vesting in it of the assets acquired by it.
- (e) The directors may:
  - (i) appoint or employ any person to be an officer, agent or attorney of the company for the purposes, for the period and on the conditions as they think fit;
  - (ii) resolve to delegate any of their powers to an officer, agent or attorney and the officer, agent or attorney must exercise the powers delegated in accordance with any directions of the directors;

- (iii) authorise an officer, agent or attorney to delegate all or any of the powers, discretions and duties vested in the officer, agent or attorney; and
  - (iv) subject to any contract between the company and the relevant officer, agent or attorney, remove or dismiss any officer (excluding a director of the company), agent or attorney of the company at any time, with or without cause.
- (f) A power of attorney may contain such provisions for the protection and convenience of the attorney or persons dealing with the attorney as the directors think fit.
  - (g) The directors must comply with the Board Charter and any relevant C&K Policy in exercising their powers and duties and performing their office. This rule does not apply to the extent that it is inconsistent with the Corporations Act.

### **12.7 Proceedings of directors**

- (a) The directors may hold meetings for the conduct of business and adjourn and otherwise regulate their meetings as they think fit.
- (b) Subject to the Corporations Act, the contemporaneous linking together by a form of technology of a number of the directors sufficient to constitute a quorum, constitutes a meeting of the directors and all the provisions in this constitution relating to meetings of the directors apply, so far as they can and with such changes as are necessary, to meetings of the directors held using a form of technology.

### **12.8 Convening of meetings of directors**

- (a) A director may, whenever the director thinks fit, convene a meeting of the directors.
- (b) A secretary must, on the requisition of a director, convene a meeting of the directors.

### **12.9 Notice of meetings of directors**

- (a) Subject to this constitution, notice of a meeting of directors must be given to each person who is at the time of giving the notice:
  - (i) a director, other than a director on leave of absence approved by the directors; or
  - (ii) an alternate director appointed under rule 12.14 by a director on leave of absence approved by the directors.
- (b) A notice of a meeting of directors:
  - (i) must specify the time and place of, or form of technology for, the meeting;
  - (ii) must state the nature of the business to be transacted at the meeting;
  - (iii) may be given in person, by post or, subject to the Corporations Act, by a form of technology; and
  - (iv) is taken to have been given to an alternate director if it is given to the director who appointed that alternate director.

- (c) A director or alternate director may waive notice of a meeting of directors by notifying the company to that effect in person, by post or by a form of technology.
- (d) The non-receipt of notice of a meeting of directors by, or a failure to give notice of a meeting of directors to, a director does not invalidate any act, matter or thing done or resolution passed at the meeting if:
  - (i) the non-receipt or failure occurred by accident or error;
  - (ii) before or after the meeting, the director or an alternate director appointed by the director:
    - (A) has waived or waives notice of that meeting under rule 12.9(c); or
    - (B) has notified or notifies the company of his or her agreement to that act, matter, thing or resolution personally, by post or by a form of technology; or
  - (iii) the director or an alternate director appointed by the director attended the meeting.
- (e) The non-receipt of notice of a meeting of directors by, or a failure to give notice of a meeting of directors to, an alternate director of a director on leave of absence approved by the directors does not invalidate any act, matter or thing done or resolution passed at the meeting if:
  - (i) the non-receipt or failure occurred by accident or error;
  - (ii) before or after the meeting, the alternate director or the director who appointed the alternate director:
    - (A) has waived or waives notice of that meeting under rule 12.9(c); or
    - (B) has notified or notifies the company of his or her agreement to that act, matter, thing or resolution personally, by post or by a form of technology; or
  - (iii) the alternate director or the director who appointed the alternate director attended the meeting.
- (f) Attendance by a person at a meeting of directors waives any objection that person may have to a failure to give notice of the meeting and:
  - (i) if the person is a director, an alternate director appointed by that person is also deemed to have waived any such objection; or
  - (ii) if the person is an alternate director, the director who appointed that person as alternate director is also deemed to have waived any such objection.

**12.10 Quorum at meetings of directors**

- (a) No business may be transacted at a meeting of directors unless there is a quorum of directors at the time the business is dealt with.
- (b) A quorum consists of:
  - (i) if the directors have fixed a number for the quorum, that number of directors; and

- (ii) in any other case, five directors.
- (c) If there is a vacancy in the office of a director, the remaining director or directors may act but, if the number of remaining directors is not sufficient to constitute a quorum at a meeting of directors, the remaining director or directors may act only in an emergency or for the purpose of increasing the number of directors to a number sufficient to constitute a quorum or of convening a general meeting of the company.

