



CONSTITUTION
CAPITAL HEALTH NETWORK LTD

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Corporations Act 2001 (Cth) Public
company limited by guarantee
Capital Health Network LtdACN
098 499 471

1 NATURE OF COMPANY AND LIABILITY

Nature of Company

1.1 The Company is a public company limited by guarantee.

Liability of Members and guarantee on winding up

1.2 The liability of the Members is limited. Every Member undertakes to contribute \$10.00 to the assets of the Company if it is wound up while they are a Member, or within one year after the person ceases to be a Member, for:

- 1.2.1 payment of the Company's debts and liabilities contracted before they ceased to be a Member; and
- 1.2.2 costs and expenses of winding up.

2 OBJECTS

2.1 The Company has the objects of improving the health of the Australian Capital Territory community and promoting the prevention and control of illness and disease in people in the Australian Capital Territory, including improving chronic disease management, through:

- 2.1.1 Better coordinating and integrating patient care within and between health services.
- 2.1.2 Promoting general practice as the foundation of good primary health care.
- 2.1.3 Improving access to primary care for every member of the Australian Capital Territory community.
- 2.1.4 Providing support to primary health care clinicians and service providers to deliver best practice care for improved patient health outcomes.
- 2.1.5 Identifying local population health care needs and service gaps and developing locally focussed and responsive health services.
- 2.1.6 Improving communication between primary health care clinicians and service providers and across all sectors of the health system.
- 2.1.7 Supporting the involvement of primary health care clinicians and service

providers in all levels of health system planning and policy development.

2.1.8 Providing and supporting high quality education, research and evaluation, and inter-professional learning among primary health care clinicians.

2.1.9 Facilitating joint service planning with the ACT Local Hospital Network and other relevant organisations.

2.1.10 Facilitating the implementation, performance and evaluation of primary health care initiatives and programs.

2.2 The Company will seek to achieve its objects by:

2.2.1 Raising money to further the aims of the Company and to secure sufficient funds for the purposes of the Company.

2.2.2 Receiving any funds and distributing these funds in a manner that best attains the objects of the Company.

2.2.3 Doing all such things as are incidental, convenient or conducive to the attainment of all or any of the objects of the Company, including establishing or acquiring subsidiaries or participating in joint ventures.

2.3 In working to achieve its objects, the Company will foster equity, openness and accountability in its structures, process and culture.

3 MEMBERSHIP

Membership

3.1 The Members of the Company are those persons listed on the Register when this constitution comes into force and effect and such other persons as may be admitted to membership in accordance with this constitution, in each case until such time as the relevant person ceases to be a Member under clause 5.

Classes of membership

3.2 The membership of the Company will be divided into the following five classes of membership:

Class	Class eligibility criteria
General Practitioner	The person is a General Practitioner.
Primary HealthCare Clinician	The person is a Primary Health Care Clinician.

Service Provider	The person is a Service Provider.
Peak Body	The person is a Peak Body.
Consumer Organisation	The person is a Consumer Organisation.

3.3 In this constitution, a **Primary Health Care Clinician** is a person who satisfies at least one of the following criteria:

3.3.1 The person is not a General Practitioner and is a health professional involved in Primary Health Care in the Australian Capital Territory who is working in a health profession regulated by the *Health Practitioner Regulation National Law (ACT) Act 2010* (ACT) as at 22 November 2011.

3.3.2 The person is not a General Practitioner, is involved in Primary Health Care in the Australian Capital Territory and is working in a health profession approved by the Board in its absolute discretion by resolution for the purposes of this clause 3.3.2. The Board will not be required to provide any person with reasons for accepting or rejecting any health profession or health professional group under this clause 3.3.2.

3.4 Each Member as at the date that this constitution comes into force and effect is deemed to satisfy the membership eligibility requirements set out in clause 3.2 applicable to the class of membership in which they have been admitted.

Rights of Members

3.5 Unless this constitution provides otherwise, all Members have the same rights.

Membership not transferable

3.6 A Member's rights, privileges and benefits of membership are personal to the Member and membership of the Company is not transferable.

Trust and related arrangements

3.7 Except as required by law:

3.7.1 No person is to be recognised by the Company as holding its membership on trust or otherwise holding the membership as a representative of another person.

3.7.2 Regardless of it having notice of any other interest or right, the Company is not bound by, or compelled in any way to recognise, any equitable, contingent, future, partial or other right or interest in a Member's membership of the Company.

Members

- 3.8 A person that is a Member must comply with the provisions of this constitution.
- 3.9 A Member has the right to receive notices of any general meeting, attend and be heard at any general meeting and vote at any general meeting.

Form of application

- 3.10 An application for membership that is submitted after the date the Company is registered must comply with the following requirements:
- 3.10.1 It must be signed by or on behalf of the applicant.
- 3.10.2 It must be accompanied by such documents or evidence as to qualification for membership as the Board may, in its absolute discretion, determine from time to time.

Admission to membership

- 3.11 Any person that considers that they satisfy the eligibility criteria of a particular class of membership set out in clause 3.2 may apply for membership of the Company in the specified class. The application must be in such form and accompanied by such supporting information as the Board or its delegate may prescribe from time to time, and must be accompanied by payment of the application fee determined in accordance with clause 4.1 (if any) and annual subscription determined in accordance with clause 4.2 (if any).
- 3.12 The Board may delegate both the review of applications for membership and the final decision whether to admit or reject an applicant. Without limiting clause 3.17, the Board (or its delegate, as applicable) must consider an application for membership that is submitted in accordance with clause 3.11 as soon as practicable after its receipt and determine, with reference to the eligibility criteria set out in clause 3.2 but otherwise in the absolute discretion of the Board or its delegate (as applicable) the admission or rejection of the applicant.
- 3.13 Neither the Board nor its delegate has to give reasons for admitting or rejecting an applicant for membership.
- 3.14 If an application for membership is rejected, the Secretary must notify the applicant in writing of that fact within a reasonable period and refund to the applicant any application fee and annual subscription paid by the applicant.
- 3.15 If an applicant is accepted for membership, the Secretary must notify the applicant of admission in such form as the Board may determine from time to time, and the name and details of the applicant must be entered in the Register.
- 3.16 An applicant that is accepted for membership becomes a Member when the applicant's name is entered in the Register.

Closure of Register

- 3.17 No person may be admitted to membership of the Company in the period from 1 July in any given year to the day that is one business day after the date of the AGM that is held in that year (or, if applicable, the date of that adjourned AGM). To avoid doubt, this clause 3.17 does not apply to the process for readmission to membership under clause 3.20.

Duration of membership

- 3.18 Subject to clause 3.19, and without limiting clause 5, the membership of all Members as at the date that this constitution comes into force and effect, and all persons subsequently admitted to membership before 30 June 2021, will end on 30 June 2021. Thereafter, the membership of all persons who are Members will end on 30 June in each third successive year (namely, 30 June 2024, 30 June 2027, 30 June 2030 and every third successive 30 June thereafter).
- 3.19 If a Member is readmitted to membership in the relevant year in accordance with clause 3.20, the Member's membership is deemed not to have ended under clause 3.18.

Application for readmission to membership

- 3.20 In a year during which a Member's membership ends in accordance with clause 3.18, the relevant person is entitled to apply to be readmitted to membership as follows:
- 3.20.1 The Member must apply to be readmitted to membership on and from 1 July in the relevant year, using such form and providing such supporting information as the Board or its delegate may prescribe prior to the date determined in accordance with clause 3.20.2. The Member's application must be accompanied by payment of the annual subscription determined in accordance with clause 4.2 (if any). For the avoidance of doubt, if a Member fails to apply to be readmitted to membership in accordance with this clause 3.20, the Member's membership will end automatically in accordance with clause 3.18.
- 3.20.2 The application to be readmitted to membership, any required supporting information and payment of the applicable annual subscription (if any) must be lodged on or before 31 May in the relevant year or such other date as may be determined by the Board from time to time (being a date that is a reasonable period before 30 June in the relevant year).
- 3.20.3 For the avoidance of doubt, the Board may delegate both the review of applications to be readmitted to membership and the final decision whether to admit or reject an applicant for readmission to membership.
- 3.20.4 The Board (or its delegate, as applicable) must consider an application for readmission to membership that is submitted in accordance with clauses 3.20.1 and 3.20.2 as soon as practicable after its receipt and determine, with reference to the eligibility criteria set out in clause 3.2 but otherwise in the absolute discretion of the Board (or its delegate, as applicable), the admission or rejection of the applicant. Such determination must be made within a reasonable time before 30 June in the relevant year.

- 3.20.5 The Board (or its delegate, as applicable) does not have to give reasons for accepting or rejecting an application for readmission to membership.
- 3.20.6 If an application for readmission to membership is accepted, the Secretary must notify the applicant in writing of that fact within a reasonable time before 30 June in the relevant year.
- 3.20.7 If an application for readmission to membership is rejected, the Secretary must notify the applicant in writing of that fact within a reasonable time before 30 June in the relevant year and refund to the applicant any annual subscription paid by the applicant at the time the relevant application was lodged.

