



**CONSTITUTION**

of

**NORTHSIDE COMMUNITY SERVICE LIMITED**

**ACN: 147 718 143**

**Dated 26 November 2025**

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**CORPORATIONS ACT 2001 (CTH)**

**A Company Limited by Guarantee**

**CONSTITUTION  
of  
NORTHSIDE COMMUNITY SERVICE LIMITED**

**1. DEFINITIONS AND INTERPRETATION**

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**1.1. Definitions**

In this Constitution, unless the context otherwise requires:

- (a) “**ACNC Law**” means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth);
- (b) “**Act**” means the *Corporations Act 2001* (Cth);
- (c) “**Annual General Meeting**” has the same meaning given in the Act;
- (d) “**Board**” means the Directors;
- (e) “**By-Laws**” means any by-laws made by the Board pursuant to Clause 30;
- (f) “**Chair**” means the Chair of the Board appointed under Clause 26.1;
- (g) “**Chief Executive Officer**” means the Chief Executive Officer of NCS;
- (h) “**Company Secretary**” means the person appointed by the Board as company secretary in accordance with clause 21.3;
- (i) “**Constitution**” means this Constitution of NCS or as otherwise amended;
- (j) “**Deputy Chair**” means the Deputy Chair of the Board appointed under clause 26.2;
- (k) “**Director**” means a director of NCS;
- (l) “**General Meeting**” means a general meeting of Members and includes the Annual General Meeting and Special General Meeting;
- (a) “**Honorary Life Member**” means a person previously admitted to NCS as an “Honorary Life Member” and who is not entitled to vote at General Meetings;
- (b) “**Member**” means a person admitted as member of NCS under clause 9 and “Membership” has a corresponding meaning;
- (c) “**NCS**” means Northside Community Service Limited (ACN 147 718 143);
- (d) “**Objects**” means the objects of NCS set out in clause 4; and
- (e) “**Principle Purpose**” means the purpose set out in subclause 3.4;
- (f) “**Special Resolution**” means a resolution at a General Meeting:
  - (i) for which notice has been given in accordance with the Act; and
  - (ii) that has been passed by at least 75% of the votes cast by Members present and entitled to vote on the resolution;
- (g) “**Voting Member**” means WCS; and
- (h) “**WCS**” means Woden Community Service Limited (ABN 80 527 241 761).

## **1.2. Expressions referring to “writing”**

Expressions referring to “writing” will, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

## **1.3. Interpretation**

In this Constitution, unless the context otherwise requires:

- (a) a reference to a function includes a reference to a power, authority or duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include any other gender;
- (e) the word person includes a firm, body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (f) a reference to an organisation includes a reference to its successors, executors, administrators, substitutes and permitted assigns;
- (g) references to a clause or schedule refers to a clause or schedule in this Constitution;
- (h) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction);
- (i) an expression used in a particular Part or Division of the Act that is given by that Part or Division a special meaning for the purposes of that Part or Division has in any clause of this Constitution that deals with a matter by that Part or Division the same meaning as in that Part or Division;
- (j) all headings contained in this Constitution are for guidance and do not form part of the substance of the Constitution;
- (k) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;
- (l) the words include, includes, including and for example are not to be interpreted as words of limitation;
- (m) where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions or in any other manner approved by the Board;
- (n) a reference to a Member present at a General Meeting means the Member present in person or by proxy or by attending by approved technological means;
- (o) a reference to a document or instrument includes any amendments made to it from time to time and, unless the contrary intention appears, includes a replacement; and
- (p) a reference to ‘dollars’ or ‘\$’ is to an amount in Australian currency.

## **2. THE ACT and ACNC LAW**

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In this Constitution:

- (a) unless the context requires otherwise, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the ACNC Law or Act, the same meaning as in that provision of the ACNC Law or Act as applicable;
- (b) the provisions of the Act that apply as Replaceable Rules are displaced by this Constitution and accordingly do not apply to NCS;
- (c) in the event that any of the provisions of this Constitution are in breach of any of the provisions of the ACNC Law or the Act then the provisions will be read down to the extent that they will comply with the ACNC Law and Act and any provision that is in breach of those Acts will be deemed to be struck out and will not form part of this Constitution; and
- (d) in the event that the ACNC Law or the Act permit an act to be done, a decision to be made or a meeting to be held in a way that is more convenient for NCS or the Board or is more favourable to the Member or the Board than as required or permitted by this Constitution then the Board may, but will not be obliged to, make the decision, take the action, give the notice or hold the meeting or do the particular thing as permitted and in the time and in the manner permitted by the Act or ACNC Law as applicable.

## **3. THE COMPANY**

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### **3.1. Status of company**

The name of the company is “Northside Community Service Limited” (“NCS”) and it is a company limited by guarantee.

### **3.2. Limited Liability**

Members have no liability to or for the Company in their capacity as a Member except as set out in this clause 3.

### **3.3. Contribution of Members on winding up**

- (a) Each Member must contribute to NCS’s property if NCS is wound up while they are a member or within one year after their Membership ceases.
- (b) The contribution is for:
  - (i) Payment of NCS’s debts and liabilities contracted before their membership ceased; and
  - (ii) The costs of winding up,and such amount is not to exceed the sum of one dollar (\$1).

### **3.4. Principal Purpose**

NCS is established to:

- (a) be a charity whose principal purpose is to act in accordance with the Objects; and
- (b) do all things necessary to achieve the Objects.

### **3.5. The nature of NCS**

NCS:

- (a) is a public company limited by guarantee under the Act;
- (b) is established solely for the Objects;

- (c) will apply its surplus income (if any) to promoting the Objects; and
- (d) is not carried on for the purpose of profit or gain to the Members.