#### **12.11 Chair and deputy chair of directors**

- (a) The directors must elect one of the directors to the office of chair of directors at their first meeting of directors following each annual general meeting of the Company. The elected director will hold the office of chair until the first meeting of directors immediately following the next annual general meeting of the Company at which time he or she must retire from that office.
- (b) The directors must elect one of the directors to the office of deputy chair of directors at their first meeting of directors following each annual general meeting of the Company. The elected director will hold the office of deputy chair until the first meeting of directors immediately following the next annual general meeting of the Company at which time he or she must retire from that office.
- (c) The chair of directors must (if present within 10 minutes after the time appointed for the holding of the meeting and willing to act) preside as chair at each meeting of directors.
- (d) If at a meeting of directors:
  - (i) there is no chair of directors;
  - (ii) the chair of directors is not present within 10 minutes after the time appointed for the holding of the meeting; or
  - (iii) the chair of directors is present within that time but is not willing to act as chair of the meeting or of part of the meeting,then if the directors have elected a deputy chair of directors, the deputy chair of directors must (if present within 10 minutes after the time appointed for the holding of the meeting and willing to act) preside as the chair of the meeting or part of it.
- (e) Subject to rules 12.11(c) and 12.11(d), if at a meeting of directors:
  - (i) there is no deputy chair of directors;
  - (ii) the deputy chair of directors is not present within 10 minutes after the time appointed for the holding of the meeting or of part of the meeting; or
  - (iii) the deputy chair of directors is present within that time but is not willing to act as chair of the meeting or part of the meeting,the directors present must elect one of themselves to be chair of the meeting or part of the meeting.
- (f) The chair may be referred to as the president of the company and the deputy chair may be referred to as the vice-president.

### 12.12 Decisions of directors

- (a) A meeting of directors at which a quorum is present is competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the directors under this constitution.
- (b) Questions arising at a meeting of directors are to be decided by a majority of votes cast by the directors present and a decision of that kind is for all purposes a determination of the directors.
- (c) Subject to the Corporations Act, in the case of an equality of votes upon any proposed resolutions at a meeting of directors, in addition to any vote the chair may have in his or her capacity as a director, the chair will have a second or casting vote.

### 12.13 Written resolutions

- (a) An act, matter or thing is taken to have been done or a resolution passed by a meeting of the directors, if a document containing a statement to that effect is assented to by all of the directors other than:
  - (i) a director on leave of absence approved by the directors;
  - (ii) a director who disqualifies himself or herself from considering the act, matter or thing in question on the grounds that he or she is not entitled at law to do so or has a conflict of interest; and
  - (iii) a director who the directors reasonably believe is not entitled to do the act, matter or thing or to vote on the resolution in question,and the directors who assent to the document would have constituted a quorum at a meeting held to consider that act, matter, thing or resolution.
- (b) The act, matter or thing is taken to have been done or the resolution passed when the document is last assented to by a director.
- (c) Two or more separate documents in identical terms each of which is assented to by one or more directors are to be taken as constituting one document.
- (d) A director may signify assent to a document by signing the document or by notifying the company of the director's assent in person or by post, facsimile, electronic, telephone or other method of written, audio or audio visual communication.
- (e) Where a document is assented to in accordance with this rule 12.13, the document is to be taken as a minute of a meeting of directors.

### 12.14 Alternate directors

- (a) Subject to the board having given its prior written approval of the proposed appointment, a director may appoint a person to be the director's alternate director for a period which the director is absent and/or unable to discharge his or her office.
- (b) Subject to rule **Error! Reference source not found.**, an alternate director may be a member or a director of the company but need not be a member or a director.
- (c) One person may act as alternate director to more than one director.

