

ITEM 26 - CENTRAL NSW BUSINESS HQ

REPORT IN BRIEF

Reason For Report	To provide an update to Council on the governance arrangements of Central NSW Business HQ (BizHQ) in particular the proposed amendments to the constitution to amend the Founding Council Membership class to a Council Membership Class.
Policy Implications	Nil
Budget Implications	Nil
IPR Linkage	4.5.1.a - Provide quality administrative support and governance to councillors and residents
Annexures	1. BIZHQ Recommended Amended Constitution - V2 March 2022 ↓
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RECOMMENDATION

THAT Council:

1. Support the amendments to the Central NSW Business HQ constitution that will:
 - a) Establish a General Membership class with such membership clause to hold full rights as members of the company including the right to vote;
 - b) Amend the Founding Council Membership class to become a Council Membership class with such membership class open to any Council;
 - c) And further amend the revised Council membership class to not have the right to vote.
2. Endorse the General Manager withdrawing his appointment as a Director of Central NSW Business HQ.

GENERAL MANAGER'S REPORT

In 2021, Council endorsed changes to the constitution of BizHQ and the conversion of the organisation from NSW Incorporated Association to a Public Company Limited by Guarantee.

The three member Councils, Blayney, Cabonne and Orange are currently allocated Council Appointed Director roles on the Board. This was identified as both a risk to Council and a limiting factor to the growth and flexibility of BizHQ that has become a very large regional business support service.

At the BizHQ Board Meeting held on 24 March 2022 it was agreed to establish a General Membership class with such membership clause to hold full rights as members of the company including the right to vote.

The Founding Council Membership class will become a Council Membership with such membership class open to any Council. The revised Council membership class will not have the right to vote. This will not preclude a Councillor from any member Council interested in BizHQ activities and programs seeking a position on the Board as Director.

The Board endorsed the amendments to the constitution as proposed and recommended the adoption of such amendments to a Special Meeting of Members. The proposed amended constitution is attached for Council's information.

The following special resolutions were put at a general meeting on 19 May 2022 to amend the constitution.

- a) That the Business Enterprise Centre – Central NSW limited amends its constitution in respect of those words and paragraphs highlighted in the attached constitution.
- b) The amendments establish a new membership class entitled “general members” who have voting rights.
- c) That the Orange City Council, Cabonne Shire Council and Blayney Shire Council consent to the amendments pursuant to which they as members no longer have voting rights and also removal of their entitlement to appoint directors.
- d) That the applications for general membership be approved for: Ian Davison, Kristy Rosser, David Ironside, Donna Galvin, Georgia Slack-Smith, Ben Chiarella and Gary Norton.

Cabonne Council is a founding member Council, along with Blayney and Orange City and it is the responsibility of the members to adopt any changes to the constitution.

The new amended constitution was presented to a Special Members Meeting on 19 May 2002 for approval. This meeting was attended by each of the Founding Members appointed delegates.

The amending of the founding member Councils members classification and including more Councils as members is a positive one. Given the evolution of the organisation and delivery of services throughout the Central NSW, Orana and Far West regions, the sustainability of BizHQ would be enhanced by extending a facilitating local government involvement beyond that of the BCO Alliance.

To complete the process of removal of Cabonne Council's place on the Board of Directors, the General Manager will now seek to withdraw his appointment as Director and Cabonne will continue to work with BizHQ as a member.

Constitution

Business Enterprise Centre – Central NSW Limited

A Public Company Limited by Guarantee

PLEASE NOTE : Those items highlighted in yellow represents amendments to the constitution wording, those highlighted in green are additional changes re directors also need to be members.

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Business Enterprise Centre – Central NSW Limited

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Business Enterprise Centre – Central NSW Limited

1 Name of the Company

The name of the Company is Business Enterprise Centre – Central NSW Limited.

2 Type of Company

- (a) The Company is a not-for-profit public company limited by guarantee.
- (b) The Company is the successor in title to the Incorporated Association.
- (c) Subject to this Constitution, each person who is a Member and each person who was a Member during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:
 - (i) payment of debts and liabilities of the Company;
 - (ii) payment of the costs, charges and expenses of winding up; and
 - (iii) any adjustment of the rights of the contributories among Members.
- (d) The amount that each Member or past Member is liable to contribute is limited to \$1.00.

3 Replaceable Rules

This Constitution displaces the Replaceable Rules to the extent that it is inconsistent with any Replaceable Rules.

4 Definitions and Interpretation

4.1 Definitions

In this Constitution, unless there is something in the subject or context which is inconsistent:

- (a) **ACNC Act** means *Australian Charities and Not-for-Profits Commission Act 2012* (Cth);
- (b) **ACNC Regulation** means *Australian Charities and Not-for-profits Commission Regulation 2013* (Cth);
- (c) **AGM** means annual general meeting;
- (d) **Alternate Director** means a person of a Director's choosing who sits on the Board in that Director's place in the event that the Director cannot attend a meeting;
- (e) **Board** means the board of Directors of the Company;
- (f) **Body Corporate** means a legal entity other than a natural person, and includes a local government entity;
- (g) **Business Day** means a day that is not a Saturday, Sunday or public holiday in New South Wales;
- (h) **By-laws** means a provision which is necessary for the proper control, administration and management of the Company's affairs, operations, finances, interests, effects and property which is not inconsistent with any provision in the constitution.
- (i) **Chair** means the chair of the Company, elected pursuant to **clause 32.5(a)(i)**, and includes any acting chair;

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- (j) **Chairperson** means the person holding that office under this Constitution and includes any assistant or acting chairperson;
- (k) **Committee** means a committee of the Board established in accordance with **clause 48**;
- (l) **Company** means Business Enterprise Centre – Central NSW Limited;
- (m) **Constitution** means this constitution as amended or supplemented from time to time;
- (n) **Corporations Act** means **Corporations Act 2001 (Cth)**;
- (o) **Council** means any local government authority;
- (p) **Council Member** means any local government authority;
- (q) **Deputy-Chair** means the deputy-chair of the Company, elected pursuant to **clause 32.5(a)(ii)**, and includes any acting deputy-chair;
- (r) **Director** means a person with appropriate skills and experience and being a person holding the position of a director of the Company and **Directors** means the directors for the time being of the Company or, as the context permits, such number of them as has authority to act for the Company;
- (s) **Direct Vote** means a valid notice of a Member's voting intention, made pursuant to **clause 22**;
- (t) **Disciplinary Committee** means the Committee referred to in **clause 13.2(a)**;
- (u) **Entrance Fee** means the entrance fee payable by a Member pursuant to **clause 11**;
- (v) **Financial Year** means the period commencing on 1 July in one calendar year, and concluding on 30 June in the next calendar year;
- (w) **General Member** means a member of the Company excluding Council Members pursuant to **clause 6**;
- (x) **Incorporated Association** means Business Enterprise Centre – Cabonne, Orange, Blayney Incorporated (incorporation number Y1260644), a New South Wales incorporated association which has transferred its incorporation to the Company;
- (y) **Member** means a person who is prepared to promote the objects of the Company as in **clause 5.1**, including both Council Members, General Members and any other classes of Membership created by the Board pursuant to **clause 7.4(a)**, and Membership has the corresponding meaning;
- (z) **Member Present** means in connection with a meeting of Members, a Voting Member being present in person or by proxy or attorney or by Representative;
- (aa) **Member's Guarantee Amount** means the amount referred to in **clause 2(d)**;
- (bb) **Nomination Committee Charter** means the terms of reference for the nomination committee, as approved by the Board from time to time (the nomination committee is a Committee for the purposes of this Constitution);
- (bb) **Objects** mean the objects of the Company as set out in **clause 5.1**;
- (cc) **Office** means the registered office for the time being of the Company;
- (dd) **Office Bearer** means a person holding any of the offices pursuant to **clause 32.5**;
- (ee) **Officer** has the same meaning as given to that term in section 9 of the Corporations Act;

