Constitution

Habitat for Humanity Australia Limited
ACN 131 976 004

A Company Limited by Guarantee

Adopted at the Habitat for Humanity Australia Limited AGM on 17 November 2025

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Constitution

1. **Preliminary**

(a) The name of the company is Habitat for Humanity Australia Limited (**Company**).

(b) The Company is a not-for-profit public company limited by guarantee which is established to be, and to continue as, a charity.

(c) The liability of members is limited to the amount of the guarantee in clause 1(d).

(d) Each member must contribute an amount not more than $50 (the guarantee) to the property of the Company if the Company is wound up while the member is a member, or within 12 months after they stop being a member, and this contribution is required to pay for the:

(i) debts and liabilities of the Company incurred before the member stopped being a member; or

(ii) costs of winding up.

2. **Definitions**

In this constitution words and phrases have the meaning set out in this clause 2.

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth).

Affiliate means state based not-for-profit organisations in Australia that have been approved by the Company for the purpose of entry into an Affiliate Agreement with the Company and have a current signed Affiliate Agreement in place.

Affiliate Director means a person appointed as a director of an Affiliate's board of directors.

Company means the Company referred to in clause 1(a).

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

Elected Chairperson means a person elected by the directors to be the Company's chairperson under clause 10.3.

General Meeting means a meeting of members and includes the annual General Meeting, under clause 7.3(a).

National Law means the C*ommunity Housing Providers National Law* set out in the appendix to the *Community Housing Providers (Adoption of National Law) Act 2012* (NSW).

Special Resolution means a resolution:

(a) of which notice has been given under clause 7.4(e)(iii);

(b) that has been passed by at least 75% of the votes cast by directors or Members (as applicable) present and entitled to vote on the resolution; and

(c) entitled to vote on the resolution.

Surplus Assets means any assets of the Company that remain after paying all debts and other liabilities of the Company, including the costs of winding up.

3. Interpretation

In this constitution:

(a) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression; and

(b) reference to an Act includes every amendment, re-enactment, or replacement of that Act and any subordinate legislation made under that Act (such as regulations).

4. Charitable purposes and powers

4.1 Purpose

(a) The Company has been formed with the charitable purpose of providing relief to persons in need, due to such poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion in the community, by improving their economic and social conditions.

(b) In pursuit of the above charitable purpose, the Company is to:

(i) work in partnership with needy families, individuals and communities, promoting dignity and hope without favouritism or discrimination;

(ii) support sustainable and transformative development;

(iii) have regard to the Company's Mission set out in clause 4.2 below; and

(iv) facilitate sharing between the affluent and those in need.

4.2 Company Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

4.3 Activities

(a) The Company may undertake a range of activities in order to pursue and achieve the Company's purpose set out in clause 4.1, informed by the Company's Mission as set out in clause 4.2, including, but not limited to:

(i) providing simple, decent, secure and affordable housing for families and individuals in need;

(ii) building, improving or repairing housing and local or neighbourhood facilities for communities, families and individuals in need and to work with others to do so;

(iii) promoting safe hygiene and sanitation practices in developing communities through the provision of improved access to water and sanitation by building appropriate facilities and facilitating hygiene behavioural training;

(iv) assisting vulnerable communities to prepare for and mitigate against the effects of natural disasters;

(v) undertaking disaster recovery and rehabilitation activities for communities, families and individuals in need;

(vi) providing financing to families and individuals in need;

(vii) advocating and raising community awareness on behalf of those in need of decent and secure housing;

(viii) supporting and encouraging sustainable and transformative development, including through facilitating a community-driven approach to urban programming and access to services; and

(ix) to do such other things as are incidental or conducive to the attainment of the Company's purpose.

(b) The Company may carry out is purposes in Australia and the wider world.

4.4 **Powers**

Subject to clause 4.5, the Company has the following powers, which may only be used to carry out its purpose(s) set out in clause 4.1:

(a) the powers of an individual; and

(b) all the powers of a Company limited by guarantee under the Corporations Act.

4.5 **Not-for-profit**

(a) The Company must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 4.5(b) and 20.1.

(b) Clause 4.5(a) does not stop the Company from doing the following things, provided they are done in good faith:

(i) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the Company; or

(ii) making a payment to a member in carrying out the Company’s charitable purposes; and

(iii) paying a third party to provide services to enable the Company to carry out the Company's charitable purposes.

4.6 **Amending the Constitution**

(a) Subject to clause 4.6(b), the members may amend this constitution by passing a Special Resolution.

(b) The members must not pass a Special Resolution that amends this constitution if passing it causes the Company to no longer be a charity.

5. **Members**

5.1 **Membership and register of members**

(a) The members of the Company are:

(i) the initial members named in the application for the Company's registration, and

(ii) any other person that the directors allow to be a member, in accordance with this constitution.

(b) The Company must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:

(i) for each current member:

(A) name;

(B) address;

(C) any alternative address nominated by the member for the service of notices; and

(D) date the member was entered on to the register.