Register of Members

- 3.21 A register of the Members of the Company must be kept in accordance with the Corporations Act.
- 3.22 The following details must be entered in the Register in respect of each Member:
 - 3.22.1 The full name of the Member.
 - 3.22.2 The address of the Member.
 - 3.22.3 The date on which the entry of the Member's name in the Register is made.
- 3.23 The Register must also show the following information, which may be kept separately from the rest of the Register:
 - 3.23.1 The name and details of each person who stopped being a Member within the last 7 years.
 - 3.23.2 The date on which each such person stopped being a Member.
- 3.24 The Company may also keep further registers recording other information about Members that is not required to be kept under the Corporations Act, for example:
 - 3.24.1 The telephone number, facsimile number and email address (as applicable) of the Member.
 - 3.24.2 Such other information as the Board may require.
- 3.25 Each Member must notify the Secretary in writing of any change in that Member's name, address, telephone or facsimile number or email address within one month after the change.

4 APPLICATION FEE AND ANNUAL SUBSCRIPTION

Application fee

- 4.1 The application fee payable by each applicant for membership after the date that this constitution comes into force and effect is such sum as the Board may prescribe from time to time in respect of each class of membership. For the avoidance of doubt, the

application fee may be different for different classes of membership and may be nil.

Annual subscription

4.2 The annual subscription payable by a Member is such sum as the Board may prescribe from time to time in respect of the relevant class of membership. For the avoidance of doubt, the annual subscription may be different for different classes of membership and may be nil.

4.2.1 Where the Board has prescribed that an annual subscription is payable, all annual subscriptions are due and payable in advance by no later than 31 May in a year in which membership must be renewed (as determined in accordance with clause 3.18).

4.2.2 If a person applies for membership after the commencement of the then-current three-year membership term (as determined in accordance with clause 3.18), the Board may reduce the annual subscription payable by the applicant for the remainder of that period in such manner as the Board in its absolute discretion considers fit.

Unpaid annual subscriptions

4.3 A Member ceases to be entitled to any of the rights or privileges of membership if any annual subscription payable by the Member in accordance with this clause 4 remains unpaid for two months after it becomes payable and a notice of default is given to the Member pursuant to a resolution of the Board. However, the rights or privileges of membership may be reinstated on payment of all arrears if the Board (in its absolute discretion) so resolves.

5 REMOVAL AND CESSATION OF MEMBERSHIP

Resignation

5.1 A Member may resign from membership of the Company by giving written notice to the Secretary.

5.2 Without limiting clause 5.13, the resignation of a Member is deemed to take effect from the date of receipt of the notice of resignation or such later date as is provided in the notice.

Failure to pay

5.3 If a Member has not paid all arrears of annual subscriptions in accordance with clause 4.2 or, if paid, the Member's rights and privileges are not reinstated by the Board in accordance with clause 4.3, all of the following apply in respect of that Member:

5.3.1 The Member remains liable for all the obligations and liabilities of membership for six months after the date of notification under clause 4.3.

5.3.2 Without limiting clause 5.13, the Member ceases to be a Member and the Member's name must be removed from the Register at the end of the six month period.

Other cessation of membership

5.4 Without limiting clause 5.13, a Member ceases to be a Member immediately upon any Termination Event occurring in respect of the Member.

5.5 Without limiting clause 5.13, where clause 3.19 does not apply a Member ceases to be a Member in the circumstances set out in clause 3.18.

Removal from membership

5.6 The Board may convene a meeting of Members to consider the removal of a Member from the Register if the Board in its absolute discretion resolves that the Member is no longer considered suitable for membership of the Company including where (in the Board's opinion):

5.6.1 the Member no longer satisfies the eligibility criteria set out in clause 3.2; or

5.6.2 the Member has committed any act or omission which is unbecoming of a Member or which has adversely affected the Company's interests or has the potential to do so.

5.7 The Board does not have to give reasons for recommending the removal of any Member from the Register.

5.8 The Board must provide at least two month's written notice to any Member of any intention to remove the Member from the Register, so as to enable the Member to provide any written representations to the Company.

5.9 Where a Member referred to in clause 5.8 makes any written representations and the Member requests that the representations be notified to Members of the Company, the Company must do both of the following:

5.9.1 State that the representations have been made in any notice of the resolution given to Members of the Company.

5.9.2 Send a copy of the representations to every Member of the Company to whom the notice of the meeting has been or is sent.

5.10 The requirements in clause 5.9 do not apply to the Company if the Company receives the representations too late for it to satisfy those requirements.

5.10.1 If a copy of the representations is not so sent because they were received too late or because of the Company's default, the Member referred to in clause 5.8 may, without affecting any right to be heard orally, require the representations be read out at the meeting.

- 5.11 Despite clauses 5.9 and 5.10, copies of the representations need not be sent out and the representations need not be read out at the meeting if the Board is satisfied on reasonable grounds that the rights conferred by clause 5.9 are being abused, including to secure publicity for a defamatory matter.
- 5.12 An ordinary resolution of Members is required to pass the necessary resolution to remove the Member referred to in clause 5.8 under clause 5.6.

Consequences of resignation or other cessation of membership

- 5.13 Resignation from membership in accordance with clause 5.1, or a Member's membership ceasing in accordance with clause 5.3, clause 5.4, clause 5.5 or clause 5.12, does not limit the Member's liability under this constitution, and despite that cessation of membership the former Member continues to be liable for all money owing to the Company as at the date of the cessation of its membership of the Company and for any amount payable in accordance with clause 1.2.

6 NO PROFITS FOR MEMBERS

Transfer of income or property

- 6.1 Subject to clauses 6.2 and 20, the Company may not pay or transfer any income or property, directly or indirectly, to any Member.

Payments, services and information

- 6.2 Nothing in this clause 6 prevents the Company:

6.2.1 making a payment in good faith to a Member in carrying out the Company's charitable purposes;

6.2.2 making a payment in good faith of any of the following:

- (a) remuneration to any officers or employees of the Company for services actually rendered to the Company (including payment of directors' fees in accordance with clause 12.1);
- (b) an amount to any Member in return for any services actually rendered to the Company or for goods supplied to the Company by the Member on commercial arm's-length terms or terms more favourable to the Company;
- (c) reasonable and proper interest on money borrowed from any Member;
- (d) reasonable and proper rent for premises let by any Member to the Company; or
- (e) reimbursement of expenses reasonably and properly incurred by any Member on the Company's behalf with the consent of the Board; or

- 6.2.3 from providing services or information to the Members on terms which are different from the terms on which services or information are provided to persons who are not Members, or from providing services or information to Members on different terms from time to time.

7 AFFILIATES

Affiliates

- 7.1 The Board may create a register of Affiliates.
- 7.2 An Affiliate of the Company is a person who:
- 7.2.1 is not a Member;
 - 7.2.2 has applied to become an Affiliate in accordance with any procedures or policies applicable to Affiliates as may be determined by the Board or its delegate from time to time (including if applicable payment of any fee determined by the Board or its delegate from time to time); and
 - 7.2.3 has been admitted by the Board or its delegate (as applicable) as an Affiliate.
- 7.3 The Affiliates are those persons who are listed on the register of Affiliates when this constitution comes into force and effect and such other persons as may be admitted as Affiliates in accordance with this constitution, in each case until such time as the relevant person ceases to be a Member under this clause 7.
- 7.4 An Affiliate:
- 7.4.1 is not a Member of the Company and has none of the rights enjoyed by a Member under this constitution and the Corporations Act;
 - 7.4.2 has the right to attend but not speak or vote at any general meeting of the Company; and
 - 7.4.3 has the right to access those services provided by the Company as may be determined by the Board from time to time.
- 7.5 The Board or its delegate (as applicable) may determine from time to time that Affiliates will be referred to by some other name or names, provided that any such name could not reasonably be misconstrued as representing that Affiliates are Members or otherwise enjoy the same rights as a company's members.

Admission as an Affiliate

- 7.6 The Board or its delegate (as applicable) must consider an application for admission as an Affiliate as soon as practicable after its receipt and determine, in its absolute discretion, the admission or rejection of the applicant as an Affiliate.
- 7.7 The Board or its delegate (as applicable) does not have to give reasons for accepting or

rejecting an application for admission as an Affiliate.

- 7.8 If an application for admission as an Affiliate is rejected, any fee paid pursuant to the application must be refunded to the applicant.
- 7.9 If an applicant is admitted as an Affiliate, the Secretary must notify the applicant of admission in the form of a receipt for the relevant fee, if any, or in such other form as the Board or its delegate (as applicable) may determine from time to time and the name and details of the applicant must be entered in a register of Affiliates maintained for this purpose.

Removal

- 7.10 The Board may in its absolute discretion determine that a person ceases to be an Affiliate. The Board does not need to provide its reasons for doing so.

8 GENERAL MEETINGS

Convening of meetings by Directors

- 8.1 Any two Directors may convene a general meeting.

Convening of meetings by Members

- 8.2 The Board must call and arrange to hold a general meeting if required to do so under the Corporations Act and in accordance with any requirements under the Corporations Act.

Notice of general meeting

- 8.3 The Board may give notice of a general meeting by any form of communication permitted by the Corporations Act.