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- (ff) **Register** means the register of Members to be kept pursuant to the Corporations Act;
- (gg) **Registration** means registration of the Company as a company by the Australian Securities and Investments Commission;
- (hh) **Replaceable Rules** means the replaceable rules applicable to a public company limited by guarantee set out in the Corporations Act;
- (ii) **Representative** means a person authorised in accordance with section 250D of the Corporations Act to act as a representative of a Member which is a body corporate, as described in **clause 10**;
- (jj) **Secretary** means the person appointed as the secretary of the Company under **clause 51(a)** and includes any assistant or acting secretary;
- (kk) **Special Resolution** has the meaning given to it by the Corporations Act;
- (ll) **Subscription** means the subscription fees payable by a Member pursuant to **clause 11**; and
- (mm) **Voting Member** means a Member who:
 - (i) has voting rights pursuant to **clause 7**; and
 - (ii) has paid any payable Entrance Fee and annual Subscription within the time limits specified in **clause 12(a)(iv)**, namely, at the latest, within thirty (30) days after having been notified by the Company that the Member is in arrears to the Company.

4.2 Interpretation

In this Constitution, unless there is something in the subject or context which is inconsistent:

- (a) The singular includes the plural and vice versa;
- (b) Each gender includes the other gender;
- (c) The word **person** means a natural person and any partnership, association, body or entity whether incorporated or not;
- (d) The words **writing** and **written** include any other mode of representing or reproducing words, figures, drawings or symbols in a visible form;
- (e) Where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has a cognate meaning;
- (f) A reference to any clause or schedule is to a clause or schedule of this Constitution;
- (g) A reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it;
- (h) An expression used in a particular Part or Division of an Act or Regulation that is given by that Part or Division a special meaning for the purposes of that Part or Division has, unless the contrary intention appears, in any clause that deals with a matter dealt with by that Part or Division the same meaning as in that Part or Division; and
- (i) Headings do not form part of or affect the construction or interpretation of this Constitution.

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5 Objects and Powers

5.1 Objects

- (a) The Company is a charitable institution established to promote economic development and trade and commerce, with a focus on the central regions of New South Wales. The Company will achieve this by:
- (i) providing tailored advisory support, education and training to businesses;
 - (ii) delivering business skills workshops, courses and seminars;
 - (iii) referring start-ups and small to medium-sized businesses to:
 - (A) support services, which services will provide them with skills development; and
 - (B) government grant opportunities;
 - (iv) increasing access to digital business practices throughout the business community;
 - (v) operating a registered training organisation;
 - (vi) providing grants to charities, or to other organisations to be used for charitable purposes; and
 - (vii) anything ancillary to the Objects referred to in **clauses 5.1(a)(i) to 5.1(a)(vi)**.
- (b) The Company can only exercise the powers in section 124(1) of the Corporations Act to:
- (i) carry out the Objects of the Company; and
 - (ii) do all things incidental or convenient in relation to the exercise of power under **clause 5.1(b)(i)**.

5.2 Income and Property

- (a) The income and property of the Company shall be applied solely towards the promotion of the Objects of the Company.
- (b) No income or property of the Company shall be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any Member of the Company. However, nothing in this Constitution shall prevent payment in good faith to a Member:
- (i) of any surpluses or profits, so long as the Member is charitable and has objects similar to the Objects of the Company;
 - (ii) in return for any services rendered or goods supplied in the ordinary and usual course of business to the Company;
 - (iii) of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent to the Company; or
 - (iv) of reasonable and proper rent for premises leased by any Member to the Company.

5.3 Remuneration of Directors

No payment shall be made to **any Director or Member** other than the payment:

- (a) Of out of pocket expenses incurred by **the Director or Member** in the performance of any duty as a **Director or Member** where the amount payable does not exceed an amount previously approved by the Board; and
- (b) For any service rendered to the Company by the **Director or Member** in a

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professional or technical capacity, other than in the capacity as **Director or Member**, where the provision of the service has the prior approval of the Board and where the amount payable **is approved** by the Board and is not more than an amount which commercially would be reasonable for the service.

MEMBERSHIP

6 Admission to Membership

6.1 Eligibility for Membership

Any person is entitled to apply to become a Member if the person:

- (a) Agrees to assume the liability to pay the Member's Guarantee Amount;
- (b) Satisfies the criteria for Membership in accordance with **clause 7**;
- (c) Supports the Objects of the Company and agrees to comply with the terms of this Constitution and any code of conduct which the Board may produce from time to time;
- (d) Is, in the Board's opinion, of good character;
- (e) Lodges an application form in accordance with **clause 8.2**; and
- (f) Subject to **clause 11(c)**, pays any Entrance Fee in accordance with **clause 11**.

6.2 Benefits

- (a) Each Voting Member will be entitled to vote at all general meetings.
- (b) In addition to each Voting Member being entitled to vote at all general meetings, the Board will determine from time to time what additional benefits shall attach to Membership.
- (c) Entitled to be a Director of the Company, except for Council Members.

7 Classes of Membership

7.1 Classes of Membership

As at the date of Registration, there shall be two (2) classes of Membership, known as Council Members and General Members.

7.2 Council Members

- (a) Must be Councils;
- (b) Shall not be entitled to vote;
- (c) There **shall be at least three (3)** Council Members at all times

7.3 **General Members shall have the following rights:**

- (a) Entitled to vote
- (b) Entitled to be a Director of the Company
- (c) To wind up
- (d) Deregister the company including any ancillary member resolutions pertaining to winding up or deregistering under **clause 57**

7.4 Additional Classes and Qualifications

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The Board may determine from time to time:

- (a) Additional Membership classes; and
 - (b) Qualifications for admission to each Membership class and the rights attached to each Membership class,
- both of which shall be detailed in the By-Laws.

8 Applications for Membership

8.1 Membership Classes

This clause 8 pertains to any new Membership classes under **clause 7.3**.

8.2 Applications for Membership

An application for Membership of the Company must:

- (a) Be made in writing in the form prescribed by the Board from time to time;
- (b) Include a signature, or equivalent acknowledgement by the applicant, acknowledging that the applicant agrees to be bound by the Constitution of the Company as amended from time to time and any code of conduct which the Board may produce from time to time;
- (c) Be accompanied by any Entrance Fee payable pursuant to **clause 11(a)**; and
- (d) Be lodged with the Secretary.

