



St Margaret's School

(ABN 49 004 260 995)

27 Gloucester Avenue, Berwick
www.stmargarets.vic.edu.au

Constitution

As approved at Annual General Meeting on 31 May 2023.

Table of Contents

1.	Name of the Company	7
2.	Definitions and Interpretations	7
2.1	Definitions	7
2.2	Interpretation	9
2.3	Headings	10
2.4	Application of the Corporations Act and ACNC Act	10
3.	Objects of the School	11
3.1	Preamble	11
3.2	Objects	12
4.	Powers of the School	12
4.1	Legal Capacity	12
5.	Income and Property of the School	12
5.1	Application to Objects	12
5.2	Operation of Early Learning Centre	12
5.3	No payments to Council Members and Members	13
5.4	No payment of fees to Council Members and Members	13
5.5	Certain payments acceptable	13
5.6	Tax exempt and Registered Entity	13
6.	Membership	14
6.1	Number of Members	14
6.2	Ordinary Members	14
6.3	Application for Membership	14
6.4	Notification to the School	14
6.5	Register	14
6.6	Limited Guarantee	14
6.7	Contribution by Members	15
6.8	No transfer of membership	15
7.	Cessation of Membership	15
7.1	Death, resignation and other events	15
7.2	Resignation of a Member	16

7.3	Removal of a Member	16
7.4	Notice to Member	16
8.	Life Governors	16
8.1	Appointment	16
8.2	Number	16
8.3	Termination	16
8.4	Notice to Life Governor	16
9.	Supporting Bodies	17
9.1	Designation	17
9.2	Deprivation of Designation	17
10.	General Meetings	17
10.1	Annual General Meeting	17
10.2	Power to convene General Meeting	17
10.3	Notice of General Meeting	17
10.4	Auditor entitled to notice	18
10.5	Cancellation or postponement of General Meeting	18
10.6	Council Member entitled to notice	19
10.7	General conduct of meeting	19
10.8	No vote contrary to the Corporations Act	20
11.	Proceedings at General meetings and other meetings	20
11.1	Business	20
11.2	Attendance by Member	20
11.3	Quorum	20
11.4	Chair	21
11.5	Casting vote for the chair	21
11.6	Determination of questions	21
11.7	Majority	21
11.8	Poll	21
11.9	Objection to voting qualification	22
11.10	Adjournment	22
11.11	Voting rights	22
11.12	Appointment of proxy	23
11.13	Right to appoint attorney	23
11.14	Receipt of proxy and other instruments	24

11.15	Validity of vote in certain circumstances	24
11.16	Electronic meeting	24
12.	Council	24
12.1	Eligibility	24
12.2	Composition of the Council	24
12.3	Term of Council Members	25
12.4	Election of Council Members	25
12.5	Office Bearers	25
12.6	Election of Office Bearers	26
12.7	Rotation of office of President	26
12.8	Appointment of appointed Council Members	26
12.9	Casual vacancies	27
12.10	Removal of Office Bearer	27
12.11	Transitional	27
13.	Vacation of office	28
13.1	Vacancy of office of Council Member	28
13.2	Removal of a Council Member	28
13.3	Notice to a Council Member	29
14.	Powers and duties of the Council	29
14.1	Council to Manage the School	29
14.2	Specific powers of Council	29
14.3	Specific duties of Council Members	29
14.4	Discretion to exercise powers	30
14.5	Powers of delegation	30
14.6	May appoint attorney or agent	30
14.7	Execution of School cheques etc.	30
14.8	Council Member's contracts with the School	31
14.9	Restrictions on Council Member voting	31
14.10	Professional capacity	31
14.11	May affix Seal notwithstanding interest	32
14.12	Disclosure of interest	32
14.13	Record of disclosures	32
14.14	Meaning of "contract"	32
15.	Proceedings of the Council	33

15.1	Meetings	33
15.2	Quorum	33
15.3	Convening meetings	33
15.4	Notice of meeting	33
15.5	President and Deputy President	34
15.6	Voting	34
15.7	Committees of the Council	34
15.8	Written resolution	34
15.9	Use of technology	35
15.10	Validity of acts of Council Members	35
16.	Minutes	35
16.1	Minutes of all proceedings to be kept	35
16.2	Minutes to be signed by Chair	36
16.3	Minutes to be presumed accurate	36
16.4	Inspection of minutes	36
17.	Secretary	36
17.1	Appointment of Secretary	36
17.2	Suspension or removal of Secretary	36
17.3	Powers of Secretary	36
18.	Principal	37
19.	Director of Business Operations	37
19.1	Appointment	37
19.2	Role	37
20.	Auditor	37
20.1	Appointment	37
20.2	Role	37
21.	Seals	37
21.1	The Common and Duplicate Common Seal	37
21.2	Affixing Seal	38
21.3	Electronic signature	38
22.	Inspection of books	38
23.	Notices	38

23.1	Method of service of notices	38
23.2	Time of service	39
23.3	Time of service electronically	39
23.4	Signature on notices	39
23.5	Calculation of notice period	39
24.	Accounts	39
24.1	School to maintain	39
24.2	Annual Accounts	40
24.3	Copy of Accounts	40
24.4	Accounts conclusive	40
24.5	Financial year	40
24.6	Not-for-profit	40
24.7	Charitable fundraising	41
25.	Winding up	41
25.1	Voluntary winding up	41
25.2	Prohibition on Transfer	41
26.	Indemnity and Insurance	42
26.1	Indemnities by the School	42
26.2	Insurance	42
26.3	Interpretation	43
27.	Deductible Gift Recipient Status	43
27.1	Deductible Gift Recipient endorsement	43
27.2	Deductible Gift Recipient accounting	43
27.3	Transfer on Dissolution or Cessation of Deductible Gift Recipient Endorsement	43
28.	Alteration of the Constitution	44
29.	Regulations	44

St Margaret's School

Constitution

1. Name of the Company

The name of the company is St Margaret's School.

2. Definitions and Interpretations

2.1 Definitions

In the Constitution:

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

Annual Accounts mean the accounts prescribed in clause 24.

Audit, Risk and Finance Committee means the committee of Council established to discuss, consider and make recommendations to Council in connection with the financial management of the School otherwise in accordance with its charter prescribed by the Council and whose chair shall be the Chair of Audit, Risk and Finance.

Auditor means the auditor for the time being of the School appointed pursuant to clause 20.

Business Day means a day on which banks are open for general business in Melbourne.

Charitable Fundraising Legislation means the *Fundraising Act 1998* (Vic).

Chair of Audit, Risk and Finance means the individual elected to chair the Audit, Risk and Finance Committee pursuant to clause 12.6.

Committee means a committee established by the Council pursuant to clause 15.7.

Constitution means this constitution of the School.

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

Council means the Council Members acting as a board of directors pursuant to this Constitution.

Council Members mean the individuals who are the Directors.

Director of Business Operations means the individual appointed by the Council pursuant to clause 19.

Directors mean the individuals who are members of Council.

Early Learning Centre means an Early Learning Centre that operates as a feeder for enrolments to the School and is registered and operates in compliance with the *Education and Training Reform Act 2006* (Vic) and the *Education and Training Reform Regulations 2017* (Vic).

General Meeting means a meeting of the Members of the School.

Imported Provisions means the following provisions of the Corporations Act:

- (a) Section 139 (*Company must send copy of constitution to Members*);
- (b) Sections 191, 192, 193 and 195 (*Disclosure of and voting on matters involving, directors' material personal interests*);
- (c) Divisions 3 and 5 of Part 2G.2 (*Meetings of members of companies*) (excluding any replaceable rules); and
- (d) Part 2G.3 (*Minutes and Members' access to minutes*).

Life Governor means a person admitted as a life governor pursuant to clause 8.

Member means a member of the School pursuant to clause 6.

Minimum Standards means the Minimum Standards published by the Victorian Regulation and Qualifications Authority from time to time in accordance with the *Education and Training Reform Act 2006* (Victoria).

Nominated Councillor means a person appointed as a Council Member pursuant to clause 12.8.

Non-Delegable Powers means the powers exercised by the Council prescribed in clauses 6.2, 7.3, 8.1, 8.2, 10.2, 12.3(e), 12.6(a), 12.8(a), 12.9, 14.1(a), 14.5, 17.1(a), 17.2, 18, 25.2 and 27.3(c).

Notice means a notice pursuant to, or for the purposes of, this Constitution or the Corporations Act and/or the ACNC Act.