8.3.1 The notice of a general meeting must specify the place, the day and the hour of meeting and if the meeting is to be held in two or more places, the technology that will be used to facilitate the meeting, the general nature of the business to be transacted and any other matters as are required by the Corporations Act.

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

- 8.4 The period of notice to be given for a general meeting is the period reasonably determined by the Board from time to time. In addition, a general meeting may be convened with whatever notice period that Members with at least 95% of the votes that may be cast at the meeting agree beforehand.

Cancellation of general meetings

- 8.5 The Board may cancel a general meeting, other than a general meeting which the Board is required to convene and hold under the Corporations Act.

- 8.6 The Board may cancel a general meeting if notice of the cancellation is given to all persons entitled to receive notice of the meeting at least two business days prior to the time of the meeting as specified in notice of meeting.

Quorum at general meetings

- 8.7 The Members in general meeting may not transact any business unless a quorum of Members is present at the time when the meeting proceeds to business.

- 8.8 Except as otherwise set out in this constitution, a quorum for the purposes of a general meeting is the lesser of:

8.8.1 20 Members entitled to vote at the meeting (whether present in person or by representative, proxy or attorney); and

8.8.2 the number equal to 5% of the total number of Members entitled to vote at the meeting (whether present in person or by representative, proxy or attorney), rounded up to the next highest whole number.

- 8.9 If a quorum is not present within half an hour from the time appointed for the meeting or a longer period allowed by the chairperson:

8.9.1 If the meeting was convened by or on the requisition of Members, it must be dissolved.

8.9.2 Otherwise, it must stand adjourned to the same day in the next week at the same time and place or to another day and at another time and place determined by the Board.

- 8.10 If a meeting has been adjourned to another time and place determined by the Board, not less than five business days' notice of the adjourned meeting must be given in the same manner as in the case of the original meeting.

Quorum at adjourned general meetings

- 8.11 At the adjourned meeting, 10 Members present in person or by representative, proxy or attorney, but if a quorum is not present within half an hour after the time appointed for the meeting, the meeting must be dissolved.

Appointment of chairperson

- 8.12 Every general meeting must be chaired by a chairperson. The chairperson will be determined as follows:

8.12.1 First, if the Board has elected a Director as Chair in accordance with clause 14.7, that person is entitled to chair every general meeting.

8.12.2 Secondly, if the Board has elected a Director as Deputy Chair in accordance with clause 14.8, that person is entitled to chair that meeting if either of the following applies:

- (a) No Chair has been elected in accordance with clause 14.7.
 - (b) The Chair is not present within 10 minutes after the time appointed for the holding of the meeting or is unwilling to act.
- 8.12.3 Thirdly, the Directors present at the meeting must elect one of their number to chair that meeting if either of the following applies:
- (a) No Chair has been elected in accordance with clause 14.7, and no Deputy Chair has been elected in accordance with clause 14.8.
 - (b) Neither the Chair nor the Deputy Chair is present within 10 minutes after the time appointed for the holding of the meeting, or if present is not willing to act.
- 8.12.4 Fourthly, the Members entitled to vote at the meeting present in person or by representative, proxy or attorney at the meeting must elect one of those Members to chair that meeting if either of the following applies:
- (a) There are no Directors present within 15 minutes after the time appointed for the holding of the meeting.
 - (b) All Directors present decline to chair the meeting.

Chairperson's powers

- 8.13 The chairperson may temporarily vacate the chair at a general meeting in favour of another person present at any time and for any reason they see fit, and must do so if the Members are voting on the chairperson's election or re-election as a Director (if applicable).
- 8.14 Subject to the terms of this constitution regarding adjournment of meetings, the chairperson's ruling on all matters relating to the order of business, procedure and conduct of the general meeting is final and no motion of dissent from a ruling of the chairperson may be accepted.
- 8.15 The chairperson may, in his or her absolute discretion, refuse any person admission to a general meeting, or expel the person from the general meeting and not permit them to return, if the chairperson reasonably considers that the person's conduct is inappropriate. Inappropriate conduct in a general meeting includes:
- 8.15.1 The use of offensive or abusive language which is directed to any person, object or thing.
 - 8.15.2 Attendance at the meeting while under the influence of any kind of drug, or using or consuming any drug at the meeting, including any alcoholic substance.
 - 8.15.3 Possession of any article, including a recording device or other electronic device or a sign or banner, which the chairperson considers is dangerous, offensive or disruptive or likely to become so.

Adjournment of meetings

- 8.16 The chairperson may, with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting to another time and to another place.
- 8.16.1 The only business that may be transacted at any adjourned meeting is the business left unfinished at the meeting from which the adjournment took place.
- 8.16.2 When a meeting is adjourned for 20 business days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 8.16.3 Except when a meeting is adjourned for 20 business days or more, it is not necessary to give a notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting on show of hands

- 8.17 At a general meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is demanded before that vote is taken or before the result is declared or immediately after the result is declared.
- 8.18 If a poll is not duly demanded, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Company, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

Demand for a poll

- 8.19 A poll may be demanded by either:
- 8.19.1 The chairperson.
- 8.19.2 At least five Members entitled to vote on the resolution.
- 8.19.3 Any Member or Members with at least 5% of the votes that may be cast on the resolution on a poll.
- 8.20 The demand for a poll may be withdrawn.
- 8.21 The demand for a poll does not prevent the continuance of a meeting for the transaction of business other than the question on which a poll is demanded.
- 8.22 If a poll is duly demanded, it must be taken in the manner the chairperson directs and, except as to the election of a chairperson or on a question of adjournment, either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll is the resolution of the meeting at which the poll is demanded.
- 8.23 A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.

Voting rights of Members

- 8.24 On a Ballot, every Member has one vote.
- 8.25 On a show of hands, every Member present in person or by representative, proxy or attorney has one vote.
- 8.26 On a poll, every Member present in person or by representative, proxy or attorney has one vote.

Vote of the chairperson at general meetings

- 8.27 In a case of an equality of votes, whether on a show of hands or on a poll, the chairperson of a general meeting does not have a second or casting vote in addition to any votes he or she may have as a Member or as a representative, proxy or attorney of a Member.

Objections to voter qualification

- 8.28 No objection may be raised to the qualification of a voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- 8.29 An objection to the qualification of a voter must be referred to the chairperson, whose decision is final.
- 8.30 A vote not disallowed according to an objection as provided in this constitution is valid for all purposes.

Mode of meeting for Members

- 8.31 A general meeting may be called or held (including at more than one venue) using any technology that gives the Members as a whole a reasonable opportunity to participate in the meeting. The Members may otherwise regulate their meetings as they think fit.

Resolution in writing

- 8.32 A resolution in writing signed by all Members entitled to vote on the resolution is to be treated as a determination of the Members passed at a meeting of the Members duly convened and held.

Form of resolution in writing

- 8.33 A resolution in writing may consist of several documents in like form, each signed by one or more Members and if so signed it takes effect on the latest date on which a Member signs one of the documents.
- 8.34 If a resolution in writing is signed by a proxy of a Member, it must not also be signed by the appointing Member and vice versa.
- 8.35 In relation to a resolution in writing a document generated by electronic means which

purports to be a facsimile of a resolution of Members is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

9 BALLOTS

General rules regarding Ballots

- 9.1 Subject to the requirements of the law and this clause 9, the Board may submit any question or proposed resolution (including the proposed election of any Director) to the vote of Members by means of a Ballot.
- 9.2 A resolution of Members decided by Ballot is as valid and effective as if the resolution had been passed at a duly convened and constituted general meeting of the Company.
- 9.3 Subject always to the requirements of the law, where the Corporations Act or this constitution provides that the relevant resolution may only be passed as a special resolution:
- 9.3.1 The Ballot paper and any relevant background material that accompanies it when it is sent to Members must set out an intention to propose the special resolution and state the resolution.
- 9.3.2 The resolution must be passed by at least 75% of the votes cast by Members entitled to vote on the resolution.
- 9.4 Subject always to the requirements of the law and clause 9.3, a Ballot may be conducted in any manner that the Board may in its absolute discretion determine from time to time, subject always to the following requirements:
- 9.4.1 The Ballot must be a secret ballot, and the Board must take all reasonable steps to ensure that the manner in which the Ballot is taken will preserve its secrecy.
- 9.4.2 A Ballot may be conducted by post or by facsimile or other electronic means, as the Board may determine in its absolute discretion from time to time.
- 9.4.3 A Ballot must not be combined with any other method of voting provided for in this constitution (for example, voting at a general meeting of Members).
- 9.4.4 Every Ballot must be conducted by a returning officer appointed by the Board.
- (a) The returning officer may be any type of person or entity, but must not be a Director (or, if clause 9.6 applies, a person who is seeking election as a Director under the relevant Ballot).
- (b) If the Board does not appoint a returning officer, or if the person appointed by the Board cannot or will not act, a Secretary must act as returning officer.
- 9.4.5 Only votes that are received by the applicable returning officer on before

5.00 pm on the Polling Date will be counted. All votes received after that time will be invalid and must be disregarded.