- (d) An alternate director is entitled, if the appointer does not attend a meeting of directors, to attend and vote in place of and on behalf of the appointer.
- (e) An alternate director is entitled to a separate vote for each director the alternate director represents in addition to any vote the alternate director may have as a director in his or her own right.
- (f) In the absence of the appointer, an alternate director may exercise any powers that the appointer may exercise and the exercise of that power by the alternate director is to be taken to be the exercise of the power by the appointer.
- (g) The office of an alternate director is vacated if and when the appointer vacates office as a director.
- (h) The appointment of an alternate director may be terminated at any time by the appointer even though the period of the appointment of the alternate director has not expired.
- (i) An appointment, or the termination of an appointment, of an alternate director must be in writing signed by the director who makes or made the appointment and does not take effect unless and until the company has received notice in writing of the appointment or termination.
- (j) An alternate director is not to be taken into account in determining the minimum or maximum number of directors allowed under this constitution.
- (k) In determining whether a quorum is present at a meeting of directors:
  - (i) where a director has appointed an alternate director, that alternate director is counted if the appointing director is not present;
  - (ii) where a person is present as director and an alternate director for another director, that person is counted separately provided that there is at least one other director or alternate director present; and
  - (iii) where a person is present as an alternate director for more than one director that person is counted separately for each appointment provided that there is at least one other director or alternate director present.
- (l) An alternate director is not entitled to be remunerated by the company for his or her services as alternate director.
- (m) An alternate director, while acting as a director, is responsible to the company for his or her own acts and defaults and is not to be taken to be the agent of the director by whom he or she was appointed.

#### **12.15 Committees**

- (a) The directors may resolve to delegate any of their powers to a committee or committees consisting of such number of directors and other persons as the directors think fit. The directors may revoke or vary any power so delegated.
- (b) Before establishing a committee, the directors must prepare a Committee Charter for the committee to be established and all appointments to the committee must be made in accordance with the procedures and requirements specified in the Committee Charter. The directors may review, amend and vary the Committee Charter from time to time.

- (c) A committee to which any powers have been so delegated must exercise the powers delegated in accordance with the Committee Charter relevant to the committee and any directions of the directors.
- (d) The provisions of this constitution applying to meetings and resolutions of directors apply, as far as they can and with any necessary changes, to meetings and resolutions of a committee.

#### **12.16 Delegation to individual directors**

- (a) The directors may resolve to delegate any of their powers to one director.
- (b) A director to whom any powers have been so delegated must exercise the powers delegated in accordance with any directions of the directors.

#### **12.17 Validity of acts**

An act done by a person acting as a director or by a meeting of directors or a committee attended by a person acting as a director is not invalidated by reason only of:

- (a) a defect in the appointment of the person as a director;
- (b) the person being disqualified to be a director or having vacated office; or
- (c) the person not being entitled to vote,

if that circumstance was not known by the person or the directors or committee, as the case may be, when the act was done.

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## **13 Executive Directors & Secretary**

### **13.1 Secretaries**

The directors must appoint at least one secretary and may appoint additional secretaries.

### **13.2 Provisions applicable to all executive officers**

- (a) A reference in this rule 13.2 to an executive officer is a reference to an executive director or secretary appointed under this rule 13.
- (b) The appointment of an executive officer may be for the period, at the remuneration and on the conditions the directors think fit.
- (c) Subject to any contract between the company and the relevant executive officer, an executive officer of the company may be removed or dismissed by the directors at any time, with or without cause. Such removal or dismissal does not remove that person from office as a director.
- (d) The directors may:
  - (i) confer on an executive officer the powers, discretions and duties as they think fit, and may resolve to delegate any powers, discretions and duties vested in or exercisable by the directors;
  - (ii) withdraw, suspend or vary any of the powers, discretions and duties conferred on an executive officer; and

- (iii) authorise the executive officer to delegate all or any of the powers, discretions and duties conferred on the executive officer.
  - (e) An executive officer is not required to be a member to qualify for appointment.
  - (f) An act done by a person acting as an executive officer is not invalidated by reason only of:
    - (i) a defect in the person's appointment as an executive officer; or
    - (ii) the person being disqualified to be an executive officer,if that circumstance was not known by the person when the act was done.
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## 14 Seals

### 14.1 Adoption of common seal

- (a) The directors may determine that the company have a common seal or for the company to no longer have a common seal.
- (b) Rules 14.2, 14.3, 14.4, 14.5 and 14.6 only apply if the company has a common seal.

### 14.2 Safe custody of Seal

The directors must provide for the safe custody of the Seal.

