

Jan Pentland Foundation Limited Constitution

Contents

1	Definitions and interpretation	6
1.1	Definitions	6
1.2	Interpretation	8
1.3	Corporations Act	8
1.4	Headings and Parts	9
1.5	Replaceable rules not to apply	9
2	Objects and purposes of Company	9
2.1	General Object	9
2.2	Educational purposes	9
2.3	Trustee may apply capital and income	9
2.4	Not for profit	9
3	Income and property of Company	10
3.1	Application of income and property for purposes and objects only	10
3.2	No dividend, bonus or profit paid to Members	10
3.3	Payments by Company in good faith	10
3.4	Fundraising Appeals Act	10
3.5	Foundation	10
4	Membership	10
4.1	Becoming a Member	10
4.2	Admission as a Member	11
4.3	Application for Membership	11
4.4	Effect of application	11
4.5	Application Fee	11
4.6	Decision	11
4.7	Admission to Membership	11
4.8	Member to notify changes	11
4.9	Ceasing to be a Member	12
4.10	Resignation	12
4.11	Termination	12
4.12	Representative Members	12
4.13	Honorary members	13
4.14	Patrons	13
4.15	General Manager	13
4.16	Limited liability	13
5	General meetings	13
5.1	Annual general meeting	13
5.2	Convening a general meeting	14
5.3	Members have power to convene general meeting	14
5.4	Notice of general meeting	14
5.5	Calculation of period of notice	14
5.6	Directors entitled to notice of general meeting	14
5.7	Cancellation or postponement of general meeting	15

5.8	Notice of cancellation, postponement or change of place of general meeting	15
5.9	Contents of notice postponing general meeting	15
5.10	Number of clear days for postponement of general meeting	15
5.11	Business at postponed general meeting	15
5.12	Non-receipt of notice	16
5.13	Proxy, attorney or Representative at postponed general meeting	16
<hr/>		
6	Proceedings at general meetings	16
6.1	Reference to a Member	16
6.2	Number for a quorum	16
6.3	Requirement for a quorum	16
6.4	If quorum not present	17
6.5	Adjourned meeting	17
6.6	Appointment of chairman of general meeting	17
6.7	Absence of chairman at general meeting	17
6.8	Conduct of general meetings	18
6.9	Adjournment of general meeting	18
6.10	Notice of adjourned meeting	18
6.11	Questions decided by majority	18
6.12	Equality of votes - casting vote for chairman	19
6.13	Voting on show of hands	19
6.14	Demanding a poll	19
6.15	Poll	19
6.16	Entitlement to vote	19
6.17	Objection to voting qualification	20
6.18	Chairman to determine voting dispute	20
6.19	Circulating resolutions of Members	20
6.20	Right to appoint attorney	20
<hr/>		
7	Advisory council	21
7.1	Setting up an advisory council	21
7.2	Directors' discretion	21
<hr/>		
8	Directors	21
8.1	Number of Directors	21
8.2	Change of number of Directors	21
8.3	Rotation of Directors	21
8.4	Office held until conclusion of meeting	21
8.5	Directors to retire	21
8.6	Directors elected at general meeting	22
8.7	Eligibility for election as Director	22
8.8	Casual vacancy	22
8.9	Remuneration of Directors	22
8.10	Reimbursement of expenses	22
8.11	Payments to Director	22
8.12	Director's interests	23
8.13	Vacation of office	23
<hr/>		
9	Powers and duties of Directors	24
9.1	Directors to manage Company	24
9.2	Specific powers of Directors	24
9.3	Appointment of attorney	24

9.4	Provisions in power of attorney	24
9.5	Signing of cheques	24
9.6	Committees	24
9.7	Powers delegated to Committees	24
9.8	Powers of delegation	25
10	Proceedings of Directors	25
10.1	Directors' meetings	25
10.2	Director may convene a meeting	25
10.3	Questions decided by majority	25
10.4	Alternate Director or proxy and voting	25
10.5	Chairman of Directors' meetings	25
10.6	Absence of chairman at Directors' meeting	25
10.7	Chairman's casting vote at Directors' meetings	26
10.8	Appointment of Alternate Director	26
10.9	Alternate Director and meetings	26
10.10	Alternate Director's powers	26
10.11	Alternate Director responsible for own acts and defaults	26
10.12	Alternate Director and remuneration	26
10.13	Termination of appointment of Alternate Director	26
10.14	Appointment or termination in writing	26
10.15	Alternate Director and number of Directors	26
10.16	Director attending and voting by proxy	27
10.17	Quorum for Directors' meeting	27
10.18	Continuing Directors may act	27
10.19	Chairman of Committee	27
10.20	Meetings of Committee	27
10.21	Determination of questions	27
10.22	Circulating resolutions	28
10.23	Validity of acts of Directors	28
10.24	Meeting by use of technology	28
11	Secretary	28
11.1	Appointment of Secretary	28
11.2	Suspension and removal of Secretary	28
11.3	Powers, duties and authorities of Secretary	28
12	Seals	29
12.1	Safe custody of common seals	29
12.2	Use of common seal	29
13	Inspection of records	29
13.1	Inspection by Members	29
13.2	Right of a Member to inspect	29
14	Service of documents	29
14.1	Document includes notice	29
14.2	Methods of service	29
14.3	Post	30
14.4	Fax or electronic transmission	30
14.5	Evidence of service	30
15	Indemnity and insurance	30
15.1	Indemnity	30

15.2	Insurance	31
15.3	Contract	31
<hr/>		
16	Winding up	31
16.1	Contributions on winding up	31
16.2	Application of property on winding up	31
<hr/>		
17	Accounts	32
	Signing page	i
	Annexure A (article 3.5)	iii

Constitution

1 Definitions and interpretation

1.1 Definitions

In this Constitution unless the contrary intention appears:

Alternate Director means a person appointed as an alternate director under article 10.8.