#### **4. OBJECTS OF THE COMPANY**

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##### **4.1. Primary Object of NCS**

The primary Object of NCS is to build strong and supportive communities that can accommodate and benefit from the diversity and strengths that exist within it and provide support for the vulnerable, disadvantaged or socially isolated.

##### **4.2. Subsidiary Objects of NCS**

For the purpose of achieving the primary Object referred to above, the subsidiary Objects of NCS include without limitation:

- (a) providing quality, best practice early learning and care services on a not-for-profit basis;
- (b) assisting aged and disabled people in need and support independent living through flexible service provision;
- (c) providing support and representation in situations where the interests of individuals or the community are being violated;
- (d) contributing to debate and policy developments on matters affecting those members of our community who are vulnerable, disadvantaged or socially isolated;
- (e) fostering relationships and influence to ensure the education, health and welfare of all children and young people, particularly those from Aboriginal and Torres Straight Islander backgrounds;
- (f) assisting families who are living in poverty, vulnerable and disadvantaged through the provision of contemporary services and programs including emergency relief support; and
- (g) providing housing, property or tenancy management services for affordable or community housing for people in housing need.

#### **5. POWERS**

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Solely for furthering the Objects under clause 4, NCS, in addition to any other powers it has under the Act and the ACNC Law, has the legal capacity and powers of:

- (a) a company limited by guarantee as set out under section 124 of the Act; and
- (b) a charity, established for the Principal Purpose and registered under the ACNC Law.

#### **6. INCOME AND PROPERTY**

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##### **6.1. Application of income and property**

The income and property of NCS must be applied solely towards the promotion of the Objects and for the Principal Purpose.

##### **6.2. Members not to receive income or property of NCS**

No portion of the income or property of NCS will be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise to any Member.

##### **6.3. Remuneration of Directors**

A Director will not be paid for services as a Director or reimbursed by NCS unless such payment is required in order to comply with the Act or otherwise provided by this

Constitution.

**6.4. Members may receive payments in good faith**

Nothing in this Constitution prevents payment in good faith to any Member:

- (a) for any services actually rendered to NCS as an employee or otherwise;
- (b) for goods supplied to NCS in the ordinary and usual course of business;
- (c) of interest on money borrowed by NCS from any Member;
- (d) of rent of premises demised or let by any Member to NCS; or
- (e) for any out-of-pocket expenses incurred by any Member on behalf of, and approved by, the Board,

provided any such payment does not exceed the amount ordinarily payable between ordinary commercial parties dealing at arms length in a similar transaction.

**7. ESTABLISHMENT AND OPERATION OF OTHER FUNDS**

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**7.1. Company may create other funds**

NCS may establish one or more funds to be used for specific purposes consistent with the Objects set out in clause 4 and into which the public, or specific members of the public, will be invited to make gifts and donations of money and property.

**7.2. Board to determinate administration of funds**

Subject to anything else in this Constitution, the Board shall determine the operation and? the administration procedures for each fund created under clause 7.

**7.3. Winding up of a fund created**

At the first occurrence of:

- (a) the winding-up of a fund created under this clause 7;
- (b) the endorsement of NCS to operate a deductible gift fund; or
- (c) any surplus assets of such NCS fund must be transferred to funds, authorities or institutions:
  - (i) with charitable objects, objectives, or purpose similar to and inclusive of the charitable objects and purpose of the NCS fund; and
  - (ii) is endorsed by the Australian Taxation Office as a deductible gift recipient (either as a whole entity or to operate a fund, authority, or institution) in the same category as the NCS fund, within the meaning of Division 30 of the *Tax Assessment Act 1997* (Cth).

**7.4. Receipts**

Receipts issued for gifts made to a fund created under clause 7 must state:

- (a) the number of the receipt;
- (b) the date the donation was received;
- (c) the name and Australian Business Number (ABN) of NCS;
- (d) the name of the fund;
- (e) the signature of a person authorised to act on behalf of the fund;

- (f) the name of the donor; and
- (g) that the amount is for a gift.

## **8. AMENDMENT OF CONSTITUTION**

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- (a) This Constitution may be amended or repealed in accordance with this Constitution, the Act and the ACNC Law.
- (b) Amendments to this Constitution will be made by Special Resolution passed at a General Meeting.
- (c) A Special Resolution amending, adopting or repealing the Constitution takes effect:
  - (i) if no later date is specified in the Special Resolution, then on the date on which the resolution is passed, at the end of the meeting; or
  - (ii) on a later date specified in, or determined in accordance with, the Special Resolution.
- (d) The Voting Member must not pass a Special Resolution that amends the Constitution if passing it causes NCS to cease being a charity or lose deductible gift recipient status or public benevolent institution status.

## **9. MEMBERSHIP**

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### **9.1. Categories of Membership**

NCS has the following Members:

- (a) the sole Voting Member of the Company which will be WCS, who has the right to attend, speak and vote at General Meetings; and
- (b) Honorary Life Members who are Members who were historically appointed by the Board to the previous and now defunct membership category of "Honorary Life Member". Honorary Life Members have the right to attend and speak at General Meetings but do not have a right to vote at General Meetings.