### 14.3 Use of Seal

- (a) The Seal must be used only by the authority of the directors or a committee of the directors authorised by the directors to authorise the use of the Seal.
- (b) The authority to use the Seal may be given before or after the Seal is used.
- (c) Subject to rule 14.5, until the directors otherwise determine, the fixing of the Seal to a document must be witnessed by a director and by another director, a secretary or another person appointed by the directors to witness that document or a class of documents in which that document is included.

### 14.4 Duplicate seal

- (a) The company may have for use in place of its common seal one or more duplicate seals, each of which must be a facsimile of the common seal of the company with the addition on its face of the words "duplicate seal" and the name of the place where it is to be used.
- (b) A document sealed with a duplicate seal is to be taken as having been sealed with the common seal of the company.

### 14.5 Certificate seal

- (a) The company may have for use on certificates for securities of the company in place of its common seal one or more duplicate seals, each of which must be a facsimile of the common seal of the company with the addition on its face of the words "certificate seal".



- (b) A certificate for securities of the company sealed with a certificate seal is to be taken as having been sealed with the common seal of the company.

#### **14.6 Sealing and signing of certificates**

The directors may determine either generally or in a particular case that the seal and the signature of any director, secretary or other person is to be printed on or affixed to any certificates for securities in the company by some mechanical or other means.

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## **15 Winding up**

Upon the winding up or dissolution of the company:

- (a) Funds remaining in any building fund established under item 2.1.10 of section 30.25 of the Income Tax Assessment Act 1997 as amended shall be transferred to some other institution or institutions whether incorporated or not having objects similar to the Company and which shall have a building fund approved under the same deductible gift recipient provisions of the Income Tax Assessment Act 1997 as amended;
- (b) any assets remaining after satisfaction of all of the company's debts and liabilities, will not be paid to or distributed among the members, but will be transferred to some other organisation determined by the board at or before the time of winding up or dissolution of the Company and, in default of any determination, by the Supreme Court of Queensland, Australia:
  - (i) which has objectives similar to the objectives of the Company;
  - (ii) whose constituent documents prohibit the distribution of its income and property among its members on terms substantially to the effect of rule 8;
  - (iii) which, if the company is a public benevolent institution for the purposes of any Commonwealth taxation law, is a public benevolent institution for the purposes of any Commonwealth taxation law; and
  - (iv) which meets the requirements of section 50.5 of the Income Tax Assessment Act 1997 as amended from time to time.

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## **16 Minutes and records**

### **16.1 Minutes**

The directors must cause minutes of:

- (a) all proceedings and resolutions of general meetings;
- (b) proceedings and resolutions of meetings of the directors and of committees of the directors; and
- (c) resolutions passed by directors without a meeting,

to be recorded and entered in books kept for that purpose, within one month after the meeting is held or the resolution is passed.

## 16.2 Signing of minutes

- (a) Minutes of a meeting must be signed by the chair of the meeting or the chair of the next meeting within a reasonable time after the meeting.

## 16.3 Minutes as evidence

A minute that is recorded and signed in accordance with rules 16.1 and 16.2 is evidence of the proceeding, a resolution to which it relates, unless the contrary is proved.

## 16.4 Inspection of records

- (a) Subject to the Corporations Act, the directors may determine whether and to what extent, and at what time and places and under what conditions, the minute books, accounting records and other documents of the company or any of them will be open to the inspection of members other than directors.
- (b) 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 directors.
- (c) The company must establish and administer all registers required to be kept by the company in accordance with the Corporations Act and each member must provide the company with such information as is required for the company to comply with this rule 16.4(c). If events occur which would cause the information contained in a register maintained by the company to be inaccurate the member must notify the company in writing of the change within 21 days of the date of such change occurring.
- (d) Unless proved incorrect, the register is sufficient evidence of the matters shown in the register.
- (e) The company must keep the financial records required by the Corporations Act.

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# 17 Indemnity and insurance

## 17.1 Persons to whom rules 17.2 and 17.4 apply

Rules 17.2 and 17.4 apply:

- (a) to each person who is or has been a director, alternate director or executive officer (within the meaning of rules 12 & 13) of the company;
- (b) to such other officers or former officers of the company or of its related bodies corporate as the directors in each case determine; and
- (c) if the directors so determine, to any auditor or former auditor of the company or of its related bodies corporate.

## 17.2 Indemnity

The company may indemnify, to the extent permitted by law, each person to whom this rule 17.2 applies for all losses or liabilities incurred by the person as an officer and, if the directors so determine, an auditor of the company or of a related body corporate including, but not limited to, a liability for negligence or for legal costs on a full indemnity basis.