Application Fee means an amount determined by the Directors to be payable in respect of an application for membership of the Company.

Approved Course means a course:

- (b) the content of which is relevant to training or enhancing the technical or business skills of individuals in the financial counselling or related industries; and
- (c) that is either or both of the following:
 - (i) a “pre-school course”; “primary course”; “secondary course” or “tertiary course” as those terms are defined in section 995-1 of the Tax Act; or
 - (ii) a course or study in an overseas educational institution which is undertaken as a component of a course referred to in subparagraph (c)(i) of the definition of Approved Course in this clause 1.1.

Approved Institution means a fund, authority or institution which at the time of gift falls within the description of an item in any of the tables in Subdivision 30-B of the Act, which has been established for charitable purposes.

Approved Recipient means an individual that is:

- (a) either:
 - (i) an Australian citizen; or
 - (ii) a permanent resident of Australiaas those terms are defined in the *Australian Citizenship Act 2006* (Cwlth);
- (b) seeking to commence a career with or to further his or her career in the financial counselling or related industries; and
- (c) selected by the Trustee.

Committee means a committee of Directors constituted under article 9.6.

Company means Jan Pentland Foundation Limited.

Constitution means this constitution as amended from time to time, and a reference to an article is a reference to an article of this Constitution.

Corporations Act means the Corporations Act 2001 (Cth).

Director means a person holding office as a director, and where appropriate includes an Alternate Director.

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

Educational Expenses means ongoing or one-off expenses relating to an Approved Course, including course fees, textbooks and related expenses such as for uniforms, travel, boarding or living costs.

Eligible Scholarship, Bursary or Prize means a scholarship, bursary or prize that:

- (a) may only be awarded to Australian citizens, or permanent residents of Australia within the meaning of the Australian Citizenship Act 2006 (Cwlth);
- (b) is open to individuals or groups of individuals throughout the State or Territory or a region of at least 200,000 people;
- (c) promotes an Approved Recipient's education in an Approved Course; and
- (d) is awarded on merit or for reasons of equity.

Foundation means the trust fund to be established by David John Rimington and called "**The Jan Pentland Foundation**".

Member means a person entered in the register of members as a member of the Company.

Part means a Part of this Constitution.

Registered Office means the registered office of the Company.

Representative means a person appointed to represent a corporate Member at a general meeting of the Company in accordance with the Corporations Act.

Secretary means a person appointed under Part 11 as a secretary of the Company, and where appropriate includes an acting secretary and a person appointed by the Directors to perform all or any of the duties of a secretary of the Company.

Tax Act means the Income Tax Assessment Act 1997 (Cth).

Trust Deed means the Trust Deed establishing the Jan Pentland Foundation Trust.

1.2 Interpretation

In this Constitution unless the contrary intention appears:

- (a) **(gender)** words importing any gender include all other genders;
- (b) **(person)** the word person includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- (c) **(singular includes plural)** the singular includes the plural and vice versa;
- (d) **(meaning not limited)** a reference to the words “include”, “including”, “for example” or “such as”, when introducing an example, does not limit the meaning of the words to which the example relates to that example or examples of a similar kind;
- (e) **(regulations)** a reference to a law includes regulations and instruments made under the law;
- (f) **(amendments to statutes)** a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by the State or the Commonwealth of Australia or otherwise;
- (g) **(from time to time)** a power, an authority or a discretion reposed in a Director, the Directors, the Company in general meeting or a Member may be exercised at any time and from time to time;
- (h) **(signed)** 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 Directors;
- (i) **(writing)** “writing” and “written” includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise; and
- (j) **(currency)** a reference to \$ is a reference to the lawful currency of Australia.

1.3 Corporations Act

In this Constitution unless the contrary intention appears:

- (a) an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Corporations Act, the same meaning as in that provision of the Corporations Act; and
- (b) “section” means a section of the Corporations Act.

1.4 Headings and Parts

Headings are inserted for convenience and are not to affect the interpretation of this Constitution.

This Constitution is divided into Parts as indicated by its Contents.

1.5 Replaceable rules not to apply

The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.

2 Objects and purposes of Company

2.1 General Object

The purpose of the Company is to operate as Trustee of the Jan Pentland Foundation Trust in accordance with the terms of the Trust Deed.

2.2 Educational purposes

In its role as Trustee, the Company may only apply the income and capital of the Foundation for Eligible Scholarships, Bursaries and Prizes for the purpose of promoting the education of an Approved Recipient in an Approved Course.

2.3 Trustee may apply capital and income

- (a) In its role as Trustee, the Company may apply the income of the Trust Fund, generated in any financial year for the purposes referred to in clause 2.1.
- (b) In its role as Trustee, the Company may also apply the capital of the Trust Fund in any financial year for the purposes referred to in clause 2.1.
- (c) In its role as Trustee, the Company must distribute a substantial part of the income (but not necessarily capital gains) of the Trust Fund. It must not allow the income of the Trust Fund to accumulate excessively.
- (d) In its role as Trustee, the Company may, however, apply some of the income of the Trust Fund to acquire assets that will produce more income in the future. It may also accumulate some of the income of the Trust Fund for later distribution.