(ii) for each person who stopped being a member in the last 7 years:

(A) name;

(B) address;

(C) any alternative address nominated by the member for the service of notices; and

(D) dates the membership started and ended.

(c) The Company must give current members access to the register of members.

(d) Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

5.2 **Who can be a member**

(a) A person is eligible to apply to be a member of the Company under clause 5.1 if the person supports the purposes of the Company; and

(b) In this clause, 'person' means an individual or incorporated body.

5.3 **Life Members**

(a) The directors by Special Resolution may also appoint a member to be an honorary member for the life of that person (**Life Member**).

(b) The following initial members are deemed to be Life Members:

(i) Howard Fearn-Wannan;

(ii) Vera Randall;

(iii) Allan O'Connor;

(iv) Paul Mulroney; and

(v) Natalie Fuller.

5.4 **How to apply to become a member**

A person (as defined in clause 5.2) may apply to become a member of the Company by writing to the secretary stating that they:

(a) want to become a member;

(b) support the purpose(s) of the Company; and

(c) agree to comply with the Company's constitution, including paying the guarantee under clause 1(d) if required.

5.5 **Directors decide whether to approve membership**

(a) The directors must consider an application for membership within a reasonable time after the secretary receives the application.

(b) If the directors approve an application, the secretary must as soon as possible:

(i) enter the new member on the register of members; and

(ii) write to the applicant to tell them that their application was approved, and the date that their membership started (see clause 5.6).

(c) If the directors reject an application, the secretary must write to the applicant as soon as possible to tell them that their application has been rejected, but does not have to give reasons.

(d) For the avoidance of doubt, the directors may approve an application even if the application does not state the matters listed in clauses 5.4(a), 5.4(b)

or 5.4(c). In that case, by applying to be a member, the applicant agrees to those three matters.

5.6 **When a person becomes a member**

An applicant will become a member when they are entered on the register of members.

5.7 **Membership term**

From the date of adoption of this Constitution, the membership of each member of the Company will be renewable every five years. At the end of each five year period, each Member must reapply for membership.

5.8 **When a person stops being a member**

A person immediately stops being a member if:

(a) they die;

(b) they are wound up or otherwise dissolved or deregistered (for an incorporated member);

(c) they become bankrupt or insolvent or making an arrangement or composition with creditors of a person's joint or separate estate generally;

(d) they resign, by writing to the secretary;

(e) they are expelled under clause 6.2;

(f) they have not responded within three months to a written request from the secretary that they confirm in writing that they want to remain a member;

(g) a resolution of not less than three quarters of the directors is passed as follows:

(i) at a meeting of directors regarding, amongst other things, that member ceasing membership; and

(ii) that member was given the opportunity to attend the directors' meeting and be heard in his defence; or

(h) their five year membership term expires, unless they have applied for and been admitted as a member of the Company for a further five year term.

6. **Dispute Resolution**

6.1 **Dispute resolution**

(a) The dispute resolution procedure in this clause 6 applies to disputes (disagreements) under this constitution between a member or director and:

(i) one or more members;

(ii) one or more directors; or

(iii) the Company.

(b) A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 6.1(a) until the disciplinary procedure is completed.

(c) Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.

(d) If those involved in the dispute do not resolve it under clause 6.1(c), they must within 10 days:

(i) tell the directors about the dispute in writing;

(ii) agree or request that a mediator be appointed; and

(iii) attempt in good faith to settle the dispute by mediation.

(e) The mediator must:

(i) be chosen by agreement of those involved; or

(ii) where those involved do not agree:

(A) for disputes between members, a person chosen by the directors; or

(B) for other disputes, a person chosen by either the Commissioner of the Australian Charities and Not-for-profits Commission or the president of the law institute or society in the state or territory in which the Company has its registered office.

(f) A mediator chosen by the directors under clause 6.1(e)(ii)(A):

(i) may be a member or former member of the Company;

(ii) must not have a personal interest in the dispute; and

(iii) must not be biased towards or against anyone involved in the dispute.

(g) When conducting the mediation, the mediator must:

(i) allow those involved a reasonable chance to be heard;

(ii) allow those involved a reasonable chance to review any written statements;

(iii) ensure that those involved are given natural justice; and

(iv) not make a decision on the dispute.

6.2 **Disciplining members**

(a) In accordance with this clause, the directors may resolve to warn, suspend or expel a member from the Company if the directors consider that:

(i) the member has breached this constitution; or

(ii) the member's behaviour is causing, has caused, or is likely to cause harm to the Company.

(b) At least 14 days before the directors' meeting at which a resolution under clause 6.2(a) will be considered, the secretary must notify the member in writing:

(i) that the directors are considering a resolution to warn, suspend or expel the member;

(ii) that this resolution will be considered at a directors' meeting and the date of that meeting;

(iii) what the member is said to have done or not done;

(iv) the nature of the resolution that has been proposed; and

(v) that the member may provide an explanation to the directors, and details of how to do so.

