

CONSTITUTION

GOOD NEIGHBOURS AUSTRALIA INC

ABN 95 510 669 822

Under the Associations Incorporation Act 2009

I certify that this is a true copy of the Constitution of Good Neighbours Australia as amended by Special Resolution on 6 February 2022.

Hyoosil Lee

Secretary

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| Original Version | 1 July 2018 |
| Amended: Minor changes to update the name change from "Good Neighbors Australia" to "Good Neighbours Australia". Note: This change only applies to the Australian organisation. | 6 February 2022 |

Contents

| | | |
|--------|---|----|
| Part 1 | Preliminary | 4 |
| 1 | Definitions..... | 4 |
| 2 | Mission | 5 |
| 3 | Core Value..... | 5 |
| 4 | Objects..... | 5 |
| 5 | Income | 6 |
| 6 | Dissolution | 6 |
| 7 | Australia Tax Office Endorsement..... | 6 |
| 8 | Modification or Repeal of this constitution..... | 7 |
| Part 2 | Membership | 8 |
| 9 | Membership generally | 8 |
| 10 | Application for membership | 8 |
| 11 | Cessation of membership..... | 9 |
| 12 | Membership entitlements not transferable | 9 |
| 13 | Resignation of membership | 9 |
| 14 | Register of members | 9 |
| 15 | Fees and subscriptions | 10 |
| 16 | Members' liabilities..... | 10 |
| 17 | Resolution of disputes | 10 |
| 18 | Disciplining of members | 10 |
| 19 | Right of appeal of disciplined member..... | 11 |
| Part 3 | The committee | 12 |
| 20 | Powers of the committee | 12 |
| 21 | Composition and membership of committee..... | 12 |
| 22 | Election of committee members | 12 |
| 23 | Secretary | 13 |
| 24 | Treasurer..... | 13 |
| 25 | Casual vacancies..... | 14 |
| 26 | Removal of committee members | 14 |
| 27 | Committee meetings and quorum..... | 14 |
| 28 | Appointment of association members as committee members to constitute quorum | 15 |
| 29 | Use of technology at committee meetings..... | 15 |
| 30 | Delegation by committee to sub-committee | 16 |
| 31 | Voting and decisions | 16 |
| Part 4 | General meetings | 17 |
| 32 | Annual general meetings - holding of | 17 |
| 33 | Annual general meetings - calling of and business at..... | 17 |
| 34 | Special general meetings - calling of..... | 17 |
| 35 | Notice..... | 18 |
| 36 | Quorum for general meetings | 18 |
| 37 | Presiding member | 19 |
| 38 | Adjournment..... | 19 |
| 39 | Making of decisions..... | 19 |
| 40 | Special resolutions..... | 19 |
| 41 | Voting | 19 |
| 42 | Proxy votes not permitted..... | 10 |

| | | |
|--------|--|----|
| 43 | Postal or electronic ballots..... | 10 |
| 44 | Use of technology at general meetings..... | 10 |
| Part 5 | Miscellaneous | 21 |
| 45 | Insurance..... | 21 |
| 46 | Funds - source..... | 21 |
| 47 | Funds - management..... | 21 |
| 48 | Association is non-profit | 21 |
| 49 | Change of name, objects and constitution | 21 |
| 50 | Custody of books etc | 21 |
| 51 | Inspection of books etc | 22 |
| 52 | Service of notices..... | 22 |
| 53 | Financial year | 22 |

Part 1 Preliminary

1 Definitions

(1) In this constitution:

Good Neighbors Partnership means the association's overseas affiliated organisations, namely Good Neighbors International of the Republic of Korea, Good Neighbors USA, Good Neighbors Canada and Good Neighbors Japan (as added or removed from time to time)

ordinary committee member means a member of the committee who is not an office-bearer of the association.

secretary means:

- (a) the person holding office under this constitution as secretary of the association, or
- (b) if no person holds that office - the public officer of the association.

special general meeting means a general meeting of the association other than an annual general meeting.

the Act means the *Associations Incorporation Act 2009*.

the Regulation means the *Associations Incorporation Regulation 2016*.

member means a member of the association which includes a natural person, organisation, association, institution and corporation whether or not resides or incorporated in Australia.