Objects means the Objects of the School prescribed in clause 3.

Office means the registered office for the time being of the School.

Office Bearers mean the President, two (2) Deputy Presidents and Chair of Audit, Risk and Finance of the School.

President and Deputy President mean the individuals elected pursuant to clause 12.6.

Principal means the Principal of the School appointed by the Council pursuant to clause 18 or the individual appointed by the Council to act temporarily as the Principal from time to time.

Register means the register of Members kept under the Corporations Act.

Registered Entity means a body corporate registered under the ACNC Act.

School means St Margaret's School.

Seal means the common seal of the School.

Secretary means the individual(s) appointed by the Council pursuant to clause 17.

Special Resolution means a resolution that has been passed by at least a seventy-five per cent (75%) majority.

St Margaret's and Berwick Grammar School Past Students' Association means the association recognised pursuant to clause 9.1.

Staff means any paid employee of the School, whether casual, full or part time and (without limitation) includes the Principal.

State means the State of Victoria.

Supporting Body means the St Margaret's and Berwick Grammar School Past Students' Association and any other body that is designated pursuant to clause 9.1.

Tax Act means the *Income Assessment Act 1936* (Cth) or the *Income Tax Assessment Act 1997* (Cth) as the context requires.

2.2 Interpretation

In this Constitution unless the context requires otherwise:

- (a) Part 1.2 Division 8 of the Corporations Act applies, so far as it can with such changes as are necessary, to this Constitution as if this Constitution was a provision of the Corporations Act except where such provision conflicts with the ACNC Act then the ACNC Act shall apply to the extent of any inconsistency whilst the School is a Registered Entity;
- (b) an expression in a clause that deals with a matter dealt with by a provision of the Corporations Act has the same meaning as in that provision of the Corporations Act;
- (c) words (including defined expressions) importing the singular include the plural and vice versa;
- (d) words (including defined expressions) importing any gender include the other gender;
- (e) words (including defined expressions) importing persons shall include corporations and bodies politic;
- (f) "writing" and "written" includes printing, typing and other modes of reproducing words in visible form including any representation of words in a physical document or in an electronic communication or form or otherwise including signatures affixed electronically in accordance with the *Electronic Transactions (Victoria) Act 2000* (Vic);

Constitution

- (g) the meaning of general words is not limited by specific examples introduced by "including", "for example" or "such as" or similar expressions;
- (h) a reference to a document (including this Constitution) includes any variation or replacement of it;
- (i) 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 in any of them (whether of the same or any other legislative authority having jurisdiction);
- (j) references to writing include any mode of representing or reproducing words in tangible and permanently visible form and includes electronic mail and facsimile transmission;
- (k) any power, right, discretion or authority conferred upon any person or groups of persons under this Constitution may be exercised at any time and from time to time;
- (l) the word "present" in the context of a person being present at a meeting includes participation in the meeting using technology approved by the Council in accordance with this Constitution;
- (m) a reference to an entity includes any successor entity;
- (n) reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;
- (o) a reference to a clause is a reference to one of the clauses or sub-clauses of this Constitution;
- (p) if any provision in this Constitution contravenes the Corporations Act, the ACNC Act or any other law, it shall not apply only to such extent as is necessary for compliance with the Corporations Act, the ACNC Act or the other law as the case may be; and
- (q) section 25 of the *Acts Interpretation Act 1901* (Cth) (that deals with electronic documents) and 46 of the said Act (that deals amongst other things with severance of invalid provisions) applies in the interpretation and operation of this Constitution as if it were an instrument made under that statute.

2.3 Headings

Headings do not affect the interpretation of this Constitution.

2.4 Application of the Corporations Act and ACNC Act

- (a) Each of the provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and do not apply to the School except as explicitly provided in this Constitution.

- (b) If, while the School is a Registered Entity the Corporations Act operates such that an Imported Provision does not apply to the School because the School is a Registered Entity:
 - (i) a clause in the same terms as the Imported Provision, along with any relevant definitions in the Corporations Act, is deemed to be included in this Constitution and to apply to the School to the extent the Imported Provision would have applied to the School were the School not a Registered Entity (**Equivalent Rule**);
 - (ii) a reference in this Constitution to an Imported Provision is deemed to be a reference to the Equivalent Rule.
- (c) An expression used in a particular Part or Division of the Corporations Act that is given by that Part or Division a special meaning for the purposes of that Part or Division has in any provision of this Constitution that deals with a matter dealt with by that Part or Division the same meaning as in that Part or Division.
- (d) Where the Corporations Act and/or ACNC Act authorises or permits a company to do any matter or thing if so authorised by its constitution the School is and will be taken by this clause to be authorised or permitted to do that matter or thing, despite any other provisions of this Constitution.

3. Objects of the School

3.1 Preamble

St Margaret's School (**St Margaret's**) was founded by Miss Dora Gipson commencing in the Toorak Presbyterian Manse on 15 February 1926. Moving to premises in Mayfield Avenue, Malvern in 1927, St Margaret's then leased 'Stonnington' in Malvern in 1931 and conducted the school from both premises. On 28 November 1929, St Margaret's purchased the Presbyterian Girls' School, Gloucester Avenue, Berwick that St Margaret's conducted as a boarding school for girls until 1941 when St Margaret's relocated to Berwick.

In 1947 St Margaret's was purchased from Ms Gipson by the parents and on 6 March 1948, St Margaret's was incorporated with parents through the school association as the members under the governance of the school council. Ms Gipson became St Margaret's first Life Governor.

St Margaret's purchased land in Officer and in January 2009 commenced Berwick Grammar School as a boys campus of St Margaret's that is now the Officer campus of the School.

Since the St Margaret's founding in 1926, the school has developed a rich heritage and tradition, establishing a significant reputation for its ability to consistently nurture student growth and learning, in partnership with the school's families and community.

St Margaret's operating as St Margarets Berwick Grammar, today offers education from ELC to Year 12, with a co-educational junior school and girls campus at the Berwick site and a boys campus at the Officer site with students coming together for their senior years with our Diamond Model of Education.

Constitution

St Margarets Berwick Grammar's purpose is to grow good people. The school strives to achieve this through the provision of an intellectually rich, supportive and stimulating environment to prepare the school's graduates for the challenges of life

3.2 Objects

The charitable objects for which the School is established is as a non-denominational school to provide the highest standard of education, in an environment of strong pastoral care with Christian values and based on a philosophy of achieving 'personal best' and striving for excellence.

Policies and programs are developed to enhance all facets of learning. Within a caring environment, students and staff form a co-operative partnership based upon mutual respect, fairness and honesty. This partnership extends to parents and the wider community in an effort to enhance the development of the whole student, whose participation as a valued and responsible citizen is a priority.

Academic, administrative and supporting staff will be encouraged to undertake continuing professional development consistent with the needs of the School.

The provision of resources and facilities to ensure a stimulating and secure working environment and the personal well-being of all staff and students will be the priority of the School at all times.

4. Powers of the School

4.1 Legal Capacity

Solely for the purpose of carrying out its Objects, the School has the legal capacity and powers of an individual and as prescribed in section 124(1) of the Corporations Act.

5. Income and Property of the School

5.1 Application to Objects

The income and property of the School, irrespective of its source, must be applied solely towards the promotion of the Objects of the School.

5.2 Operation of Early Learning Centre

The operation by the School of an Early Learning Centre that is a feeder for enrolments to the School is in compliance with the Objects of the School.

5.3 No payments to Council Members and Members

Except as provided for in clause 5.5 of this Constitution, no part of the income or property of the School must be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to the Council Members or Members.

5.4 No payment of fees to Council Members and Members

The payment of fees to Council Members or Members as remuneration for their services as Council Members or Members in whatever form by the School is prohibited.

5.5 Certain payments acceptable

Clauses 5.3 and 5.4 do not prevent the payment in good faith of:

- (a) remuneration to any officers or employees of the School in return for any services actually rendered to the School or for goods supplied in the ordinary and usual way of business;
- (b) out-of-pocket expenses incurred on behalf of the School including, in the case of a Council Member or Member, in carrying out the duties of a Council Member or Member, where the payments do not exceed an amount previously approved by the Council;
- (c) remuneration for any service rendered to the School by a Council Member in a professional or technical capacity, other than in the capacity as a Council Member of the School, where:
 - (i) the provision of the service has the prior approval of the Council; and
 - (ii) the amount payable is not more than an amount that commercially would be reasonable payment for the service;
- (d) expenses for goods supplied in the ordinary and usual course of business; and
- (e) reasonable and proper rent for premises or personal property leased to the School by any Council Member.