8.3 Determining Application for Membership

- (a) As soon as practicable after receiving an application for Membership, the Secretary must refer the application to the Board which is to determine whether to approve or reject the application.
- (b) As soon as practicable after the Board makes that determination the Secretary must:
 - (i) notify the applicant, in writing, that the Board approved or rejected the application (whichever is applicable);
 - (ii) if the Board approved the application, enter the applicant's name in the Register and, subject to the Corporations Act, the person becomes a Member on the name being so entered; or
 - (iii) if the Board rejected the application, refund any Entrance Fee to the applicant and the Board will not be required to provide the applicant with any reasons for the rejection.
- (c) The Board's decision under **clause 8.3(a)** is final, and an applicant shall not be entitled to any rights of appeal against the decision.

9 Membership Entitlements Not Transferable

A right, privilege or obligation which a Member has by reason of being a Member of the Company:

- (a) Is not capable of being transferred or transmitted to another person; and
- (b) Terminates on cessation of the person's Membership.

10 Representative

- (a) **Clause 10** only applies to Body Corporate Members and applicants for Membership which are Bodies Corporate.

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- (b) A Body Corporate Member may appoint more than one (1) Representative, but only one (1) Representative may exercise the Member's powers at any one (1) time.
- (c) A Body Corporate Member or an applicant for Membership which is a Body Corporate must appoint as its Representative a natural person.
- (d) The name and address of the Representative will be entered in the Register as the representative of the Body Corporate Member.
- (e) All correspondence and notices from the Company will be served on that Representative and any notice served on a Representative will be deemed to be service on the Body Corporate Member which is represented by that particular Representative.
- (f) If the appointment of a Representative by the Body Corporate Member is made by reference to a position held, the appointment must identify the position.
- (g) Despite **clause 9**, a Body Corporate Member may remove and replace a Representative where the Body Corporate Member gives written notice to the Board in a form approved by the Board.
- (h) A signature by a Representative of a Body Corporate Member on behalf of that Body Corporate Member is taken to be the signature of that Body Corporate Member for the purposes of this Constitution.
- (i) Any power or right of a Body Corporate Member as granted by this Constitution can be exercised by the Representative of that particular Body Corporate Member.
- (j) Body Corporate Members are represented at meetings of Members by their Representatives, subject to the right of a Representative to appoint a proxy pursuant to **clause 27(a)**.
- (k) The actions of a Representative bind the Body Corporate Member which is represented by that particular Representative.
- (l) Each Representative will comply with the terms of this Constitution in all matters pertaining to the Company as if a Member himself or herself.

11 Fees

- (a) There shall be an Entrance Fee and annual Subscription payable by each Member to the Company, unless the Board determines otherwise.
- (b) Subject to **clause 11(c)**, the amount of the Entrance Fee and annual Subscription shall be payable by Members at such times and in such manner as determined by the Board from time to time.
- (c) The Board may in its discretion:
 - (i) determine that no Entrance Fee or annual Subscription is payable by the Members (in whole or in part) in a given year;
 - (ii) determine that there will be different Entrance Fees and annual Subscriptions for different Members; and
 - (iii) extend the time for payment of the Entrance Fee or annual Subscription by any Member.
- (d) No part of any Entrance Fee or annual Subscription shall be refunded to a Member who ceases to be a Member in accordance with **clause 12**.

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12 Cessation of Membership

- (a) A Member's Membership will cease:
- (i) on the date that the Secretary receives written notice of resignation from that Member;
 - (ii) upon that Member no longer satisfying the criteria for Membership;
 - (iii) if, being a natural person:
 - (A) upon that Member dying; or
 - (B) upon that Member becoming bankrupt or insolvent or making an arrangement or composition with creditors of the person's joint or separate estate generally;
 - (iv) subject to **clause 11(c)**, if that Member fails to pay an Entrance Fee or annual Subscription:
 - (A) within thirty (30) days after it falls due; and
 - (B) then fails to rectify this default within thirty (30) days of being notified of the default by the Company;
 - (v) if the Member is expelled from the Company pursuant to **clause 13**; or
 - (vi) if, being a Body Corporate:
 - (A) that Member is dissolved or otherwise ceases to exist;
 - (B) that Member has:
 - (1) a receiver;
 - (2) a receiver and manager;
 - (3) a liquidator;
 - (4) an administrator;
 - (5) an administrator of a deed of company arrangement; or
 - (6) a trustee of other person administering a compromise or arrangement between the Member and someone else appointed to it; or
 - (vii) if the Company in general meeting resolves by Special Resolution to terminate the Membership of a Member whose conduct or circumstances in the opinion of the Company renders it undesirable that that Member continue to be a Member of the Company. The Member must be given at least twenty-one (21) days' notice of the proposed resolution and must be given the opportunity to be heard at the meeting at which the resolution is proposed.
- (b) A Member may at any time, pursuant to **clause 12(a)(i)**, resign as a Member but shall continue to be liable for:
- (i) any monies due by the Member to the Company; and
 - (ii) any sum for which the Member is liable as the Member of the Company under **clause 2(c)**.

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13 Disciplining of Members

13.1 Disciplining of Members

- (a) Where the Board is of the opinion that a Member has:
- (i) persistently refused or neglected to comply with a provision or provisions of this Constitution; or
 - (ii) persistently and wilfully acted in a manner prejudicial to the interests of the Company, the board may expel or suspend that member from the Company.
- (b) A resolution of the Board pursuant to **clause 13.1(a)** is of no effect unless the Board confirms the resolution in accordance with this **clause 13.1(b)** at a Board meeting held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service on the Member of a notice pursuant to **clause 13.1(c)**.
- (c) If the Board resolves under **clause 13.1** to expel or suspend any Member, the Secretary must serve the Member with a notice in writing:
- (i) setting out the resolution of the Board and the grounds upon which it is based;
 - (ii) stating that the Member may address the Board at a Board meeting to be held not earlier than fourteen (14) days and not later than twenty-eight (28) days after service of the notice;
 - (iii) stating the date, place and time of that meeting; and
 - (iv) informing the Member that the Member may do either or both of the following:
 - (A) attend and speak at that meeting; and/or
 - (B) submit to the Board at or prior to the date of the meeting, written representations relating to the resolution.
- (d) At a meeting of the Board held as referred to in **clause 13.1(c)**, the Board must:
- (i) give the Member an opportunity to make oral representations;
 - (ii) give due consideration to any written representations submitted to the Board by the Member at or before the Board meeting; and
 - (iii) by a resolution, determine whether to confirm or to revoke the resolution under **clause 13.1(a)**. A resolution to confirm the resolution under **clause 13.1(a)** requires the affirmative votes of at least seventy-five per cent (75%) of the Directors voting on the resolution.
- (e) The Member must be notified in writing of the decision of the Board within seven (7) days. If the Board resolves to confirm the expulsion or suspension under **clause 13.1(d)**, the Member must also be notified of the right of appeal available under **clause 13.2**.
- (f) A resolution confirmed by the Board under **clause 13.1(d)** does not take effect:
- (i) until the expiration of the period within which the Member is entitled to appeal against the resolution where the Member does not exercise the right of appeal within that period; and
 - (ii) where, within that period, the Member exercises the right of appeal, unless and until the Disciplinary Committee confirms the resolution pursuant to **clause 13.2(d)(ii)**.