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty;
- (c) words importing any gender include all other genders;
- (d) the singular includes the plural and vice versa;
- (e) a reference to a law includes regulations and instruments made under the law;
- (f) a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by the State or the Commonwealth of Australia or otherwise;
- (g) a reference to a meeting includes a meeting occurring by use of technology where all participants can actively participate in the meeting;
- (h) where, by a provision of this constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions or in any other manner approved by the Committee; and
- (i) "writing" and "written" includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise.

(3) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

2 Mission

- (a) Good Neighbours Australia exists to make the world a place without hunger, where people live together in harmony.
- (b) Good Neighbours Australia respects the human rights of our neighbours suffering from poverty, disasters and oppression, and helps them to achieve self-reliance and enable them to rebuild their hope.

3 Core Values

- (a) Good Neighbours Australia works any place where there is a need, regardless of race, religion, ideology, and beyond geographical constraints.
- (b) Good Neighbours Australia promotes self-reliance and the sustainable development of the individuals, families and communities.
- (c) Good Neighbours Australia places a top priority on the rights of the child.
- (d) Good Neighbours Australia creates sound global citizenship that encourage people to respect one another and live together in harmony.
- (e) Good Neighbours Australia mobilise and organises local volunteers to participate in developing their communities.
- (f) Good Neighbours Australia works in cooperation with its local partners who share their community development goals.
- (g) Good Neighbours Australia maintains professional accountability and transparently reports on the status of its projects and finances.
- (h) Good Neighbours Australia encourages as many people as possible to join it as sponsoring members to participate in its work.

4 Objects

The purposes for which the association is established to:

- (a) advance and social and public welfare; and
- (b) carry out charitable work consistent with the mission and its core values as provided by clauses 2 and 3,

by undertaking activities such as:

- (i) Education and Protection
 - raising awareness on the right to education for children from disadvantaged families
 - ensuring accessibility of basic education for all children
 - promoting opportunities to access/transit to higher education
 - ensuring qualified teachers
 - improving the quality of education programs and curriculum,
- (ii) Health
 - improving basic health and sanitation
 - preventing and managing diseases
 - enhancing Maternal and Child Health (MCH)
 - strengthen health system,
- (iii) Water and Sanitation
 - building and managing water and sanitation facilities for those in need
 - providing basis hygiene education and supplies
 - mobilising water sanitation committees and building their capacities

- engaging local communities in sanitation projects,
- (iv) Income Generation
 - establishing and supporting community-based economy
 - organising such as cooperatives
 - establishing social enterprises
 - supporting small start-ups,
- (v) Advocacy
 - education and awareness campaigns to alert the international communities in order to support children and members of vulnerable social groups
 - suggesting policy change
 - network and strengthen partnership,
- (vi) Community Partnership and Network Building
 - organising and supporting local communities and groups such as Community Development Committee (CDC)
 - supporting capacity building of Community-Based Organisation (CBOs) and volunteers
 - networking with other organisations.

5 Income

- (1) The income and property of the association wheresoever derived shall be applied solely towards the promotion of the objects, purposes and mission of the association as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of divided, bonus or otherwise howsoever by way of profits to members of the association subject to subclause 5(2).
- (2) Nothing contained in this clause shall prevent the payment in good faith:
 - (i) to remunerate any officer or member of the association in return for any services actually rendered to the association;
 - (ii) to supply goods to the association by any officers or member of the association in the ordinary course of business; or
 - (iii) to pay a reasonable rent for premises let by a member to the association.

6 Dissolution

- (1) If any assets remain upon the winding up or dissolution of the association after satisfaction of all its debts and liabilities, those shall not be paid to or distributed amongst the members but shall be given or transferred to one or more other institution:
 - (a) which has object similar to the objects of the association; and
 - (b) whose constitution prohibits the distribution of its assets among its members to an extent at least as great as is imposed on the association by this constitution.
- (2) An organisation of the Good Neighbors Partnership is entitled to be the institution subject to subclause 6(3).
- (3) The institution will be determined by the members in a general meeting at or before the time of winding up or dissolution and, in the absence of such determination by the Supreme Court of New South Wales.