### **9.2. Cessation**

A Member ceases to be a Member on:

- (a) resignation, by providing the Company fourteen (14) days prior written notice;
- (b) if a Member dies;
- (c) if a Member is a body corporate, the Member being dissolved or otherwise ceasing to exist, having a liquidator or provisional liquidator appointed to it, or being unable to pay its debts;
- (d) the termination of their membership in accordance with this Constitution; or
- (e) without limiting anything else in this clause 9.2, the Member no longer meeting the requirements for Membership in accordance with this Constitution,

with such cessation of Membership taking effect immediately upon the occurrence of the relevant event giving rise to the cessation of Membership.

## **10. EFFECT OF MEMBERSHIP**

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Members acknowledge and agree:

- (a) that this Constitution constitutes a contract between each of them and NCS and that they are bound by and must comply with:

- (i) this Constitution; and
- (ii) any By-Laws, determination, resolution or policy which may be made or passed by the Board or any duly authorised persons or committee in accordance with this Constitution;
- (b) that by being a Member they are subject to the jurisdiction of NCS;
- (c) that subject only to this Constitution, they are entitled to all the rights, advantages, privileges and services of NCS membership.
- (d) to operate with mutual trust and confidence in pursuit of the Objects;
- (e) to do all things reasonably necessary to enable the Objects to be achieved;
- (f) that no Member whose membership ceases has any claim against NCS or the Directors for damages or otherwise arising from cessation or termination of membership, or claim upon the property of NCS including its intellectual property rights;
- (g) Membership is particular to each Member, Members must not, and must not purport to, assign the rights comprising or associated with membership to any other person or entity and any attempt to do so will be void;
- (h) a Member must treat all staff, contractors and representatives of NCS with respect and courtesy at all times; and
- (i) a Member must not act in a manner unbecoming of a Member or prejudicial to the Objects, Principal Purpose or interests of NCS.

## **11. LIABILITY OF MEMBERS**

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### **11.1. Liability of Members to be limited by guarantee**

The liability of the Members of NCS is limited to the amount of any guarantee made by a Member under this clause 10.

### **11.2. Guarantee to be \$1**

Every Member undertakes to contribute to the assets of NCS in the event of it being wound up:

- (a) while that Member is a Member; or
- (b) within one year after ceasing to be a Member,

for payment of the debts and liabilities of NCS contracted before the time at which that Member ceases to be a Member, and the costs, charges and expenses of winding up and for an adjustment of the rights of contributors among themselves, such amount as may be required not exceeding one dollar (\$1).

## **12. REGISTER OF MEMBERS**

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### **12.1. Register of members**

The Company Secretary must keep and maintain a register of Members and must enter such information as is required under the Act from time to time.

### **12.2. Inspection of register**

- (a) Having regard to privacy and confidentiality considerations, a Member may request, and NCS must provide within seven (7) days of such a request, an extract of NCS's company register.
- (b) A request for an extract of NCS's company register must be made in writing to NCS in accordance with any applicable By-Laws and the Act, which may require a request to be accompanied by a reasonable fee for the cost of copying and

providing the extract.

### **13. MEETINGS**

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#### **13.1. Annual General Meetings**

An Annual General Meeting of NCS must be held in accordance with the Act and this Constitution on a date and at a venue to be determined by the Board.

#### **13.2. All other meetings to be Special General Meetings**

- (a) All General Meetings other than the Annual General Meeting must be Special General Meetings and held in line with this Constitution and the Act.
- (b) The Directors may convene a General Meeting when they think fit and must do so if required by the Act.
- (c) The Voting Member may convene a General Meeting in accordance with the Act.

#### **13.3. Powers of the General Meeting**

NCS in General Meetings must act in accordance with the Objects. NCS in General Meetings will act in the best interests of NCS and may in addition to its other powers and functions under the Act:

- (a) alter the Constitution (subject to clause 8);
- (b) appoint or remove the Directors;
- (c) determine the remuneration of NCS's Directors by Special Resolution;
- (d) appoint the auditors of NCS;
- (e) accept or reject the Annual Report;
- (f) pass or reject Special Resolutions; and
- (g) be the final arbiter on matters referred to it by the Board.

#### **13.4. Business of General Meetings**

- (a) For the avoidance of doubt the business of the General Meeting will be as required by the Act or the ACNC Law.
- (b) No business other than that stated in the notice of meeting may be transacted at a General Meeting.

#### **13.5. Telecommunications meetings of NCS**

- (a) A General Meeting or a Board Meeting may be held by means of a telecommunication meeting, provided that:
  - (i) The number of Members or Directors participating is not less than the quorum required for a General Meeting or Board meeting (as applicable); and
  - (ii) The meeting is convened and held in accordance with the Act.
- (b) All provisions of this Constitution in so far as they are not inconsistent with the provisions of this clause 13.
- (c) The following provisions apply to a telecommunication meeting:
  - (i) All persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting;
  - (ii) All persons participating in the meeting via telecommunications who are entitled

to vote may do so by announcing their vote, or by any other method to be pre-determined by the chair;

- (iii) Each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting;
- (iv) At the commencement of the meeting each person must announce their presence to all other persons taking part in the meeting;
- (v) A person may not leave a telecommunication meeting by disconnecting their telephone, audio-visual or other communication equipment unless that person has previously notified the chair;
- (vi) A person may conclusively be presumed to have been present and to have formed part of a quorum at all times at a telecommunication meeting unless that person has previously notified the chair of leaving that meeting; and
- (vii) A minute of proceedings of telecommunication meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the chair.