- 9.4.6 Without limiting clause 9.3, the proposed resolution or other question submitted to Members by means of a Ballot will be determined by a simple majority according to the number of valid votes cast for or against the resolution or question. If there is an equality of votes, the Chair does not have a second or casting vote in addition to any votes he or she may have as a Member or as a representative, proxy or attorney of a Member (without limiting clause 10.3), and the proposed resolution is therefore lost.
- 9.4.7 No resolution or other question determined by Ballot is invalid merely because there has been an accidental omission to give the Ballot paper or other relevant material to a Member, or a Member has not received those documents.
- 9.4.8 An objection to the qualification of a Member to vote in a particular Ballot must be referred to the Chair no later than five business days prior to the relevant Polling Date. The Chair's decision is final. A vote not disallowed according to an objection as provided for in this clause 9.4.8 is valid for all purposes.

9.5 For the avoidance of doubt, subject to the requirements set out in this clause 9 the Board may in its absolute discretion determine:

- 9.5.1 The form of the Ballot paper and the form and content of any material that is intended to accompany the Ballot paper.
- 9.5.2 The Polling Date.
- 9.5.3 The manner in which objections regarding the conduct or outcome of a Ballot must be raised, and the manner in which any such disputes will be resolved.
- 9.5.4 All other matters relevant to the form, conduct and outcome of the Ballot.

Election of Directors conducted by Ballot

9.6 Where the election of Directors to any or all of the Elected Director Positions is to occur by means of a Ballot, the following rules apply in addition to the general rules set out in clauses 9.1 to 9.5:

- 9.6.1 The requirements of clause 11.12.2 apply for all nominations for the position of Director to be voted upon by Members by means of a Ballot.
- 9.6.2 The requirements of clauses 11.12.3 to 11.12.8 apply to Directors elected by means of a Ballot.
- 9.6.3 Where the relevant Board positions will fall vacant at the close of the next AGM:
 - (a) The Polling Date must be a date that is not more than 40 business

days and not less than 10 business days (or such other period reasonably determined by the Board) before the intended date for holding the AGM, with the intention that the outcome of the Ballot will be determined at least 5 business days (or such other period reasonably determined by the Board) before the intended date for holding the AGM.

- (b) A Director (other than a retiring Director seeking re-election) who is elected by means of a Ballot will only commence to hold that office on and from the close of the relevant AGM, and not on and from the Polling Date or the date that the outcome of the Ballot is determined.

9.6.4 Without limiting clause 9.6.6, the Board must ensure that the Ballot paper to be sent to Members is prepared as follows:

- (a) The Ballot paper may group the Valid Nominations according to the vacant Director positions and any applicable requirements set out in clause 11.5. To avoid doubt, this may result in the Ballot paper identifying individual vacant Director positions and the particular Valid Nominations who are eligible to contest the relevant Director position, even if this means that only one Valid Nomination would be eligible to be elected to a particular Director position.

- (b) Subject to clause 9.6.4(a), the Ballot paper may only contain the names of each of the Valid Nominations for election in alphabetical order, and must enable each Member to specify the manner in which the Member votes on each proposed resolution. The Board may also cause the Ballot paper to be accompanied by an explanatory statement detailing any information the Board considers appropriate.

9.6.5 Elected Board positions will be determined by a 'first past the post' voting system such that Board positions are filled by candidates with the highest number of votes in descending order. However, if two or more candidates receive an equal number of votes under the Ballot, the returning officer will determine their respective rankings for the purposes of the election by lot.

9.6.6 Where the number of Valid Nominations for the position of Director is equal to or less than the number of vacant positions to be filled by the Members in a Ballot, none of those Valid Nominations will be deemed to be elected and a Ballot must be conducted.

10 REPRESENTATIVES, PROXIES AND ATTORNEYS

Representatives, proxies and attorneys of Members

10.1 At meetings of Members each Member entitled to vote may vote in accordance with clauses 8.24 to 8.26 as follows:

10.1.1 If the Member is a natural person: by proxy or attorney.

10.1.2 If the Member is not a natural person: by representative, proxy or attorney.

10.2 Subject to the terms of their appointment, a person attending as a proxy, or as the attorney of a Member, or as a representative of a Member appointed in accordance with this constitution, has all the powers of a Member at a meeting of Members, except where expressly stated to the contrary.

10.3 Where a vote is conducted by Ballot, unless the Board in its absolute discretion approves in writing some other method of voting, each Member entitled to vote may only vote as follows:

10.3.1 If the Member is a natural person: in person (and not by proxy or attorney).

10.3.2 If the Member is not a natural person: by representative.

Appointment and removal of representatives: Members that are bodies corporate

10.4 A Member which is a body corporate may from time to time appoint a natural person as its sole representative in any matters connected with the Company, including as permitted by the Corporations Act.

10.4.1 A Member may appoint, and remove, its representative for the time being by written notice to the Secretary in such form as the Board may in its absolute discretion prescribe from time to time.

10.4.2 A document executed by a Member in accordance with section 127 of the Corporations Act (where applicable to the Member) is rebuttable evidence of the appointment, or removal, of the named representative.

10.4.3 For the avoidance of doubt, a representative is entitled to exercise the powers of the Member which appointed him or her (in accordance with clause 10.2) and a representative present must be counted towards a quorum on the basis that the Member is to be considered personally present at the general meeting by its representative.

Appointment and removal of representatives: Members that are not legal persons

10.5 A Member which is not a legal person (such as a partnership or unincorporated association) must appoint the chairperson of the Member's governing body (for example, the chair of the partnership board or executive committee or such other person occupying an equivalent role with respect to the Member) at the relevant time as its sole representative in any matters connected with the Company, unless the Board in its absolute discretion determines otherwise in writing from time to time.

10.6 Without limiting clause 10.5:

10.6.1 A Member may appoint, and remove, its representative for the time being by written notice to the Secretary in such form as the Board in its absolute discretion may prescribe from time to time.

- 10.6.2 A document signed by two members of the Member's governing body (for example, the partnership board or management committee) or by such other person or persons as the Board in its absolute discretion may determine from time to time, is rebuttable evidence of the appointment, or removal, of the named representative.
- 10.6.3 For the avoidance of doubt, a representative is entitled to exercise the powers of the Member which appointed him or her (in accordance with clause 10.2) and a representative present must be counted towards a quorum on the basis that the Member is to be considered personally present at the general meeting by its representative.

Appointment of attorneys

- 10.7 If a Member executes or proposes to execute any document or do any act by or through an attorney which affects the Company or the Member's membership of the Company, the Member must promptly provide the Company with any or all of the following upon written request from the Company:
- 10.7.1 The original executed instrument appointing the attorney, for notation.
- 10.7.2 A certified copy of the original executed instrument appointing the attorney, for the Company to retain.
- 10.7.3 Any other evidence the Company may request from time to time regarding the power of attorney, including evidence that the power of attorney is effective and remains in force.

Appointment of proxies

- 10.8 A Member may appoint another person as their proxy to attend and vote instead of the Member. A proxy need not be, or be associated with, a Member.
- 10.8.1 A document appointing a proxy must be in writing, in any form permitted by the Corporations Act and signed by the Member making the appointment.
- 10.8.2 A document appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where the document so provides, the proxy is not entitled to vote on the resolution except as specified in the document.
- 10.8.3 Except as expressly provided by the document appointing a proxy, an appointment of a proxy confers authority to do all things that the Member can do in respect of a general meeting.

Verification of proxies

- 10.9 Before the time for holding the meeting or adjourned meeting at which a proxy proposes to vote, both of the following documents must be deposited with the Company:

- 10.9.1 The document appointing the proxy.
- 10.9.2 If the appointment is signed by the appointor's attorney, the authority under which the appointment was signed or a certified copy of that authority (even if previously provided to the Company in accordance with clause 10.7).
- 10.10 Those documents must be received at the Office or at another place or electronic address specified for that purpose in the notice convening the meeting not less than 24 hours before the time for holding the meeting.
- 10.11 If a general meeting has been adjourned, an appointment and any authority received by the Company at least 24 hours before the resumption of the meeting are effective for the resumed part of the meeting.

Validity of proxies

- 10.12 A proxy document is invalid if it is not deposited prior to a meeting as required by this constitution.

Revocation of appointment of proxy

- 10.13 A vote given in accordance with the terms of a proxy document or power of attorney is valid despite the occurrence of any one or more of the following events if no notice in writing of any of those events has been received by the Company at the Office before the commencement of the meeting or adjourned meeting at which the document is used:
 - 10.13.1 the previous death or unsoundness of mind of the principal; or
 - 10.13.2 the revocation of the instrument or of the authority under which the instrument was executed.

11 APPOINTMENT AND RETIREMENT OF DIRECTORS

Structure of the Board

- 11.1 The Company will be governed by a skills-based board that will consist of Directors having appropriate competencies, skills and experience determined in light of the Skills Matrix (if any).
- 11.2 The Board may adopt a Skills Matrix at any time. The Board may amend, revoke or replace the then-prevailing Skills Matrix at any time and from time to time, in the Board's absolute discretion.

Number of Directors

- 11.3 The number of Directors must not be less than three nor more than nine.
 - 11.3.1 There will be a non-binding preference for between five and nine Directors holding office at any time.