2.4 Not for profit

No monies or assets of the Foundation will be distributed to the Founder, the Trustee or to the members or office bearers of the Founder or Trustee, except as reimbursement of out-of-pocket expenses incurred on behalf of the Foundation or proper remuneration for administrative services determined on an arm's length basis.

3 Income and property of Company

3.1 Application of income and property for purposes and objects only

The profits (if any), other income and property of the Company, however derived, must be applied solely towards the promotion of the purposes and objects of the Company as set out in Part 2.

3.2 No dividend, bonus or profit paid to Members

No part of the profits, income or property of the Company may be paid or transferred to a Member, either directly or indirectly by way of dividend, bonus or otherwise.

3.3 Payments by Company in good faith

Subject to articles 8.9, 8.10 and 8.11, article 3.2 does not prevent payment in good faith to an officer of the Company or a Member, or to a firm of which an officer of the Company or a Member is a partner:

- (a) of remuneration for services provided by that officer or Member to the Company;
- (b) for goods supplied in the ordinary course of business;
- (c) of interest at a rate not exceeding the rate fixed for the purposes of this article by the Company in general meeting on money borrowed from an officer of the Company or a Member; or
- (d) of reasonable rent for premises let by an officer of the Company or a Member.

3.4 Fundraising Appeals Act

Funds raised by means of a fundraising appeal within the meaning of the *Fundraising Appeals Act 1998* (Vic) and corresponding legislation in other jurisdictions (as applicable) must be maintained in accordance with those Acts.

3.5 Foundation

The Company must execute the trust deed for the Foundation, a draft of which appears in Annexure A, when it has been executed by Peter John Gartlan, whether or not any modifications of that draft are made.

4 Membership

4.1 Becoming a Member

Except for a person who agreed in writing to the terms of this Constitution before the application for the Company's registration was lodged, a person may only become a Member under article 4.2.

4.2 Admission as a Member

The Directors may admit as a Member any person who agrees to be bound by this Constitution and any other rules, by-laws, policies or other standards prescribed by the Directors from time to time.

4.3 Application for Membership

A person may apply to become a Member by submitting to the Secretary a properly completed application in the form prescribed by the Directors.

4.4 Effect of application

By completing an application form, the person applying to become a Member agrees to be bound by this Constitution and any other rules, by-laws, policies or other standards prescribed by the Directors from time to time.

4.5 Application Fee

The Directors may resolve from time to time that any person applying to become a Member, or a particular class of Member, must pay an Application Fee and, if so, how much it is and when and how it is to be paid.

4.6 Decision

The Directors must consider and resolve whether to accept or reject each application for membership and, within a reasonable time after making a decision, give the applicant a notice which states whether the application was successful or not. The Directors are not required to give reasons for rejection of an application for membership of the Company.

4.7 Admission to Membership

Except for a person who agreed in writing to the terms of this Constitution before the application for the Company's registration was lodged, a person is admitted as a Member when:

- (a) the person's application is accepted under article 4.4; and
- (b) the applicant pays the Application Fee (if any) in the manner specified by the Directors.

If payment of the Application Fee is not made as required, the Directors may, in their discretion, cancel their acceptance of the application for membership of the Company.

4.8 Member to notify changes

A Member must promptly notify the Company of any change in the details with respect to that Member which are recorded in the register of Members.

4.9 Ceasing to be a Member

A person ceases to be a Member on:

- (a) resignation; or
- (b) in the case of a natural person:
 - (i) death;
 - (ii) becoming bankrupt or insolvent or making an arrangement or composition with creditors of the person's joint or separate estate generally;
 - (iii) becoming of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health; or
 - (iv) the termination of the person's membership by the Directors or by the Company in general meeting in accordance with this Constitution; and
- (c) in the case of a body corporate:
 - (i) being dissolved or otherwise ceasing to exist;
 - (ii) having a liquidator or provisional liquidator appointed to it; or
 - (iii) being insolvent.

4.10 Resignation

A Member may by written notice to the Company resign from membership with immediate effect or with effect from a specified date occurring not more than 30 days after the service of the notice. A Member remains liable after resignation for all money due by the Member to the Company, in addition to any sum for which the Member is liable as a Member under article 16.1.

4.11 Termination

The Directors may by written notice to the Member terminate the Member's membership with immediate effect or with effect from a specified date occurring not more than 30 days after service of the notice.

4.12 Representative Members

If a person is admitted as a Member as a representative of an unincorporated association or body, the name of the Member, the name of the unincorporated association or body and the fact that the member is its representative must be entered in the register of Members. Subject to the Directors' right to decline to accept any person as a Member, the unincorporated association or body may replace the Member who is its representative with another person by notice in writing to the Company signed by any officer of the association or body concerned and setting out the details of the new representative, without

it being necessary for the outgoing Member to resign or the incoming Member to apply to become a Member.

4.13 Honorary members

The Directors may admit any persons to, and remove any persons from, honorary membership of the Company. The Directors may not give an honorary member the right to vote on a matter concerning the Company, but may otherwise determine the rights and obligations of an honorary member. An honorary member is not a Member for the purposes of this Constitution or the Corporations Act.