(c) Before the directors pass any resolution under clause 6.2(a), the member must be given a chance to explain or defend themselves by:

(i) sending the directors a written explanation before that directors' meeting; and/or;

(ii) speaking at the meeting.

(d) After considering any explanation under clause 6.2(c), the directors may:

(i) take no further action;

(ii) warn the member;

(iii) suspend the member's rights as a member for a period of no more than 12 months;

(iv) expel the member;

(v) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause); or

(vi) require the matter to be determined at a General Meeting.

(e) The directors cannot fine a member.

(f) The secretary must give written notice to the member of the decision under clause 6.2(d) as soon as possible.

(g) Disciplinary procedures must be completed as soon as reasonably practical.

(h) There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

7. General Meetings of members

7.1 General Meetings called by directors

(a) The directors may call a General Meeting.

(b) If members with at least 5% of the votes that may be cast at a General Meeting make a written request to the Company for a General Meeting to be held, the directors must:

(i) within 21 days of the members' request, give all members notice of a General Meeting, and

(ii) hold the General Meeting within 2 months of the members' request.

(c) The percentage of votes that members have (in clause 7.1(b)) is to be worked out as at midnight before the members request the meeting.

(d) The members who make the request for a General Meeting must:

(i) state in the request any resolution to be proposed at the meeting

(ii) sign the request, and

(iii) give the request to the Company.

(e) Separate copies of a document setting out the request may be signed by members if the wording of the request is the same in each copy.

7.2 General Meetings called by members

(a) If the directors do not call the meeting within 21 days of being requested under clause 7.1(b), 50% or more of the members who made the request may call and arrange to hold a General Meeting.

(b) To call and hold a meeting under clause 7.2(a) the members must:

(i) as far as possible, follow the procedures for General Meetings set out in this constitution;

(ii) call the meeting using the list of members on the Company's member register, which the Company must provide to the members making the request at no cost; and

(iii) hold the General Meeting within three months after the request was given to the Company.

(c) The Company must pay the members who request the General Meeting any reasonable expenses they incur because the directors did not call and hold the meeting.

7.3 **Annual general meeting**

(a) A General Meeting, called the annual General Meeting, must be held:

(i) within 18 months after registration of the Company; and

(ii) after the first annual General Meeting, at least once in every calendar year.

(b) Even if these items are not set out in the notice of meeting, the business of an annual General Meeting may include:

(i) a review of the Company's activities;

(ii) a review of the Company's finances;

(iii) any auditor's report;

(iv) the election of directors; and

(v) the appointment and payment of auditors, if any.

(c) Before or at the annual General Meeting, the directors must give information to the members on the Company's activities and finances during the period since the last annual General Meeting.

(d) The chairperson of the annual General Meeting must give members as a whole a reasonable opportunity at the meeting to ask questions or make comments about the management of the Company.

7.4 **Notice of general meetings**

(a) Notice of a General Meeting must be given to:

(i) each member entitled to vote at the meeting;

(ii) each director; and

(iii) the auditor (if any).

(b) Notice of a General Meeting must be provided in writing at least 21 days before the meeting.

(c) Subject to clause 7.4(d), notice of a meeting may be provided less than 21 days before the meeting if:

(i) for an annual General Meeting, all the members entitled to attend and vote at the annual General Meeting agree beforehand; or

(ii) for any other General Meeting, members with at least 95% of the votes that may be cast at the meeting agree beforehand.

(d) Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:

(i) remove a director;

(ii) appoint a director in order to replace a director who was removed; or

(iii) remove an auditor.

(e) Notice of a General Meeting must include:

(i) the place, date and time for the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this);

(ii) the general nature of the meeting's business;

(iii) if applicable, that a Special Resolution is to be proposed and the words of the proposed resolution;

(iv) statement that members have the right to appoint proxies and that, if a member appoints a proxy:

(A) the proxy does not need to be a member of the Company;

(B) the proxy form must be delivered to the Company at its registered address or the address (including an electronic address) specified in the notice of the meeting; and

(C) the proxy form must be delivered to the Company at least 48 hours before the meeting.

(f) If a General Meeting is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

7.5 **Quorum at General Meetings**

(a) For a General Meeting to be held, at least 10 members (a quorum) must be present (in person, by proxy or by representative) for the whole meeting. When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one member).

(b) No business may be conducted at a General Meeting if a quorum is not present.

(c) If there is no quorum present within 30 minutes after the starting time stated in the notice of General Meeting, the General Meeting is adjourned to the date, time and place that the chairperson specifies. If the chairperson does not specify one or more of those things, the meeting is adjourned to:

(i) if the date is not specified – the same day in the next week;

(ii) if the time is not specified – the same time; and

(iii) if the place is not specified – the same place.