7 Australia Tax Office Endorsement

- (1) Where the association has been endorsed as a public benevolent institution under item 4.1.1 of section 30-45 of the *Income Tax Assessment Act 1997* (Cth) (as

amended) as an organisation or in relation to a public fund under Subdivision 30-BA of the *Income Tax Assessment Act 1997* (Cth) (as amended), then where:

- (a) the association or the fund is wound up or dissolved; or
- (b) the endorsement of the association or the fund as a public benevolent institution under Subdivision 30-BA of the *Income Tax Assessment Act 1997* (Cth) (as amended) is revoked,

then any assets of the association or fund (as may be relevant) remaining after payment of all debts and liabilities of the association or fund (as may be relevant) must be transferred to an institution or fund which complies with clause 6 and is endorsed as a public benevolent institution.

- (2) Where the association has been endorsed as a deductible gift recipient as an organisation or in relation to a public fund under Subdivision 30-BA of the *Income Tax Assessment Act 1997* (Cth) (as amended), then where:

- (a) the association or the fund (as relevant) is wound up or dissolved; or
- (b) the endorsement of the association or of the fund (as relevant) as a deductible gift recipient under Subdivision 30-BA of the *Income Tax Assessment Act 1997* (Cth) (as amended) is revoked,

then any assets of the association or fund (as may be relevant) remaining after payment of all debts and liabilities of the association or fund (as may be relevant) must be transferred to an institution or fund which complies with clause 6 and is endorsed as a deductible gift recipient.

8 Modification or Repeal of this constitution

- (1) This constitution may be modified or repealed only by a special resolution of the association in a general meeting.
- (2) Any modification or repeal of this constitution takes effect on the date the special resolution is passed or any later date specified, or provided for, in the resolution.

Part 2 Membership

9 Membership generally

- (1) A person is eligible to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person has applied and been approved for membership of the association in accordance with clause 10.
- (2) A person is taken to be a member of the association if:
 - (a) the person is a natural person, and
 - (b) the person was a member of the Good Neighbors Partnership.
- (3) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made (i.e. the founding member of the association).
- (4) An entity is taken to be a member of the association if:
 - (a) the entity is an organisation of the Good Neighbors Partnership; or
 - (b) the entity has applied and been approved for membership of the association in accordance with clause 10.

10 Application for membership

- (1) An application by a person or an entity for membership of the association:
 - (a) must be made in writing (including by email or other electronic means, if the committee so determines) in the form determined by the committee, and
 - (b) must be lodged (including by electronic means, if the committee so determines) with the secretary of the association.
- (2) As soon as practicable after receiving an application for membership, the secretary must refer the application to the committee, which is to determine whether to approve or to reject the application.
- (3) As soon as practicable after the committee makes that determination, the secretary must:
 - (a) notify the applicant in writing (including by email or other electronic means, if the committee so determines) that the committee approved or rejected the application (whichever is applicable), and
 - (b) if the committee approved the application, request the applicant to pay (within the period of 28 days after receipt by the applicant of the notification) the sum payable under this constitution by a member as monthly subscription.
- (4) The secretary must, on payment by the applicant of the amounts referred to in subclause 10(3)(b) within the period referred to in that provision, enter or cause to be entered the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the association.
- (5) Notwithstanding any other subclauses, the committee may, by instrument in writing, delegate the secretary or a sub-committee its power to approve or reject an application for membership.

11 Cessation of membership

- (1) A person ceases to be a member of the association if the person:
 - (a) dies, or
 - (b) resigns membership, or
 - (c) is expelled from the association, or
 - (d) fails to pay the monthly membership fee under clause 15(2) within 6 months after the fee is due.
- (2) An entity ceases to be a member of the association if the entity:
 - (a) is wound up, or
 - (b) is dissolved, or
 - (c) resigns membership, or
 - (d) is expelled from the association, or
 - (e) fails to pay the monthly membership fee under clause 15(2) within 6 months after the fee is due.

12 Membership entitlements not transferable

A right, privilege or obligation which a person or an entity has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person or entity, and
- (b) terminates on cessation of the person or the entity's membership.

13 Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least 1 month (or any other period that the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.
- (2) If a member of the association ceases to be a member under subclause (1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

14 Register of members

- (1) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person or entity who is a member of the association together with the date on which the person or the entity became a member.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by a member of the committee at any reasonable hour.