4.14 Patrons

The Directors may appoint and remove any persons as a patron or any other honorary title-holder of the Company on any terms the Directors think fit. A patron (or other honorary title-holder) may, in the discretion of the Directors, be given the right to:

- (a) attend and speak (but not vote) at any general meeting of the Company and be given notice of the meeting as if they are a Member; and
- (b) receive accounts of the Company when available to Members.

4.15 General Manager

The Directors may appoint and remove any person as a general manager of the Company on the terms the Directors think fit. A general manager may in the discretion of the Directors be given the right to:

- (a) attend and speak (but not vote) at any Directors' meeting or general meeting of the Company and be given notice of the meeting as if a Director or Member; and
- (b) receive accounts of the Company when available to Members.

The Directors may on a similar basis and with similar discretions appoint and remove any number of other managers.

4.16 Limited liability

A Member has no liability as a Member except as set out in article 16.1.

5 General meetings

5.1 Annual general meeting

Annual general meetings of the Company are to be held in accordance with the Corporations Act.

5.2 Convening a general meeting

The Directors may convene and arrange to hold a general meeting of the Company when they think fit and must do so if required to do so under the Corporations Act.

5.3 Members have power to convene general meeting

If there are not sufficient Directors for a quorum, a Director or any two or more Members may convene a general meeting of the Company at the cost of the Company.

5.4 Notice of general meeting

Notice of a general meeting must be given in accordance with Part 14 and the Corporations Act and may be given as set out below.

If a Member nominates:

- (a) an electronic means by which the Member may be notified that notices of meeting are available; and
- (b) an electronic means the Member may use to access notices of meeting,

the Company may give the Member notice of the meeting by notifying the Member (using the notification means nominated by the Member):

- (c) that the notice of meeting is available; and
- (d) how the Member may use the electronic means nominated by the Member to access the notice of meeting.

A notice of meeting given to a Member by this electronic means is taken to be given on the day after the day on which the Member is notified that the notice of meeting is available.

5.5 Calculation of period of notice

In computing the period of notice under article 5.4, both the day on which the notice is given or taken to be given and the day of the meeting convened by it are to be disregarded.

5.6 Directors entitled to notice of general meeting

A Director is entitled to receive notice of and to attend all general meetings of the Company and is entitled to speak at those meetings.

5.7 Cancellation or postponement of general meeting

Where a general meeting (including an annual general meeting) is convened by the Directors, they may by notice, whenever they think fit, cancel the meeting or postpone the holding of the meeting to a date and time determined by them or change the place for the meeting.

This article does not apply to a meeting convened in accordance with the Corporations Act by a single Director, by Members, by the Directors on the request of Members, or to a meeting convened by a court.

5.8 Notice of cancellation, postponement or change of place of general meeting

Written notice of cancellation or postponement or change of place of a general meeting must be given to all persons entitled to receive notices of general meetings from the Company. The notice must be given at least 28 days before the date for which the meeting is convened and must specify the reason for the cancellation, postponement or change of place. A notice of a change of place of a general meeting must specify the different place for the holding of the meeting.

5.9 Contents of notice postponing general meeting

A notice postponing the holding of a general meeting must specify:

- (a) a date and time for the holding of the meeting;
- (b) 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; and
- (c) 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.

5.10 Number of clear days for postponement of general meeting

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 postponed meeting must not be less than the number of clear days notice of the general meeting required to be given by this Constitution or the Corporations Act.

5.11 Business at postponed general meeting

The only business that may be transacted at a general meeting, the holding of which is postponed, is the business specified in the original notice convening the meeting.

5.12 Non-receipt of notice

The non-receipt of, or accidental omission to give, a notice of a general meeting or cancellation, postponement or change of place of a general meeting by, or to, a person entitled to receive notice does not invalidate any resolution passed at the general meeting or at a postponed or changed place meeting or the cancellation or postponement of a meeting.

5.13 Proxy, attorney or Representative at postponed general meeting

Where by the terms of an instrument appointing a proxy or attorney or of an appointment of a Representative:

- (a) the appointed person is authorised to attend and vote at a general meeting or general meetings to be held on or before a specified date; and
- (b) the date for holding the meeting is postponed to a date later than the date specified in the instrument of proxy, power of attorney or appointment of Representative,

then, by force of this article, that later date is substituted for and applies to the exclusion of the date specified in the instrument of proxy, power of attorney or appointment of Representative unless the Member appointing the proxy, attorney or Representative gives to the Company at its Registered Office notice in writing to the contrary not less than 48 hours before the time to which the holding of the meeting has been postponed.

6 Proceedings at general meetings

6.1 Reference to a Member

Unless the contrary intention appears, a reference to a Member in this Part 5 means a person who is a Member, or:

- (a) a proxy;
- (b) an attorney; or
- (c) a Representative

of that Member.

6.2 Number for a quorum

Subject to article 6.5, two-thirds of the Members present in person or by proxy, attorney or Representative are a quorum at a general meeting of the Company.

6.3 Requirement for a quorum

An item of business may not be transacted at a general meeting unless a quorum is present when the meeting proceeds to consider it. If a quorum is present at the time the first item of business is transacted, it is taken to be

present when the meeting proceeds to consider each subsequent item of business unless the chairman of the meeting (on the chairman's own motion or at the request of a Member, proxy, attorney or Representative who is present) declares otherwise.