(d) If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

7.6 **Auditor's right to attend meetings**

(a) The auditor (if any) is entitled to attend any General Meeting and to be heard by the members on any part of the business of the meeting that concerns the auditor in the capacity of auditor.

(b) The Company must give the auditor (if any) any communications relating to the General Meeting that a member of the Company is entitled to receive.

7.7 **Representatives of members**

(a) An incorporated member may appoint as a representative:

(i) one individual to represent the member at meetings and to sign circular resolutions under clause 8.3; and

(ii) the same individual or another individual for the purpose of being appointed or elected as a director.

(b) The appointment of a representative by a member must:

(i) be in writing;

(ii) include the name of the representative;

(iii) be signed on behalf of the member; and

(iv) be given to the Company or, for representation at a meeting, be given to the chairperson before the meeting starts.

(c) A representative has all the rights of a member relevant to the purposes of the appointment as a representative.

(d) The appointment may be standing (ongoing).

7.8 **Using technology to hold meetings**

(a) The Company may hold a General Meeting where a notice postponing or changing the place for a general meeting must set out:

(i) if there is only one location at which the members who are entitled to physically attend the general meeting may do so- the date, time and place of the general meeting; and

(ii) if there are 2 or more locations at which the members who are entitled to physically attend the general meeting may do so- the date and time for the general meeting at each location and the main location of the general meeting; and

(iii) if virtual meeting technology is to be used to hold the general meeting, sufficient information to allow the members to participate in the general meeting by means of the technology.

(b) If virtual meeting technology is used to hold a general meeting, all persons so participating in the meeting are taken for all purposes to be present at the meeting while so participating.

7.9 **Chairperson for General Meetings**

(a) The Elected Chairperson is entitled to chair General Meetings.

(b) The members present and entitled to vote at a General Meeting may choose a director or member to be the chairperson for that meeting if:

(i) there is no Elected Chairperson; or

(ii) the Elected Chairperson is not present within 30 minutes after the starting time set for the meeting; or

(iii) the Elected Chairperson is present but says they do not wish to act as chairperson of the meeting.

(c) The following may be chosen to preside as chair of the meeting (in order of precedence):

(i) the deputy chairperson if a director has been so elected by the directors; or

(ii) a director or member elected by the members present to reside as chair of the meeting.

7.10 **Role of the chairperson**

(a) The chairperson of a General Meeting:

(i) has charge of the general conduct of the meeting and of the procedures to be adopted at the meeting;

(ii) may require the adoption of any procedure which is in the chairperson's opinion necessary or desirable for proper and orderly debate or discussion and the proper and orderly casting or recording of votes at the General Meeting;

(iii) may, having regard where necessary to the Corporations Act, terminate discussion or debate on any matter whenever the chairperson considers it necessary or desirable for the proper conduct of the meeting;

(iv) must give members a reasonable opportunity to make comments and ask questions (including to the auditor (if any)); and

(v) does not have a casting vote.

(b) A decision by the chairperson under this clause 7 is final.

7.11 **Adjournment of meetings**

(a) The chairperson of a General Meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting either to a later time at the same meeting or to an adjourned meeting at any time and any place.

(b) In exercising his discretionary power to adjourn, the chairperson may, but need not, seek the approval of the Members present in person or by proxy.

(c) If a quorum is present, a General Meeting must be adjourned if a majority of Members present direct the chairperson to adjourn it.

(d) Only unfinished business may be dealt with at a meeting resumed after an adjournment.

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

8. **Members resolutions and statements**

8.1 **Members' resolutions and statements**

(a) Members with at least 5% of the votes that may be cast on a resolution may give:

(i) written notice to the Company of a resolution they propose to move at a General Meeting (members' resolution); and/or

(ii) a written request to the Company that the Company give all of its members a statement about a proposed resolution or any other matter that may properly be considered at a General Meeting (members' statement).

(b) A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.

(c) A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.

(d) Separate copies of a document setting out the notice or request may be signed by members if the wording is the same in each copy.

(e) The percentage of votes that members have (as described in clause 8.1(a)) is to be worked out as at midnight before the request or notice is given to the Company.

(f) If the Company has been given notice of a members' resolution under clause 8.1(a)(i), the resolution must be considered at the next General Meeting held more than two months after the notice is given.

(g) This clause does not limit any other right that a member has to propose a resolution at a General Meeting.

8.2 **Company must give notice of proposed resolution or distribute statement**

(a) If the Company has been given a notice or request under clause 8.1(a):

(i) in time to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, it must do so at the Company's cost; or

(ii) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with a notice of meeting, then the members who proposed the resolution or made the request must pay the expenses reasonably incurred by the Company in giving members notice of the proposed members' resolution or a copy of the members' statement. However, at a General Meeting, the members may pass a resolution that the Company will pay these expenses.