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13.2 Right of Appeal of Disciplined Member

- (a) The Board will establish a Disciplinary Committee. The Disciplinary Committee will comprise of an independent panel of three (3) experts, all chosen by the Board. The experts will be chosen based upon the nature of the alleged misconduct by the Member. The Disciplinary Committee may seek advice from any relevant source.
- (b) A Member may appeal to the Disciplinary Committee against a resolution of the Board, which is confirmed under **clause 13.1(d)**. Written notice of such an appeal must be lodged with the Secretary within seven (7) days of service of the notice required under **clause 13.1(e)**.
- (c) Within thirty-five (35) days after receipt of a notice of appeal from the Member pursuant to **clause 13.2(b)**, the Disciplinary Committee must convene a meeting.
- (d) At the Disciplinary Committee meeting convened under **clause 13.2(c)**:
 - (i) the Member must be given the opportunity to state its case orally or in writing, or both using any technology (reasonably available to the Board) that gives the Member a reasonable opportunity to do so; and
 - (ii) the Disciplinary Committee must vote by ballot on the question of whether the resolution will be confirmed.
- (e) The Disciplinary Committee's decision pursuant to **clause 13.2(d)(ii)** is final. The Member is not entitled to appeal the Disciplinary Committee's decision.
- (f) The Member the subject of these disciplinary procedures is entitled to:
 - (i) subject to **clause 13.2(f)(ii)**, bring a support person to any meeting with the Disciplinary Committee or the Board, which meetings are being held pursuant to this **clause 13**; and
 - (ii) if the support person is legally qualified, the Member must notify the Disciplinary Committee or the Board (as the case may be) at least five (5) Business Days before the meeting that the support person attending the meeting will be legally qualified.
- (g) Natural justice will be applied during every disciplinary process under this **clause 13**, requiring the Board and Disciplinary Committee to act fairly, in good faith and without bias or conflict of interest when making its decision.

GENERAL MEETINGS

14 Convening of General Meetings**14.1 AGMs**

Notwithstanding section 111L of the Corporations Act:

- (a) The Board shall convene an AGM at least once in each calendar year and within five (5) months after the end of the Financial Year, and any AGM which is convened must be done so in accordance with the requirements of the Corporations Act; and
- (b) Notwithstanding **clause 14.1(a)**, the Company's first AGM may be held within the first eighteen (18) months following Registration.

14.2 Convening of General Meetings

- (a) A minimum of three (3) Directors may, whenever those three (3) Directors think fit, convene a general meeting of the Company.
- (b) Notwithstanding section 111L of the Corporations Act:

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- (i) Members may call a general meeting; and
 - (ii) the Company will do so,
- in accordance with the provisions of Part 2G.2 of the Corporations Act pertaining to the rights of members to call a general meeting.
- (c) A general meeting of the Company may be convened at two (2) or more venues using any technology that gives Members a reasonable opportunity to participate in the meeting.

15 Notice of General Meeting

- (a) Subject to consent to shorter notice being given in accordance with the Corporations Act (notwithstanding section 111L of the Corporations Act), at least twenty-one (21) days' notice of any general meeting must be given specifying:
 - (i) the place, day and hour of the meeting;
 - (ii) the general nature of any business to be transacted at the meeting;
 - (iii) if a Special Resolution is to be proposed, the details of and intention to propose it;
 - (iv) if the meeting is to be held in two or more places, the technology that will be used to facilitate this; and
 - (v) any other information required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act).
- (b) The accidental omission to give notice of any general meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice will not invalidate the proceedings at or any resolution passed at the meeting.
- (c) Subject to **clause 15(b)**, notice of every general meeting must be given in any manner authorised by this Constitution to:
 - (i) every Member;
 - (ii) every Director; and
 - (iii) the auditor for the time being of the Company (if any).

16 Cancellation or Postponement of General Meeting

16.1 Cancellation or Postponement of General Meeting

- (a) Subject to the provisions of the Corporations Act (notwithstanding section 111L of the Corporations Act) and this Constitution, the Board may cancel a general meeting of the Company:
 - (i) convened by the Board; or
 - (ii) which has been convened by Members pursuant to **clause 14.2(b)** upon receipt by the Company of a written notice withdrawing the requisition signed by that Member or those Members.
- (b) The Board may postpone a general meeting or change the venue at which it is to be held. No business shall be transacted at any postponed meeting other than the business stated in the notice to the Members relating to the original meeting.
- (c) Where any general meeting is cancelled or postponed or the venue for a general meeting is changed, the Board must notify in writing each person entitled to receive notice of the meeting of the cancellation, the change of venue or the

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postponement of the meeting by any means permitted by this Constitution and in the case of the postponement of a meeting, the new place, date and time for the meeting.

16.2 Failure to Notify in Writing

Any failure to notify in writing any person entitled to receive notice of the meeting or failure of a person to receive a written notice shall not affect the validity of the cancellation, the change of venue or the postponement of the meeting.

PROCEEDINGS AT GENERAL MEETINGS

17 Quorum

- (a) No business may be transacted at any general meeting unless there is a quorum at all times during the meeting.
- (b) For the purposes of **clause 17(a)**, three (3) Members Present shall constitute a quorum for all general meetings.
- (c) If within thirty (30) minutes after the time appointed for holding a general meeting a quorum is not present:
 - (i) the meeting, if convened upon the requisition of Members, shall be dissolved; and
 - (ii) in any other case:
 - (A) it will stand adjourned to such other day time and place as the Board may by notice to the Members appoint; and
 - (B) if at such adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the holding of the meeting, the meeting shall be dissolved.

18 Chairperson

- (a) The Chair shall preside as Chairperson at each general meeting.
- (b) Where a general meeting is held and:
 - (i) there is no Chair; or
 - (ii) the Chair is not present within thirty (30) minutes after the time appointed for the holding of the meeting or, if present, is unwilling to act as Chairperson of the meeting, then the following person will be Chairperson in lieu of the Chair in the order of availability set out below:
 - (A) Deputy-Chair;
 - (B) Secretary;
 - (C) another Director chosen by the Directors present at the meeting; and
 - (D) a Voting Member or Representative of a Voting Member chosen by a majority of the Members Present.
- (c) The rulings of the Chairperson on all matters relating to the order of business, procedure and conduct of the meeting shall be final, and no motion of dissent from such rulings shall be accepted.

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19 Adjournments

- (a) The Chairperson of a general meeting at which a quorum is present:
 - (i) may adjourn a meeting with the consent of the meeting; and
 - (ii) must adjourn the meeting if the meeting so directs, to a time and place as determined.
- (b) No business may be transacted at any adjourned general meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) A resolution passed at a meeting resumed after an adjournment is deemed passed on the day it was passed, and not on the date of the original meeting.
- (d) It is not necessary to give any notice of an adjournment of a general meeting or of the business to be transacted at the adjourned meeting, except if the meeting is adjourned for thirty (30) days or more, in which case notice of the adjourned meeting must be given as in the case of an original meeting.

20 Determination of Questions

20.1 Determination of Questions

At any general meeting a resolution to be considered at the meeting shall be decided on a show of hands unless a poll is demanded by:

- (a) The Chairperson of the meeting; or
- (b) At least two (2) Members Present.

20.2 Proxy Votes

Before a vote on a resolution is taken, the Chairperson must inform the meeting whether any proxy votes have been received and how the proxy votes are to be cast.