### **17.3 Extent of Indemnity**

The indemnity in rule 17.2:

- (a) is a continuing obligation and is enforceable by a person to whom rule 17.2 applies even though that person may have ceased to be an officer or auditor of the company or of a related body corporate;
- (b) applies to losses and liabilities incurred both before and after the date of adoption of that rule; and
- (c) operates only to the extent that the loss or liability is not paid by insurance.

### **17.4 Insurance**

The company may, to the extent permitted by law:

- (a) purchase and maintain insurance; or
- (b) pay or agree to pay a premium for insurance,

for any person to whom this rule 17.4 applies against any liability incurred by the person as an officer or auditor of the company or of a related body corporate including, but not limited to, a liability for negligence or for legal costs.

### **17.5 Savings**

Nothing in rule 17.2 or 17.4:

- (a) affects any other right or remedy that a person to whom those rules apply may have in respect of any loss or liability referred to in those rules; or
- (b) limits the capacity of the company to indemnify or provide insurance for any person to whom those rules do not apply.

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## **18 Notices**

### **18.1 Notices by the company to members**

- (a) A notice may be given by the company to a member:
  - (i) by serving it personally at, or by sending it by post in a prepaid envelope to, the member's address as shown in the register of members or any other address, or by facsimile or electronic mail to a facsimile number or electronic address, as the member has supplied to the company for the giving of notices; or
  - (ii) if the member does not have a registered address and has not supplied another address to the company for the giving of notices, by exhibiting it at the registered office of the company.
- (b) The fact that a person has supplied a facsimile number for the giving of notices does not require the company to give any notice to that person by facsimile.
- (c) A signature to any notice given by the company to a member under this rule 18 may be in writing or a facsimile printed or fixed by some mechanical or other means.

- (d) A certificate signed by a director or secretary of the company to the effect that a notice has been given in accordance with this constitution is conclusive evidence of that fact.

## **18.2 Notices by the company to directors**

Subject to this constitution, a notice may be given by the company to any auditor, director or alternate director either by serving it personally at, or by sending it by post in a prepaid envelope to, the auditor's, director's or alternate director's usual residential or business address, or such other address, or by facsimile or electronic mail to such facsimile number or electronic address, as the auditor, director or alternate director has supplied to the company for the giving of notices.

## **18.3 Notices by members or directors to the company**

- (a) Subject to this constitution, a notice may be given by a member, director or alternate director to the company by serving it on the company at, or by sending it by post in a prepaid envelope to, the registered office of the company or by facsimile or electronic mail to the principal facsimile number or electronic address at the registered office of the company.
- (b) The directors may resolve generally, or on a case by case basis, that a notice that is to be received by the company is not to be accepted if given by electronic means (excluding by facsimile).
- (c) If a resolution of directors is passed under rule 18.3(b), the company must give sufficient notice of the resolution to those required to give the particular notice to allow for the giving of notice by other means.

## **18.4 Notices to members outside Australia**

A notice to be sent to a member outside Australia and its external territories must be sent by airmail, by facsimile or by electronic mail, or in another way that ensures it will be received quickly.

## **18.5 Time of service**

- (a) Where a notice is sent by post, service of the notice is to be taken to be effected if a prepaid envelope containing the notice is properly addressed and placed in the post and to have been effected:
  - (i) in the case of a notice of a general meeting, on the day after the date of its posting; or
  - (ii) in any other case, at the time at which the letter would be delivered in the ordinary course of post.
- (b) Where a notice is sent by facsimile, the notice is to be taken to be given on the Business Day after it is sent.
- (c) Where a notice is sent by electronic mail, service of the notice is taken to be effected on the Business Day after it is sent if the sender has not received a notice of non-delivery.
- (d) Where the company gives a notice under rule 18.1(a)(ii) by exhibiting it at the registered office of the company, service of the notice is to be taken to be effected when the notice was first so exhibited.

## **18.6 Other communications and documents**

Rules 18.1 to 18.5 (inclusive) apply, as far as they can and with necessary changes, to the service of any communication or document.

## **18.7 Notices in writing**

A reference in this constitution to a notice in writing includes a notice given by facsimile or another form of written communication.