(b) The Company does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if:

(i) it is more than 1000 words long;

(ii) the directors consider it may be defamatory;

(iii) clause 8.2(a)(ii) applies, and the members who proposed the resolution or made the request have not paid the Company enough money to cover the cost of sending the notice of the proposed members' resolution or a copy of the members' statement to members; or

(iv) in the case of a proposed members' resolution, the resolution does not relate to a matter that may be properly considered at a General Meeting or is otherwise not a valid resolution able to be put to the members.

8.3 **Circular resolutions of members**

(a) Subject to clause 8.3(c), the directors may put a resolution to the members to pass a resolution without a General Meeting being held (a circular resolution).

(b) The directors must notify the auditor (if any) as soon as possible that a circular resolution has or will be put to members, and set out the wording of the resolution.

(c) Circular resolutions cannot be used:

(i) for a resolution to remove an auditor, appoint a director or remove a director;

(ii) for passing a Special Resolution; or

(iii) where the Corporations Act or this constitution requires a meeting to be held.

(d) A circular resolution is passed if all the members entitled to vote on the resolution sign or agree to the circular resolution, in the manner set out in clause 8.3(e) or clause 8.3(f).

(e) Members may sign:

(i) a single document setting out the circular resolution and containing a statement that they agree to the resolution; or

(ii) separate copies of that document, as long as the wording is the same in each copy.

(f) The Company may send a circular resolution by email to members and members may agree by sending a reply email to that effect, including the text of the resolution in their reply.

9. Voting at General Meetings

9.1 How many votes a member has

Each member has one vote.

9.2 Challenge to member's right to vote

(a) A member or the chairperson may only challenge a person's right to vote at a General Meeting at that meeting.

(b) If a challenge is made under clause 9.2(a), the chairperson must decide whether or not the person may vote. The chairperson's decision is final.

9.3 How voting is carried out

(a) Voting must be conducted and decided by:

(i) a show of hands;

(ii) a vote in writing; or

(iii) another method chosen by the chairperson that is fair and reasonable in the circumstances.

(b) Before a vote is taken, the chairperson must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.

(c) On a show of hands, the chairperson's decision is conclusive evidence of the result of the vote.

(d) The chairperson and the meeting minutes do not need to state the number or proportion of the votes recorded in favour or against on a show of hands.

9.4 **When and how a vote in writing must be held**

(a) A vote in writing may be demanded on any resolution instead of or after a vote by a show of hands by:

(i) at least five Members Present;

(ii) Members Present with at least 5% of the votes that may be passed on the resolution on the vote in writing (worked out as at the midnight before the vote in writing is demanded); or

(iii) the chairperson.

(b) A vote in writing must be taken when and how the chairperson directs, unless clause 9.4(c) applies.

(c) A vote in writing must be held immediately if it is demanded under clause 9.4(a):

(i) for the election of a chairperson under clause 7.9(b); or

(ii) to decide whether to adjourn the meeting.

(d) A demand for a vote in writing may be withdrawn.

9.5 **Appointment of proxy**

(a) A member may appoint a proxy to attend and vote at a General Meeting on their behalf.

(b) A proxy does not need to be a member.

(c) A proxy appointed to attend and vote for a member has the same rights as the member to:

(i) speak at the meeting;

(ii) vote in a vote in writing (but only to the extent allowed by the appointment); and

(iii) join in to demand a vote in writing under clause 9.3(a).

(d) An appointment of proxy (proxy form) must be signed by the member appointing the proxy and must contain:

(i) the member's name and address;

(ii) the Company's name;

(iii) the proxy's name or the name of the office held by the proxy; and

(iv) the meeting(s) at which the appointment may be used.

(e) A proxy appointment may be standing (ongoing).

(f) Proxy forms must be received by the Company at the address stated in the notice under clause 7.4(e)(iv) or at the Company's registered address at least 48 hours before a meeting.

(g) A proxy does not have the authority to speak and vote for a member at a meeting while the member is at the meeting.

(h) Unless the Company receives written notice before the start or resumption of a General Meeting at which a proxy votes, a vote cast by the proxy is valid even if, before the proxy votes, the appointing member:

(i) dies;

(ii) is mentally incapacitated;

(iii) revokes the proxy's appointment; or

(iv) revokes the authority of a representative or agent who appointed the proxy.

(i) A proxy appointment may specify the way the proxy must vote on a particular resolution.

9.6 **Voting by proxy**

(a) A proxy is not entitled to vote on a show of hands (but this does not prevent a member appointed as a proxy from voting as a member on a show of hands).

(b) When a vote in writing is held, a proxy:

(i) does not need to vote, unless the proxy appointment specifies the way they must vote;

(ii) if the way they must vote is specified on the proxy form, must vote that way, and

if the proxy is also a member or holds more than one proxy, may cast the votes held in different ways.

10. **Directors**

10.1 **Number of directors**

(a) The Company must have at least 6 and no more than 11 directors.

(b) The directors may, by Special Resolution increase or decrease the minimum and maximum number of directors.

10.2 **Election and appointment of directors**

(a) The initial directors are the people who have agreed to act as directors and who are named as proposed directors in the application for registration of the Company.