6.4 If quorum not present

If within 15 minutes after the time appointed for a general meeting a quorum is not present, the meeting:

- (a) if convened by a Director, or at the request of Members, is dissolved; and
- (b) in any other case, stands adjourned to the same day in the next week and the same time and place, or to such other day, time and place as the Directors appoint by notice to the Members and others entitled to notice of the meeting.

6.5 Adjourned meeting

At a meeting adjourned under article 6.4(b), two-thirds of the persons each being a Member, proxy, attorney or Representative present at the meeting are a quorum. If a quorum is not present within 15 minutes after the time appointed for the adjourned meeting, the meeting is dissolved.

6.6 Appointment of chairman of general meeting

If the Directors have elected one of their number as chairman of their meetings, that person is entitled to preside as chairman at a general meeting of the Company.

6.7 Absence of chairman at general meeting

If a general meeting is held and:

- (a) a chairman has not been elected by the Directors; or
- (b) the elected chairman is not present within 15 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the following may preside as chairman of the meeting (in order of precedence):

- (c) the deputy chairman (if any);
- (d) a Director chosen by a majority of the Directors present;
- (e) the only Director present; or
- (f) a Member chosen by a majority of the Members present in person or by proxy, attorney or Representative.

6.8 Conduct of general meetings

The chairman of a general meeting:

- (a) has charge of the general conduct of the meeting and the procedures to be adopted at the meeting;
- (b) may require the adoption of any procedure which is in the chairman's opinion necessary or desirable for proper and orderly debate or discussion and the proper and orderly casting or recording of votes at the general meeting; and
- (c) may, having regard where necessary to the Corporations Act, terminate discussion or debate on any matter whenever the chairman considers it necessary or desirable for the proper conduct of the meeting,

and a decision by the chairman under this article is final.

6.9 Adjournment of general meeting

The chairman of a general meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting either to a later time at the same meeting or to an adjourned meeting at any time and place, but:

- (a) in exercising this discretion, the chairman may, but need not, seek the approval of the Members present in person or by proxy, attorney or Representative; and
- (b) only unfinished business is to be transacted at a meeting resumed after an adjournment.

Unless required by the chairman, a vote may not be taken or demanded by the Members present in person or by proxy, attorney or Representative in respect of any adjournment.

6.10 Notice of adjourned meeting

It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting unless a meeting is adjourned for one month or more. In that case, notice of the adjourned meeting must be given as in the case of an original meeting.

6.11 Questions decided by majority

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

6.12 Equality of votes - casting vote for chairman

If there is an equality of votes, whether on a show of hands or on a poll, the chairman of the general meeting is entitled to a casting vote in addition to any votes to which the chairman is entitled as a Member or proxy, attorney or Representative of a Member.

6.13 Voting on show of hands

At any general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is effectively demanded and the demand is not withdrawn. A declaration by the chairman that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Company, is conclusive evidence of the fact. Neither the chairman nor the minutes need state and it is not necessary to prove the number or proportion of the votes recorded in favour of or against the resolution.

6.14 Demanding a poll

At a general meeting of the Company, a poll may be demanded by:

- (a) at least 3 Members entitled to vote on the resolution; or
- (b) Members with at least 75% of the votes that may be cast on the resolution on a poll; or
- (c) the chairman of the meeting.

6.15 Poll

If a poll is effectively demanded:

- (a) it must be taken in the manner and at the date and time directed by the chairman and the result of the poll is a resolution of the meeting at which the poll was demanded;
- (b) on the election of a chairman or on a question of adjournment it must be taken immediately;
- (c) the demand may be withdrawn; and
- (d) the demand 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.

6.16 Entitlement to vote

Subject to the rights and any restrictions attached to any class of Members and to this Constitution:

- (a) on a show of hands, each Member present in person and each other person present as proxy, attorney or Representative of a Member has one vote; and

- (b) on a poll, each Member present in person has one vote and each person present as proxy, attorney or Representative of a Member has one vote for each Member that the person represents.

6.17 Objection to voting qualification

An objection to the right of a person to attend or vote at a general meeting or adjourned general meeting or to vote on a poll:

- (a) may not be raised except at that meeting or adjourned meeting or when that poll is taken; and
- (b) must be referred to the chairman of the meeting, whose decision is final.

A vote not disallowed under the objection is valid for all purposes.

6.18 Chairman to determine voting dispute

If there is a dispute as to the admission or rejection of a vote, the chairman of the general meeting must decide it and the chairman's decision made in good faith is final and conclusive.

6.19 Circulating resolutions of Members

Unless the Corporations Act requires otherwise, the Members may pass a resolution without a general meeting being held if all of the Members who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by Members if the wording of the resolution and statement is identical in each copy. The resolution is taken to be passed (and if it is required to be a special resolution to be effective, passed as a special resolution), as if it had been passed unanimously at a duly convened general meeting, at the time the Secretary has evidence that the last Member has signed it.

6.20 Right to appoint attorney

A Member may by power of attorney appoint an attorney to act on the Member's behalf at all or any meetings of the Company or of any class of Members.

To be effective, an instrument appointing an attorney under this article, together with any evidence of non-revocation the Directors require, must be received by the Company at least 48 hours before the meeting.