- (4) If a member requests that any information contained on the register about the member not be available for inspection, that information must not be made available for inspection.
- (5) A member of the committee must not use information about a person or an entity obtained from the register to contact or send material to the person or the entity, other than for:
 - (a) the purposes of sending the person or the entity a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
 - (b) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (6) If the register of members is kept in electronic form:
 - (a) it must be convertible into hard copy, and
 - (b) the requirements in subclauses (2) and (3) apply as if a reference to the register of members is a reference to a current hard copy of the register of members.

15 Fees and subscriptions

- (1) A member of the association must, on admission to membership, pay to the association a fee of \$1.00 or, if some other amount is determined by the committee, that other amount.
- (2) In addition to any amount payable by the member under subclause (1), a member of the association must pay to the association a monthly membership fee of \$1.00 or, if some other amount is determined by the member, which shall be no less than \$1.00, that other amount.

16 Members' liabilities

The liability of a member of the association to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association is limited to the amount, if any, unpaid by the member in respect of membership of the association as required by clause 15.

17 Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a Community Justice Centre for mediation under the *Community Justice Centres Act 1983*.
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration.
- (3) The *Commercial Arbitration Act 2010* applies to a dispute referred to arbitration.

18 Disciplining of members

- (1) A complaint may be made to the committee by any person that a member of the association:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or

- (b) has wilfully acted in a manner prejudicial to the interests of the association.
- (2) The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the committee decides to deal with the complaint, the committee:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 30 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.
- (4) The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (5) If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 19.
- (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 19,
 whichever is the later.

19 Right of appeal of disciplined member

- (1) A member may appeal to the association in general meeting against a resolution of the committee under clause 18, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must notify the committee, which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- (4) At a general meeting of the association convened under subclause (3):
 - (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by a simple majority of votes cast by members of the association.

Part 3 The committee

20 Powers of the committee

Subject to the Act, the Regulation, this constitution and any resolution passed by the association in general meeting, the committee:

- (a) is to control and manage the affairs of the association, and
- (b) may exercise all the functions that may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and
- (c) has power to perform all the acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

21 Composition and membership of committee

- (1) The committee is to consist of the office-bearers of the association or 3 ordinary committee members each of whom is to be elected at the annual general meeting of the association under clause 22.
- (2) The total number of committee members is to be 3.
- (3) The minimum term of the office-bearers or the committee members of the association is two years.
- (4) The office-bearers of the association are as follows:
 - (a) the president,
 - (b) the treasurer,
 - (c) the secretary.
- (5) A committee member may hold up to 2 offices.
- (6) There is no maximum number of consecutive terms for which a committee member may hold office but the maximum number of consecutive terms for which an office-bearer is 3.
- (7) Each member of the committee is, subject to this constitution, to hold office for two years until immediately before the election of committee members at the annual general meeting next following the date of the member's election and is eligible for re-election.

22 Election of committee members

- (1) Nominations of candidates for election as office-bearers of the association or as ordinary committee members:
 - (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - (b) must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

- (2) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the committee are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary committee members of the committee is to be conducted at the annual general meeting in any usual and proper manner that the committee directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary committee member of the association must be a member of the association.

23 Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:
 - (a) all appointments of office-bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (4) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

24 Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

25 Casual vacancies

- (1) In the event of a casual vacancy occurring in the membership of the committee, the committee may appoint a member of the association to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (2) A casual vacancy in the office of a member of the committee occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, or
 - (c) is or becomes an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth), or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under clause 26, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - (i) is prohibited from being a director of a company under Part 2D.6 (Disqualification from managing corporations) of the *Corporations Act 2001* (Cth).

26 Removal of committee members

- (1) The association in general meeting may by resolution remove any member of the committee from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the committee to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that the representations be notified to the members of the association, the secretary or the president may send a copy of the representations to each member of the association or, if the representations are not so sent, the member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

27 Committee meetings and quorum

- (1) The committee must meet at least once in each period of 12 months at the place and time that the committee may determine.
- (2) Additional meetings of the committee may be convened by the president or by any member of the committee.
- (3) Oral or written notice of a meeting of the committee must be given by the secretary to each member of the committee at least 48 hours (or any other period that may be unanimously agreed on by the members of the committee) before the time appointed for the holding of the meeting.
- (4) Notice of a meeting given under subclause (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is

to be transacted at the meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

- (5) Any 2 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.
- (6) No business is to be transacted by the committee unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (7) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.
- (8) At a meeting of the committee:
 - (a) the president is to preside as chairperson at the meeting, or
 - (b) if the president is absent or unwilling to act as chairperson, one of the remaining members of the committee chosen by the members present at the meeting is to preside.