(b) Apart from the initial directors and directors appointed under clause 10.2(f), the members may elect a director by a resolution passed in a General Meeting.

(c) Subject to Clauses 10.1(a), 10.2(d), 10.2(e) and 10.2(f), an Affiliate has the right to nominate an Affiliate Director as a representative of the Affiliate on the Company board of directors, and the directors may appoint this person to fill a casual vacancy or as an additional director.

(d) Each of the directors must be appointed by a separate resolution, unless:

(i) the members present have first passed a resolution that the appointments may be voted on together; and

(ii) no votes were cast against that resolution.

(e) A person is eligible for election as a director of the Company if they:

(i) are a member of the Company, or a representative of a member of the Company (appointed under clause 7.7);

(ii) are nominated by two members or representatives of members entitled to vote (unless the person was previously elected as a director at a General Meeting and has been a director since that meeting);

(iii) give the Company their signed consent to act as a director of the Company; and

(iv) are not ineligible to be a director under the Corporations Act or the ACNC Act.

(f) The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:

(i) is a member of the Company, or a representative of a member of the Company (appointed under clause 7.7);

(ii) gives the Company their signed consent to act as a director of the Company; and

(iii) is not ineligible to be a director under the Corporations Act or the ACNC Act.

(g) If the number of directors is reduced to fewer than the minimum number of directors specified in clause 10.1 or is less than the number required for a quorum, the continuing directors may act for the purpose of increasing the number of directors to the minimum number of directors specified in clause 10.1 (or higher if required for a quorum) or calling a General Meeting, but for no other purpose.

10.3 **Election of chairperson**

The directors must elect a director as the Company's Elected Chairperson.

10.4 **Term of office**

(a) At each annual General Meeting:

(i) any director appointed by the directors to fill a casual vacancy or as an additional director must retire; and

(ii) at least one-third of the remaining directors must retire.

(b) The directors who must retire at each annual General Meeting under clause 10.4(a)(ii) will be the directors who have been longest in office since last being elected. Where directors were elected on the same day, the director(s) to retire will be decided by lot unless they agree otherwise.

(c) Other than a director appointed under clause 10.2(f), a director's term of office starts at the end of the annual General Meeting at which they are elected and ends at the end of the annual General Meeting at which they retire.

(d) Each director must retire at least once every three years.

(e) A director who retires under clause 10.4(a) may nominate for election or re-election.

(f) A director who has held office for a continuous period of nine years or more may only be re-appointed or re-elected by a Special Resolution.

10.5 **When a director stops being a director**

A director stops being a director if they:

(a) give written notice of resignation as a director to the Company;

(b) die;

(c) are removed as a director by a resolution of the members;

(d) stop being a member of the Company;

(e) are a representative of a member, and that member stops being a member;

(f) are a representative of a member, and the member notifies the Company that the representative is no longer a representative;

(g) are absent for 3 consecutive directors' meetings without approval from the directors; or

(h) become ineligible to be a director of the company under the Corporations Act or the ACNC Act.

11. **Power of directors**

11.1 **Powers of directors**

(a) The directors are responsible for managing and directing the activities of the Company to achieve the purposes set out in clause 4.

(b) The directors may use all the powers of the Company except for powers that, under the Corporations Act or this constitution, may only be used by members.

(c) The directors must decide on the responsible financial management of the Company including:

(i) any suitable written delegations of power under clause 11.2; and

(ii) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.

(d) The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution at a General Meeting.

11.2 **Delegation of directors' powers**

(a) The directors may delegate any of their powers and functions to a committee, a director, an employee of the Company (such as a chief executive officer) or any other person, as they consider appropriate.

(b) The delegation must be recorded in the Company's minute book.

11.3 **Payments to directors**

(a) The Company must not pay fees to a director for acting as a director.

(b) The Company may:

(i) pay a director for work they do for the Company, other than as a director including in the capacity as an executive officer, if the amount is no more than a reasonable fee for the work done; or

(ii) reimburse a director for expenses properly incurred by the director in connection with the affairs of the Company.

(c) Any payment made under clause 11.3(b) must be approved by the directors.

(d) The Company may pay premiums for insurance indemnifying directors, as allowed for by law (including the Corporations Act) and this constitution.

11.4 **Execution of documents**

The Company may execute a document without using a common seal if the document is signed by:

(a) two directors of the Company; or

(b) a director and the secretary.

12. Duties of directors

12.1 Duties of directors

The directors must comply with their duties as directors under legislation and common law (judge-made law), and with the duties described in governance standard 5 of the regulations made under the ACNC Act which are:

(a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a director of the Company;

(b) to act in good faith in the best interests of the Company and to further the charitable purpose(s) of the Company set out in clause 4;

(c) not to misuse their position as a director;

(d) not to misuse information they gain in their role as a director;

(e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 12.2;

(f) to ensure that the financial affairs of the Company are managed responsibly; and

(g) not to allow the Company to operate while it is insolvent.