7 Advisory council

7.1 Setting up an advisory council

The Directors may set up (and disband) an advisory council for the purposes of providing guidance and advice to the Directors (which advice will not be binding on the Directors) and for any other informal purposes as the Directors may decide from time to time.

7.2 Directors' discretion

The Directors have complete discretion as to the composition, functions and rules for proceedings (including frequency of meetings) of any advisory council set up under article 7.1.

8 Directors

8.1 Number of Directors

Unless otherwise determined by the Company in general meeting, the number of Directors may not be less than three.

The Directors in office at the time of adoption of this Constitution continue in office subject to this Constitution.

8.2 Change of number of Directors

The Company in general meeting may by resolution increase or reduce the number of Directors, and may also determine the rotation in which the increased or reduced number is to retire from office.

8.3 Rotation of Directors

At each annual general meeting of the Company, one-third of the Directors or, if their number is not three nor a multiple of three, then the number nearest one-third, and any other Director who has held office for three years or more since last being elected, must retire from office.

In determining the number of Directors to retire, account is not to be taken of a Director who only holds office until the conclusion of the meeting in accordance with article 8.8.

8.4 Office held until conclusion of meeting

A retiring Director holds office until the conclusion of the meeting at which that Director retires but is eligible for re-election.

8.5 Directors to retire

The Directors to retire at any annual general meeting in accordance with article 8.3 must be those who have been longest in office since their last election. As between persons who were last elected as Directors on the same

day, those to retire must be determined by lot, unless they otherwise agree among themselves.

8.6 Directors elected at general meeting

The Company may, at a general meeting at which a Director retires or otherwise vacates office, by resolution fill the vacated office by electing a person to that office.

8.7 Eligibility for election as Director

Except for:

- (a) a person who is eligible for election or re-election under article 8.4 or 8.8; or
- (b) a person recommended for election by the Directors,

a person is not eligible for election as a Director at a general meeting of the Company unless a consent to nomination signed by the person has been lodged at the Registered Office at least 30 business days before the general meeting.

8.8 Casual vacancy

The Directors may at any time appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, provided the total number of Directors does not exceed the maximum number, if any, determined in accordance with article 8.1.

A Director appointed under this article holds office until the conclusion of the next annual general meeting of the Company but is eligible for election at that meeting.

8.9 Remuneration of Directors

A Director must not be paid any remuneration for services as a Director.

8.10 Reimbursement of expenses

A Director is not entitled to be reimbursed out of the funds of the Company.

8.11 Payments to Director

Any payment to a Director which is not prohibited under article 8.9 (including a payment permitted under article 8.10) must be approved by the Directors.

8.12 Director's interests

Subject to complying with the Corporations Act regarding disclosure of and voting on matters involving material personal interests, a Director may:

- (a) hold any office or place of profit in the Company, except that of auditor, unless being or becoming a Director would breach any law by reason of holding that office;
- (b) hold any office or place of profit in any other company, body corporate, trust or entity promoted by the Company or in which it has an interest of any kind;
- (c) enter into a contract or arrangement with the Company;
- (d) participate in any association, institution, fund, trust or scheme for past or present employees or Directors of the Company or persons dependent on or connected with them;
- (e) act in a professional capacity (or be a member of a firm which acts in a professional capacity) for the Company, except as auditor;
- (f) if the other Directors determine that the Director's interest should not disqualify the Director from considering or voting on a matter, participate in, vote on and be counted in a quorum for any meeting, resolution or decision of the Directors and may be present at any meeting where any matter is being considered by the Directors; and
- (g) sign or participate in the execution of a document by or on behalf of the Company; and
- (h) do any of the above despite the fiduciary relationship of the Director's office:
 - (i) without any liability to account to the Company for any direct or indirect benefit accruing to the Director; and
 - (ii) without affecting the validity of any contract or arrangement.

8.13 Vacation of office

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, the office of a Director becomes vacant if the Director:

- (a) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under a law relating to mental health;
- (b) resigns office by notice in writing to the Company;
- (c) is not present personally or by Alternate Director at meetings of the Directors for a continuous period of 4 months without leave of absence from the Directors; or
- (d) ceases to be a Member.

9 Powers and duties of Directors

9.1 Directors to manage Company

The Directors are to manage the business of the Company and may exercise all the powers of the Company that are not, by the Corporations Act or by this Constitution, required to be exercised by the Company in general meeting.

9.2 Specific powers of Directors

Without limiting the generality of article 9.1, the Directors may exercise all the powers of the Company to create by-laws, to borrow or raise money, to charge any property or business of the Company or all or any of its uncalled capital and to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.

9.3 Appointment of attorney

The Directors may, by power of attorney, appoint any person or persons to be the attorney or attorneys of the Company for the purposes and with the powers, authorities and discretions vested in or exercisable by the Directors for the period and subject to the conditions they think fit.

9.4 Provisions in power of attorney

A power of attorney granted under article 9.3 may contain any provisions for the protection and convenience of persons dealing with the attorney that the Directors think fit and may also authorise the attorney to delegate (including by way of appointment of a substitute attorney) all or any of the powers, authorities and discretions vested in the attorney.

9.5 Signing of cheques

The Directors may determine the manner in which and persons by whom cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and receipts for money paid to the Company, may be signed, drawn, accepted, endorsed or otherwise executed.

9.6 Committees

The Directors may delegate (and revoke the delegation of) any of their powers, other than powers required by law to be dealt with by Directors as a board, to a Committee or Committees consisting of one or more of their number as they think fit.