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# **19 Rules**

## **19.1 Power to formulate rules of the company**

Without limiting the board's powers under this constitution, the board may from time to time pass resolutions to make regulations and rules relating to;

- (a) the delegation by the board of its powers to committees;
- (b) the powers, role and function of any committee members, executive or directors (including the terms of appointment of any executive director);
- (c) any other matter not being inconsistent with this constitution which relates to the operations or conduct of the company.

## **19.2 Inconsistency**

In the event of any inconsistency between rules or regulations formulated pursuant to rule 19.1 and the provisions of this constitution or the provisions of the Corporations Act, the provisions of this constitution and the Corporations Act shall prevail.

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# **20 General**

## **20.1 Submission to jurisdiction**

Each member submits to the non-exclusive jurisdiction of the Supreme Court of the State or Territory in which the registered office of the company is located, the Federal Court of Australia and the Courts which may hear appeals from those Courts.

## **20.2 Prohibition and enforceability**

Any provision of, or the application of any provision of, this constitution which is void, illegal, prohibited or unenforceable in any place:

- (a) is, in that place, ineffective only to the extent to which it is void, illegal, prohibited or unenforceable; and
- (b) does not affect the validity, legality or enforceability of that provision in any other place or of the remaining provisions in that or any other place.

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## Schedule 1 — Dictionary

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### 1 Dictionary

In this constitution:

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

**Association** means the Creche and Kindergarten Association incorporated by Letters Patent dated 13 January 1972.

**Board Charter** means the charter outlining the roles and responsibilities of the board, as adopted by the company (including all amendments, variations, replacements and substitutions to such charter) from time to time.

**Board Composition Requirements** means the requirements from time to time set out in by laws promulgated by the Board in relation to the preferred composition of skills and other competencies within the Board.

**Board Eligibility Criteria** means the criteria from time to time set out in by laws promulgated by the Board in relation to the eligibility of persons for election or appointment to the Board.

**Branch Kindergartens** means all kindergartens for which the company is financially responsible and includes Children's Services.

**Business Day** means a day on which banks are open for business excluding Saturdays, Sundays and public holidays in the place where the company's registered office is located.

**Category 1 (Organisation) Member** means a company, corporation, body corporate or body politic admitted to membership by the company as a Category 1 (Organisation) Member.

**Category 3 (Individual) Member** means a person who has been admitted to membership of the company as a Category 3 (Individual) Member.

**Category 4 (Life) Member** means a person who has been admitted to membership of a company as a Category 4 (Life) Member.

**Cessation Event** means:

- (a) in respect of a member of the company who is an individual:
  - (i) the death of the member;
  - (ii) the bankruptcy of the member; or
  - (iii) the member becoming of unsound mind or a person who is, or whose estate is, liable to be dealt with in any way under the law relating to mental health;
- (b) the member ceases to satisfy any eligibility criteria specified by the board.

**Chair** means the chair of a general meeting appointed in accordance with rule 11.5.

**Children’s Services** includes a kindergarten, a pre-school, a mobile kindergarten, a crèche, a child care centre or other centre or service for the education or care of young children.

**C&K Policy** means any C&K Code, Framework Policy, Procedure or guideline (including all amendments, variations, replacements and substitutions to such documents), from time to time.

**Committee Charter** means a charter that sets out the objectives, functions, roles, powers and responsibilities of the committee.

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

**Expulsion Event** means, in respect of a member:

- (a) the member has wilfully refused or neglected to comply with the provisions of this constitution;
- (b) the conduct of the member, in the opinion of the directors, is unbecoming of the member or prejudicial to the interests or reputation of the Company; or
- (c) the member is, or any step is taken for the member to become, an externally administered body corporate).

**Life Members** means a member who becomes a life member of the company under Rule 10(h).

**Reconciliation Action Plan** means the reconciliation action plan titled “Statement Action Plan” adopted by the Association and the company and includes any variation, amendment or replacement of that plan.

**Representative**, in relation to a body corporate, means a representative of the body corporate appointed as a representative to exercise all or any of the powers the body corporate may exercise at meetings of the company’s members or in voting on a resolution or in the capacity of a member’s proxy, subject to any restrictions set out in the appointment.