Election and appointment of Directors

- 11.4 Without limiting the Members' rights under clause 11.18 or the Corporations Act,

Directors will either be::

- 11.4.1 elected by the Members in accordance with clause 11.12, with up to five Directors occupying Elected Director positions 'E1' to 'E5'; or
- 11.4.2 appointed by the Board (or the sole Director) in accordance with clause 11.14 (appointed to fill casual vacancies in Elected Directors positions) or clause 11.15 (Appointed Directors), with up to four Directors occupying Appointed Director positions.

There will be a non-binding preference that, at any given time, the number of Directors occupying Elected Director positions will equal or exceed by one the number of Directors occupying Appointed Director positions.

- 11.5 Additional requirements apply to particular Elected Director positions. These are as follows:
 - 11.5.1 a person cannot be elected to, or appointed to, Elected Director position E1 unless the person is a General Practitioner;
 - 11.5.2 a person cannot be elected to, or appointed to, Elected Director position E2 unless the person is an allied health professional, nurse or midwife;
 - 11.5.3 a person cannot be elected to, or appointed to, Elected Director position E3 unless the person is a Consumer.

Term of office

- 11.6 Subject to the other terms of this constitution, a Director will cease to hold office at the close of the 3rd AGM of the Company following their election or appointment.
- 11.7 A Director who is appointed by the Board under clause 11.14 to an Elected Director position will cease to hold office at the close of the first AGM of the Company following their appointment.:
- 11.8 A Director who is appointed by the Board under clause 11.13 to an Appointed Director position will cease to hold office at the close of the AGM of the Company (not being later than the 3rd AGM) following their appointment as is determined by the Board at the time of the Director's appointment.
- 11.9 A retiring Director is eligible for re-election or re-appointment.

Retirement of Directors

- 11.10 A Director retiring at an AGM may act as a director until the conclusion of that meeting and is eligible for re-election or re-appointment to the extent permitted by law and this constitution.
- 11.11 A Director may also retire from office by giving notice in writing to the Company of that Director's intention to retire. A notice of resignation takes effect at the time which is the later of the time of giving the notice to the Company and the expiration of the period, if any, specified in the notice.

Election of Directors

- 11.12 This clause sets out the process for election of Elected Directors.
- 11.12.1 The election of Elected Directors will be conducted by Ballot.
- 11.12.2 Nominations for a position of Elected Director, to be voted upon by Members by means of a Ballot, may be submitted by any person, including for the avoidance of doubt a Member or a retiring Director. Any such nomination must:
- (a) be in writing and signed by the nominee for election; and
 - (b) be accompanied by a consent to act as a director signed by the nominee for election, as required under the Corporations Act; and
 - (c) be accompanied by evidence that the nominee holds, or has applied for, a Director ID; and
 - (d) in the case of elections in respect of Elected Director positions 'E1' and 'E2', be accompanied by appropriate supporting evidence that the nominee for election possesses the necessary qualifications, registrations and/or competencies to occupy the relevant Director position; and
 - (e) in the case of elections in respect of Elected Director position 'E3', be accompanied by appropriate supporting evidence that the nominee for election is a Consumer; and
 - (f) be submitted to the Secretary and received by the Secretary by no later than 40 business days prior to the Polling Date or such other period reasonably determined by the Board.
- 11.12.3 For the avoidance of doubt, a nominee for election need not be a Member or an employee of, or otherwise associated with, a Member.
- 11.12.4 A nomination may be withdrawn by the relevant nominee for election at any time before the Polling Date by giving written notice to the Secretary.
- 11.12.5 The Secretary must only consider nominations for the position of Director that satisfy all of the requirements set out in clause 11.12.2 and additionally, in the case of Director positions 'E1', 'E2' and 'E3', the applicable requirements set out in clause 11.5. (Valid Nominations) The Secretary must reject all nominations that are not Valid Nominations. The Secretary must promptly notify the Board in writing of the Valid Nominations after making that determination. The Secretary does not have to give reasons for determining that a particular nomination is or is not a Valid Nomination, and their decision is final and cannot be overridden by the Board or any other person.

- 11.12.6 The Board must provide notice of the Valid Nominations, and (if applicable) identify the Valid Nominations who are eligible to be elected to specific vacant Director positions, to all Members in accordance with this constitution by no later than 20 business days prior to the Polling Date.
- 11.12.7 Where the number of Valid Nominations for the position of Director is equal to or less than the number of positions to be filled by the Members, no Valid Nomination will be deemed to be elected and a vote must be conducted by means of a Ballot in accordance with clause 9.
- 11.12.8 Where there is not a sufficient number of Valid Nominations or the Members do not otherwise elect a sufficient number of Directors under that election process, the relevant Director position not filled shall remain vacant until that vacancy is filled in accordance with this clause 11.12 and clause 9.6 prior to the next AGM, or filled by the Directors in accordance with clause 11.14.

Appointment of Directors including to fill vacancies and casual vacancies

- 11.13 The Board, or if there is only one Director, that Director, may at any time appoint a person to be a Director if there is a vacant Appointed Director position. The Board must specify when any such appointment will take effect and when it will expire (not being later than the 3rd AGM after the appointment takes effect).
- 11.14 The Board, or if there is only one Director, that Director, may at any time appoint a person to fill a vacant Elected Director positions provided that, in the case of Elected Director positions 'E1' and 'E2', the nominee for appointment possesses the necessary qualifications, registrations and/or competencies to occupy the relevant Director position, and in all cases provided that:
- 11.14.1 the relevant Director position has never previously been a Director of the Company;
- 11.14.2 the Director position has been left vacant following an AGM in accordance with clause 11.12.8 or a casual vacancy has arisen in respect of that Director position.
- 11.15 The Board must not appoint a person to be a Director who is assigned Director position 'E3' unless the Secretary has confirmed to the Board in writing that the person is a Consumer.
- 11.16 An Elected Director appointed by the Board under clause 11.14 will commence in office on and from the date of the relevant Board resolution or such later date as may be specified in the relevant Board resolution (being a date that is sooner than the next-to-occur AGM), and will hold office until the end of the next-to-occur AGM following the Board resolution.

Removal from office

- 11.17 Without limiting clause 8.4, the Members in general meeting may by ordinary resolution remove a Director from office before the expiration of his or her maximum term of office by following the process set out in section 203D Corporations Act and may by ordinary

resolution elect another person as a replacement.

Vacation of office

- 11.18 In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Corporations Act or another provision of this constitution, the office of Director immediately becomes vacant if any of the following occurs:
- 11.18.1 The Director dies or becomes an insolvent under administration.
 - 11.18.2 The Director becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
 - 11.18.3 The Director is absent from at least three consecutive Board meetings or four Board meetings over a consecutive period of 12 months without the consent of the Board.
 - 11.18.4 The Director becomes prohibited from being a director by reason of an order made under the Corporations Act or the Director is removed from any office under the ACNC Act.
 - 11.18.5 The Director occupies Director position 'E1' and the person ceases to be a General Practitioner.
 - 11.18.6 The Director occupies Director position 'E2' and the person ceases to be an allied health professional, nurse or midwife.
 - 11.18.7 The Director ceases to hold a Director ID or has their application for a Director ID rejected.

No power to appoint alternate

- 11.19 No Director has the power to appoint a person to be an alternate Director in his or her place, and a Director must not at any time purport to do so.

12 DIRECTORS' REMUNERATION

Determination of fees

- 12.1 The Company in general meeting may determine the maximum fees payable to any Director or all of the Directors. The fees payable to each Director shall be determined by the Board, subject to the maximum fees determined by the Company under this clause 12.1. Directors' fees accrue from day to day.

Additional services rendered

- 12.2 Any Director may be paid a fee, salary or hourly rate in return for any services actually rendered to the Company in a professional or technical capacity (other than within his or her ordinary duties as a Director), provided that the Board has given its prior written approval to the provision of the services, the proposed duration of the engagement and the proposed fee, salary or hourly rate.

Payment for expenses

- 12.3 Each Director may be reimbursed for out-of-pocket expenses reasonably and properly incurred by the Director in connection with Company business (including travel and accommodation expenses). Alternatively, the Company may pay such amounts on the Director's behalf.

13 POWERS OF THE BOARD

- 13.1 The Board may exercise all those powers of the Company as are not, by the Corporations Act or by this constitution, required to be exercised by the Members in general meeting or otherwise.

14 PROCEEDINGS OF DIRECTORS

Convening of Board meetings

- 14.1 A Director may at any time, and a Secretary must on the requisition of a Director, convene a Board meeting.

Notice of Board meetings

- 14.2 The person convening a Board meeting must ensure that notice of the Board meeting is given to each Director at least 24 hours before the meeting or at another time determined by Board resolution, except:

14.2.1 All Directors may waive in writing the required period of notice for a particular meeting.

14.2.2 It is not necessary to give a notice of a meeting of Directors to a Director who is out of Australia or who has requested and been given leave of absence by the Board.