5.6 Tax exempt and Registered Entity

The School shall take all such action and do all such things as are necessary or expedient to obtain and thereafter to maintain at all times its status as a:

- (a) tax-exempt body within the meaning of s.50-5 of the Tax Act; and
- (b) a Registered Entity.

6. Membership

6.1 Number of Members

The membership of the School shall consist of:

- (a) Life Governors;
- (b) Directors; and
- (c) Ordinary Members.

6.2 Ordinary Members

The Ordinary Members of the School will be those individuals admitted by the Council to Membership who shall be subject to clause 6.3(b), a parent or legal guardian of a current pupil of the School.

6.3 Application for Membership

- (a) Individuals applying for Membership shall submit an application to the Council in writing in such form as shall be approved by the Council from time to time.
- (b) Unless the Council in its absolute discretion shall determine otherwise in a particular application for Membership, only one (1) parent or legal guardian of a pupil of the School shall be admitted to Membership.
- (c) No application for Membership shall be accepted within twenty-one (21) days of any meeting of the Members.

6.4 Notification to the School

The Council shall promptly notify the Secretary of the appointment of an individual as a Member.

6.5 Register

- (a) Upon admission as a Member, that individual's details will be recorded in the Register; and
- (b) A Member must promptly notify the School of any change in the Member's details that are recorded in the Register.

6.6 Limited Guarantee

A Member has no liability as a Member except as prescribed in clause 6.7.

6.7 Contribution by Members

Each Member undertakes to contribute to the property of the School if it is wound up whilst the Member is a Member, or within one (1) year after the Member ceases to be a Member, for the payment of the debts and liabilities of the School (contracted before the Member ceases to be a Member) and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding ten (10) dollars.

6.8 No transfer of membership

A Member must not sell, transfer or dispose of their interest in the School to another Member or third party.

7. Cessation of Membership

7.1 Death, resignation and other events

A Member immediately ceases to be a Member if the individual:

- (a) dies;
- (b) resigns by giving notice in writing to the School;
- (c) becomes of unsound mind or an individual whose estate is liable to be dealt with in any way under the law relating to mental health;
- (d) becomes bankrupt or suspends payment or liquidates by arrangement or compounds with or assigns the Member's joint and separate estate for the benefit of the Member's creditors;
- (e) is or becomes a registrable person for the purposes of the *Sex Offenders Registration Act 2004* (Vic);
- (f) is removed in accordance with clause 7.3;
- (g) being an individual who is a member pursuant to clause 6.1(b), ceases to be a Director;
- (h) ceases to be a parent or guardian of a current student of the School;
- (i) is terminated in General Meeting in accordance with this Constitution;
- (j) is convicted on indictment of an offence and the Council does not within one (1) month after that conviction resolve to confirm the Member's membership of the School; or
- (k) is precluded or becomes precluded from holding office as a member or director of a company by virtue of the Corporations Act, the ACNC Act, the *Australian Education*

Constitution

Act 2013 (Cth) or as a consequence of any order of, or action by any judicial, administrative or legislative body of competent jurisdiction.

7.2 Resignation of a Member

An individual shall give one (1) months' notice of intention to resign that shall take effect upon the expiry of that notice or by earlier acceptance of the notice by the Council.

7.3 Removal of a Member

The Council may by resolution, subject to clause 7.4 determine by a two thirds majority to expel an individual who is a Member pursuant to clause 6.1(c), if in its opinion the Member fails to comply with any provision of the Constitution or is guilty of any conduct that the Council considers is unbecoming of a Member or is otherwise prejudicial to the interests of the School.

7.4 Notice to Member

The Council may not make a determination under clause 7.3 unless at least one (1) week before the meeting of the Council at which the determination is to be considered, notice is given to the Member of the meeting, what is alleged against the Member and the possible determination and unless a Member has had an opportunity of giving at the meeting orally or in writing, any explanation or defence the Member may think fit before the resolution is considered by the Council.

8. Life Governors

8.1 Appointment

The Council may admit to membership as a Life Governor of the School a person who has, in the Council's opinion, rendered outstanding services to the School provided that no more than five (5) persons shall be admitted as Life Governors in any five (5) year period.

8.2 Number

The number of Life Governors at any one time must not exceed thirty (30).

8.3 Termination

An individual's appointment as a Life Governor may be withdrawn by special resolution of the Council in accordance with this Constitution.

8.4 Notice to Life Governor

The Council may not make a determination under clause 8.3 unless at least two (2) weeks before the meeting of the Council at which the determination is to be considered, notice is

given to the Life Governor of the meeting, what is alleged against the Life Governor and the possible determination and unless a Life Governor has had an opportunity of giving at the meeting orally or in writing, any explanation or defence the Life Governor may think fit before the resolution is considered by the Council.

9. Supporting Bodies

9.1 Designation

The Council may by resolution designate and recognise any association as a Supporting Body including as St Margaret's and Berwick Grammar School Past Students' Association.

9.2 Deprivation of Designation

The Council may by resolution deprive an association of its status as St Margaret's and Berwick Grammar School Past Students' Association or any other Supporting Body provided that at least fourteen (14) days prior to the meeting at which the resolution will be considered, the president of the Supporting Body is given:

- (a) notice of the meeting and the proposed resolution; and
- (b) the opportunity to address the Council before the resolution is determined.

10. General Meetings

10.1 Annual General Meeting

An annual General Meeting must be held in accordance with the Corporations Act.

10.2 Power to convene General Meeting

The Council may convene a General Meeting whenever it thinks fit and must convene a General Meeting when requisitioned by Members in accordance with the Corporations Act. No Member may call a General Meeting except as provided by the Corporations Act.

10.3 Notice of General Meeting

- (a) Except where section 249H(2) of the Corporations Act applies, at least twenty-one (21) days' notice must be given of a General Meeting.
- (b) A notice of a meeting must be given in accordance with section 249J and the replaceable rule in section 249J(4) applies.
- (c) A notice convening a General Meeting must:

- (i) specify the place, date and time of the meeting and state the general nature of the business to be dealt with at the meeting and if the meeting is to be held in two or more places, the technology that will be used to facilitate the holding of the meeting in that manner;
- (ii) state that:
 - (A) a Member entitled to attend and vote is entitled to appoint a proxy; and
 - (B) a proxy must be a Member.
- (d) If a Special Resolution is to be proposed the notice of meeting must set out an intention to propose a Special Resolution and state the resolution.
- (e) The non-receipt of a notice of a General Meeting or advance notice pursuant to clause 10.3(a) by, or the accidental omission to give notice of a General Meeting or advance notice under clause 10.3(a) to a person entitled to receive notice, does not invalidate any resolution passed at the General Meeting.

10.4 Auditor entitled to notice

The School must give its Auditor:

- (a) notice of a General Meeting in the same way that a Member is entitled to receive notice; and
- (b) any other communications relating to the General Meeting that a Member is entitled to receive.

10.5 Cancellation or postponement of General Meeting

- (a) Where a General Meeting (including an annual General Meeting) is convened by the Council, it may, whenever it thinks fit, cancel the meeting or postpone the holding of the meeting to a date and time determined by it.
- (b) Written notice of cancellation or postponement of a General Meeting must be given to all persons entitled to receive notices of General Meetings from the School at least three (3) days before the date for which the meeting is convened and must specify the reason for cancellation or postponement.
- (c) A notice postponing the holding of a General Meeting must specify:
 - (i) a date and time for the holding of the meeting;
 - (ii) a place for the holding of the meeting, which may be either the same as or different from the place specified in the notice convening the meeting;
 - (iii) if the meeting is to be held in two or more places, the technology that will be used to facilitate the holding of the meeting in that manner.