28 Appointment of association members as committee members to constitute quorum

- (1) If at any time the number of committee members is less than the number required to constitute a quorum for a committee meeting, the existing committee members may appoint a sufficient number of members of the association as committee members to enable the quorum to be constituted.
- (2) A member of the committee so appointed is to hold office, subject to this constitution, until the annual general meeting next following the date of the appointment.
- (3) This clause does not apply to the filling of a casual vacancy to which clause 25 applies.

29 Use of technology at committee meetings

- (1) A committee meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the committee's members a reasonable opportunity to participate.
- (2) A committee member who participates in a committee meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

30 Delegation by committee to sub-committee

- (1) The committee may, by instrument in writing, delegate to one or more sub-committees (consisting of the member or members of the association that the committee thinks fit) the exercise of any of the functions of the committee that are specified in the instrument, other than:
 - (a) this power of delegation, and
 - (b) a function which is a duty imposed on the committee by the Act or by any other law.
- (2) A function the exercise of which has been delegated to a sub-committee under this clause may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this clause may be made subject to any conditions or limitations as to the exercise of any function, or as to time or circumstances, that may be specified in the instrument of delegation.
- (4) Despite any delegation under this clause, the committee may continue to exercise any function delegated.
- (5) Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this clause has the same force and effect as it would have if it had been done or suffered by the committee.
- (6) The committee may, by instrument in writing, revoke wholly or in part any delegation under this clause.
- (7) A sub-committee may meet and adjourn as it thinks proper.

31 Voting and decisions

- (1) Questions arising at a meeting of the committee or of any sub-committee appointed by the committee are to be determined by a majority of the votes of members of the committee or sub-committee present at the meeting.
- (2) Each member present at a meeting of the committee or of any sub-committee appointed by the committee (including the person presiding at the meeting) is entitled to one vote but, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- (3) Subject to clause 27 (5), the committee may act despite any vacancy on the committee.
- (4) Any act or thing done or suffered, or purporting to have been done or suffered, by the committee or by a sub-committee appointed by the committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

Part 4 General meetings

32 Annual general meetings - holding of

- (1) The association must hold its first annual general meeting within 18 months after its registration under the Act.
- (2) The association must hold its annual general meetings:
 - (a) within 6 months after the close of the association's financial year, or
 - (b) within any later time that may be allowed or prescribed under section 37 (2) (b) of the Act.

33 Annual general meetings - calling of and business at

- (1) The annual general meeting of the association is, subject to the Act and to clause 32, to be convened on the date and at the place and time that the committee thinks fit.
- (2) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
 - (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting,
 - (b) to receive from the committee reports on the activities of the association during the last preceding financial year,
 - (c) to elect office-bearers of the association and ordinary committee members,
 - (d) to receive and consider any financial statement or report required to be submitted to members under the Act.
- (3) An annual general meeting must be specified as that type of meeting in the notice convening it.

34 Special general meetings - calling of

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition of at least 5% of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) must be in writing, and
 - (b) must state the purpose or purposes of the meeting, and
 - (c) must be signed by the members making the requisition, and
 - (d) must be lodged with the secretary, and
 - (e) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after the date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.

- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.
- (6) For the purposes of subclause (3):
 - (a) a requisition may be in electronic form, and
 - (b) a signature may be transmitted, and a requisition may be lodged, by electronic means.

35 Notice

- (1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 33 (2).
- (4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

36 Quorum for general meetings

- (1) No item of business is to be transacted at a general meeting unless a quorum of members entitled under this constitution to vote is present during the time the meeting is considering that item.
- (2) 5 members present (being members entitled under this constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (3) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:
 - (a) if convened on the requisition of members—is to be dissolved, and
 - (b) in any other case—is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (4) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

37 Presiding member

- (1) The president is to preside as chairperson at each general meeting of the association.
- (2) If the president is absent or unwilling to act, the members present must elect one of their members to preside as chairperson at the meeting.

