

**CONSTITUTION
OF
ASBESTOS DISEASE SUPPORT
SOCIETY LIMITED**

Corporations Act 2001

A Company Limited by Guarantee and not having a Share Capital

CONSTITUTION

OF

ASBESTOS DISEASE SUPPORT SOCIETY LIMITED

1. INTERPRETATION

Definitions

1.1 The meanings of the terms used in this constitution are set out below.

Term	Meaning
ACNCR	the <i>Australian Charities and Not-for-profits Commission Regulation 2013</i> (Cth)
Annual general meeting	the general meeting held each year as required by this constitution
Association	The Asbestos Disease Support Society Limited
Authorised Contact	a person appointed pursuant to clause 6.4
By-Laws	any by-laws of the Company for the time being in force
Company	Asbestos Disease Support Society Limited
Corporations Act	the <i>Corporations Act 2001</i> (Cth)
Deductible Gift Recipient	the same meaning as in the <i>Income Tax Assessment Act 1997</i>
Directors or Board of Directors or the Board	the directors of the Company
Financial Year	the period from the date of establishment of the Company to the following 30 June, and after that, the period 1 July in a year through to 30 June in the next year or any other period of 12 consecutive months determined by the Board
Member	a member of the Company or where the context requires, the representative of a corporate member
Replaceable Rules	the same meaning as in section 135 of the Corporations Act

Construction

1.2 In this constitution:

- (a) an expression that is given a special meaning for the purposes of any part of the Corporations Act has that same meaning when used in this constitution;
- (b) words in the singular include the plural and vice versa;
- (c) words indicating any gender indicate the appropriate gender;
- (d) headings are included for convenience only and do not affect interpretation of this constitution
- (e) a reference to a statute includes a reference to all enactments amending or consolidating the statute and to an enactment substituted for the statute and any subordinate legislation, including regulations.

2. LIMITED COMPANY

2.1 The liability of the Members is limited by guarantee.

2.2 The name of the Company is **Asbestos Disease Support Society Limited**.

2.3 The registered office of the Company will be as the Board of Directors determines.

3. OBJECTS

3.1 The Company will take over the assets and activities of the Association upon incorporation.

3.2 The Company is established for the public charitable purposes of providing benevolent relief to people in need, which may include the following:

- (a) help those who have been affected by asbestos and dust related lung disease;
- (b) address the physical, emotional and welfare needs of individuals from when they are diagnosed with an asbestos or dust related lung disease;
- (c) promote awareness about the dangers of asbestos exposure especially given the large amounts of asbestos still present in our environment;
- (d) reduce the number of people being exposed to asbestos and future incidences of asbestos or dust related lung diseases in the Australian community;
- (e) encourage and support research into asbestos-induced disease;
- (f) create, sponsor or act as trustee for other organisations or funds having objects similar to those of the Company and that prohibit the distribution of their income and property amongst Members to an extent at least as great as that imposed on this Company; and
- (g) seek donations and funding from the public and all levels of government to fund the activities of the Company.

3.3 The income and property of the Company must be applied solely towards the promotion of its objects as set out in this constitution and cannot be paid or transferred, directly or indirectly, as a dividend, bonus or other distribution to the Members or officers of the Company.

- 3.4 Nothing in clause 3.3 prevents the payment in good faith of reasonable and proper remuneration to any officer or employee the Company or to any Member or other person in return for any services rendered to the Company provided such payments are approved by the Board.

4. MEMBERSHIP

- 4.1 The Members of the Company are:
- (a) those persons who have become Members upon incorporation of the Company; and
 - (b) other parties the Board admits to Membership.
- 4.2 Members must inform the Secretary in writing of their address for correspondence and of any subsequent change in their address.
- 4.3 Members of the Association at the date of incorporation of the Company will be entitled to the same class of membership in the Company as they held in the Association.
- 4.4 The Board may determine classes of Members from time to time.
- 4.5 Unless otherwise determined by the Board, the classes of Members are:
- (a) ordinary;
 - (b) associate;
 - (c) corporate;
 - (d) family; and
 - (e) life.
- 4.6 Subject to clause 6.2(b) and corporate membership, all Members must be 18 years or older.