## **14. NOTICE OF GENERAL MEETINGS**

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### **14.1. Notice of General Meetings**

- (a) Notice of a General Meeting of Members must be given;
  - (i) to all Members entitled to attend the General Meeting, the Directors, the Company Secretary, the Chief Executive Officer, and the auditor of NCS; and
  - (ii) in accordance with subclause 14.2 and the Act.
- (b) At least 21 days' notice of the time and place of a General Meeting must be given unless a shorter period is permitted under the Act, together with:
  - (i) all information required to be included in accordance with the Act;
  - (ii) in the case of a proposed Special Resolution, the intention to propose the Special Resolution and the terms of the proposed Special Resolution;
  - (iii) where applicable, any notice of motion received from any Member, pursuant to subclause 14.3(b), who has the right to attend and vote at the meeting, or any Director in accordance with the Act; and
  - (iv) where applicable, a list of all nominations recommended to the Members for positions to be elected at the relevant General Meeting.

### **14.2. Service of notice of General Meetings**

NCS may give the notice of a General Meeting to a person entitled to notice under clause 14.1 either:

- (a) personally; or
- (b) by sending it by post to the address for that person appearing in NCS's company register kept by NCS or any alternative address nominated by that person; or
- (c) by sending it to the fax number or electronic address (if any) nominated by that person; or
- (d) by sending it to the person by other electronic means (if any) nominated by that

person, or

- (e) by any other form of communication permitted by the Act,
- and the date of service shall be determined in accordance with clause 28.

#### **14.3. Content of notice of General Meetings**

A notice of a General Meeting given under this clause 14 must state the place, day and time of the General Meeting, together with:

- (a) the agenda for the meeting;
- (b) notice of the business to be transacted at the meeting;
- (c) any notice of motion received from the Voting Member or the Board in accordance with this Constitution;
- (d) relevant accounts and reports in line with this Constitution and the Act;
- (e) if the Voting Member is entitled to appoint a proxy – a statement setting out:
  - (i) that the Voting Member has a right to appoint a proxy;
  - (ii) that the proxy does or does not need to be a Member; and
- (f) the date on which the notice is sent.

### **15. ENTITLEMENT AT GENERAL MEETINGS**

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#### **15.1. Entitlement to attend, speak and vote at General Meetings**

At a General Meeting, the Voting Member is entitled to attend, speak and vote. For the avoidance of doubt, Honorary Life Members are entitled to attend but are not entitled to speak or vote.

#### **15.2. Directors may attend and debate at all General Meetings**

In addition to any rights or entitlements under clause 15.1, each Director is entitled to attend and speak at all General Meetings.

### **16. NOTICES OF MOTION**

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#### **16.1. The Voting Member may give a notice of motion for special business**

Subject to anything else in this clause 16, the Voting Member may give NCS a written notice of motion, requiring an issue or resolution to be included as special business at a General Meeting

#### **16.2. NCS must include a notice of motion as special business**

If a notice is given under clause 16.1, NCS must include the issue or resolution referred to in the notice of motion as special business at the next General Meeting.

#### **16.3. Time for a notice of motion to be included as special business in General Meeting**

Despite clause 16.2, a notice of motion from the Voting Member under clause 16.1 is only valid if submitted in writing (in the required form) to the Company Secretary at least 14 days (excluding receiving date and meeting date) before the General Meeting to which the notice of motion relates.

## **17. SPECIAL GENERAL MEETINGS**

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### **17.1. Board may convene Special General Meetings**

The Board may, by resolution and whenever it thinks fit, convene a Special General Meeting of NCS and, where but for this clause more than 15 months would elapse between Annual General Meetings, must convene a Special General Meeting before the expiration of that period.

### **17.2. The Voting Member may demand Special General Meetings**

The Board must convene a Special General Meeting on the requisition in writing of the Voting Member, and such Special General Meeting must be:

- (a) called no later than 21 days after the requisition and in accordance with the Act and the Constitution; and
- (b) held no later than 2 months after the requisition.

### **17.3. Format of Voting Member's requisition for Special General Meeting**

The Voting Member's requisition for a Special General Meeting must:

- (a) state the business to be transacted at that meeting;
- (b) identify any resolutions (including Special Resolutions) that are to be raised at the meeting;
- (c) be signed by the Voting Member; and
- (d) be delivered to NCS.

### **17.4. Voting Member may convene Special General Meetings**

- (a) If the Board fails to convene a Special General Meeting under clause 17.2, the Voting Member may convene a Special General Meeting to be held not later than 2 months after the date on which the request was made.
- (b) The cost and expense of convening a Special General Meeting under this clause 17.4 must be borne by the Voting Member .
- (c) A Special General Meeting convened by the Voting Member under this Constitution must be convened in the same manner, or as nearly as possible as that, in which General Meetings are convened by the Board.

### **17.5. Voting Member's rights to requisition and convene a General Meeting not allowed if a meeting already called**

If the Voting Member requisitions a Special General Meeting in accordance with this clause 17 and notice has already been given for a General Meeting that is to be held within the next 28 days, the Board shall not convene a Special General Meeting and the business sought by the Voting Member in the requisition notice made under this clause 17 shall be included in the business of the General Meeting already called.

## **18. PROCEEDINGS AT GENERAL MEETINGS**

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### **18.1. Conduct of General Meetings to be determined by the Board**

Subject to this Constitution and the Act, the conduct of the General Meeting is to be determined by the Board.

### **18.2. Quorum Present**

The quorum for a General Meeting is one Voting Member.

### **18.3. Chair of the General Meeting**

(a) The Chair must, subject to this Constitution, preside as chairperson at every General Meeting of NCS.

(b) If the Chair is not present at a General Meeting, or is unable to preside, the Deputy Chair shall preside as chairperson for that meeting only.