9.7 Powers delegated to Committees

A Committee to which any powers have been delegated under article 9.6 must exercise those powers in accordance with any directions of the Directors.

9.8 Powers of delegation

The Directors may delegate any of their powers to any persons they select for any period, to be exercised for any objects and purposes 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.

The powers of delegation expressly or impliedly conferred by this Constitution on the Directors are conferred in substitution for, and to the exclusion of, the power conferred by section 198D of the Corporations Act.

10 Proceedings of Directors

10.1 Directors' meetings

The Directors may meet together for the dispatch of business and adjourn and otherwise regulate their meetings as they think fit.

10.2 Director may convene a meeting

A Director may at any time, and the Secretary must on the written request of a Director, convene a meeting of the Directors.

10.3 Questions decided by majority

A question arising at a meeting of Directors is to be decided by a majority of votes of Directors present and entitled to vote and that decision is for all purposes a decision of the Directors.

10.4 Alternate Director or proxy and voting

A person who is present at a meeting of Directors as an Alternate Director or as a proxy for another Director has one vote for each absent Director who would be entitled to vote if present at the meeting and for whom that person is an Alternate Director or proxy. If that person is also a Director, they have one vote as a Director in that capacity.

10.5 Chairman of Directors' meetings

The Directors may elect one of their number as chairman of their meetings and may also determine the period for which the person remains as chairman.

10.6 Absence of chairman at Directors' meeting

If a Directors' meeting is held and:

- (a) a chairman has not been elected under article 10.5; or
- (b) the chairman is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the Directors present must elect one of their number to be a chairman of the meeting.

10.7 Chairman's casting vote at Directors' meetings

The chairman of a Directors' meeting has a casting vote, unless only two Directors are present and entitled to vote at the meeting on the question.

10.8 Appointment of Alternate Director

Subject to the Corporations Act, a Director may appoint a person approved by a majority of the other Directors, to be an Alternate Director in the Director's place during such period that the Director thinks fit.

10.9 Alternate Director and meetings

An Alternate Director is entitled to notice of all meetings of the Directors and, if the appointor does not participate in a meeting, the Alternate Director is entitled to participate and vote in the appointor's place.

10.10 Alternate Director's powers

An Alternate Director may exercise all the powers of the appointor except the power to appoint an Alternate Director and, subject to the Corporations Act, may perform all the duties of the appointor except to the extent that the appointor has exercised or performed them.

10.11 Alternate Director responsible for own acts and defaults

Whilst acting as a Director, an Alternate Director:

- (a) is an officer of the Company and not the agent of the appointor; and
- (b) is responsible to the exclusion of the appointor for the Alternate Director's own acts and defaults.

10.12 Alternate Director and remuneration

Articles 3.3, 8.9, 8.10 and 8.11 apply to an Alternate Director as if they were a Director.

10.13 Termination of appointment of Alternate Director

The appointment of an Alternate Director may be terminated at any time by the appointor even if the period of the appointment of the Alternate Director has not expired, and terminates in any event if the appointor ceases to be a Director.

10.14 Appointment or termination in writing

An appointment, or the termination of an appointment, of an Alternate Director must be effected by a notice in writing signed by the Director who makes or made the appointment, and delivered to the Company.

10.15 Alternate Director and number of Directors

An Alternate Director is not to be taken into account separately from the appointor in determining the number of Directors.

10.16 Director attending and voting by proxy

A Director may participate in and vote by proxy at a meeting of the Directors if the proxy:

- (a) is another Director; and
- (b) has been appointed in writing signed by the appointor.

The appointment may be general or for one or more particular meetings. A Director present as proxy of another Director who would be entitled to vote if present at the meeting has one vote for the appointor and one vote in his or her own capacity as a Director.

10.17 Quorum for Directors' meeting

At a meeting of Directors, the number of Directors whose presence in person or by proxy is necessary to constitute a quorum is as determined by the Directors and, unless so determined, is two.

10.18 Continuing Directors may act

The continuing Directors may act despite a vacancy in their number. If their number is reduced below the minimum fixed by article 8.1, the continuing Directors may, except in an emergency, act only for the purpose of filling vacancies to the extent necessary to bring their number up to that minimum or to convene a general meeting.

10.19 Chairman of Committee

The members of a Committee may elect one of their number as chairman of their meetings. If a meeting of a Committee is held and:

- (a) a chairman has not been elected; or
- (b) the chairman is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,

the Members involved may elect one of their number to be chairman of the meeting.

10.20 Meetings of Committee

A Committee may meet and adjourn as it thinks proper.

10.21 Determination of questions

Questions arising at a meeting of a Committee are to be determined by a majority of votes of the members of the Committee present and voting.

In the event of an equality of votes the chairman of the meeting has a casting vote, unless only two members of the Committee are present and entitled to vote at the meeting on the question.

10.22 Circulating resolutions

The Directors may pass a resolution without a Directors' meeting being held if all of the Directors who are entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy. The resolution is passed when the last Director signs.

10.23 Validity of acts of Directors

All acts done at a meeting of the Directors or of a Committee, or by a person acting as a Director are, even if it is afterwards discovered that:

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

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

10.24 Meeting by use of technology

A Director may not leave a telephone meeting by disconnecting the telephone without the consent of the chairman of the meeting. A Director is deemed to be present and form part of the quorum throughout the meeting unless the Director obtains the consent of the chairman of the meeting to leave the meeting.