**Seal** means any common seal, duplicate seal, seal or certificate seal of the company.

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## 2 Interpretation

### 2.1 General

- (a) A member is to be taken to be present at a general meeting if the member is present in person or by proxy, attorney or Representative.
- (b) A director is to be taken to be present at a meeting of directors if the director is present in person or by alternate director.
- (c) Where a provision of this constitution establishes an office of chair, the chair may be referred to as a chairman or chairwoman or chairperson, as the case requires.
- (d) A reference in a rule in general terms to a person holding or occupying a particular office or position includes a reference to any person who occupies or performs the duties of that office or position for the time being.

- (e) In this constitution, headings and underlinings are for convenience only and do not affect the interpretation of this constitution and, unless the contrary intention appears:
  - (i) words importing the singular include the plural and vice versa;
  - (ii) words used to denote persons generally or importing a natural person include any company, corporation, body corporate or body politic;
  - (iii) a reference to a person includes that person's successors and legal personal representatives;
  - (iv) a reference to any statute, regulation, proclamation, ordinance or by-laws includes all statutes, regulations, proclamations, ordinances or by-laws varying, consolidating or replacing them and a reference to a statute includes all regulations, proclamations, ordinances and by-laws issued under that statute; and
  - (v) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

## **2.2 Application of the Corporations Act**

- (a) This constitution is to be interpreted subject to the Corporations Act.
- (b) Unless the contrary intention appears, an expression in a rule that deals with a matter dealt with by a provision of the Corporations Act, has the same meaning as in that provision.
- (c) Subject to rule (b), unless the contrary intention appears, an expression in a rule that is defined in section 9 of the Corporations Act has the same meaning as in that section.

## **2.3 Exercise of powers**

- (a) The company may exercise in any manner permitted by the Corporations Act any power which under the Corporations Act a company limited by guarantee may exercise if authorised by its constitution.
- (b) Where this constitution provides that a person or body may do a particular act or thing and the word "may" is used, the act or thing may be done at the discretion of the person or body.
- (c) Where this constitution confers a power to do a particular act or thing, the power is, unless the contrary intention appears, to be taken as including a power exercisable in the like manner and subject to the like conditions (if any) to repeal, rescind, revoke, amend or vary that act or thing.
- (d) Where this constitution confers a power to do a particular act or thing with respect to particular matters, the power is, unless the contrary intention appears, to be taken to include a power to do that act or thing with respect to some only of those matters or with respect to a particular class or particular classes of those matters and to make different provision with respect to different matters or different classes of matters.
- (e) Where this constitution confers a power to make appointments to any office or position, the power is, unless the contrary intention appears, to be taken to include a power:



- (i) to appoint a person to act in the office or position until a person is appointed to the office or position;
  - (ii) subject to any contract between the company and the relevant person, to remove or suspend any person appointed, with or without cause; and
  - (iii) to appoint another person temporarily in the place of any person so removed or suspended or in place of any sick or absent holder of such office or position.
- (f) Where this constitution confers a power or imposes a duty then, unless the contrary intention appears, the power may be exercised and the duty must be performed from time to time as the occasion requires.
- (g) Where this constitution confers a power or imposes a duty on the holder of an office as such then, unless the contrary intention appears, the power may be exercised and the duty must be performed by the holder for the time being of the office.
- (h) Where this constitution confers power on a person or body to delegate a function or power:
- (i) the delegation may be concurrent with, or to the exclusion of, the performance or exercise of that function or power by the person or body;
  - (ii) the delegation may be either general or limited in any manner provided in the terms of delegation;
  - (iii) the delegation need not be to a specified person but may be to any person from time to time holding, occupying or performing the duties of, a specified office or position;
  - (iv) the delegation may include the power to delegate;
  - (v) where the performance or exercise of that function or power is dependent upon the opinion, belief or state of mind of that person or body in relation to a matter, that function or power may be performed or exercised by the delegate upon the opinion, belief or state of mind of the delegate in relation to that matter; and
  - (vi) the function or power so delegated, when performed or exercised by the delegate, is to be taken to have been performed or exercised by the person or body.

#### **2.4 Replaceable rules not to apply**

The replaceable rules contained in the Corporations Act from time to time do not apply to the company.

#### **2.5 Single member company**

If at any time the company has only one member then, unless the contrary intention appears:

- (a) a reference in a rule to the “members” is a reference to that member; and

- (b) without limiting rule (a), a rule which confers power or imposes an obligation on the members to do a particular act or thing confers that power or imposes that obligation on that member.