(c) If neither the Chair nor Deputy Chair are present at a General Meeting, the present Voting Member will elect:

(i) one of the remaining Directors; or

(ii) if there are no remaining Directors willing or able to preside, the representative of the Voting Member,

who must, subject to this Constitution, preside as chairperson for that meeting only.

### **18.4. Chairperson of General Meeting to determine conduct of General Meeting**

Any question arising at a General Meeting and relating to the order of business, procedure or conduct of that meeting must be referred to the chairperson for that meeting, whose decision is final.

### **18.5. Adjournment of Meeting**

If within 30 minutes from the time appointed for the General Meeting a quorum is not present, the meeting must be adjourned to such other day and at such other time and place as the chairperson of that meeting may determine. If at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the rescheduled meeting then the meeting will lapse.

### **18.6. Chairperson may adjourn General Meeting**

The chairperson of a General Meeting may, and must if so directed by that meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

### **18.7. Notice of adjourned General Meeting required if adjournment exceeds 30 days**

When a General Meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of a General Meeting.

### **18.8. Resolutions determined by show of hands unless a poll is demanded**

(a) At any General Meeting a resolution put to the vote of the meeting will be decided

on a show of hands then:

- (i) a declaration by the chairperson of that meeting that a resolution has on a show of hands been carried, or carried unanimously, or by a particular majority lost; and
- (ii) an entry to that effect is made in the book containing the minutes of the proceedings of NCS,

will be conclusive evidence of that fact without proof of the number of the votes recorded in favour of or against the resolution.

**18.9. Resolutions not in Meeting**

- (a) NCS may pass a resolution without a General Meeting being held if the Voting Member signs a document containing a statement that they are in favour of the resolution set out in the document.
- (b) The resolution is deemed to be passed when the Voting Member signs.

**18.10. Voting Member does not need to be physically present at a Special General Meeting**

A Special General Meeting may be held even if the Voting Member is not physically present at the meeting, provided:

- (a) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously whether by means of telephone or other form of communication; and
- (b) notice of the meeting is given to all persons entitled to notice pursuant to this Constitution and the Act; and
- (c) if a failure in communications prevents clause 18.10(a) from being satisfied by a quorum then the meeting must be suspended until clause 18.10(a) is satisfied again. If such is not satisfied within 15 minutes from the interruption the meeting will be deemed to have terminated; and
- (d) no meeting will be invalidated merely because no Voting Member is physically present at the place for the meeting specified in the notice of meeting.

**18.11. Voting Member Representative**

The Voting Member may appoint an individual as a representative to exercise all or any of its powers at a General Meeting. The appointment may be a standing one.

**19. VOTING BY PROXY**

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**19.1. The Voting Member may vote by proxy**

The Member may vote at a General Meeting by proxy in accordance with this clause 19.

**19.2. Required form of proxy**

The instrument appointing a proxy must:

- (a) be in writing by the Voting Member appointing the proxy;

- (b) confer authority on the holder of the proxy to demand, or join in demanding, a written poll; and
- (c) be in the form determined by the Board from time to time.

**19.3. Voting Member may give proxy directions**

- (a) The Voting Member appointing a proxy is entitled (but not obliged) to direct a proxy to vote in favour of or against any proposed resolution.
- (b) Unless otherwise instructed under clause 19.3(a), a proxy may vote as that proxy thinks fit.

**19.4. Requirements for lodging proxy instrument**

An instrument appointing a proxy must be deposited at the registered office of NCS, or at any other place that is specified for that purpose in the notice convening the General Meeting:

- (a) at least 48 hours before the time for the meeting, or adjourned meeting, at which the person named in the instrument is proposed to vote; or
- (b) in the case of a poll, at least 48 hours before the time appointed for the taking of the poll,
- (c) and failure to comply with this clause 19.4 will result in the instrument appointing the proxy being deemed invalid.

**19.5. Proxy votes to remain valid despite death of appointor or revocation of proxy**

A vote in line with the terms of a proxy is valid despite:

- (a) the winding up or cessation of the Voting Member appointing the proxy; or
- (b) revocation of the proxy or power under which the instrument was executed,

provided no notice in writing of that death, unsoundness of mind or revocation is received by NCS at its registered office, or at any other place that is specified for that purpose in the notice convening the General Meeting, before the commencement of that meeting or adjourned meeting.

**20. THE BOARD**

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**20.1. The Board to conduct the business of NCS**

- (a) Subject to the Act and this Constitution, NCS is governed, and the powers of NCS will be exercised by, the Board.
- (b) The Board must act in pursuit of the Objects.

**20.2. Composition of the Board**

- (a) The Board will, subject to this Constitution, be those persons that are directors of WCS from time to time, unless otherwise removed as Director in accordance with the terms of this Constitution.
- (b) For the avoidance of doubt, a Director is not required to be a Member.

**20.3. Removal of Director**

- (a) subject to the provisions of the Act, NCS may in a General Meeting by ordinary resolution, remove any Director prior to the expiration of that Director's term of office.
- (b) unless otherwise resolved at a General Meeting, a Director removed in accordance with clause 20.3(a) cannot be re-appointed as a Director within three (3) years of their removal.

**20.4. Suspension of Director**

- (a) the Board may resolve to suspend a Director in the event that the Board considers the Director's conduct or behaviour to be prejudicial to the interest of NCS;
- (b) a suspended Director is not permitted to take part in the business or affairs of NCS until their suspension has been ended;
- (c) within 30 days of a Director's suspension, the Board must call a General Meeting, at which the Voting Member may consider a motion to remove the Director from office in accordance with clause 20.4(a);
- (d) if the Voting Member does not pass the motion to remove the Director, the suspension of the Director is terminated, and the Director is reinstated.