Constitution

- (d) The number of clear days from the giving of a notice postponing the holding of a General Meeting to the date specified in that notice for the holding of the meeting may not be less than the number of clear days' notice of the meeting required to be given by this Constitution or the Corporations Act.
- (e) The only business that may be transacted at a General Meeting that is postponed is the business specified in the notice pursuant to clause 10.3 that convened the meeting.
- (f) The accidental omission to give notice of the cancellation or postponement of a meeting to, or the non-receipt of any such notice by, any person entitled to notice does not invalidate that cancellation or postponement or any resolution passed at a postponed meeting.
- (g) Where:
 - (i) by the terms of an instrument appointing a proxy, a proxy is authorised to attend and vote at a General Meeting to be held on a specified date or at a General Meeting or General Meetings to be held on or before a specified date;
 - (ii) the date for holding the meeting is postponed to a date later than the date specified in the instrument of proxy;then, by force of this clause, that later date is substituted for and applies to the exclusion of the date specified in the instrument of proxy unless the Member appointing the proxy gives to the School at the Office notice in writing to the contrary not less than forty-eight (48) hours before the time to which the holding of the meeting has been postponed.
- (h) Clauses 10.5(a) to (g) (both inclusive) do not apply to a General Meeting convened by the Members pursuant to section 249F of the Corporations Act or by the Council pursuant to a requisition of Members pursuant to the Corporations Act.

10.6 Council Member entitled to notice

A Council Member is entitled to receive notice of and attend all General Meetings and all separate General Meetings of any class of Members and is entitled to speak at those meetings.

10.7 General conduct of meeting

A chair of a General Meeting will be responsible for the general conduct of General Meetings and for the procedures to be adopted at General Meetings. The chair of the General Meeting may make rulings, adjourn the meeting without putting the question (or any question) to the vote if such action is required to ensure the orderly conduct of the General Meeting. A chair of a General Meeting may determine conclusively any dispute concerning the admission, validity or rejection of a vote.

10.8 No vote contrary to the Corporations Act

Notwithstanding any other clause, a Member present in person or by proxy will not be entitled to vote and any vote purported to be cast by a Member present in person or by proxy, will be disregarded, on a particular resolution where such a vote is prohibited by the Corporations Act.

11. Proceedings at General meetings and other meetings

11.1 Business

The business of an annual General Meeting is to elect the Council Members and to receive and consider the Annual Accounts and the reports of the Council and the Auditor.

11.2 Attendance by Member

- (a) A Member may be present and vote in person or may be represented at any General Meeting by proxy or attorney.
- (b) Unless the contrary intention appears, a reference to a Member in clause 11 means a person who is a Member or is a proxy or attorney of that Member.

11.3 Quorum

- (a) Subject to clause 11.3(d), twelve (12) Members present in person, by proxy or attorney, are a quorum at a General Meeting.
- (b) An item of business may not be transacted at a General Meeting unless a quorum is present when the meeting proceeds to consider it, but if a quorum is present at the beginning of a meeting it is deemed to be present throughout the meeting unless the chair of the meeting on the chair's own motion or at the instance of a Member or proxy who is present, otherwise declares.
- (c) If within fifteen (15) minutes after the time appointed for a meeting a quorum is not present, the meeting:
 - (i) if convened on a requisition of Members is dissolved;
 - (ii) in any other case stands adjourned to the same day in the next week and the same time and place, or for such other day, time and place as the Council appoints by notice to the Members and others entitled to notice of the meeting.
- (d) At a meeting adjourned pursuant to clause 11.3(c)(ii), four (4) persons each being a Member or proxy present at the meeting are a quorum, and if a quorum is not present within fifteen (15) minutes after the time appointed for the adjourned meeting the meeting is dissolved.

11.4 Chair

The President is entitled to preside at general meetings, but if the President is not present and able and willing to act within fifteen (15) minutes after the time appointed for a meeting or has signified an intention not to be present and able and willing to act, the following may preside (in order of entitlement) namely, a Deputy President chosen by a majority of Council Members present, a Council Member chosen by the majority of the Council Members present, a Member, proxy or attorney chosen by a majority of the Members present in person or by proxy or attorney.

11.5 Casting vote for the chair

If there is an equality of votes, whether on a show of hands or on a poll, the chair of the meeting is entitled to a casting vote in addition to any votes to which the chair is entitled as a Member or proxy or attorney of a Member. The chair has a discretion both as to whether or not to use the casting vote and as to the way in which it is used.

11.6 Determination of questions

- (a) Every question submitted to a meeting is to be decided by a show of hands, unless a poll is demanded:
 - (i) before the vote is taken;
 - (ii) before the voting results and a show of hands are declared; or
 - (iii) immediately after the voting results on the show of hands are declared by:
 - (A) the chair of the meeting; or
 - (B) at least the number of Members prescribed in clause 11.3(a) present in person or by proxy and having the right to vote at the meeting,and the demand for the poll is not withdrawn.
- (b) On a show of hands, a declaration by the chair is conclusive evidence of the result.

11.7 Majority

Subject to the requirements of the Act, a resolution is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it.

11.8 Poll

- (a) If a poll is properly demanded and the demand is not withdrawn, it must be taken in such manner and at such time and place and at once or after an interval or adjournment or otherwise as the chair of the meeting then or subsequently determines. The result of the poll is to be deemed the resolution of the meeting at which the poll is demanded.

Constitution

- (b) A poll demanded on the election of a chair of a meeting or on a question of adjournment must be taken immediately.
- (c) A demand for a poll does not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.
- (d) A demand for a poll may be withdrawn.

11.9 Objection to voting qualification

- (a) Objection may not be raised to the right of a person to attend or vote at a meeting or adjourned meeting or to vote on a poll except at that meeting or adjourned meeting or where the poll is taken and every vote not disallowed at the meeting or adjourned meeting or when the poll is taken is valid for all purposes.
- (b) If there is a dispute as to the admission or rejection of a vote, the chair of the meeting must decide it and the chair's decision made in good faith is final and conclusive.

11.10 Adjournment

- (a) The chair of a meeting may, with the consent of any meeting at which a quorum is present and must if so directed by the meeting, adjourn the meeting to a new time, day or place, but the only business that may be transacted at an adjourned meeting is the business left unfinished at the meeting from which the adjournment took place.
- (b) If the meeting is adjourned for thirty (30) days or more, notice of the adjournment must be given in accordance with clause 10.3(a).
- (c) Subject to clause 11.9(b), it is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting.
- (d) A resolution passed at a meeting resumed after an adjournment is passed on the day it is passed.

11.11 Voting rights

- (a) Subject to the rights and any restrictions attached to or affecting Members and to any other restrictions in this Constitution:
 - (i) on a show of hands, each Member present in person and each other present as proxy or attorney of a Member has one vote; and
 - (ii) on a poll, each Member present in person has one vote and each person present as proxy or attorney of a Member has one vote or each Member that the person represents.
- (b) An attorneys or proxy's authority to speak and vote for a Member at a meeting is suspended while the Member is present at the meeting.

11.12 Appointment of proxy

- (a) A Member entitled to attend and vote at a meeting of Members may appoint an individual as the Member's proxy to attend and vote for the Member at the meeting. A proxy need not be a Member.
- (b) An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the following information:
 - (i) the Member's name and address;
 - (ii) the School's name;
 - (iii) the proxy's name or the name of the office held by the proxy; and
 - (iv) the meetings at which the appointment may be used.

An appointment may be a standing one.

- (c) An undated appointment is to be taken to have been dated on the day it is given to the School.
- (d) An appointment may specify the way the proxy is to vote on a particular resolution.
- (e) Except to the extent that the appointment of a proxy expressly limits the exercise by the proxy of the power to vote at a meeting, a proxy has the same rights to attend, vote and otherwise act at the meeting as a Member attending the meeting in person.
- (f) An appointment of a proxy does not need to be witnessed.
- (g) A later appointment revokes an earlier one if both appointments could not be validly exercised at the meeting.
- (h) An instrument appointing a proxy is to be taken to confer authority to demand or join in demanding a poll.

11.13 Right to appoint attorney

A Member may by power of attorney duly executed in the presence of at least one (1) witness (if necessary), appoint an attorney to act on the Member's behalf at all or any meetings of the School. An attorney need not be a Member.

11.14 Receipt of proxy and other instruments

To be effective, an instrument appointing a proxy and any power of attorney under which it is executed or a copy (verified by statutory declaration as a true copy) of the power of attorney, or an instrument appointing the attorney pursuant to clause 11.13, in either case together with such evidence of due stamping (if necessary) and evidence of non-revocation of the power of attorney as the Council may require, must be received by the School at the Office or at such other place as is specified for that purpose in the notice convening the meeting, prior to the time appointed for the meeting or adjourned or postponed meeting or poll which the appointee proposes to attend or on which the appointee proposes to vote.

11.15 Validity of vote in certain circumstances

A vote given in accordance with the terms of an instrument of proxy or of power of attorney is valid notwithstanding:

- (a) the unsoundness of mind of the appointer;
- (b) the revocation of the instrument, or the authority under which the instrument was executed, or of the power,

if notice in writing of the death, unsoundness of mind or revocation has not been received by the School at the Office before the commencement of the meeting or adjourned meeting of which the instrument is used or the power is exercised.