5. MEMBERS AND PATRONS

- 5.1 All Members and their families, excluding corporate members, are entitled to access the services provided by the Company to persons with asbestos related disease and their families.
- 5.2 Subject to clause 5.3 and 5.4, Members are eligible to vote at general meetings of the Company and may hold office.
- 5.3 Associate members are not entitled to vote at general meetings of the Company and cannot hold office.
- Family members are entitled to two votes.
- Ordinary, Corporate and Life members are entitled to one vote.
- 5.4 Family and corporate members are entitled to exercise their vote via:
- (a) their Authorised Contact; or
 - (b) in the case of a corporate member, a proxy appointed by the corporate member.
- 5.5 The Board may appoint a person as Patron of the Company on terms determined by the Board.

Patrons of the Company may be granted ordinary membership of the Company by the Board and the Board may determine to waive the ordinary membership fees which would otherwise be payable.

6. APPLICATION FOR MEMBERSHIP AND FEES

- 6.1 Applications for membership must be in a form approved by the Board and directed to the Secretary.
- 6.2 An application for family membership is:
- (a) open to a family consisting of the parents, children or siblings; and
 - (b) limited to six individuals per membership with at least one person being 18 years or older.
- 6.3 An application for corporate members is open to businesses, employer associations, unions and other corporate entities.
- 6.4 An application for corporate and family membership must nominate one individual who is 18 years or older to be the contact for the Member. The contact can only be varied by written notice to the Company by the nominated person, their personal representative or attorney.
- 6.5 Membership fees, period of membership and timing of payment of membership fees will be as determined by the Board from time to time.
- 6.6 Unless otherwise provided for in this constitution or determined by the Board:
- (a) associate membership fees will be equivalent to 50% of the membership fees of ordinary members at the relevant date;
 - (b) life members will not pay membership fees; and
 - (c) family membership fees will be equivalent to 150% of the membership fees of ordinary members at the relevant date.

7. APPOINTMENT OF NEW MEMBERS

- 7.1 The Secretary must submit membership applications to the next meeting of the Board.
- 7.2 The Board has an unfettered discretion to determine whether an applicant will be accepted or rejected for membership.
- The Board may make By-Laws not inconsistent with this constitution providing for further membership criteria, including criteria for life membership.
- 7.3 If a membership application is refused, the secretary must notify the Applicant in writing, and that applicant may re-apply to the Board for admission as a Member, but not within six months from the date of the Board meeting at which the prior membership application was refused.

8. CESSATION OF MEMBERSHIP

- 8.1 A person ceases to be a Member of the Company if the Member, or the Member's Authorised Contact in the case of a family member:
- (a) gives notice in writing to the Secretary resigning as a Member;
 - (b) is declared bankrupt or in case of a corporate member, is placed into liquidation, or has a receiver or manager appointed; or

- (c) subject to clause 8.2, dies.
- 8.2 If the Authorised Contact for a family member or a person comprising a family membership dies, the membership does not cease unless there is not at least one surviving person comprising the family membership.
- 8.3 The date of resignation of a Member resigning in accordance with the provisions of clause 8.1 is the date on which the notice of resignation is received by the Secretary.
- 8.4 Subject to the rest of this clause 8, the Board has power to expel a Member if the Member or one person within a family membership:
- (a) is found guilty of a criminal offence;
 - (b) in the opinion of the Board, acts in their own interests while performing any official duties for the Company;
 - (c) refuses or neglects to comply with the provisions of the constitution or of any By-Law of the Company;
 - (d) fails to pay membership fees when due and payable; or
 - (e) is guilty of any conduct that, in the opinion of the Board, is prejudicial to the interests of the Company.
- 8.5 At least seven clear days' notice in writing must be given to a Member of the meeting of the Board at which a resolution to expel the Member is to be proposed. The notice must include particulars of the issues of concern to the Board.
- 8.6 The Member must have a reasonable opportunity to respond to the allegation and produce any material they consider relevant at the Board meeting.
- 8.7 The Secretary must immediately notify the Member in writing once a resolution for expulsion is passed.
- 8.8 Any Member who is expelled may lodge a written appeal with the Secretary within 30 days of receipt of notice of expulsion.
- 8.9 If a Member lodges an appeal against their expulsion, the Board must promptly call a general meeting of the Company at which the resolution with respect to the Member's expulsion will be voted upon by Members.
- 8.10 At the general meeting called pursuant to clause 8.9, the Member must be given the opportunity to respond to the allegation and produce any material they consider relevant.
- 8.11 The decision of the Company in general meeting is binding and no further appeal lies from that decision.