**20.5. Vacation of office**

The office of a Director becomes vacant in accordance with the Act or this Constitution, and also if the Director ceases to be a director of WCS.

**20.6. Portfolios to be determined by Board**

The Board may at its discretion assign portfolios to certain Directors.

**20.7. Board to Meet**

- (a) The Board will meet as often as is deemed necessary for the dispatch of business and may adjourn and, subject to this Constitution, otherwise regulate, its meetings as it thinks fit.
- (b) A meeting of the Board may be called at any time by a Director giving notice under clause 20.12.

**20.8. Chairperson of Board meeting**

- (a) The Chair shall preside as chairperson at every meeting of the Board.
- (b) If the Chair is not present at a meeting of the Board, or is unable to preside, the Deputy Chair shall preside as chairperson for that meeting only.
- (c) If neither the Chair nor Deputy Chair are present at a meeting of the Board, the Board shall appoint a Director present at that meeting to preside as chairperson of that meeting only.

**20.9. Resolutions of Board**

- (a) Subject to this Constitution, questions arising at any meeting of the Board will be decided by a majority of votes and a determination of a majority, being more than 50%, of Directors present and entitled to vote shall for all purposes be deemed a resolution of the Board.
- (b) All Directors will have 1 vote on any question. No other persons will have a vote on any question before the Board.
- (c) The Chair will also have a 2<sup>nd</sup> casting vote where voting is otherwise equal.

#### **20.10. Resolutions not in Board meeting**

- (a) A resolution in writing, signed or assented to by facsimile or other form of visible or other electronic communication by all Directors is as valid and effectual as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Directors and is deemed to have been passed when the last Director signs the resolution.
- (b) Without limiting the power of the Board to regulate their meetings as they think fit, a meeting of the Board may be held where 1 or more of the Directors is not physically present at the meeting, provided:
  - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone or other form of communication;
  - (ii) notice of the meeting is given to all the Directors entitled to notice in line with the usual procedures agreed upon or laid down from time to time by the Board; and
  - (iii) if a failure in communications prevents clause 20.10(b)(i) from being satisfied by a quorum of Directors then the meeting is suspended until clause 20.10(b)(i) is satisfied again. If a quorum is not satisfied within 15 minutes from the interruption, the meeting will be deemed to have terminated, and
  - (iv) no meeting will be invalidated merely because no Director is physically present at the place for the meeting specified in the notice of a meeting.

#### **20.11. Quorum**

At meetings of the Board the number of Directors whose presence (or participation) is required to constitute a quorum, is at least half of the number of Directors.

#### **20.12. Notice of Board meetings**

- (a) Unless all Directors agree to hold a meeting at shorter notice (and such agreement will be sufficiently evidenced by their presence), at least 14 days' written notice of the meeting of the Board must be given to each person entitled to notice of Board meetings.
- (b) The agenda for a Board meeting must be forwarded to each Director and the Chief Executive Officer at least 7 days before such meeting.

#### **20.13. Validity of Board decisions**

A procedural defect in decisions taken by the Board will not result in such decisions being invalidated.

### **21. OFFICEHOLDERS**

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#### **21.1. Chair**

- (a) The Board shall appoint from amongst their number a Chair.
- (b) The term of appointment of a Director as Chair shall be 2 years.
- (c) The Chair must not be an employee or subcontractor of NCS.
- (d) The Chair may resign by notice in writing to the Board.
- (e) The Chair may be removed as Chair, but not as a Director, by resolution passed

by at least 75% of the Directors.

- (f) The Chair shall be deemed to have vacated his or her position if he or she ceases to be a Director.

### **21.2. Deputy Chair**

- (a) The Board shall appoint from amongst their number a Deputy Chair.
- (b) The term of appointment of a Director as Deputy Chair shall be 2 years.
- (c) The Deputy Chair must not be an employee or subcontractor of NCS.
- (d) The Deputy Chair may resign by notice in writing to the Board.
- (e) The Deputy Chair may be removed as Deputy Chair, but not as a Director, by resolution passed by at least 75% of the Directors.
- (f) The Deputy Chair shall be deemed to have vacated his or her position if he or she ceases to be a Director.

### **21.3. Company Secretary**

- (a) The Board shall appoint a suitably qualified person as company secretary under the Act.
- (b) The Company Secretary may be a Director, an employee, or a subcontractor of NCS.
- (c) The Company Secretary may resign by notice in writing to the Board.
- (d) The Company Secretary may be removed as Company Secretary, but not as Director if that is the case, by a simple majority resolution of the Directors.
- (e) The Company Secretary will be responsible for:
  - (i) preparing the notice of and agenda for all Board meetings and all General Meetings; and
  - (ii) ensuring minutes of the proceedings of all Board meetings and General Meetings are recorded and prepared.

## **22. CONFLICTS OF INTEREST OF DIRECTORS**

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### **22.1. Directors must declare any real or potential conflicts of interest**

A Director must declare to the Board an interest in any matter, whether contractual, disciplinary, financial or otherwise, in which a conflict of interest arises or may be perceived to arise and shall, unless otherwise determined by the Board, absent his or her self from discussion of such matter.

### **22.2. Register of declared conflicts of interest**

The Company Secretary must maintain a register of declared conflicts of interest.

## **23. CHIEF EXECUTIVE OFFICER**

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### **23.1. The Board to appoint a Chief Executive Officer**

The Chief Executive Officer is to be appointed by the Board for such term and on such

conditions as it thinks fit.