11.16 Electronic meeting

A General Meeting may be called or held using any technology consented to by all of the Members. The consent may be a standing one. A Member may only withdraw their consent within a reasonable period before the meeting.

12. Council

12.1 Eligibility

Any individual other than a current member of the Staff is eligible to be appointed as a Council Member.

12.2 Composition of the Council

- (a) The Council shall comprise individuals with a diversity of skills, qualifications and experience and shall consist of not less than six (6) and not more than ten (10) individuals including Office Bearers.
- (b) The Council will consist of the following individuals:
 - (i) not more than four(4) Council Members to be elected at the annual General Meeting of the School or appointed in accordance with clause 12.4 or 12.9;

- (ii) one (1) individual nominated by the St Margaret's and Berwick Grammar School Past Students' Association; and
 - (iii) not more than six (6) individuals appointed in accordance with clause 12.8.
- (c) The individual nominated pursuant to clause 12.2(b)(ii) may hold office until that individual's nomination is withdrawn or unless removed pursuant to clause 13.2.

12.3 Term of Council Members

- (a) Subject to clauses 12.3(d) and (e), a Council Member may not retain office for more than four (4) calendar years or beyond the fourth annual General Meeting following the Council Member's appointment (whichever is the longer period) without being re-elected.
- (b) At the annual General Meeting in each year every Council Member who has served a full term in office, must retire.
- (c) A retiring Council Member may act until the conclusion of the meeting at which the Council Member retires and is eligible for re-election.
- (d) A Council Member shall not be entitled to be elected for more than three (3) consecutive terms.
- (e) The Council excluding the Council Member concerned, may by a Special Resolution, vote to allow a Council Member otherwise not eligible for re-election pursuant to clause 12.3(a), to be re-elected for one (1) further term of four (4) years provided that no more than a total of three (3) Council Members serving as Council Members in any one (1) year may have served for more than three (3) consecutive terms.

12.4 Election of Council Members

At the end of each calendar year the Council shall recommend to the Members for election or re-election subject to clause 12.3(e), such number of Council Members as prescribed in clause 12.3(a) as equates to the number of those Council Members who shall retire at the next annual General Meeting.

12.5 Office Bearers

- (a) The Office Bearers of the School will comprise a President, two (2) Deputy Presidents and the Chair of Audit, Risk and Finance, all of whom must be Council Members. One (1) individual may be both a Deputy President and the Chair of Audit, Risk and Finance.
- (b) The School in a General Meeting may increase or reduce the number of Office Bearers.
- (c) Office bearers shall hold office for a period of four (4) years and are eligible for re-election.

Constitution

- (d) Subject to clause 12.7 (b) applicable to the President only, an Office Bearer shall not be entitled to be elected for more than three (3) consecutive terms.

12.6 Election of Office Bearers

- (a) At the first Council meeting after the annual General Meeting, the Council Members must elect such Office Bearers as are required to be elected or re-elected to office.
- (b) Any two (2) Council Members may, at that meeting, nominate another Council Member for election as a bearer of a particular office.
- (c) If only one (1) candidate is nominated for a particular Office Bearer's position, that candidate is deemed elected.
- (d) The candidates who receive the most votes will be elected. If two (2) or more candidates receive an equal number of votes, the chair of the meeting has a casting vote.

12.7 Rotation of office of President

- (a) The President shall be elected for a term of four (4) years. On the fourth anniversary following election at the annual General Meeting in that year, the President must retire from office. The retiring President may act until the conclusion of the meeting at which the next succeeding President is appointed and is eligible for reappointment for one (1) further term of four (4) years.
- (b) The Council excluding the President, may by a Special Resolution, vote to allow the President otherwise not eligible for re-election pursuant to clause 12.7(a), to be re-elected for one (1) further term of four (4) years beyond the additional term prescribed in clause 12.7(a).

12.8 Appointment of appointed Council Members

- (a) The Council shall appoint by no less than a two thirds majority of the Council Members, no more than six (6) individuals as Appointed Council Members.
- (b) An individual shall be appointed as an Appointed Council Member and take office immediately following the Council meeting at which that individual was elected.
- (c) An Appointed Council Member may not retain office for more than four (4) calendar years or beyond the fourth annual General Meeting following the Appointed Council Member's election (whichever is the longer period) without being re-appointed by the Council.
- (d) A retiring Appointed Council Member may act until the conclusion of the meeting at which the Council Member retires and is eligible for re-appointment provided that the Council Member shall not be entitled to be appointed for more than three (3) consecutive terms.

Constitution

- (e) The Council excluding the Council Member concerned, may by a Special Resolution, vote to allow a Council Member otherwise not eligible for re-appointment pursuant to clause 12.8(d), to be re-appointed for one (1) further term of four (4) years provided that no more than a total of three (3) Council Members serving as Council Members in any one (1) year may have served for more than three (3) consecutive terms.

12.9 Casual vacancies

Subject to clause 12.1 the Council may at any time appoint a person to the Council, either to fill a casual vacancy or as an additional Council Member, but so that the total number of Council Members is not at any time to exceed the maximum number fixed by this Constitution. The Council Member so appointed in the case of a casual vacancy holds office only until the next annual General Meeting but is then eligible for reappointment. If the Council Member is so reappointed the date of the relevant annual General Meeting shall be the date of initial appointment for the purposes of clause 12.4.

12.10 Removal of Office Bearer

An Office Bearer may be removed from that office by resolution of the Council of which not less than thirty (30) days' notice has been given to all Council Members. The Council may at any time replace an Office Bearer removed pursuant to this clause.

12.11 Transitional

Members of Council of the School at the date on which the approval of this Constitution was obtained at a meeting of Members and their year of retirement and/or eligibility for reappointment are:

- 2024 Patrick Brennan
Julia Utan
- 2025 Professor Alex Newman
- 2026 Fiona Templar
Sam Pritchard
Professor Tim Lindsey
- 2027 Dominic Elfick

13. Vacation of office

13.1 Vacancy of office of Council Member

The office of a Council Member is vacated if the Council Member:

- (a) dies;
- (b) becomes of unsound mind or a person whose estate is liable to be dealt with in any way under the law relating to mental health;
- (c) resigns the office of Council Member by written notice to the President ;
- (d) is or becomes a registrable person for the purposes of the *Sex Offenders Registration Act 2004* (Vic);
- (e) is removed in accordance with clause 13.2;
- (f) becomes a bankrupt or suspends payment or liquidates by arrangement or compounds with or assigns the Council Member's joint and separate estate for the benefit of the Council Member's creditors;
- (g) otherwise ceases to be, or becomes prohibited from being, by virtue of the Corporations Act or is removed from office as a Council Member by a resolution pursuant to the Corporations Act; or
- (h) is precluded or becomes precluded from holding office as a member or director of a company by virtue of the Corporations Act, the ACNC Act, the Australian Education Act 2013 (Cth) or as a consequence of any order of, or action by any judicial, administrative or legislative body of competent jurisdiction.

13.2 Removal of a Council Member

- (a) The Council may at any time if in its opinion a Council Member fails to comply with any provision of the Constitution or is guilty of any conduct that the Council considers unbecoming of a Council Member or is otherwise prejudicial to the interests of the School, requisition a meeting of Members of which notice pursuant to clause 13.3 shall be given, proposing a resolution that the Council Member be removed, which resolution shall be required to be passed in accordance with section 203D of the Corporations Act.
- (b) The Members may in accordance with section 203D of the Corporations Act and subject to clause 13.3, determine to remove a Council Member from office as a Council Member if in their opinion the Council Member fails to comply with any provision of the Constitution or is guilty of any conduct that the Members consider is unbecoming of a Council Member or is otherwise prejudicial to the interests of the School.

13.3 Notice to a Council Member

The Members may not make a determination under clause 13.2 unless notice of the meeting in accordance with section 203D or section 249H(3) of the Corporations Act is given to the Council Member prescribing what is alleged against the Council Member and the possible determination and unless the Council Member has had an opportunity of giving at the meeting orally or in writing, any explanation or defence the Council Member may think fit before the resolution is considered by the Members.