Mode of meeting for Directors

- 14.3 A Board meeting may be called or held using any technology consented to by all the Directors. The consent may be a standing one, provided that all Directors give or renew that consent promptly after a new Director joins the Board. A Director may only withdraw their consent within a reasonable period before the meeting. The Board may otherwise regulate its meetings as it considers fit.

Quorum at Board meetings

- 14.4 At a Board meeting, the number of Directors whose presence is necessary to constitute a quorum is one half of the number of Directors holding office at the time who have not requested and been granted leave of absence by the Board (rounded up to the next highest whole number).

- 14.5 If the number of Directors is reduced below the number necessary for a quorum of Directors or otherwise below the statutory minimum (as applicable), the continuing

Director or Directors may act only to:

- 14.5.1 appoint additional Directors in accordance with clause 11 to the number necessary for a quorum in accordance with clause 14.4; or
- 14.5.2 convene a general meeting of the Company.

Voting at Board meetings

- 14.6 The Board must determine any questions arising at a Board meeting by a majority of votes of Directors present and voting.

Appointment of Chair and Deputy Chair

- 14.7 The Board may elect a Director as Chair to chair Board meetings, as follows:
 - 14.7.1 The Board will by resolution elect a Director as Chair at the first Board meeting following most recent AGM, to hold office for a maximum period until the commencement of the first Board meeting following the next AGM.
 - 14.7.2 Despite the above, the Board may by resolution remove the Chair at any time and appoint another Director as Chair.
- 14.8 The Board may elect a Director as Deputy Chair as follows:
 - 14.8.1 The Board will by resolution elect a Director as Deputy Chair at the first Board meeting following the most recent AGM, to hold office for a maximum period until the commencement of the first Board meeting following the next AGM.
 - 14.8.2 Despite the above but subject always to clause 14.11.3, the Board may by resolution remove the Deputy Chair at any time and appoint another Director as Deputy Chair.
- 14.9 If no Chair is elected, or if at any meeting the Chair is not present within 10 minutes after the time appointed for holding the meeting or is unwilling to act, the Deputy Chair may act as chair of that meeting.
- 14.10 If no Chair or Deputy Chair is elected, or if at any meeting the Chair and the Deputy Chair are not present within 10 minutes after the time appointed for holding the meeting or are unwilling to act, the Directors present must choose one of their number to chair that meeting.

Term of office for Chair and Deputy Chair

- 14.11 Provided that he or she remains a Director, a retiring Chair or Deputy Chair is eligible for re-election to that office save that a Chair or Deputy Chair will be ineligible for re-election after holding that office for five consecutive terms (as determined in accordance with clause 14.7 or clause 14.8, as applicable). For the avoidance of doubt:
 - 14.11.1 Each Chair and Deputy Chair (if any) is eligible to be re-elected for only four

additional consecutive terms as Chair or Deputy Chair (as applicable) immediately following his or her initial term as Chair or Deputy Chair (as applicable), even if his or her initial term of office is less than or greater than one year.

- 14.11.2 Clause 14.11.1 does not prevent a former Chair or Deputy Chair from subsequently being elected as Chair or Deputy Chair in accordance with this constitution, provided that a period of at least 12 consecutive calendar months has passed since he or she last held the office of Chair or Deputy Chair (as applicable).
- 14.11.3 A retiring or former Chair is not eligible to be elected as Deputy Chair unless a period of at least 12 consecutive calendar months has passed since he or she last held the office of Chair.

Chairperson's vote at Board meetings

- 14.12 In the case of an equality of votes at a Board meeting, the Chair (or other Director chairing the meeting in accordance with clause 14.9 or clause 14.10) has a deliberative vote as a Director but does not have a second or casting vote.

Participation where Directors interested

- 14.13 A Director may be present and may vote on a matter before the Board if and to the extent that they are permitted to do so under the Corporations Act.
- 14.14 If there are not enough Directors to form a quorum as a result of a Director having an interest which disqualifies them from voting then one or more of the Directors (including those who have the disqualifying interest in the matter) may call a general meeting of the Company and the general meeting may pass a resolution to deal with the matter.
- 14.15 Subject to compliance with the Corporations Act, a Director may execute or participate in the execution of a document by or on behalf of the Company.

No disqualification

- 14.16 Subject to compliance with the law and clause 12.2, a Director or any entity in which the Director has a direct or indirect interest (as applicable) may:
 - 14.16.1 Enter into a contract or arrangement with an Associated Party.
 - 14.16.2 Hold any office or place of profit (other than auditor) in an Associated Party.
 - 14.16.3 Act in a professional capacity (or be a member of a firm that so acts) other than as auditor of an Associated Party.
- 14.17 Despite the fiduciary nature of a Director's office and the Director's fiduciary obligations:
 - 14.17.1 Any contract or arrangement entered into in accordance with clause 14.16.1 by the Director or any entity in which the Director has a direct or indirect interest is not invalid or voidable.

14.17.2 A Director may do any of the things specified in clause 14.16 without any liability to account to the Company or any other person for any direct or indirect benefit accruing to the Director or any entity in which the Director has a direct or indirect interest.

Exercise of rights

14.18 If the Company holds or owns membership, shares or other interests in another body corporate, trust or other entity, the Board may exercise any and all voting rights conferred by the membership, shares or interests in any manner that the Board in its absolute discretion considers fit.

Delegation of powers

14.19 Subject to clause 14.30, the Board may delegate any of its powers to any person, as the Board in its absolute discretion sees fit. This includes delegating any of the Board's powers to committees consisting of Directors or other persons. The Board may at any time revoke any delegation of power.

14.20 A delegate must conform to the directions of the Board in the exercise of any powers delegated to the delegate. The delegate's exercise of a power in accordance with this constitution is to be treated as the exercise of that power by the Board.

Board committees

14.21 The Board may in its absolute discretion establish one or more committees to provide advice and recommendations to the Board on specified matters (among any other functions determined by the Board, which may but need not include the exercise of power delegated by the Board in accordance with clause 14.19).

14.22 The Board may, with respect to a committee:

14.22.1 Specify in writing from time to time the terms of reference and functions of the committee.

14.22.2 Appoint such persons as the Board considers appropriate to the committee (including, if thought fit, one or more Directors), and remove any such person from the committee at any time by written notice or otherwise in accordance with the terms of reference of that committee.

14.22.3 Specify the period and conditions (including as to remuneration, if any) from time to time of any such appointment to the committee.

14.22.4 Dissolve the committee at any time.

Advisory committees

14.23 The Board may establish one or more Advisory Committees to provide advice and recommendations to the Board and/or the Company's management on any matters that the Board considers relevant (among any other functions determined by the Board). This may include one or more Advisory Committees established by the Board to consult with and

obtain feedback from General Practitioners, Primary Health Care Clinicians and Consumers, among other persons.

- 14.24 The Board may, with respect to an Advisory Committee:
- 14.24.1 Specify in writing from time to time the terms of reference and functions of the Advisory Committee.
 - 14.24.2 Appoint such persons as the Board considers appropriate to the Advisory Committee (including, if thought fit, one or more Directors), and remove any such person from the Advisory Committee at any time by written notice.
 - 14.24.3 Specify the period and conditions (including as to remuneration, if any) of any such appointment to the Advisory Committee.
 - 14.24.4 Terminate the Advisory Committee at any time.
- 14.25 The Board must not delegate any of its powers to an Advisory Committee, and an Advisory Committee must not exercise any powers of a Director or the Board.

Proceedings of committees

- 14.26 Except as provided in this constitution or in a direction of the Board (including if applicable the terms of reference of the relevant committee), the meetings and proceedings of a committee formed by the Directors and/or other persons must be governed by the provisions of this constitution, in so far as they are applicable, as if meetings and proceedings of the committee are meetings and proceedings of the Board.

Validity of acts of Directors etc

- 14.27 All acts done by a Board meeting or of a committee of (or including) Directors or by a person acting as a Director are valid even if it is later discovered that there is a defect in the appointment of a person to be a Director or a member of the committee or that they or any of them were disqualified or were not entitled to vote.

Minutes

- 14.28 The Board must cause minutes of all proceedings of general meetings, of Board meetings and of committees formed by the Directors to be entered, within one month after the relevant meeting is held, in books kept for the purpose.
- 14.29 The Board must cause all minutes, except resolutions in writing treated as determinations of the Board, to be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.

Resolution without meeting

- 14.30 A resolution in writing approved by a majority of Directors entitled to vote on the

resolution (excluding Directors who have requested and been given leave of absence by the Board) is to be treated as a determination of the Board passed at a Board meeting duly convened and held.

14.30.1 A resolution referred to in clause 14.30 may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents, or alternatively may consist of each Director affirming by electronic means that he or she supports the proposed resolution, and a facsimile transmission or other document produced by mechanical or electronic means under the name of a Director with the Director's authority is considered a document in writing signed by the Director and is deemed to be signed when received in readable form.

14.30.2 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Directors is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

15 SECRETARY

15.1 The Board must appoint one or more Secretaries and may at any time terminate the appointment or appointments.

15.2 The Board may determine the terms and conditions of appointment of a Secretary, including remuneration. Any one of the Secretaries may carry out any act or deed required by this constitution, the Corporations Act or by any other statute to be carried out by the secretary of the Company.