20.3 Declaration by the Chairperson

A declaration by the Chairperson of the result of a vote on a resolution by a show of hands and an entry to that effect contained in the minutes of the proceedings of the Company, which has been signed by the Chairperson of the meeting or the next succeeding meeting, shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against the resolution.

21 Disqualification

No person other than:

- (a) A Voting Member;
- (b) A Representative of a Voting Member; or
- (c) A proxy or attorney or Representative of a Voting Member, shall be entitled to vote at a general meeting or on any resolution.

22 Direct Votes

- (a) The Board will determine from time to time if Voting Members are entitled to vote by a Direct Vote on a matter or a resolution. If the Board has determined that Voting Members are entitled to vote by a Direct Vote, then the Voting Members must do so using the form prescribed by the Board from time to time, which may include electronic means.
- (b) If sent by post or facsimile, the Direct Vote must be signed by the Voting Member or by a duly authorised officer, attorney or Representative.
- (c) If sent by electronic transmission, the Direct Vote is to be taken to have been

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signed if it has been signed or authorised by the Voting Member in the manner approved by the Board.

- (d) The Direct Vote must be received by the Company at least forty-eight (48) hours before the time of the relevant general meeting in order to be valid.
- (e) A Direct Vote is valid if it contains the following information:
 - (i) the Voting Member's name and address, or any applicable identifying notations such as the Voting Member's identification number or similar approved by the Board or specified in the notice of meeting; and
 - (ii) the Voting Member's voting intention on any or all of the resolutions to be put before the meeting.
- (f) A Direct Vote is valid unless the Company receives written notification changing the voting intention before the vote is cast.
- (g) The Chair's decision as to whether a Direct Vote is valid is conclusive.
- (h) A Voting Member who has cast a Direct Vote is entitled to attend the meeting. The Member's attendance cancels the Direct Vote:
 - (i) unless the Voting Member instructs the Company otherwise; or
 - (ii) the Board has determined that Direct Votes are the only method permitted for voting on a resolution.
- (i) If a vote is taken at a meeting on a resolution on which a Direct Vote was cast, the Chair of the meeting must:
 - (i) on a vote by show of hands, count each Voting Member who has submitted a Direct Vote for or against the resolution in accordance with their Direct Vote; and
 - (ii) on a poll, count the votes cast by each Voting Member who has submitted a Direct Vote directly for or against the resolution.

23 Right of Non-Members to Attend General Meeting

- (a) The Chairperson of a general meeting may invite any person who is not a Member to attend and address a meeting.
- (b) Any auditor and any Director of the Company shall be entitled to attend and address a general meeting.

24 Objection to Qualification to Vote

Any challenge as to the qualification of a person to vote at a general meeting or the validity of any vote tendered may only be raised at the meeting and must be determined by the Chairperson of the general meeting, whose decision shall be final and conclusive, and a vote allowed by the Chairperson of the general meeting shall be valid for all purposes.

25 Persons of Unsound Mind and Minors

- (a) A Voting Member or Representative of a Voting Member:
 - (i) of unsound mind; or
 - (ii) whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - (iii) who is a minor,

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may vote whether on a show of hands or on a poll by that Voting Member or Representative of a Voting Member's committee, or by such other person as properly has the management or guardianship of that Voting Member or Representative of a Voting Member's estate, or by the public trustee (as the case may be), and the committee or other person or trustee may vote by proxy or representative.

- (b) Any person having the right of management or guardianship of the person or estate in respect of a Voting Member or Representative of a Voting Member as referred to in **clause 25(a)**, must not exercise any of the rights conferred under that clause unless and until the person has provided to the Board satisfactory evidence of the appointment of the person accordingly.

26 Casting Vote

In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting at which the show of hands is taken or at which the poll is demanded is entitled to a casting vote in addition to a deliberative vote.

PROXIES

27 Right to Appoint Proxies

Notwithstanding section 111L of the Corporations Act:

- (a) A Voting Member or a Representative of a Voting Member who is entitled to attend and vote at a general meeting of the Company may appoint another person as the Voting Member's or the Representative's proxy to attend and vote for the Voting Member or the Representative at the meeting; and
- (b) If a Voting Member or Representative of a Voting Member appoints a proxy, the proxy is entitled to vote on a show of hands and on a poll.

28 Appointing a Proxy

28.1 Appointing a Proxy

The instrument appointing a proxy must be in writing signed by the appointor or the appointor's attorney duly authorised in writing.

28.2 Instrument of Proxy

- (a) The instrument of proxy is valid if it contains the following information, and any additional information required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act):
- (i) the name and address of the appointor;
 - (ii) the name of the Company;
 - (iii) the proxy's name or the name of the office of the proxy; and
 - (iv) the meetings at which the instrument of proxy may be used.
- (b) An instrument of proxy may be expressed to be a standing appointment. An instrument of proxy for a specified meeting is only valid for that meeting and any postponement or adjournment of that meeting.
- (c) An instrument of proxy shall not be treated as invalid merely because it does not specify all of the information required by **clause 28.2(a)**.
- (d) An instrument of proxy may be revoked at any time by notice in writing to the Company.

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29 Lodgement of Proxies

- (a) An instrument appointing:
 - (i) a proxy and the power of attorney or other authority (if any) under which it is signed or executed or a certified copy of that power or authority; or
 - (ii) an attorney to exercise a Voting Member's or Representative of a Voting Member's voting rights at a general meeting or a certified copy of that power of attorney must be deposited at the Office or at such other place as is specified for that purpose in the notice convening the general meeting not less than forty-eight (48) hours (or such shorter period as the Board may allow) before the time appointment for the holding of the meeting or adjourned meeting as the case may be at which the person named in the instrument proposes to vote. In default, the instrument of proxy or the power of attorney will not be treated as valid.
- (b) For the purposes of this **clause 29** it will be sufficient that any document required to be lodged by a Voting Member or a Representative of a Voting Member be received in legible form by facsimile at the place at which the document is required to be delivered by the Voting Member or Representative of the Voting Member, and the document shall be regarded as received at the time the facsimile was received at that place.
- (c) For the purposes of this **clause 29** it will be sufficient that any document required to be lodged be received in legible form by email or other electronic transmission if the notice of meeting so permits, and the document is sent to the address and in the form specified in the notice, and the proxy shall be regarded as received at the time of the receipt of the email or other electronic transmission by the Company.

30 Validity of Proxies

A vote exercised pursuant to an instrument of proxy, a power of attorney or other instrument of appointment is valid notwithstanding:

- (a) The death or unsoundness of mind of the Voting Member or Representative of the Voting Member;
- (b) The bankruptcy or liquidation of the Voting Member or Representative of the Voting Member; or
- (c) The revocation of the instrument of proxy or the power of attorney or any instrument under which the instrument or the power was granted if the Company has not received at its Office written notice of the death, unsoundness of mind, bankruptcy, liquidation, or revocation at least twenty-four (24) hours (or such shorter period as the Board may allow) before the time appointed for the holding of the general meeting or adjourned meeting, as the case may be, at which the instrument of proxy or the power of attorney is exercised.

31 Rights of Proxies and Attorneys

- (a) The instrument appointing a proxy will be taken to confer authority to demand or join in demanding a poll.
- (b) Subject to **clause 31(c)**, unless a Voting Member or Representative of a Voting Member by the instrument of proxy directs the proxy to vote in a certain manner, the proxy may vote as the proxy thinks fit on any motion or resolution. Otherwise the proxy shall follow the voting instructions contained in the instrument of proxy.