9. ANNUAL GENERAL MEETING

The Annual general meeting must be held each year no later than five months after the end of the previous Financial Year.

10. GENERAL MEETINGS

- 10.1 A general meeting may be convened by the Board at any time and must be convened within two calendar months of receiving a requisition in writing from a number of Members not less than one-third of the then current number of Directors.

- 10.2 At least 21 days written notice of a general meeting must be given to all Members who are entitled to receive the notice.
- 10.3 A notice of a general meeting must contain all relevant information, including but not limited to:
- (a) the place, date and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this);
 - (b) the general nature of the meeting's business;
 - (c) if applicable, that a special resolution is to be proposed and the words of the proposed resolution;
 - (d) a statement that members have the right to appoint proxies and that, if a member appoints a proxy:
 - i. the proxy does not need to be a member of the Company;
 - ii. the proxy form must be delivered to the Company at its registered address or the address (including an electronic address) specified in the notice of the meeting; and
 - iii. the proxy form must be delivered to the Company at least 48 hours before the meeting.

11. PROCEEDINGS AT GENERAL MEETINGS

- 11.1 No business can be transacted at any Annual general meeting or general meeting unless a quorum of Members is present in person or by proxy, attorney or representative at the time when the meeting is due to commence.
- 11.2 Unless otherwise determined by the Company in general meeting, a quorum for general meetings is twice the then number of Directors plus one.
- 11.3 If a quorum is not present within half an hour from the time appointed for the meeting, the meeting:
- (a) if convened upon the requisition of Members, is dissolved; or
 - (b) in any other case, the meeting is adjourned to the same day in the next week at the same time and place, or to such other day, time and place as the chairperson may determine.
- 11.4 If a quorum is not present at the adjourned meeting within half an hour from the time appointed for the meeting, the Members present constitute a quorum.
- 11.5 The chairperson may, with the consent of the Members present at any meeting at which a quorum is present, adjourn the meeting but no business can be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 11.6 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of an original meeting but it is not otherwise necessary to give notice of an adjournment or the business to be transacted at an adjourned meeting.
- 11.7 At any general meeting of Members a resolution put to the vote of the meeting is decided on a show of hands unless a poll is demanded:
- (a) by the chairperson; or
 - (b) by at least 5% of the votes that may be cast on the resolution.
- 11.8 The demand for a poll may be withdrawn.

- 11.9 Before a vote is taken, the chairperson must inform the meeting whether any proxy votes have been received and how the proxy votes are cast.
- 11.10 Unless a poll is demanded, a declaration by the chairperson is conclusive evidence of the result, provided the declaration reflects a show of hands and the proxies received. Neither the chairperson nor the minutes need to state the number or proportion of votes recorded in favour or against.
- 11.11 If a poll is demanded the chairperson will determine how the poll will be taken, and the result of the poll is the resolution of the meeting at which the poll was demanded.
- 11.12 If a poll is demanded on the election of a chairperson or on a question of adjournment, it must be taken immediately.
- 11.13 In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson is entitled to a second or casting vote.
- 11.14 A Member may vote in person or by proxy, attorney or representative and, except in the case of family members, every Member present in person or by proxy, attorney or representative has one vote.
- 11.15 A Member who is of unsound mind or whose person or estate is liable to be dealt with in any way under any legislation relating to mental health may vote, by the Member's committee or trustee or by such other person who has the management of their estate, and the committee, trustee or other person may vote by proxy or attorney.
- 11.16 A Member may only appoint one proxy for a particular meeting.
- 11.17 A document appointing a proxy:
- (a) must be in writing and:
 - (i) signed by the appointor or their attorney; or
 - (ii) if the appointer is a corporation, either under seal or signed by an officer or attorney; and
 - (b) contain:
 - (i) the member's name;
 - (ii) the proxy's name or the name of the office held by the proxy; and
 - (iii) the meetings at which the proxy may be used;
 - (c) may direct the manner in which the proxy is to vote in respect of a particular resolution in which case the proxy must vote accordance with that direction;
 - (d) is taken to confer authority to demand or join in demanding a poll; and
 - (e) must be in the following form or in a form that is as similar to the following form as the circumstances allow:

Asbestos Disease Support Society Limited

I/we, _____, of _____,
being a member/members of the Company, appoint
of _____ or, in their absence,
of _____

as my/our proxy to vote for me/us on my/our behalf at the *annual general meeting/*general meeting of the Company to be held on the day of 2018 and at any adjournment of that meeting.

+This form to be used *in favour of/*against the resolution.

Signed this day of 2018 .

*Strike out whichever is not desired

+To be inserted if desired.

11.18 An instrument appointing a proxy is not valid unless the instrument, and the original or notarially certified copy of the power of attorney or other authority under which the instrument is signed, is deposited, not less than 48 hours before the relevant meeting, or, in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll.

11.19 The power of attorney or copies must be deposited at the registered office of the Company or any other place specified for that purpose in the notice convening the meeting.

11.20 For the purpose of clause 11.19, a document is taken to be deposited at the registered office of the Company if a legible, true copy of a document is received on a facsimile machine located at the registered office.

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

- (a) the previous death or unsoundness of mind of the principal; or
- (b) the revocation of the instrument (or of the authority under which the instrument was signed) or of the power.

if no intimation in writing of any of those events has been received by the Company before the meeting at which the instrument is used or the power is exercised.

11.22 If the Directors have elected one of their number as chairperson of their meetings, that person will preside as chairperson at every general meeting.

11.23 Where a general meeting is held and:

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

the Members present must elect one of their number to be chairperson of the meeting.

12. DIRECTORS

12.1 The Board will consist of a maximum of nine Directors, including the chairperson.

12.2 Subject to clause 12.5, all of the Directors must be elected by the Members of the Company entitled to vote.

The Directors may allocate titles, roles and responsibilities between themselves and document such decisions by way of By-Laws.

12.3 A person is not entitled to be appointed as a Director if they are a member of the:

- (a) legal profession being paralegals, solicitors, barristers and members of judiciary;

- (b) asbestos Industry including but not limited to removal, encapsulation, auditing or testing of Asbestos; or
- (c) executive of any other Asbestos societies and or associations, either in Queensland or elsewhere.

12.4 The appointment of a Director will be effective from the conclusion of the Annual general meeting at which the election is announced.

12.5 The Board may appoint any person to fill a casual vacancy, but the total number of office bearers must not exceed the number fixed in accordance with this constitution.

Any Director appointed to fill a casual vacancy holds office until the conclusion of the next Annual general meeting.

The Board must at all times comprise a majority of persons who are considered to have a degree of responsibility to the community.

12.6 Any appointment purporting to replace a Director, which, if it were an effective appointment, would cause this clause to be contravened, will be invalid. The office of a Director becomes vacant if the Director:

- (a) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (b) is prohibited from being a director of a company by reason of any order made under the Corporations Act;
- (c) ceases to be a Director by operation of any provision of the Corporations Act;
- (d) ceases to be a Member of the Company;
- (e) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way legislation relating to mental health;
- (f) resigns as a Director by notice in writing to the Company;
- (g) is absent from three consecutive meetings of the Board without giving prior written notice to the chairperson; or
- (h) is removed by an ordinary resolution of Members;
- (i) dies.

12.7 The Directors are not entitled to be remunerated for their services as Directors.

12.8 The Directors are entitled to be paid their reasonable travelling and accommodation and other expenses properly incurred in consequence of their attendance at Directors meetings and otherwise in the execution of their duties as Directors.

13. ROTATION OF DIRECTORS

Rotation of Directors

13.1 At the second Annual general meeting of the Company and each subsequent Annual general meeting, half of the Directors, or if the number of Directors is not a multiple of two, then the whole number nearest to two, must retire from office.