**23.2. Obligations of the Chief Executive Officer**

The Chief Executive Officer must:

- (a) as far as practicable attend all Board meetings and General Meetings; and
- (b) regularly report and be accountable to the Board on the activities of, and issues relating to, NCS.

**23.3. Powers of the Chief Executive Officer**

- (a) Subject to the Act, this Constitution, the By-Laws and any directive of the Board, the Chief Executive Officer has power to perform all such things as appear necessary or desirable for the proper management and administration of NCS.
- (b) No resolution passed by the General Meeting will invalidate any prior act of the Chief Executive Officer or the Board which would have been valid if that resolution had not been passed.

**23.4. Chief Executive Officer to employ personnel as necessary**

The Chief Executive Officer in accordance with any policies set down by the Board, may employ such personnel as are deemed necessary from time to time and such appointments are for such period and on such conditions as the Chief Executive Officer determines.

**24. DELEGATIONS**

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**24.1. Board may Delegate Functions**

- (a) The Board may by instrument in writing create or establish or appoint from among the Directors or otherwise, committees, individual officers or consultants to carry out such duties and functions and with such powers as the Board determines.
- (b) To the extent permitted by the Act, or any other law, the Board may in the establishing instrument delegate such functions as are specified in the instrument, other than this power of delegation.

**24.2. Delegated function to be exercised in accordance with terms of delegation**

A function, the exercise of which has been delegated under this clause 24, may whilst the delegation remains unrevoked, be exercised from time to time in line with the terms of the delegation.

**24.3. Procedure of delegated entity**

- (a) The procedures for any delegated entity must, with any necessary or incidental amendment, be the same as those applicable to meetings of the Board.
- (b) Unless stated in the delegation instrument, the quorum for the delegated entity will be determined by the entity, but must be at least one half of the total number of the entity's members.

**24.4. Delegation may be conditional**

A delegation under this clause may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

**24.5. Revocation of delegation**

The Board may by instrument in writing, revoke wholly or in part any delegation made under this clause 24, and may amend, repeal or veto any decision made by such body or person under this Clause.

**25. BY-LAWS**

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**25.1. Board to formulate By-Laws**

(a) The Board may (by itself or by delegation to a committee) formulate, approve, issue, adopt, interpret and amend such By-Laws for the proper advancement, management and administration of NCS and the advancement of the Objects as it thinks necessary or desirable.

(b) Such By-Laws must be consistent with this Constitution and the Act.

**25.2. By-Laws binding**

All By-Laws made under this clause 25 are binding on NCS and the Voting Member.

**25.3. Notices binding on Voting Member**

Amendments, alterations, interpretations or other changes to By-Laws must be advised to the Voting Member by means of notices in writing approved by the Board and prepared and issued by the Company Secretary.

**26. RECORDS AND ACCOUNTS**

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**26.1. Record Keeping**

(a) The Chief Executive Officer, or their delegate, must establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of NCS and must produce these as appropriate at each Board meeting or General Meeting.

(b) The Company Secretary must establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Board and must produce these as appropriate at each Board meeting or General Meeting.

**26.2. Records Kept in Accordance with the Act**

(a) Proper accounting and other records must be kept in line with the Act, generally accepted accounting principles and/or any applicable code of conduct.

(b) The books of account must be kept in the care and control of the Chief Executive Officer.

**26.3. NCS to retain records**

NCS must retain such records for at least 7 years after the completion of the transactions or operations to which they relate.

**26.4. Board to submit accounts**

The Board must submit to the Annual General Meeting the accounts of NCS in line with this Constitution and the Act.

**26.5. Accounts Conclusive**

The accounts when approved or adopted by NCS in Annual General Meeting are

conclusive except as regards any error discovered in them within 3 months after such approval or adoption.

**26.6. Accounts to be sent to Members**

The Company Secretary must cause to be sent to all persons entitled to receive notice of Annual General Meetings of NCS in line with this Constitution, a copy of the accounts, the Board's report, the auditor's report and every other document required under the Act (if any).

**26.7. Inspection of accounts**

Subject to any reasonable restrictions as to time and manner of inspecting the same that may be imposed in accordance with this Constitution, the financial records of NCS must be open to inspection (but not copying) by the Directors.

**26.8. Negotiable Instruments**

All cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments and all receipts for money paid to NCS, must be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, only by those persons authorised by the Board.

**27. AUDITOR**

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**27.1. Auditor to be appointed by the Board**

- (a) A properly qualified auditor or auditors will be appointed pursuant to Clause 13.3 and the remuneration of such auditor or auditors fixed by the Board.
- (b) The auditor's duties will be regulated in accordance with the Act, or if no relevant provisions exist under the Act in accordance with generally accepted principles, or any applicable code of conduct.

**27.2. Auditor to examine the accounts of NCS**

The accounts of NCS including the profit and loss accounts and balance sheet must be examined by the auditor or auditors at least once in every year.

**28. NOTICES**

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**28.1. Manner of Notices**

- (a) Notices may be given to the Member or to any Director by sending the notice by pre-paid post or facsimile transmission or where available, by electronic mail, to the person's registered address or facsimile number or electronic mail address.
  - (b) Where a notice is sent by post, service of the notice will be deemed to be effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected 3 days after posting.
  - (c) Where a notice is sent by facsimile transmission, service of the notice is deemed to be effected on the next business day after receipt of a confirmation report confirming the facsimile was sent to, or received at, the facsimile number to which it was sent.
  - (d) Where a notice is sent by electronic mail, service of the notice is deemed to be effected on the next business day after the electronic mail was sent provided that there is no indication in writing that the electronic mail was not able to be sent.
  - (e) Where a notice is sent by another method of communication permitted by the Act, service of the notice is deemed to be effected in accordance with the Act.
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**28.2. Notice of General Meeting**

Notice of every General Meeting must be given in the manner authorised and to the persons entitled to receive notice under this Constitution.