14. Powers and duties of the Council

14.1 Council to Manage the School

- (a) The management of the business and affairs of the School is vested in the Council.
- (b) The Council may exercise all powers and do all such acts and things that the School is authorised or permitted to exercise and do and that are not by this Constitution or by statute directed or required to be exercised or done by the School in General Meeting.
- (c) The operation and effect of clause 14.1 is not limited in any way by the following provisions of clause 14.

14.2 Specific powers of Council

Without limiting the generality of clause 14.1 the Council may exercise all of the powers of the School to create regulations, to borrow or raise money, to charge any property or business of the School, to give any other security for a debt, liability or obligation of the School, to guarantee or to become liable for payment of money or the performance of any obligations by any other person and may exercise all of the powers of the School in relation to the Seal.

14.3 Specific duties of Council Members

In addition to their responsibilities at law, each Council Member is responsible and accountable for compliance by the School with its Objects and must:

- (a) exercise the Council Member's powers and discharge their duties in compliance with the Corporations Act and if applicable the ACNC Act and the *Australian Education Act 2013* (Cth);
- (b) always act in the best interests of the School as a whole and such obligation shall be observed in priority to any duty that a Council Member may owe any other person or entity;
- (c) always act in good faith, honestly and for a proper purpose;
- (d) exercise appropriate care and diligence;

- (e) prevent the School from carrying on its business while it is unable to pay its debts;
- (f) not improperly use their position to gain an advantage for themselves or for some other person or company; and
- (g) whilst the school is a Registered Entity, comply with the duties prescribed in governance standard 5 of the regulations made under the ACNC Act.

14.4 Discretion to exercise powers

The Council may exercise the powers conferred on it in clauses 14.1 and 14.2 in such manner and upon terms and conditions in all respects as it thinks fit.

14.5 Powers of delegation

- (a) The Council Members may aside from both the Non-Delegable Powers together with the power of delegation prescribed in this clause, delegate any of their powers to any individuals they select for any period, to be exercised for any objects and purposes in accordance with this Constitution on any terms and subject to any conditions and restrictions as they think fit and may revoke, withdraw, alter or vary the delegation of any of those powers.
- (b) The powers of delegation expressly or impliedly conferred by this Constitution on the Council Members are conferred in substitution for and to the exclusion of, the power conferred in section 198D of the Corporations Act.

14.6 May appoint attorney or agent

- (c) The Council may, by resolution, power of attorney and Seal or other written instrument, appoint any person or persons to be attorney or agent of the School for such purposes, with such powers, authority and discretions being powers, authorities and discretions vested in or exercisable by the Council for such a period and subject to such conditions as it thinks fit.
- (d) The appointment may be on such terms for the protection and convenience of the persons dealing with the attorney or agent as the Council thinks fit and may also authorise the attorney or agent to delegate all or any of the powers, authorities and discretions vested in the attorney or agent.

14.7 Execution of School cheques etc.

All cheques, promissory notes, banker's drafts, bills of exchange, electronic banking authorisations and other negotiable instruments signed, drawn, accepted, endorsed or otherwise authorised and executed by the School and all receipts for money paid to the School will be signed, drawn, endorsed or otherwise executed, as the case may be, in such a manner and by such persons as the Council shall determine.

14.8 Council Member's contracts with the School

Subject to the Corporations Act and if applicable, the ACNC Act:

- (a) no Council Member will be disqualified from holding the office of Council Member by virtue of holding any office or place of profit in any corporation in which the School is a shareholder or is otherwise interested;
- (b) no Council Member will be disqualified from that office from serving the School in any other office or in any other professional capacity, except that of Auditor of the School;
- (c) no Council Member will be disqualified by virtue of holding the office of Council Member from contracting with the School or any corporation in which the School is a shareholder or is otherwise interested or in any related entity, either as vendor, purchaser or otherwise and nor will any contract or arrangement entered into by or on behalf of the School in which any Council Member is in any way directly or indirectly interested be avoided; and
- (d) a Council Member is not liable to account to the School for any profit arising from that office or realised by the contract or arrangement, or by any participation in any association, institution, fund, trust or scheme or otherwise by reason only of the Council Member holding that office or of the fiduciary relations thereby established, provided that the disclosure required by clause 14.12 has been made.

14.9 Restrictions on Council Member voting

- (a) A Council Member who has a material personal interest in a matter that is being considered at a meeting of the Council, unless section 195 of the Corporations Act permits, must not:
 - (i) be present while the matter is being considered at the meeting; or
 - (ii) vote on the matter.
- (b) No act of the School is invalid or voidable by reason only of the failure of a Council Member to comply with such prohibition.

14.10 Professional capacity

Subject to the Corporations Act:

- (a) any Council Member may act or the Council Member's firm may act in a professional capacity for the School or any other corporation in which the School is a shareholder or any related entity of the School; and
- (b) the Council Member and that Council Member's firm will be entitled to remuneration for professional services as if that Council Member were not a Council Member, provided that this clause will not authorise a Council Member or that Council Member's firm acting as an Auditor of the School.

14.11 May affix Seal notwithstanding interest

Notwithstanding that a Council Member is interested in the contract or arrangement, that Council Member may be appointed as the Council Member to sign on behalf of the School or in whose presence the Seal is to be affixed, any instrument to which the interest relates.

14.12 Disclosure of interest

- (a) A Council Member who is in any way, whether directly or indirectly, interested in the matter in which the School has an interest will declare the nature of the interest at the meeting of the Council as soon as practicable after the relevant facts have come to the Council Member's knowledge.
- (b) For the purposes of clause 14.12(a) a general notice given to the Council by a Council Member to the effect that the Council Member is an officer or member of a specified corporation or a member of a specified firm or is otherwise interested in any corporation or firm and is to be regarded as interested in any matter, after the date of the notice, in which that corporation or firm may have an interest, will be deemed to be a sufficient declaration of interest in relation to the matter if:
 - (i) the notice states the nature and extent of the Council Member's interest in the corporation or firm;
 - (ii) when the matter is first considered, the extent of the Council Member's interest in the corporation or firm is not greater than as stated in the notice; and
 - (iii) the notice is given at a meeting of the Council or the Council Member takes reasonable steps to ensure that it is brought up and read at the next meeting of the Council after it was given.
- (c) It is also the duty of the Council Member who holds any office or possesses any property the holding of which office or the possession of which property might, whether directly or indirectly, create duties or interests in conflict with the Council Member's duties or interests as a Council Member of the School, to declare at the first meeting of the Council held after the Council Member becomes a Council Member, or if the Council Member is already a Council Member at the first meeting of the Council held after the Council Member commenced holding any such office or possess any such property, the fact of the Council Member's holding such office or possessing such property and the nature, character and extent of the conflict.

14.13 Record of disclosures

It is the Secretary's duty to record in the minutes any disclosure given by a Council Member pursuant to clause 14.12.

14.14 Meaning of "contract"

In clause 14.12, where the context permits, "*contract or arrangement*" includes a proposed contract or arrangement.

15. Proceedings of the Council

15.1 Meetings

- (a) The Council shall meet together on no less than four (4) occasions during each year for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit.
- (b) The President may invite and the Council Members may resolve that the President invite any person, despite such a person not being a Council Member, to a meeting of the Council and to participate in any discussions the Council Members think fit, provided that such a person shall not have any voting or other rights.
- (c) Where it is impracticable to meet in person the Council Members may meet together by telephone or other means of instantaneous communication otherwise in accordance with clause 15.9.

15.2 Quorum

- (a) The quorum necessary for the transaction of the business of the Council shall be one half of the Council Members plus one (1).
- (b) A meeting of the Council Members during which a quorum is present is competent to exercise all or any of the authorities, powers and discretions under this Constitution for the time being vested in or exercisable by the Council generally.
- (c) Where a quorum cannot be established for a meeting of the Council (or consideration of a particular matter) three (3) Council Members may convene a General Meeting to deal with a matter or the matters in question.
- (d) Council Members may act notwithstanding a vacancy in their number but, if and so long as their number is reduced below the minimum prescribed by clause 15.2(a) as a quorum, the continuing Council Members may, except in an emergency, act only for the purpose of appointing individuals to fill the casual vacancies to the extent necessary to bring their number up to that minimum or of summoning a General Meeting.

15.3 Convening meetings

The President or any three (3) Council Members may at any time and the Secretary will on the request of the President or three (3) Council Members, convene a meeting of the Council.

15.4 Notice of meeting

Notice of every Council meeting will be given to each Council Member and may be given to any Council Member's nominated electronic address.