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- (c) A proxy will not be revoked by the appointor attending and taking part in any general meeting, but if the appointor votes on a resolution either on a show of hands or on a poll, the person acting as proxy for the appointor shall not be entitled to vote in that capacity in respect of the resolution.
- (d) The Chairperson of a general meeting may require any person acting as a proxy to establish to the satisfaction of the Chairperson that he or she is the person nominated as proxy in the form of proxy lodged under this Constitution. If the person is unable to establish his or her identity, he or she may be excluded from voting either upon a show of hands or upon a poll.

APPOINTMENT AND REMOVAL OF DIRECTORS

32 Number and Appointment of Directors

32.1 Number of Directors

- (a) The Board of Directors shall consist of at least three (3) and up to nine (9) persons who are General Members of the company.
- (b) Subject to section 201P of the Corporations Act, the Board may by resolution vary the number of Directors holding office from that referred to in **clause 32.1(a)**.

32.2 Directors

- (a) The Board may by special resolution appoint Directors to the Board at any time to fill the positions provided for **in clause 32.1**.
- (b) **A Director** shall be a person who will bring skills and experience **to the Board**, as set out in the Nomination Committee Charter, to enable the Board to advance the **Objects of the Company**.

32.3 Term

- (a) **This clause 32.3 operates subject to clause 32.5.**
- (b) **A Director** shall hold office for a term of up to three (3) years, but shall be eligible for reappointment for further terms of up to three (3) years each.
- (c) Time spent on the committee of the Incorporated Association does not count towards the term length of a Director under **this clause 32.3**.

32.4 Initial Board

- (a) The initial Board to hold office from Registration:
 - (i) **The following Directors shall all be deemed to hold office:**
 - (a) Antonio Mileto (Orange City Council);
 - (b) Ian Davison (Cabonne Shire Council); and
 - (c) Heather Ferguson (Blayney Shire Council);
 - (d) Gary Norton;
 - (e) Wayne Davis;
 - (f) Jack Evans; and
 - (g) Donna Galvin.

32.5 Office Bearers

- (a) The Board shall, at the first meeting of the Board held after Registration and

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thereafter at the first meeting of the Board held after an Office Bearer has retired, elect from among the Directors sitting on the Board at the time of the Board meeting:

- (i) the Chair;
 - (ii) the Deputy-Chair; and
 - (iii) such other Office Bearer positions as the Board deems necessary from time to time.
- (b) The Office Bearers shall hold office for a term of one (1) year but shall be eligible for reappointment for terms of one (1) year each, provided that Office Bearers shall not hold office beyond their retirement or removal from the Board as a Director.

33 General Right to Act Despite Vacancy

The Board may act despite any vacancy in its body but if its number falls below the minimum fixed in accordance with **clause 32.1**, the Board may act for the purpose of:

- (a) convening a general meeting; and
- (b) in emergencies but for no other purpose.

34 Vacation of Office

- (a) Any Director may retire from office on giving written notice to the Company at the Office of his or her intention to retire and the resignation shall take effect at the time expressed in the notice (provided the time is not earlier than the date of delivery of the written notice to the Company).
- (b) The office of a Director shall become vacant if the Director:
 - (i) dies;
 - (ii) becomes bankrupt or makes any arrangement or composition with creditors generally;
 - (iii) becomes prohibited from being a director of, or managing, a company by reason of any order made under the Corporations Act;
 - (iv) has been disqualified by the Australian Charities and Not-for-Profits Commissioner, at any time during the preceding twelve (12) months, from being a responsible entity of a registered entity under section 45.20(4) of the ACNC Regulation;
 - (v) becomes of unsound mind or a person whose personal estate is liable to be dealt with in any way under the law relating to mental health;
 - (vi) is removed from office by the Company in general meeting;
 - (vii) resigns by notice in writing to the Company; or
 - (viii) is absent without permission of the Board from half (1/2) of the meetings of the Board in a Financial Year.

35 Filling of Vacancies on the Board

- (a) In the event of a casual vacancy occurring on the Board:
 - (i) in relation to a Director vacancy, the Board shall appoint by special resolution any person to fill the vacancy in accordance with **clause 32.5**.

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- (b) Any Director appointed pursuant to **clause 35(a)(i)** shall hold office for the balance of the term of the **vacating Director**.

36 Office Bearer Vacancies

- (a) In the event of a vacancy occurring in the position of Chair, the Deputy-Chair shall assume office as acting Chair for the balance of the term of the vacating Chair.
- (b) In the event of a vacancy occurring in the position of Deputy-Chair (including as described in **clause 32.5**), the Board at its next meeting shall appoint a Director who is not Chair to assume office as acting Deputy-Chair for the balance of the term of the vacating Deputy-Chair.
- (c) If any Office Bearer is temporarily absent or temporarily unable to perform his or her duties, the Board may authorise another Director to act in the vacant position during the absence or inability of the Office Bearer.
- (d) Nothing in **clause 35** permits any person to simultaneously hold more than one position of Office Bearer.

37 Alternate Directors

Alternate Directors shall not be permitted.

POWERS AND DUTIES OF DIRECTORS

38 Duties of Directors

- (a) Each Director is subject to, and must comply at all times with, the duties set out in governance standard 5 in section 45.25 of the ACNC Regulation.
- (b) In accordance with governance standard 4 in section 45.20 of the ACNC Regulation, the Board will take reasonable steps to ensure that the Board does not at any time include a Director who is disqualified from managing a corporation under the Corporations Act or from being a responsible entity under subsection 45.20(4) of the ACNC Regulation.

39 Powers of Directors

The control, management and conduct of the Company shall be vested in the Board, who shall exercise all such powers of the Company as are not by the Corporations Act, the ACNC Act, the ACNC Regulation or by this Constitution required to be exercised in any other manner.

40 Negotiable Instruments

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, requests or arrangements for electronic fund transfers and receipts for money paid to the Company must be signed, drawn, accepted, endorsed or otherwise executed as the case may be by two (2) people authorised by resolution of the Board. The Board may authorise:

- (a) A Director(s);
- (b) The Secretary; or
- (c) Another staff member of the Company to sign such instruments.

41 Conferment of Powers

- (a) The Board may from time to time confer upon any Director for the time being or any other person as they may select such of the powers exercisable under this Constitution by the Board as it may think fit for such time and to be exercised for such purposes and on such terms and conditions and with such restrictions as it may think expedient.
- (b) Powers conferred under this **clause 41** may be exercised concurrently with the powers of the Board in that regard and the Board may from time to time withdraw, revoke or vary all or any of such powers.

DIRECTORS' DISCLOSURE OF INTEREST

42 Contracts

- (a) The Company may enter into contracts or arrangements with other companies or bodies in which a Director has an interest, provided it does so according to the usual commercial terms and conditions which apply to such contracts or arrangements.
- (b) Any interest of a Director must be dealt with in accordance with the relevant legislation, being either:
 - (i) the Corporations Act; or
 - (ii) the ACNC Regulation,which shall include disclosing an interest and having the Secretary record all declarations in the minutes of the relevant meeting.
- (c) Subject to **clause 42(b)**, a Director who has an interest in a contract or arrangement made by the Company and has disclosed this interest to the Board may:
 - (i) not be present while the matter is being considered at a meeting;
 - (ii) be counted in determining whether or not a quorum is present at any meeting of Directors considering that contract or arrangement or proposed contract or arrangement;
 - (iii) not vote on the matter;
 - (iv) not sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
 - (v) not vote in respect of, or in respect of any matter arising out of, the

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contract or arrangement or proposed contract or arrangement.