11 Secretary

11.1 Appointment of Secretary

The Company must have at least one Secretary who is to be appointed by the Directors.

11.2 Suspension and removal of Secretary

The Directors may suspend or remove a Secretary from that office.

11.3 Powers, duties and authorities of Secretary

A Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, as determined by the Directors. The exercise of those powers and authorities and the performance of those duties by a Secretary is subject at all times to the control of the Directors.

12 Seals

12.1 Safe custody of common seals

The Directors must provide for the safe custody of any seal of the Company.

12.2 Use of common seal

If the Company has a common seal or duplicate common seal:

- (a) it may be used only by the authority of the Directors, or of a Committee authorised by the Directors to authorise its use; and
- (b) every document to which it is affixed must be signed by a Director and be countersigned by another Director, a Secretary or another person appointed by the Directors to countersign that document or a class of documents in which that document is included.

13 Inspection of records

13.1 Inspection by Members

Subject to the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to the inspection of Members (other than Directors).

13.2 Right of a Member to inspect

A Member (other than a Director) does not have the right to inspect any document of the Company except as provided by law or authorised by the Directors or by the Company in general meeting.

14 Service of documents

14.1 Document includes notice

In this Part 14, a reference to a document includes a notice.

14.2 Methods of service

The Company may give a document to a Member:

- (a) personally;
- (b) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member;
- (c) by sending it to a fax number or electronic address nominated by the Member; or
- (d) by sending it to the Member by other electronic means nominated by the Member.

14.3 Post

A document sent by post:

- (a) if sent to an address in Australia, may be sent by ordinary post; and
- (b) if sent to an address outside Australia, must be sent by airmail,

and in either case is taken to have been received on the day after the date of its posting.

14.4 Fax or electronic transmission

If a document is sent by fax or electronic transmission, delivery of the document is taken:

- (a) to be effected by properly addressing and transmitting the fax or electronic transmission; and
- (b) to have been delivered on the day following its transmission.

14.5 Evidence of service

A certificate in writing signed by a Director or a Secretary stating that a document was sent to a Member by post or by fax or electronic transmission on a particular date is prima facie evidence that the document was so sent on that date.

15 Indemnity and insurance

15.1 Indemnity

To the maximum extent permitted by law, the Company may indemnify any current or former Director or Secretary out of the property of the Company against:

- (a) any liability incurred by the person in that capacity (except a liability for legal costs);
- (b) legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity, and
- (c) 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 Company or a subsidiary, if that expenditure has been approved in accordance with the Board's policy,

except to the extent that:

- (d) the Company is forbidden by law to indemnify the person against the liability or legal costs; or

- (e) an indemnity by the Company of the person against the liability or legal costs, if given, would be made void by law.

15.2 Insurance

The Company may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or Secretary or officer of the Company against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- (a) the Company is forbidden by law to pay or agree to pay the premium; or
- (b) the contract would, if the Company paid the premium, be made void by law.

15.3 Contract

The Company may enter into an agreement with a person referred to in articles 15.1 and 15.2 with respect to the matters covered by those articles. An agreement entered into pursuant to this article may include provisions relating to rights of access to the books of the Company conferred by the Corporations Act or otherwise by law.

16 Winding up

16.1 Contributions on winding up

Each Member undertakes to contribute to the Company's property if the Company is wound up during, or within one year after the cessation of, the Member's membership on account of:

- (a) payment of the Company's debts and liabilities contracted before they ceased to be a Member;
 - (b) the costs of winding up; and
 - (c) adjustment of the rights of the contributories among themselves,
- an amount not to exceed \$10.

16.2 Application of property on winding up

If any property remains on the winding-up or dissolution of the Company and after satisfaction of all its debts and liabilities, that property may not be paid to or distributed among the Members but must be given or transferred to some other institution:

- (a) having objects and/or purposes similar to those of the Company;

- (b) whose memorandum of association or constitution prohibits the distribution of its income and property among its members to an extent at least as great as imposed on the Company under this Constitution; and
- (c) being an institution accepted as a deductible gift recipient under subdivision 30-B of the Tax Act by the Commissioner of Taxation or otherwise approved for these purposes by the Commissioner of Taxation.

The institution is to be determined by the Members at or before the time of dissolution and in default by application to the Supreme Court of Victoria.

17 Accounts

The Directors must cause the accounts of the Company to be maintained and audited in accordance with the requirements of the *Corporations Act 2001* and the *Fundraising Appeals Act 1998 (Vic)*.

Jan Pentland Foundation Limited Constitution

Signing page

DATED:

Each of the undersigned, being a person specified in the application for registration of the Company as a person who consents to become a Member of the Company, agrees to the terms of this Constitution.

Name Colin Robert Neave
Address 27 Willansby Avenue, Brighton Victoria 3187
Signature _____
Date _____

Name Carolyn Louise Bond
Address 18 Salisbury Street, Moonee Ponds Victoria 3039
Signature _____
Date _____

Name Delia Ann Rickard
Address 21 Higgins Crescent, Ainslie ACT 2602
Signature _____
Date _____

Name David Edward Tennant
Address 21 Banfield Street, Downer ACT 2602
Signature _____
Date _____

Name David John Morawetz
Address 18 Mangarra Road, Canterbury
Signature _____
Date _____

Annexure A (article 3.5)