**29. INDEMNITY AND INSURANCE**

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**29.1. Persons to whom this Clause apply**

This Clause applies to:

- (a) each person who is or has been a Director, Company Secretary, or Chief Executive Officer of NCS; and
- (b) such other officers or former officers of NCS as the Board in each case determines.

**29.2. Indemnity**

- (a) NCS must indemnify, on a full indemnity basis and to the full extent permitted by law, each person to whom this Clause 29 applies for all losses or liabilities incurred by the person as an officer of NCS including, but not limited to, a liability for negligence or for reasonable costs and expenses incurred:
  - (i) in defending proceedings, whether civil or criminal, in which judgment is given in favour of the person or in which the person is acquitted; or
  - (ii) in connection with an application, in relation to such proceedings, in which the Court grants relief to the person under the Act.
- (b) NCS must indemnify its Directors, Company Secretary, the Chief Executive Officer and all NCS officers and employees against all damages and costs (including legal costs) for which any such person may be or become liable to any third party in consequence of any act or omission except wilful misconduct:
  - (i) in the case of a Director, Company Secretary, officer or the Chief Executive Officer, performed or made whilst acting on behalf of and with the express or implied authority of NCS; and
  - (ii) in the case of an employee, performed or made in the course of, and within the scope of their employment by NCS.

**29.3. Insurance**

NCS 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 Clause 29 applies against any liability incurred by that person as a Director, Company Secretary, Chief Executive Officer, officer or employee of NCS including, but not limited to, a liability for negligence or for reasonable costs and expenses incurred in defending proceedings, whether civil or criminal and whatever the outcome.

**30. DISSOLUTION**

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**30.1. Dissolution of NCS to be in accordance with the Act**

NCS may be wound up, deregistered or dissolved in line with the provisions of the Act.

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### **30.2. Distribution of Property on Dissolution**

- (a) If upon the winding up or dissolution of NCS there remains, after the satisfaction of all its debts and liabilities, any surplus assets or property (**Excess Property**), the same must not be paid to or distributed amongst the Members unless the Member or former Member is a charity described in clause 30.2(b).
- (b) Subject to clauses 30.2(c), 30.2(d) and 30.2(e), the Act, any other applicable act, and any court order, any Excess Property that remains after NCS is wound up must be distributed to one or more charities:
  - (i) that has organisational objects or objectives similar to and inclusive of the Objects and Primary Purpose;
  - (ii) is endorsed by the Australian Taxation Office as a deductible gift recipient (**DGR**) (either a as whole entity or to operate a fund, authority, or institution) in the same category as NCS or Gift Fund, as applicable, within the meaning of Division 30 of the *Tax Assessment Act 1997* (Cth); and
  - (iii) prohibits the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on NCS in this Constitution.
- (c) An organisation may only be the recipient of surplus housing assets or property under Clause 30.2(a) if the organisation not only satisfies the requirements of that clause but also:
  - (i) is a registered housing provider under Part 4A of the *Housing Assistance Act 2007* (ACT);
  - (ii) is approved by the Commissioner for Social Housing under that Act; and
  - (iii) is endorsed by the Commissioner of Taxation as a public benevolent institution under Item 4.1.1 of Section 30-45 of the *Income Tax Assessment Act 1997* (Cth).
- (d) any part of the Excess Property consisting of property supplied by a government or public authority, including any unexpended portion of a grant, must be returned to, or otherwise dealt with in the way directed by the department or authority that supplied it;
- (e) notwithstanding any other provision in this constitution, on winding up all remaining community housing assets in a participating jurisdiction are to be transferred to another registered community housing provider or to a Housing Agency in the jurisdiction in which the asset is located. The terms “community housing assets”, “Housing Agency”, and “participating jurisdiction” have the same meaning given to those terms in the Appendix to Community Housing Providers (Adoption of the National Law) Act 2012 (NSW), as amended or replaced;
- (f) The organisation referred to in clause 30.2(b) above is to be determined by the Members at or before the time of dissolution, and if no such determination is made, by such judge of the Supreme Court of the Australian Capital Territory as may have or acquires jurisdiction for the matter; and
- (g) this clause 30.2 shall override all other clauses in this governing document and shall prevail to the extent of any inconsistency.

### **30.3. Distribution of Property on Loss of DGR Status**

If the endorsement of NCS as a DGR entity is lost or revoked (whether or not NCS is wound up), NCS must transfer:

- (a) deductible gifts of money or property gifted to NCS for the Principal Purpose;
- (b) deductible contributions made in relation to an eligible fundraising event held for the Principal Purpose; and
- (c) money received by NCS because of such gifts or contributions, to another organisation or organisations, which meet the applicable requirements of clauses 30.2(b) and 30.2(c), and decided in accordance with clause 30.2(f), .

## **31. GENERAL**

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### **31.1. Submission to jurisdiction**

Each Member submits to the non-exclusive jurisdiction of the Supreme Court of the Australian Capital Territory, the Federal Court of Australia and any Courts which may hear appeals from those courts.

### **31.2. Prohibition and enforceability**

- (a) Any provision of, or the application of any provision of, these Clauses which is prohibited in any place is, in that place, ineffective only to the extent of that prohibition.
- (b) Any provision of, or the application of any provision of, these Clauses which is void, illegal or unenforceable in any place 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.