- (d) A Director's failure to make disclosure under this **clause 42** does not render void or voidable a contract or arrangement in which the Director has a direct or indirect interest.
- (e) A general notice given to the Board by a Director that the Director is an officer, a member of, or otherwise interested in any specified corporation or firm stating the nature and the extent of the Director's interest in the corporation or firm shall, in relation to any matter involving the Company and that corporation or firm after the giving of the notice, be a sufficient disclosure of the Director's interest, provided that the extent of the interest is no greater at the time of first consideration of the relevant matter by the Board than was stated in the notice.

PROCEEDINGS OF DIRECTORS

43 Meetings of Directors

- (a) The Board may meet together for the despatch of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit, provided that the Board must meet not fewer than six (6) times each calendar year.
- (b) A Director may at any time, and the Secretary upon the request of a Director shall, convene a meeting of the Board by giving at least twenty-four (24) hours' notice of the meeting to all Directors, provided that the Director or Secretary must have used his or her best endeavours to ensure that the notice was properly provided.
- (c) Notice of a meeting of the Board must be in writing in any form, including email or digital messaging, provided that proof of service can be provided upon request.
- (d) Subject to **clause 43(e)**, a Board meeting may be convened or held using any technology consented to by a majority of Directors. The consent may be a standing one. A Director may withdraw consent to the use of a particular technology within a reasonable time period before a Board meeting.
- (e) The particular technology used to convene or hold a Board meeting, pursuant to **clause 43(d)**, must be of a type that is available and accessible to all Directors who wish to attend the Board meeting.
- (f) All resolutions of the Directors passed at a meeting of the Board where a quorum is present but where notice of the meeting has not been given as required to each Director, or any act carried out pursuant to such resolution, shall, provided each Director to whom notice was not given subsequently agrees to waive the same, be as valid as if notice of the meeting had been duly given to all Directors. Attendance by a Director at a meeting of Directors waives any objection which that Director may have to a failure to give notice of the meeting.

44 Quorum

- (a) The quorum necessary for the transaction of the Board's business is three (3) Directors being personally present.
- (b) A quorum must be present at all times during the meeting in order for business to be transacted.

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45 Chairperson

- (a) The Chair shall be the Chairperson.
- (b) The Chair shall, if present, preside as Chairperson of every meeting of the Board.
- (c) If a meeting of the Board is held and the Chair is:
 - (i) not present within fifteen (15) minutes after the time appointed for the holding of the meeting; or
 - (ii) if present, does not wish to chair the meeting then the following person will be Chairperson in lieu of the Chair in the order of availability set out below:
 - (A) Deputy-Chair; and
 - (B) another Director chosen by the Directors present at the meeting.

46 Voting

- (a) A resolution of the Board must be passed by a majority of votes of the Directors present at the meeting who vote on the resolution. A resolution passed by a majority of the votes cast by the Directors will for all purposes be taken to be a determination of the Board.
- (b) Each Director shall have one (1) vote.
- (c) In the case of an equality of votes at a meeting of the Board, the Chairperson is entitled to a casting vote in addition to a deliberative vote.

47 Resolutions by Directors

- (a) The Board may pass a resolution without a Board meeting being held if a majority of the Directors sign a document containing a statement that they are in favour of the resolution set out in that document. For this purpose, signatures can be contained in more than one document.
- (b) A facsimile transmission which is received by the Company and which purports to have been signed by a Director shall for the purposes of this **clause 47** be taken to be in writing and signed by that Director at the time of the receipt of the facsimile transmission by the Company in legible form.
- (c) An email transmission which is received by the Company and which purports to have been sent by a Director shall for the purposes of this **clause 47** be taken to be in writing and signed by that Director at the time of the receipt of the email transmission by the Company.
- (d) A vote made by a Director using an online voting platform operated or commissioned by the Company shall for the purposes of this **clause 47** be taken to be in writing and signed by that Director at the time the vote was received by the online voting platform.
- (e) Any decisions made under **clauses 47(a) to 47(d)** shall be tabled at the next Board meeting.

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48 Committees

- (a) The Board may form and delegate any of its powers to a Committee consisting of such Directors and/or other persons as it thinks fit and may from time to time revoke such delegation.
- (b) The Board has the power to require any Committee to have all decisions made by that Committee ratified by the Board.
- (c) A Committee must in exercise of the powers delegated to it conform to any directions and restrictions that may be imposed on it by the Board. A power so exercised shall be taken to be exercised by the Board.
- (d) The meetings and proceedings of any Committee consisting of more than one person will be governed by the provisions for regulating the meetings and proceedings of the Board contained in this Constitution.
- (e) A minute of all the proceedings and decisions of every Committee shall be made, entered, and signed in the same manner in all respects as minutes of proceedings of the Board are required by the Corporations Act and this Constitution to be made entered and signed. A copy of such Committee minutes shall be tabled at the next Board meeting.

49 Validation of Acts of Directors

All acts done:

- (a) At any meeting of the Board; or
- (b) By any person acting as a Director;

shall, even if it is discovered afterwards that there was a defect in the appointment or continuance in office of any such Director or person or that they or any of them were disqualified or were not entitled to vote, be as valid as if every such person had been duly appointed or had continued in office and was duly qualified to be a Director and had been entitled to vote.

MINUTES

50 Minutes

- (a) The Board must cause minutes to be kept in such a manner as is required by the Corporations Act (notwithstanding the application of section 111L of the Corporations Act) for the purposes of recording:
 - (i) the names of the Directors present at each meeting of the Board and of Directors present at each meeting of any Committee;
 - (ii) all orders, resolutions, and proceedings of general meetings and of meetings of the Board and of Committees; and
 - (iii) such matters as are required by the Corporations Act, the ACNC Act or the ACNC Regulation to be recorded in the record books of the Company including, without limitation, all declarations made, or notices given by any Director of his or her interest in any contract or proposed contract or the holding of any office or property whereby any conflict of duty or interest may arise.

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- (c) Such minutes shall be signed by the Chairperson of the meeting, or the Chairperson of the next succeeding meeting and minutes which purport to be signed accordingly shall be received in evidence without any further proof as sufficient evidence that the matters and things recorded by such minutes actually took place or happened as recorded and of the regularity of such matters and things and that the same took place at a meeting duly convened and held.

SECRETARY

51 Appointment and Tenure

- (a) There must at all times be at least one (1) Secretary appointed by the Board for a term and on conditions determined by the Board.
- (b) The Board may replace any Secretary so appointed.

BY-LAWS

52 By-Laws

- (a) The Board may from time to time make such By-Laws as are in its opinion necessary and desirable for the proper control, administration and management of the Company's affairs, operations, finances, interests, effects and property and to amend and repeal those By-Laws from time to time.
- (b) A By-Law must be subject to this Constitution and must not be inconsistent with any provision contained in this Constitution.
- (c) When in force, a By-Law is binding on all Members and has the same effect as this Constitution.
- (d) The Board will adopt such measures as it deems appropriate to bring to the notice of the Members all By-Laws, amendments, and repeals.