16 CHIEF EXECUTIVE OFFICER

Appointment

16.1 The Board may from time to time appoint a person to the position of Chief Executive Officer for the period and on the terms (including as to remuneration and whether the position will be full-time or part-time) as the Board sees fit.

16.2 The Board may from time to time appoint another person to act temporarily as Chief Executive Officer if:

16.2.1 the Chief Executive Officer is absent from duty or from Australia or is (in the Board's determination) incapable of acting as the Chief Executive Officer; or

16.2.2 the position of Chief Executive Officer is vacant.

Termination

16.3 Subject to the law, the Board may terminate the appointment of the Chief Executive

Officer. For the avoidance of doubt, the Company in general meeting has no power to terminate the appointment of the Chief Executive Officer or appoint a person to the position of Chief Executive Officer.

- 16.4 A person's appointment as Chief Executive Officer automatically terminates if he or she is appointed as a Director.

17 INDEMNITY AND INSURANCE

Indemnity

- 17.1 Every officer and past officer of the Company may be indemnified by the Company, to the fullest extent permitted by law, against a liability incurred by that person as an officer of the Company or a subsidiary of the Company, including legal costs and expenses incurred in defending an action. For the avoidance of doubt, the ways in which the Company may do so include by entering into an 'Indemnity, Insurance and Access Deed' (or similar contract) from time to time with one or more officers or past officers of the Company.

Insurance premiums

- 17.2 The Company may pay the premium on a contract insuring a person who is or has been an officer of the Company to the fullest extent permitted by law. For the avoidance of doubt, the ways in which the Company may do so include by entering into an 'Indemnity, Insurance and Access Deed' (or similar contract) from time to time with one or more officers or past officers of the Company.

18 EXECUTION OF DOCUMENTS

- 18.1 The Company may execute a document in any manner permitted by the Corporations Act or at general law, and may also execute a document if it is signed in any of the following ways:

- 18.1.1 by two Directors;
- 18.1.2 by a Director and a Secretary; or
- 18.1.3 by a Director and the Chief Executive Officer.

19 GIFT FUND REQUIREMENTS

Company to maintain a Gift Fund

- 19.1 To the extent required by law, the Company must maintain a Gift Fund in accordance with this clause 19.

Rules applying to the Gift Fund

- 19.2 The following rules apply to any Gift Fund established and maintained by the Company:

- 19.2.1 The Gift Fund must have a name.
- 19.2.2 The Company must maintain sufficient documents to provide evidence of the Gift Fund's purpose and operations.
- 19.2.3 The Company must maintain a separate bank account for the Gift Fund.
- 19.2.4 The following must be credited to the Gift Fund:
 - (a) All gifts of money or property to the Company for the Principal Purpose.
 - (b) All money or property received by the Company because of those gifts.
- 19.2.5 No other money or property may be credited to the Gift Fund.
- 19.2.6 The Company must use any gifts, money or property of the kind referred to in clause 19.2.4 only for the Principal Purpose.

Winding up the Gift Fund

- 19.3 Despite clause 20, if the Company wishes to wind up a Gift Fund or the Company's deductible gift recipient endorsement is revoked (whether or not the company is to be wound up), any surplus Gift Fund must be transferred to one or more charities determined by the Board:
 - 19.3.1 with charitable purpose(s) similar to, or inclusive of, the object in clause 2;
 - 19.3.2 which also prohibit the distribution of any surplus assets to its members to at least the same extent as the Company; and
 - 19.3.3 that is or are deductible gift recipients within the meaning of the ITAA97.
- 19.4 For the avoidance of doubt, if a Gift Fund operated by the Company is wound up but the Company remains endorsed as a deductible gift recipient and operates any other gift fund in accordance with this clause 19, any surplus Gift Fund that is being wound up may be transferred to any other charitable gift fund operated by the Company.

20 SURPLUS ASSETS ON WINDING UP OR DISSOLUTION

- 20.1 If the Company is wound up, any surplus property must not be distributed to a Member or a former Member unless it is a charity described in clause 20.2.
- 20.2 Subject always to clause 19.3, any court order, the Corporations Act and any other applicable law, upon the winding up or dissolution of the Company any surplus property that remains after satisfaction of all debts and liabilities must be distributed to one or more charities:

- 20.2.1 with charitable purposes similar to, or inclusive of, the objects in clause 2;
- 20.2.2 which also prohibit the distribution of any surplus assets to its members to at least the same extent as the Company;
- 20.2.3 that is or are “deductible gift recipients” within the meaning of ITAA 97; and
- 20.2.4 as determined by ordinary resolution of the Members in general meeting at or before the time of winding up or dissolution of the Company and, in default of any such determination, by the Supreme Court of the State or Territory in which the Office is located.

21 ACCOUNTS, AUDIT AND RECORDS

Accounts

- 21.1 The Board must cause proper accounting and other records to be kept in accordance with the ACNC Act or as otherwise required by law.

Reports

- 21.2 To the extent required by the ACNC Act or otherwise required by law, the Board must cause the company to:
 - 21.2.1 prepare financial reports;
 - 21.2.2 prepare directors’ reports;
 - 21.2.3 notify each Member of the Member’s right to receive reports from the Company; and
 - 21.2.4 provide members with reports, in a form and within such timeframe, as required by the ACNC Act or otherwise required by law.

Audit

- 21.3 A registered company auditor must be appointed. The remuneration of the auditor must be fixed and the auditor’s duties regulated in accordance with the ACNC Act or as otherwise required by law.

Rights of inspection

- 21.4 Subject to the law:
 - 21.4.1 The Board may determine whether and to what extent, and at what times and places and under what conditions, the records and other documents of the Company or any of them are open to the inspection of Members, and a Member

does not have the right to inspect any document of the Company except as provided by law or authorised by the Board or by the Company in general meeting.

21.4.2 Despite clause 21.4.1, the Board may refuse access to a document where the Board (acting reasonably) considers that such access would or would be likely to cause the Company to lose the benefit of any form of evidentiary privilege, including legal professional privilege.

22 NOTICES

Persons authorised to give notices

22.1 A notice by either the Company or a Member in connection with this constitution may be given on behalf of the Company or Member by a solicitor, director, company secretary or other authorised officer of the Company or Member.

22.2 The signature of a person on a notice given by the Company may be written, printed or stamped.

Method of giving notices

22.3 In addition to the method for giving notices permitted by statute, a notice by the Company to a Member in connection with this constitution may be given to the Member by any of the following means:

22.3.1 By delivering it to a street address of the Member.

22.3.2 By sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the Member.

22.3.3 By sending it by facsimile or email to the facsimile number or email address of the Member.

22.4 In addition to the method for giving notices permitted by statute, a notice by a Member to the Company in connection with this constitution may be given to the Company by any of the following means:

22.4.1 By delivering it to the street address of the Company.

22.4.2 By sending it by prepaid ordinary post (airmail if outside Australia) to the street or postal address of the Company.

22.4.3 By sending it by email to the email address of the Company.

Addresses for giving notices to Members

22.5 The street address or postal address of a Member is the street or postal address of the Member shown in the Register.

22.6 The facsimile number or email address of a Member is the number which the Member may specify by written notice to the Company as the facsimile number or email address to

which notices may be sent to the Member.

Address for giving notices to the Company

- 22.7 The street and postal address of the Company is the Office.
- 22.8 The email address of the Company is the email address which the Company may specify by written notice to the Members as the email address to which notices may be sent to the Company.

Time notice of meeting is given

- 22.9 A notice of meeting given in accordance with this constitution is to be taken as given, served and received at the following times:
- 22.9.1 If delivered in writing to the street address of the addressee, at the time of delivery.
- 22.9.2 If it is sent by post to the street or postal address of the addressee, on the business day after posting.
- 22.9.3 If sent by facsimile (where permitted under this clause 22) or email to the facsimile number or email address of the addressee, at the time transmission is completed.

Time other notices are given

- 22.10 A notice given in accordance with this constitution is to be taken as given, served and received at the following times:
- 22.10.1 If delivered in writing to the street address of the addressee, at the time of delivery.
- 22.10.2 If it is sent by post to the street or postal address of the addressee, on the 2nd (5th if outside Australia) business day after posting.
- 22.10.3 If sent by facsimile (where permitted under this clause 22) or email to the facsimile number or email address of the addressee, at the time transmission is completed.

Proof of giving notices

- 22.11 The sending of a notice by facsimile (where permitted under this clause 22) or email and the time of completion of transmission may be proved conclusively by production of the relevant one of the following:
- 22.11.1 A transmission report by the facsimile machine from which the notice was transmitted which indicates that a facsimile of the notice was sent in its entirety to the facsimile number of the addressee.

22.11.2 A print out of an acknowledgment of receipt of the email or equivalent proof that the email was successfully transmitted.

Persons entitled to notice of meeting

22.12 Notice of every general meeting must be given by a method authorised by this constitution to all of the following persons:

22.12.1 Every Member.

22.12.2 Every Director.

22.12.3 The auditor for the time being of the Company, if any.

22.13 No other person is entitled to receive notices of general meetings.

23 USE OF FUNDS

23.1 Despite anything else in this constitution, the uncommitted reserve funds held by the Company as at 22 November 2011 (the **ACTDGP Reserve**) may only be applied for the purposes of the objects of the Company immediately before 22 November 2011.