12.2 Conflicts of interest

(a) A director must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution):

(i) to the other directors; or

(ii) if all of the directors have the same conflict of interest, to the members at the next General Meeting, or at an earlier time if reasonable to do so.

(b) The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.

(c) Each director who has a material personal interest in a matter that is being considered at a meeting of directors (or that is proposed in a circular resolution) must not, except as provided under clauses 12.2(d):

(i) be present at the meeting while the matter is being discussed; or

(ii) vote on the matter.

(d) A director may still be present and vote if:

(i) their interest arises because they are a member of the Company, and the other members have the same interest; or

(ii) their interest relates to an insurance contract that insures, or would insure, the director against liabilities that the director incurs as a director of the Company (see clause 21.2).

(e) their interest relates to a payment by the Company under clause 21.1 (indemnity), or any contract relating to an indemnity that is allowed under the Corporations Act;

(f) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter; or

(g) the directors who do not have a material personal interest in the matter pass a resolution that:

(i) identifies the director, the nature and extent of the director's interest in the matter and how it relates to the affairs of the Company; and

(ii) says that those directors are satisfied that the interest should not stop the director from voting or being present.

13. Directors' meetings

13.1 When the directors meet

The directors may decide how often, where and when they meet.

13.2 Calling directors' meetings

(a) A director may call a directors' meeting by giving reasonable notice to all of the other directors.

(b) A director may give notice in writing or by any other means of communication that has previously been agreed to by all of the directors.

13.3 Chairperson for directors' meetings

(a) The Elected Chairperson is entitled to chair directors' meetings.

(b) The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the Elected Chairperson is:

(i) not present within 30 minutes after the starting time set for the meeting; or

(ii) present but does not want to act as chairperson of the meeting.

13.4 Quorum at directors' meetings

(a) Unless the directors determine otherwise, the quorum for a directors' meeting is 4 directors.

(b) A quorum must be present for the whole directors' meeting.

13.5 **Using technology to hold directors' meetings**

(a) The directors may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the directors.

(b) The directors' agreement may be a standing (ongoing) one.

(c) A director may only withdraw their consent within a reasonable period before the meeting.

13.6 **Passing directors' resolutions**

A directors' resolution must be passed by a majority of the votes cast by directors present and entitled to vote on the resolution.

13.7 **Circular resolutions of directors**

(a) If more than:

(i) 50% of the directors in the case of a matter requiring vote by ordinary resolution; or

(ii) 75% of the Director in the case of a matter requiring vote by special resolution,

entitled to receive notice of a meeting of directors and to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document, a resolution of the directors is passed at the time when the last director signs.

(b) A circular resolution is passed if all the directors entitled to vote on the resolution sign or otherwise agree to the resolution in the manner set out in clause 13.7(c) or clause 13.7(d).

(c) Each director may sign:

(i) a single document setting out the resolution and containing a statement that they agree to the resolution; or

(ii) separate copies of that document, as long as the wording of the resolution is the same in each copy.

(d) The Company may send a circular resolution by email to the directors and the directors may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.

(e) A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 13.7 or clause 13.7(d).

14. **Secretary**

14.1 **Appointment and role of secretary**

(a) The Company must have at least one secretary, who may also be a director.

(b) A secretary must be appointed by the directors (after giving the Company their signed consent to act as secretary of the Company) and may be removed by the directors.

(c) The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration.

(d) The role of the secretary includes:

(i) maintaining a register of the Company's members; and

(ii) maintaining the minutes and other records of General Meetings (including notices of meetings), directors' meetings and circular resolutions.

15. Minutes and records

15.1 Minutes and records

(a) The Company must, within one month, make and keep the following records:

(i) minutes of proceedings and resolutions of General Meetings;

(ii) minutes of circular resolutions of members;

(iii) a copy of a notice of each General Meeting; and

(iv) a copy of a members' statement distributed to members under clause 8.2.

(b) The Company must, within one month, make and keep the following records:

(i) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees); and

(ii) minutes of circular resolutions of directors.

(c) To allow members to inspect the Company's records:

(i) the Company must give a member access to the records set out in clause 15.1(a); and

(ii) the directors may authorise a member to inspect other records of the Company, including records referred to in clause 15.1(b) and clause 15.2(a).

(d) The directors must ensure that minutes of a General Meeting or a directors' meeting are signed within a reasonable time after the meeting by:

(i) the chairperson of the meeting; or

(ii) the chairperson of the next meeting.

(e) The directors must ensure that minutes of the passing of a circular resolution (of members or directors) are signed by a director within a reasonable time after the resolution is passed.

15.2 **Financial and related records**

(a) The Company must make and keep written financial records that:

(i) correctly record and explain its transactions and financial position and performance; and

(ii) enable true and fair financial statements to be prepared and to be audited.

(b) The Company must also keep written records that correctly record its operations.