EXECUTION OF DOCUMENTS

53 Execution of Documents

- (a) Without limiting the manner in which the Company may execute any contract, including as permitted under section 126 of the Corporations Act, the Company may execute any agreement, deed or other document by:
- i. two (2) Directors signing the same; or
 - ii. one (1) Director and one (1) Secretary signing the same.
- (b) Nothing in this Constitution requires the Company to execute any agreement, deed or other document under common seal for the same to be effectively executed by the Company.

ACCOUNTS AND INSPECTION OF RECORDS

54 Financial Year

The Company's financial year shall be the Financial Year.

55 Accounts and Inspection

The Board shall:

- (a) cause proper financial records to be kept and must, if required by the Corporations Act, the ACNC Act or the ACNC Regulation, prepare and distribute copies of the financial reports of the Company and a Directors' report;
- (b) where required by the Corporations Act or ACNC Act, cause the financial records to be audited or reviewed by a properly qualified auditor or other entity authorised by the Corporations Act or the ACNC Act; and
- (c) from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounting and other records of the Company or any of them will be open to the inspection of the Members.

NOTICES

56 Service of Notices

- (a) A notice may be given by the Company to any Member by:
 - i. serving it on the Member personally;
 - ii. sending it by post to the Member or leaving it at the Member's address shown in the Register or otherwise the address supplied by the Member to the Company for the giving of notices;
 - iii. facsimile to the facsimile number supplied by the Member to the Company for the giving of notices; or
 - iv. sending it to the electronic address supplied by the Member to the Company for the giving of notices.
- (b) Any Member who has not left at or sent to the Office his or her place of address for inclusion in the Register as the place at which notices may be given to the Member shall not be entitled to receive any notice.
- (c) Subject to this Constitution, a notice may be given under this Constitution to any Director by:
 - i. serving it on the Director personally;
 - ii. sending it by post to the Director or leaving it at the Director's usual residential or business address; or
 - iii. sending it to the facsimile number supplied by the Director to the Company for the giving of notices; or
 - iv. sending it to the electronic address supplied by the Director to the Company for the giving of notices.
- (d) Subject to this Constitution, a notice may be given by a Member or Director to the Company by:
 - i. serving it on the Company at the Office;

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- ii. sending it by post to the Office;
 - iii. facsimile to the Company's principal facsimile number; or
 - iv. email to the Company's principal email address.
- (e) Where a notice is sent by post, service of the notice shall be taken to be effected by properly addressing, prepaying and posting a letter containing the notice and shall be deemed to have been effected on the third (3rd) Business Day after the date of posting. Service of a notice to a Member outside Australia shall be deemed to have been made in the ordinary course of the post.
- (f) Where a notice is sent by facsimile or other electronic means, service of the notice shall be taken to be effected by properly addressing and sending the notice and in such case shall be taken to have been effected on the Business Day after it is sent.
- (g) A notice may be given by the Company to the persons entitled to Membership in consequence of the death or bankruptcy of a Member by:
- i. service on the Member personally;
 - ii. sending it by post addressed to the person by name or by the title of the representative of the deceased or person of unsound mind or the assignee of the bankrupt or by any like description at the address, if any, within Australia, supplied for the purpose by the person claiming to be entitled; or
 - iii. by giving the notice in any manner in which the same might have been given if the death, unsoundness of mind or bankruptcy had not occurred.
- (h) Evidence of service of a notice may be established by proving that the envelope containing the notice and stamped appropriately was properly posted and a certificate given by any Officer of the Company to that effect shall be conclusive evidence of service.

WINDING UP

57 Winding Up

57.1 Surpluses

- (a) If any surplus remains following the winding up of the Company, they will be given or transferred to another institution(s) or corporation(s) which has (have):
- (i) objects which are similar to the Objects and is charitable;
 - (ii) a constitution which requires its income and property to be applied in promoting its objects; and
 - (iii) a constitution which prohibits it from paying or distributing its income and property among its members to an extent at least as great as imposed on the Company by **clause 5.2(b)**.
- (b) If a Body Corporate Member satisfies the requirements under **clause 57.1(a)**, it may receive the surpluses under that clause.

57.2 Determination of Recipient

The identity of the institution(s) or corporation(s) referred to in **clause 57.1(a)** is to be determined by **the Directors**, in writing at or before the time of dissolution and failing such determination being made, by application to the Supreme Court of New South Wales for determination.

INDEMNITY

58 Indemnity

To the extent permitted by law every Officer (and former Officer) of the Company shall be indemnified out of the funds of the Company against all costs, expenses and liabilities incurred in that person's capacity as an Officer or employee of the Company (or former Officer or employee of the Company). However, no such Officer or employee (or former Officer or employee) shall be indemnified out of the funds of the Company under this clause 58 unless:

- (a) it is in respect of a liability to another person (other than the Company or a related body corporate to the Company) where the liability to the other person does not arise out of conduct involving a lack of good faith; or
- (b) it is in respect of a liability for costs and expenses incurred:
 - i. in defending proceedings, whether civil or criminal, in which judgment is given in favour of the Officer (or former Officer) or in which the Officer (or former Officer) is acquitted; or
 - ii. in connection with an application, in relation to such proceedings, in which the court grants relief to the Officer (or former Officer) under the Corporations Act.

59 Payment of Indemnity Policy Premium

- (a) To the extent permitted by law the Company may at the discretion of the Board enter into and/or pay a premium in respect of a policy of insurance insuring an Officer (or former Officer) of the Company against any liability incurred by such person in that capacity (whether in respect of acts or omissions before or after the date of the issue of the policy or both) except for:
 - i. a liability arising out of conduct involving a wilful breach of duty in relation to the Company; or
 - ii. a liability arising out of conduct that contravenes the governance standards in sections 45.5 to 45.25 of the ACNC Regulation.
- (b) The Board shall have the discretion to approve the terms and conditions of any such policy of insurance.
- (c) Where an Officer (or former Officer) has the benefit of an indemnity pursuant to an insurance policy in respect of his or her actions or omissions then the Company shall not be required to indemnify the Officer under **clause 58** except to the extent that the indemnity affected by the insurance policy does not fully cover the person's liability.

60 Indemnity to Continue

The indemnity granted by the Company contained in **clauses 58** and **59** shall continue in full force and effect notwithstanding the deletion or modification of that clause, in respect of acts and omissions occurring before the date of the deletion or modification.

Annexure A Form of Appointment of Proxy

Business Enterprise Centre – Central NSW Limited
(incorporated under the Corporations Act)

PROXY FORM

1. Your details

(Please print your name and address)

Name: _____

ABN/ACN: _____

Address: _____

City: _____

State: _____

Postcode: _____

Country: _____

Telephone: _____

2. Appoints

Name: _____

(Please print name of proxy)

or failing the person so named, or if no person is named, the **Chairperson of the Meeting** to vote in accordance with the following directions or, if no directions have been given, as the proxy or the Chairperson sees fit at the (Annual) General Meeting of Business Enterprise Centre – Central NSW Limited to be held on *[insert date]* commencing at *[insert time]* and at any adjournment thereof.

3. Directions

4. Signature

5. Date