15.5 President and Deputy President

The President is entitled to preside at meetings of the Council but, if the President is not present and able and willing to act within fifteen (15) minutes after the time appointed for a meeting or has signified an intention not to be present and able and willing to act, the following may preside (in order of entitlement):

- (a) A Deputy President chosen by a majority of the Council Member's present;
- (b) a Council Member chosen by a majority of the Council Members present.

15.6 Voting

Questions arising at a meeting of the Council are to be decided by a majority of votes and if there is an equality of votes the chair of the meeting has a casting vote. The chair has discretion both as to whether or not to use the casting vote and as to the way in which it is used.

15.7 Committees of the Council

- (a) The Council shall appoint an Audit, Risk and Finance Committee.
- (b) The Council may except for the Non-Delegable Powers and this power of delegation, delegate any of its powers to Committees consisting of one or more Council Members and such other individuals as it thinks fit and the Council may from time to time revoke that delegation.
- (c) The Council may also appoint any member of Staff to any Committee provided that they shall not have the right to vote.
- (d) A Committee will conform to any regulations that may be imposed upon it by the Council in the exercise of its powers.
- (e) So far as they are capable of application and with the necessary changes, the provisions of this Constitution for regulating the meetings and proceedings of the Council govern the meeting and proceedings of Committees.
- (f) The Council shall appoint from amongst the Committee's members, a chair provided that the chair shall be a Council Member.
- (g) Minutes of meetings of Committees maintained in accordance with clause 15 of this Constitution must be tabled at each subsequent meeting of the Council next after the Committee meeting.

15.8 Written resolution

- (a) If no less than three quarters of the Council Members have signed a document containing a statement that they are in favour of a resolution of the Council in terms set out in the document, a resolution in those terms will be deemed to have been passed at a meeting of the Council held on the day on which the document was

signed and at the time at which the document was last signed by a Council Member or, if the Council Members signed the documents on different days, on the day on which and at the time at which the document was last signed by a Council Member.

- (b) For the purposes of clause 15.8(a):
 - (i) two (2) or more separate documents containing statements in identical terms each of which is signed by one or more Council Members will together be deemed to constitute one document containing a statement in those terms signed by the Council Members;
 - (ii) a reference to all Council Members does not include a reference to the Council Member who, at a meeting of the Council, would not be entitled to vote in the resolution;
 - (iii) any document so signed by a Council Member may be received by the School at the Office (or other place agreed by the Council Members) by post, by facsimile or other electronic means or by being delivered personally by that Council Member.

15.9 Use of technology

A meeting of the Council may be called or held using any technology consented to by all of the Council Members. The consent may be a standing one. A Council Member may only withdraw their consent within a reasonable period before the meeting.

15.10 Validity of acts of Council Members

All acts done at a Council meeting, or by a person acting as a Council Member, even if it is afterwards discovered that:

- (a) there was a defect in the appointment or continuance in office of a person as a Council Member or of the person so acting; or
- (b) a person acting as Council Member was disqualified or was not entitled to vote,

are as valid as if the relevant person had been duly appointed or had duly continued in office and was qualified and entitled to vote.

16. Minutes

16.1 Minutes of all proceedings to be kept

The Council will cause minutes of all proceedings of General Meeting and meetings of the Council, including meetings of Committees, to be duly entered in books kept for that purpose in accordance with the Corporations Act.

16.2 Minutes to be signed by Chair

Except in the case of written resolutions made in accordance with clause 14.8, the Council will cause the minutes of all proceedings of General Meetings and meetings of the Council, including meetings of Committees, to be signed by the chair of the meeting at which the proceedings took place or by the chair of the next succeeding meeting.

16.3 Minutes to be presumed accurate

Where the minutes of proceedings of General Meetings and meetings of the Council, including meeting of Committees, are signed in accordance with clause 15.2 those minutes shall be presumed to be an accurate record of the relevant proceedings unless the contrary is proved.

16.4 Inspection of minutes

Books containing the minutes of proceedings of General Meetings will be open for inspection by any Member without charge.

17. Secretary

17.1 Appointment of Secretary

- (a) There must be at least one (1) secretary of the School who is to be appointed by the Council on such terms and on such conditions as it thinks fit. Secretary includes the assistant or acting Secretary of the School and any substitute for the time being for the Secretary.
- (b) The Secretary may not be a Council Member.
- (c) The Secretary may be an employee of the School. If so, the Council Members may fix the remuneration of the Secretary.

17.2 Suspension or removal of Secretary

Subject to the terms of any employment contract between the School and the Secretary, the Council may at any time suspend or remove a Secretary from that office.

17.3 Powers of Secretary

The Council may vest in the Secretary such powers, duties and authorities as it may from time to time determine and the Secretary must exercise all such powers and authorities subject at all times to the control of the Council.

18. Principal

The Council shall appoint the Principal on such terms and conditions as the Council shall determine.

19. Director of Business Operations

19.1 Appointment

The Principal after consultation with the Council shall recommend to the Council for its appointment an individual to fill the role of Director of Business Operations of the School for such term and on such conditions as the Principal and the Council shall jointly determine.

19.2 Role

The Director of Business Operations shall perform such duties as may be prescribed by the Principal or the Council from time to time and shall be responsible to the Principal in the performance of those duties.

20. Auditor

20.1 Appointment

The School at the annual General Meeting shall appoint a properly qualified auditor.

20.2 Role

The auditor shall conduct an annual audit of the accounts of the School and report to the annual General Meeting in accordance with the Corporations Act.

21. Seals

21.1 The Common and Duplicate Common Seal

- (a) The School may have:
 - (i) a Seal; and
 - (ii) a duplicate Seal which must be a copy of the Seal with the words "Duplicate Seal" added.
- (b) The Council must provide for the safe custody of all Seals in such manner as it thinks fit.

21.2 Affixing Seal

- (a) The Seal will only be used by the authority of the Council or a Committee authorised by the Council in that regard.
- (b) Every instrument to which the Seal is affixed, subject to any provisions contained in this clause 21.2, will be signed by a Council Member and countersigned by the Secretary, another Council Member or by some other person appointed by the Council for that purpose.

21.3 Electronic signature

The Council may determine either generally or in a particular case and in any event subject to such conditions as it thinks fit that wherever a signature is required by this Constitution on a document to or in which the Seal is affixed or incorporated, that requirement will be satisfied by a facsimile of the signature affixed by mechanical, electronic or other means.

22. Inspection of books

- (a) Subject to the Corporations Act and any resolution of the School in General Meeting, the Council may determine whether and to what extent and at what times and places and under what conditions and regulations the books and documents of the School or any of them will be open to inspection by the Members and other persons.
- (b) A person, not being a Council Member, has no right to inspect any of the books or documents of the School except as conferred by the Corporations Act, this Constitution or authorised by the Council, or by a resolution of the School in General Meeting and is not entitled to require or receive any information concerning the affairs of the School.

23. Notices

23.1 Method of service of notices

A notice may be served by the School on a Member or other person receiving notice under this Constitution by any of the following methods:

- (a) by serving it personally on the Member or other person;
- (b) by leaving it at the Member's address or the address of the other person;
- (c) by sending it by post in a pre-paid letter, envelope or wrapper addressed to the Member at the Member's address or for the other person at that person's address; or
- (d) by sending to the electronic address, or by facsimile transmission to a facsimile number, nominated by the Member or the person for the purpose of serving notices.

23.2 Time of service

- (a) Any notice sent by post, airmail or air courier will be deemed to have been served on the fifth Business Day following that on which the letter, envelope or wrapper containing the notice is posted or delivered to the air courier.
- (b) In proving service of any notice, it will be sufficient to prove that the letter, envelope or wrapper containing the notice was properly addressed and put into the post office or other public postal receptacle or delivered to the air courier.
- (c) A certificate in writing signed by any Council Member, Secretary or other officer or Staff that the letter, envelope or wrapper containing the notice was so addressed and posted is conclusive evidence of the posting.
- (d) Subject to the Corporations Act, if this Constitution requires or permits notice to be given to the School or the officers, neither accidental omission to give the notice or non-receipt of the notice invalidates the meeting, resolution, procedure or other matter to which the notice relates.

23.3 Time of service electronically

Any notice sent by facsimile transmission or any other electronic means will be deemed to have been served on receipt of the transmission report or other means of confirmation of successful transmission, confirming successful transmission provided that if the receipt is after 5.00 pm on a Business Day it will be deemed to have been served at 9.00 am on the next Business Day.