38 Adjournment

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) If a general meeting is adjourned for 14 days or more, the secretary must give written or oral notice of the adjourned meeting to each member of the association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (3) Except as provided in subclauses (1) and (2), notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

39 Making of decisions

- (1) A question arising at a general meeting of the association is to be determined by:
 - (a) a show of hands or, if the meeting is one to which clause 44 applies, any appropriate corresponding method that the committee may determine, or
 - (b) if on the motion of the chairperson or if 5 or more members present at the meeting decide that the question should be determined by a written ballot—a written ballot.
- (2) If the question is to be determined by a show of hands, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (3) Subclause (2) applies to a method determined by the committee under subclause (1) (a) in the same way as it applies to a show of hands.
- (4) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the chairperson.

40 Special resolutions

A special resolution may only be passed by the association in accordance with section 39 of the Act.

41 Voting

- (1) On any question arising at a general meeting of the association a member has one vote only.
- (2) In the case of an equality of votes on a question at a general meeting, the chairperson of the meeting is entitled to exercise a second or casting vote.

- (3) A member is not entitled to vote at any general meeting of the association unless all money due and payable by the member to the association has been paid.
- (4) A member is not entitled to vote at any general meeting of the association if the member is under 18 years of age.

42 Proxy votes not permitted

Proxy voting must not be undertaken at or in respect of a general meeting.

43 Postal or electronic ballots

- (1) The association may hold a postal or electronic ballot (as the committee determines) to determine any issue or proposal (other than an appeal under clause 19).
- (2) A postal or electronic ballot is to be conducted in accordance with Schedule 3 to the Regulation.

44 Use of technology at general meetings

- (1) A general meeting may be held at 2 or more venues using any technology approved by the committee that gives each of the association's members a reasonable opportunity to participate.
- (2) A member of an association who participates in a general meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

Part 5 Miscellaneous

45 Insurance

The association may effect and maintain insurance.

46 Funds - source

- (1) The funds of the association are to be derived from monthly subscriptions of members, donations, grants from Australian or overseas governments and, subject to any resolution passed by the association in general meeting, any other sources that the committee determines.
- (2) All money received by the association must be deposited as soon as practicable and without deduction to the credit of the association's bank or other authorised deposit-taking institution account.
- (3) The association must, as soon as practicable after receiving any money, issue an appropriate receipt.

47 Funds - management

- (1) Subject to any resolution passed by the association in general meeting, the funds of the association are to be used solely in pursuance of the objects of the association in the manner that the committee determines.
- (2) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 authorised signatories.

48 Association is non-profit

Subject to the Act and the Regulation, the association must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members except in the case of clause 5(b).

49 Change of name, objects and constitution

An application for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

50 Custody of books etc

Except as otherwise provided by this constitution, all records, books and other documents relating to the association must be kept in New South Wales:

- (a) at the main premises of the association, in the custody of the public officer or a member of the association (as the committee determines), or
- (b) if the association has no premises, at the association's official address, in the custody of the public officer.

51 Inspection of books etc

- (1) The following documents must be open to inspection, free of charge, by a member of the committee at any reasonable hour:
 - (a) records, books and other financial documents of the association,
 - (b) this constitution,
 - (c) minutes of all committee meetings and general meetings of the association.
- (2) A member of the committee may obtain a copy of any of the documents referred to in subclause (1) without a charge.

52 Service of notices

- (1) For the purpose of this constitution, a notice may be served on or given to a person or an entity:
 - (a) by delivering it to the person or the representative of the entity personally, or
 - (b) by sending it by pre-paid post to the address of the person or the entity, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person or the entity for giving or serving the notice.
- (2) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
 - (a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and
 - (b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and
 - (c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

53 Financial year

The financial year of the association is:

- (a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

I, Hyosil Lee, board member of Good Neighbours Australia certify that this document is a true and accurate copy of the Constitution sighted by me.

Signature : H.S Lee

Date: 13 July 2022

I, Jennifer Russell, board member of Good Neighbours Australia certify that this document is a true and accurate copy of the Constitution sighted by me.

Signature : JARussell

Date: 16 July 2022