- 13.2 Unless otherwise agreed, the Directors that must retire in accordance with clause 13.1 will be determined by the length each Director has held office as a Director of the Company since they were last elected, so that those who have the longest record must retire first.
- 13.3 If two or more Directors have been in office an equal length of time, the Directors who must retire will be determined by lot.
- 13.4 A Director who retires under this clause will be eligible for re-election.
- 13.5 The retirement of a Director who retires under this clause will be effective from the close of the relevant Annual general meeting.
- 13.6 If a Director is required to retire at or before an Annual general meeting, the Board must give a notice to Members calling for nominations for the vacant position.
- 13.7 A Member may nominate another Member for election and the nomination must be seconded by second Member.
- 13.8 Nominations must be received at the Company's registered office by the date specified in the notice given to members.
- 13.9 If the number of candidates for election is equal to or less than the number of vacancies, the chairperson may declare those candidates to be duly elected.
- 13.10 If the number of candidates exceeds the number of vacancies, a ballot must be held to elect the replacement Directors.
- 13.11 If an election is necessary, the Board may determine that the replacement Director may be elected by a postal ballot in which case the following provisions apply:
- (a) when the Company sends a notice to the Members of the Annual general meeting, it must also send to each Member:
 - (i) a notice advising the Board positions that have to be filled and particulars of the nominations received for the vacancies; and
 - (ii) a ballot paper;
 - (b) completed ballot papers must be received at the Company's registered office at least two days before the Annual general meeting. Ballot papers received after this time will not be counted.
 - (c) the postal ballot will be deemed to be a poll of Members and all provisions in this constitution relating to the taking of a poll will apply to the ballot.
- 13.12 All other issues in relation to the election of Directors and the conduct of a ballot will be determined by the chairperson whose decision will be final and binding.

14. POWERS AND DUTIES OF THE DIRECTORS

- 14.1 The management of the Company is the responsibility of the Board and the Board may exercise all powers of the Company as are not, by the Corporations Act or by this constitution, required to be exercised by the Company in general meeting.
- 14.2 The Board may make By-Laws that are not inconsistent with the constitution and the Corporations Act for the general management and running of the Company.

15. PROCEEDINGS OF THE BOARD AND APPOINTMENT OF CHAIRMAN

15.1 The Board may meet as it thinks fit. A Director may at any time, and the Secretary must, on the requisition of a Director, summon a meeting of the Board.

The Board must endeavour to meet once every four months.

15.2 The Board must appoint one of its members to chair its meetings and may determine the period for which they will hold office.

15.3 Where a meeting of Directors is held and:

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

the Directors present must elect an alternative chairperson of the meeting.

15.4 Subject to this constitution, questions arising at any meeting of the Board will be decided by a majority of votes.

15.5 The quorum necessary for the transaction of the business of the Board is 50% of the then number of Directors.

15.6 The continuing members of the Board may act notwithstanding any vacancy in the Board, but if their number is reduced below the number fixed by or pursuant to this constitution as the quorum of the Board, the continuing Directors may only act for the purpose of filling a casual vacancy or calling a general meeting.

15.7 A resolution in writing signed by all Directors in Australia for the time being is as valid as if it had been passed at a meeting of the Board. The resolution may consist of several documents in like form, each signed by one or more Directors.

15.8 Subject to the Corporations Act, the Board may delegate any of its powers to one or more subcommittees as the Board thinks fit and the Board may also appoint the chairperson of any subcommittee.

15.9 Each subcommittee must keep proper minutes of its meetings and the provisions regulating proceedings of the Board apply to the proceedings of subcommittees also.

15.10 Questions arising at any meeting of subcommittees are determined by a majority of votes of the Members present. The chairperson does not have a second or casting vote.

15.11 No decision of a subcommittee is binding on the Company unless it is ratified by the Board.

15.12 If it is discovered after the event that there was some defect in the appointment of any Director or subcommittee member, or that they were disqualified, anything done by the Board or of the subcommittee or the person acting as a Director or subcommittee member is as valid as if every such person had been duly appointed and was qualified to be a Director or member of the subcommittee.

16. MEETINGS USING TECHNOLOGY

16.1 A board meeting may be called or held using any technology allowed under the Corporations Act and consented to by all the Directors.

16.2 The consent referred to in clause 16.1 may be a standing one. A Director may only withdraw their consent within a reasonable period before the meeting.