23.4 Signature on notices

The signature on any notice to be given by the School may be written or printed on or a facsimile thereof may be affixed by mechanical or other means subject to the Corporations Act.

23.5 Calculation of notice period

Where a period of notice is required to be given, the day on which the notice is dispatched and the day of doing the act or other thing will not be included in the number of days or other periods.

24. Accounts

24.1 School to maintain

The School will keep such accounting, financial and other records of the business of the School as it is required to keep by the Corporations Act, the ACNC Act and the Charitable Fundraising Legislation.

24.2 Annual Accounts

At the annual General Meeting in every year the Council will present to the Members statements of financial performance and position for the last financial year of the School, together with such other accounts, reports and statements as are required by the Corporations Act, the ACNC Act and the Charitable Fundraising Legislation.

24.3 Copy of Accounts

Other than those Members who have provided written notice to the School stating that they do not wish to receive a copy of every document that is required to be presented to each annual General Meeting by clause 24.2, a copy of these documents will be sent to each person entitled to receive notices of General Meetings together with the notice of meeting, as required by the Corporations Act, the ACNC Act and the Charitable Fundraising Legislation.

24.4 Accounts conclusive

Every set of accounts of the Council when audited and approved or received by a General Meeting at which it is presented will be conclusive except as regards any material error discovered in it after its approval or adoption. Whenever any material error is discovered and if required by applicable accounting standards, the accounts will forthwith be corrected and then they will be conclusive.

24.5 Financial year

The financial year of the School is the year ending on 31 December in each year and so that the first financial year shall commence on the day of this Constitution and the last financial year shall commence on 1 January immediately preceding the day of winding up or dissolution of the School in accordance with the Corporations Act.

24.6 Not-for-profit

- (a) The School must not be carried on for the purposes of profit or gain to individual Members. No portion of the income and property of the School, however it is derived, may be paid or transferred to Members as dividends, bonuses or otherwise, except as bona fide remuneration or reimbursement or payment for services rendered, goods supplied or expenses incurred on behalf of the School as prescribed in clause 6.5.
- (b) Nothing in clause 24.6(a) affects the entitlement of a Council Member to reimbursement pursuant to clause 6.5.

24.7 Charitable fundraising

If the School is an Authorised Fundraiser within the meaning of the Charitable Fundraising Legislation, the School must comply with relevant requirements of the Charitable Fundraising Legislation and conditions of its authority to the extent applicable. This includes:

- (a) establishing and complying with proper and effective controls over fundraising appeals;
- (b) issuing receipts for money received;
- (c) management and administrative requirements; and
- (d) complying with requirements relating to conflicts of interest and dispute and complaint handling mechanisms.

25. Winding up

25.1 Voluntary winding up

The School can only be wound up or dissolved voluntarily by the School pursuant to a Special Resolution of a General Meeting.

25.2 Prohibition on Transfer

If upon the winding up or dissolution of the School, there remains after satisfaction of all its debts and liabilities any property whatsoever, that property must not be paid to or distributed amongst the Members but must be given or transferred to one or more other funds, authorities or institutions which or each of which:

- (a) is an independent school within the State of Victoria;
- (b) has objects similar to the Objects; and
- (c) whose constitution prohibits a distribution of its income and property among its members to an extent at least as great as is imposed on the School pursuant to this Constitution,

to be determined by the Council at or before the time of dissolution or failing such a determination, by a judge who has or acquires jurisdiction in the matter.

26. Indemnity and Insurance

26.1 Indemnities by the School

To the maximum extent permitted by law:

- (a) the School indemnifies out of the property of the School every person who is or has been a Council Member or other officer (current and former) of the School against liabilities, costs or expenses incurred by that person in defending any proceedings in which judgment is given in that person's favour, or in which the person is acquitted, or in connection with an application in relation to any proceedings in which the court grants relief to the person pursuant to the Corporations Act or which are withdrawn before judgment; and
- (b) the School indemnifies out of the property of the School every person who is or has been a Council Member or other officer (current and former) against any liability incurred by the person, as a Council Member or other officer (current and former) of the School, to another person (other than the School or a related body corporate of the School) unless the liability arises out of conduct involving a lack of good faith; and
- (c) the School indemnifies out of the property of the School every person who has been a Council Member or other officer (current and former) of the School against any liabilities, in connection with any administrative or legal proceedings relating to that person's position with the School except as prescribed in section 199A of the Corporations Act; and
- (d) the School indemnifies out of the property of the School every person who has been a Council Member or other officer (current and former) of the School against:
 - (i) reasonable legal costs incurred in defending or resisting or otherwise in connection with proceedings, whether civil or criminal or of an administrative or investigatory nature against the person or in which the person becomes involved because of that capacity; and
 - (ii) reasonable legal costs incurred in good faith in obtaining legal advice on issues relevant to the performance of their functions and discharge of their duties as an officer of the School.

26.2 Insurance

To the maximum extent permitted by law, the School must pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been a Council Member or other officer (current and former) of the School against a liability:

- (a) incurred by the person in their capacity as an officer of the School or in the course of acting in connection with the affairs of the School or otherwise arising out of the officer's holding of such office, provided that the liability does not arise out of conduct involving a wilful breach of duty in relation to the School or a contravention of sections 182 and 183 of the Corporations Act; or

- (b) for costs and expenses (including legal costs) incurred by that person in defending proceedings, whatever their outcome.

26.3 Interpretation

In clauses 26.1 and 26.2:

- (a) the term "*proceedings*" means any proceedings, whether civil or criminal, being proceedings in which it is alleged that the person has done or omitted to do some act, matter or thing in their capacity as such an officer or in the course of acting in connection with the affairs of the School or otherwise arising out of the officer's holding such office (including proceedings alleging that the officer was guilty of negligence, default, breach of trust or breach of duty in relation to the School); and
- (b) the term "*officer*" has the meaning given to that term in section 9 of the Corporations Act.

27. Deductible Gift Recipient Status

27.1 Deductible Gift Recipient endorsement

The School in the furtherance of its Objects is empowered to obtain and then comply with all relevant requirements to maintain, either as whole or in respect of a fund, authority or institution that the School owns or includes, endorsement as a Deductible Gift Recipient (DGR) under Subdivision 30-BA of the Tax Act so as to ensure that it is an organisation which can receive income tax deductible gifts and contributions within the meaning of the Tax Act.

27.2 Deductible Gift Recipient accounting

Without limiting the operation of clause 27.1, the School must:

- (a) ensure that all gifts and deductible contributions made to it for its principal purpose in relation to its status as an endorsed DGR are used for that purpose and that receipts issued contain all relevant information as required by the Australian Taxation Office (ATO) from time to time; and
- (b) maintain adequate accounting and other records that record and explain transactions that are relevant to its status as an endorsed DGR as required by the ATO from time to time.

27.3 Transfer on Dissolution or Cessation of Deductible Gift Recipient Endorsement

- (a) In the event of the School being dissolved or ceasing to be endorsed as a DGR, any remaining gifts, deductible contributions and any money received in respect of such gifts and contributions, acquired by the School by virtue of such endorsement, must be

Constitution

transferred to an institution or institutions which or each of which:

- (i) is an independent school within the State of Victoria;
 - (ii) is charitable at law; and
 - (iii) gifts to which can be deducted under Division 30 of the Tax Act.
- (b) Where the School operates more than one fund for which it is a deductible gift recipient and its endorsement under Subdivision 30BA of the Tax Act is revoked only in relation to one of those funds, then it may transfer any surplus assets of that fund after payment of all liabilities to any other fund which is endorsed as a deductible gift recipient.
- (c) The identity of the institution referred to in clause 27.3 will be determined by the Council at or before the time of dissolution or failing such a determination, by a judge who has or acquires jurisdiction in the matter.

28. Alteration of the Constitution

This Constitution may only be amended in accordance with the Corporations Act.

29. Regulations

Subject to the Corporations Act, the School in General Meeting may make, amend or repeal regulations consistent with this Constitution, for the internal management of the School.

Executed by the President on behalf of the Members pursuant to a resolution of the Members at the annual General Meeting on 31 May 2023. By the President's execution of this Constitution, each member agrees to be a member of the Company and agrees to be bound by this Constitution including (without limitation) the obligation to contribute the amount not exceeding ten (10) dollars if required in accordance with clause 6.7 of this Constitution.


Constitution

Signed by [President's name]

FIONA TEMPLAR

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Signature of President

of

c/- 27 Gloucester Avenue, Bowick.
Address

DATED this 31 May 2023.