23.2 The Board must report about the use of the ACTDGP Reserve to Members at each AGM until the ACTDGP Reserve is fully expended.

24 DEFINITIONS AND INTERPRETATION

Definitions

24.1 In this constitution the following definitions apply:

ACNC means the Australian Charities and Not-for-profits Commission.

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and for the avoidance of doubt includes any ‘governance standards’ prescribed under any related regulations.

ACTDGP Reserve has the meaning given in clause 23.1.

Advisory Committee means a committee established by the Board whose terms of reference indicate that it is intended to be a committee established under clause 14.28, whether or not the name of the committee includes either or both of the words “advisory” or “committee”.

Affiliate means a person whose name is entered in a register as an Affiliate of the Company in accordance with clause 7.6.

AGM means an annual general meeting of the Company.

Associated Party means each of the following:

- (a) The Company.
- (b) Any Related Body Corporate of the Company.
- (c) Any other body corporate, trust or entity promoted by the Company or in which the Company has an interest of any kind.

Ballot means Members voting on a proposed resolution or other question by means of a ballot conducted in accordance with clause 9.

Board means Directors acting as the board of the Company.

Chair means the Director elected under clause 14.7 to preside as chairperson at Board meetings at the relevant time.

Chief Executive Officer has the meaning given in clause 16.

Company means Capital Health Network Ltd can 098 499 471.

Consumer means a natural person who is suitably skilled and experienced in advocating for and representing the interests of consumers of Primary Health Care services, as determined by the Secretary for the purposes of this definition. In making such a determination, the Secretary must take into account whether the person is a member and/or officer of a Consumer Organisation, but the Secretary will otherwise have absolute discretion in making such determination and is not required to provide any person with reasons for making such determination.

Consumer Organisation means a body (whether incorporated or unincorporated) that represents consumers of Primary Health Care services in the Australian Capital Territory.

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

Deputy Chair means the Director (if any) elected under clause 14.8 to preside in the Chair's absence as chairperson at Board meetings at the relevant time.

Director means a person occupying the position of a director of the Company.

Director ID means a Director ID number issued by the Australian Government.

General Practice means the provision of primary continuing comprehensive whole patient medical care to individuals, families and their communities.

General Practitioner means a Registered Health Practitioner registered in the medical health profession who practises, or is training, in General Practice in the Australian Capital Territory.

General Practitioner Skills means being a Registered Health Practitioner with

significant experience in the specialty of General Practice/primary care.

Gift Fund means a fund that is maintained for the Principal Purpose.

Insolvency Event means, in relation to a Member, anything that reasonably indicates that there is a significant risk that the Member is or will become unable to pay the Member's debts as they fall due. This includes any of the following (as applicable):

- (a) A meeting of the Member's creditors being called or held.
- (b) A step being taken to wind the Member up.
- (c) A step been taken to make the Member bankrupt.
- (d) A step being taken to have a receiver, receiver and manager, administrator, liquidator or provisional liquidator appointed to the Member or any of its assets or such an appointment taking place.
- (e) An application is presented or an order is made for the sequestration of the Member's estate.
- (f) The Member entering into any type of agreement, composition or arrangement with, or assignment for, the benefit of all or any of its creditors.
- (g) The Member ceases or threatens to cease to carry on its main business.

ITAA 97 means *Income Tax Assessment Act 1997* (Cth).

Member means a person whose name is entered in the Register as a member of the Company.

Office means the registered office of the Company.

Peak Body means a body (whether incorporated or unincorporated) that:

- (a) represents persons eligible to be Members of the Company; and
- (b) provides information dissemination services, support, coordination, advocacy, representation, and research, policy or standards development services for the persons it represents.

Polling Date means the date by which completed Ballot papers must be received by the applicable returning officer under the terms of the relevant Ballot, as determined in accordance with clause 9.

Practising means actively working in or engaged in:

- (a) the provision of Primary Health Care; or
- (b) education, training or research in relation to Primary Health Care.

Primary Health Care means socially appropriate, universally accessible, scientifically

sound first level care provided by health services and systems with a suitably trained workforce comprised of multi-disciplinary teams supported by integrated referral systems in a way that:

- (a) gives priority to those most in need and addresses health inequalities;
- (b) maximises community and individual self-reliance, participation and control;
and
- (c) involves collaboration and partnership with other sectors to promote public health,

and includes health promotion, illness prevention, treatment and care of the sick, community development, and advocacy and rehabilitation.

Primary Health Care Clinician has the meaning given in clause 3.3.

Primary Health Care Clinician Skills means satisfying either of the following:

- (a) the person is not a General Practitioner and is a health professional involved in Primary Health Care who is working in a health profession regulated by the *Health Practitioner Regulation National Law (ACT) Act 2010* (ACT); and
- (b) the person is not a General Practitioner, is involved in Primary Health Care and is working in a health profession approved by the Board in its absolute discretion by resolution for the purposes of this definition.

Principal Purpose means the purposes of the Company as reflected in the objects of the Company specified in clause 2, or any of those purposes.

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

Registered Entity means an entity that is registered under the ACNC Act.

Registered Health Practitioner has the meaning it has in the *Health Practitioner Regulation National Law (ACT) Act 2010* (ACT).

Related Body Corporate has the meaning given in the Corporations Act.

Secretary means a person appointed to perform the duties of a secretary of the Company.

Service Provider means a body (whether incorporated or unincorporated) that provides, or undertakes education, research or policy development in, Primary Health Care in the Australian Capital Territory through employees or contractors one or more of whom are eligible for membership of the Company.

Skills Matrix means any matrix of competencies, skills and/or experience (or equivalent document) adopted by the Board from time to time in accordance with this constitution that specifies the desired range of competencies, skills and/or experience to be demonstrated by the Directors and the Board for the time being, taking into account the

Company's needs and objectives and other relevant matters at the time.

Termination Event means:

- (a) An Insolvency Event occurs in respect of the Member.
- (b) If the Member is a natural person, the Member dies.
- (c) If the Member is not a natural person, the Member is deregistered or otherwise dissolved.
- (d) If the Member is not a legal person, anything occurs that reasonably indicates that the Member has been dissolved or otherwise has ceased to conduct any activities. For the avoidance of doubt, this includes where the Member's activities are taken over or substantially taken over by another person (whether or not a legal person) but does not include where the Member merely changes the name under which its activities are conducted or where the Member is restructured as a legal person.

Valid Nomination has the meaning set out in clause 11.12.5

Interpretation

24.2 In this constitution, unless the context otherwise requires:

- 24.2.1 A reference to any law or legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision, in either case whether before, on or after the date of this constitution.
- 24.2.2 A reference to any agreement or document is to that agreement or document as amended, novated, supplemented or replaced from time to time.
- 24.2.3 A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this constitution (however, a schedule or attachment does not form part of this constitution unless the schedule or attachment expressly states that it is part of this constitution).
- 24.2.4 Where a word or phrase is given a defined meaning another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

- 24.2.5 A word which indicates the singular indicates the plural, a word which indicates the plural indicates the singular, and a reference to any gender indicates the other genders.
- 24.2.6 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or public authority.
- 24.2.7 A reference to 'dollars' or '\$' means Australian dollars.
- 24.2.8 References to the word 'include' or 'including', or to the word 'exclude' or 'excluding', are to be interpreted without limitation.
- 24.2.9 A reference to a time of day means that time of day in the place where the Office is located.
- 24.2.10 A reference to a business day means a day other than a Saturday or Sunday on which banks are open for business generally in the place where the Office is located.
- 24.2.11 Where a period of time is specified and dates from a given day or the day of an act or event it must be calculated exclusive of that day.
- 24.2.12 A term of this constitution which has the effect of requiring anything to be done on or by a date which is not a business day must be interpreted as if it required it to be done on or by the next business day.

References to this constitution

- 24.3 A reference to this constitution, where amended, means this constitution as so amended.

Replaceable rules

- 24.4 Each of the provisions of the Corporations Act which would but for this clause apply to the Company as a replaceable rule within the meaning of the Corporations Act are displaced and do not apply to the Company.

Application of Corporations Act

- 24.5 Unless the context otherwise requires,
- 24.5.1 An expression used but not defined in this constitution has the same meaning given in the Corporations Act.
- 24.5.2 Where an expression referred to in clause 24.5.1 has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as the relevant clause of this constitution, the expression has the same meaning as in that provision.

24.6 Subject to clauses 8.4 and 24.4, for so long as the Company is a Registered Entity the provisions in Part 2G.2 and Part 2G.3 of the Corporations Act are incorporated into this constitution by reference as if they are repeated in full. To the extent that the ACNC Act or any law or binding regulation of the ACNC applies to the Company and this conflicts with one or more provisions in Part 2G.2 and Part 2G.3 of the Corporations Act, the Company must comply with (as applicable) the ACNC Act or that law or binding regulation, save that it is expressly intended by the Members that the Company must hold an AGM at least once in each calendar year.