17. DIRECTORS CONTRACTING WITH THE COMPANY

- 17.1 No Director is disqualified by their office from contracting with the Company.
- 17.2 No contract or arrangement entered into by the Company in which any Director is in any way interested can be avoided because the person has the interest.
- 17.3 A Director who has an interest in any contractual arrangements with the Company is not liable to account to the Company for any profit realised in relation to the contract or arrangement provided the Director has disclosed the nature of their interest at a meeting of the Board.
- 17.4 The declaration must be made at a meeting of the Directors at which the contract or arrangement is determined if the Director's interest then exists, or in any other case at the first meeting of the Directors after the acquisition of the Director's interest.
- 17.5 A general notice that a Director is a member of a specified company or firm and is to be regarded as interested in any subsequent transaction with the company or firm is sufficient disclosure if:
- (a) the notice states the nature and extent of the interest of the Director in the company or firm; and
 - (b) there has been no material change in the Director's interest in the company or firm when a later transaction is considered by the Board.
- 17.6 A Director who has a material interest in a matter that is being considered at a Directors meeting must not:
- (a) be present at the meeting while the matter is being considered; and
 - (b) must not vote on the matter unless the preceding provisions of this clause 17 have been complied with and the other Directors have passed a resolution in accordance with section 195 of the Corporations Act.
- 17.7 The giving of a general notice under this clause 17 does not entitle a Director to be present or to vote at a meeting in relation to a particular contract unless a resolution of the Board under clause 17.6 has first been passed.
- 17.8 Subject to a Director having complied with this clause 17, the Director may sign or countersign any contract in which they are interested.

18. COMPANY SECRETARY

- 18.1 The secretary of the Company holds office on the terms decided by the Directors and in accordance with the Corporations Act.
- 18.2 Nothing in this constitution prevents the Board from appointing a Member of the Company as Company Secretary. The Secretary does not need to be a Director.
- 18.3 The Secretary must cause minutes to be made and entered of:
- (a) the names of Directors and other persons present at all meetings of the Company and of the Board; and
 - (b) all proceedings at all meetings of the Company and of the Board.
- 18.4 The minutes must be signed by the chairperson of the meeting at which the proceedings were held or by the chairperson of the next succeeding meeting.

19. FUNDS AND ACCOUNTS

- 19.1 The auditor of the company is appointed by the Company in general meeting and holds office in accordance with the Corporations Act.
- 19.2 The Board must cause:
- (a) proper accounting and other records to be kept;
 - (b) copies of yearly financial statements (including every document required by law to be attached to them) accompanied by a copy of any auditor's report to be distributed to Members; and
 - (c) a statement of financial position, a statement of financial performance and a statement of cash flow for the preceding Financial Year of the Company to be prepared to a date not more than twelve months before the date of the meeting and sent to every Member with the notice for each Annual general meeting.

20. NOTICES

- 20.1 A notice may be given by a Member to the Company by:
- (a) serving it at or posting it to the Company's registered office;
 - (b) forwarding it by facsimile transmission at the facsimile number of the Company;
 - (c) forwarding it by electronic mail to the electronic mail address of the Company; or
 - (d) in any other way allowed by the Corporations Act.
- 20.2 A notice may be given by the Company to any Member either by:
- (e) serving it on the Member personally;
 - (f) sending it by post to the Member at the address shown in the Register or the address supplied by the Member for the giving of notices;
 - (g) forwarding it by facsimile transmission at the facsimile number shown in the Register (if any) or the facsimile number supplied by the Member for the giving of notices;
 - (h) forwarding it by electronic mail to the electronic mail address shown in the Register (if any) or the electronic mail address supplied by the Member for the giving of notices; or
 - (i) in any other way allowed by the Corporations Act.
- 20.3 The Company may provide a notice to a Member pursuant to clause 21.2 by serving, sending or forwarding it to the Member's Authorised Contact.
- 20.4 Where a notice is sent by post, service is taken to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected, in the case of a notice of a meeting, on the day after the date of its posting and, in any other case, at the time at which the letter would be delivered in the ordinary course of post.
- 20.5 Where notice is forwarded by facsimile transmission, service will be deemed to be effected on the date the recipient receives a facsimile transmission report confirming receipt of the notice at the facsimile number for the recipient.
- 20.6 Where a notice is forwarded by electronic mail, service will be deemed to be effected on the day of the transmission, so long as the sender of the notice does not receive a delivery failure message in respect of that electronic mail.

- 20.7 A notice may be given to the family and corporate members by giving the notice to the Authorised Contact.
- 20.8 Notice of every general meeting will be given in the manner authorised by this clause to:
- (j) every Member who is entitled to notice of a general meeting; and
 - (k) the auditor for the time being of the Company.
- 20.9 No other person is entitled to receive notices of general meetings.

21. REVOCATION OF ENDORSEMENT

- 21.1 If the endorsement of the Company as a Deductible Gift Recipient is revoked, the following shall be transferred to other charitable institutions that are Deductible Gift Recipients with the public charitable purpose of providing benevolent relief to people in need (**Default Funds**) – any surplus:
- (a) gifts of money or property for the principal purpose of the Company;
 - (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the Company; and
 - (c) money received by the Company because of such gifts or contributions.
- 21.2 The Default Funds will be:
- (a) The Cancer Council Queensland ABN 4832 1126 727 to be apportioned 25%, Cancer Council of the Northern Territory Incorporated ABN 7803 9911 732 to be apportioned 25%, Lung Foundation Australia ABN 3605 1131 901 to be apportioned 50%.
 - (b) If any of the organisations named in clause 21.2(a) are:
 - (i) not in existence;
 - (ii) not endorsed as Deductible Gift Recipients; or
 - (iii) unwilling or unable to accept the assets,The funds will be distributed proportionately to the remaining organisations.
 - (c) If all of the organisations named in clause 21.2(a) are:
 - (i) not in existence;
 - (ii) not endorsed as Deductible Gift Recipients; or
 - (iii) unwilling or unable to accept the assets,the Default Fund will be determined:
 - (d) by the Members at or before the time of dissolution; but
 - (e) if no determination is made by the Members, the Default Fund will be determined by a Judge of the Supreme Court of the state in which the registered office of the Company is located.
- 21.3 If a determination is made pursuant to clause 21.2(d) or (e), the provisions of clause 21.1 must be adhered to.

22. WINDING UP

- 22.1 If the Company is wound up and any surplus assets remain after satisfaction of all its liabilities, those assets:
- (a) must not be paid to or distributed among the Members; but
 - (b) must be given or transferred to a Default Fund.
- 22.2 Every Member undertakes to contribute to the assets of the Company to a maximum of \$1.00 if the Company is wound up while they are a Member or within one year after they cease to be a Member, for payment of the liabilities of the Company contracted before they cease to be a Member.

23. INDEMNITY

- 23.1 Every Director, Secretary and other officer of the Company is indemnified out of the assets of the Company against any liability incurred by the person as officer except where the Company is prohibited from indemnifying the person under the provisions of the Corporations Act.
- 23.2 The indemnity may extend to a liability for costs and expenses incurred by a person in defending proceedings, whether civil or criminal, irrespective of their outcome.
- 23.3 The Company may pay premiums in respect of contracts insuring current and past officers of the Company against liabilities incurred by them as officers and liability for costs and expenses incurred in defending proceedings whatever their outcome except in circumstances where the Company is prohibited from doing so under the Corporations Act.
- 23.4 A Director, manager, secretary or other officer of the Company is not liable for:
- (a) the act, neglect or default of any other Director or officer;
 - (b) any loss or expenses incurred by the Company through the insufficiency or deficiency of title to any property acquired by order of the Directors for or on behalf of the Company;
 - (c) the insufficiency or deficiency of any security in or upon which any money of the Company is invested;
 - (d) any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any money, securities or effects are deposited or left; or
 - (e) for any other loss or damage that happens in the execution of the duties of his office,
- unless the same happens through their own negligence, wilful default, breach of duty or breach of trust.

24. CONSTITUTION PREVAILS OVER REPLACEABLE RULES

- 24.1 If any provision in this constitution is inconsistent with any of the Replaceable Rules, the provision in this constitution prevails.
- 24.2 To the extent permitted by law, the Replaceable Rules do not apply to the Company.