(c) The Company must retain its records for at least 7 years.

(d) The directors must take reasonable steps to ensure that the Company's records are kept safe.

16. **By-laws**

(a) The directors may pass a resolution to make by-laws to give effect to this constitution.

(b) Members and directors must comply with by-laws as if they were part of this constitution.

17. **Notice**

17.1 **What is notice**

(a) Anything written to or from the Company under any clause in this constitution is written notice and is subject to clauses 19.2 to 19.4, unless specified otherwise.

(b) Clauses 19.2 to 19.4 do not apply to a notice of proxy under clause 9.5(d).

17.2 **Notice to the Company**

Written notice or any communication under this constitution may be given to the Company, the directors or the secretary by:

(a) delivering it to the Company’s registered office;

(b) posting it to the Company’s registered office or to another address chosen by the company for notice to be provided;

(c) sending it to an email address or other electronic address notified by the Company to the members as the Company’s email address or other electronic address; or

(d) sending it to the fax number notified by the Company to the members as the Company’s fax number.

17.3 **Notice to members**

(a) Written notice or any communication under this constitution may be given to a member:

(i) in person;

(ii) by posting it to, or leaving it at the address of the member in the register of members or an alternative address (if any) nominated by the member for service of notices;

(iii) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any);

(iv) sending it to the fax number nominated by the member as an alternative address for service of notices (if any); or

(v) if agreed to by the member, by notifying the member at an email or other electronic address nominated by the member, that the notice is available at a specified place or address (including an electronic address).

(b) If the Company does not have an address for the member, the Company is not required to give notice in person.

17.4 **When notice is taken to be given**

A notice:

(a) delivered in person, or left at a the recipient's address, is taken to be given on the day it is delivered;

(b) sent by post, is taken to be given on the third day after it is posted with the correct payment of postage costs;

(c) sent by email, fax or other electronic method, is taken to be given on the business day after it is sent; and

(d) given under clause 19.3(a)(v) is taken to be given on the business day after the notification that the notice is available is sent.

18. **Financial year**

18.1 **Company's financial year**

The Company's financial year is from 1 July to 30 June, unless the directors pass a resolution to change the financial year.

19. **Indemnity, insurance and access**

19.1 **Indemnity**

(a) The Company indemnifies each officer of the Company out of the assets of the Company, to the relevant extent, against all losses and liabilities

(including costs, expenses and charges) incurred by that person as an officer of the Company.

(b) In this clause, 'officer' means a director or secretary and includes a director or secretary after they have ceased to hold that office.

(c) In this clause, 'to the relevant extent' means:

(i) to the extent that the Company is not precluded by law (including the Corporations Act) from doing so; and

(ii) for the amount that the officer is not otherwise entitled to be indemnified and is not actually indemnified by another person (including an insurer under an insurance policy).

(d) The indemnity is a continuing obligation and is enforceable by an officer even though that person is no longer an officer of the Company.

19.2 **Insurance**

To the extent permitted by law (including the Corporations Act), and if the directors consider it appropriate, the Company may pay or agree to pay a premium for a contract insuring a person who is or has been an officer of the Company against any liability incurred by the person as an officer of the Company.

19.3 **Directors' access to documents**

(a) A director has a right of access to the financial records of the Company at all reasonable times.

(b) If the directors agree, the Company must give a director or former director access to:

(i) certain documents, including documents provided for or available to the directors; and

(ii) any other documents referred to in those documents.

20. **Winding up**

20.1 **Surplus assets not to be distributed to members**

If the Company is wound up, any Surplus Assets must not be distributed to a member or a former member of the Company, unless that member or former member is a charity described in clause 22.3(a) – (c).

20.2 **Distribution of community housing assets**

Notwithstanding any other provision in this constitution, if the Company is wound up, all community housing assets (as defined in the National Law) in a participating jurisdiction are to be transferred to another registered community housing provider or to a Housing Agency (as defined in the National Law) in the jurisdiction in which the relevant community housing asset(s) are located, and in the case of the transfer being to a registered community housing provider, it must be one which meets the requirements of 22.3(a) to (c).

20.3 **Distribution of surplus assets**

Subject to clause 22.2, the Corporations Act and any other applicable Act, and any court order, any Surplus Assets (including 'gift funds' defined in clause 22.6) that remain after satisfaction of all the company's debts and liabilities must be distributed to one or more charities:

(a) with charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 4;

(b) which also prohibit the distribution of any surplus assets to its members to at least the same extent as the company; and

(c) that is or are deductible gift recipients within the meaning of the *Income Tax Assessment Act 1997* (ITAA 97).

In determining whether a charity has charitable purpose(s) similar to, or inclusive of, the purpose(s) in clause 4.1, first consideration is to be given to a charity that is approved by Habitat for Humanity International or its delegate to operate as a Habitat for Humanity organisation.

20.4 **Decision as to recipient of Surplus Assets**

The decision as to the charity or charities to be given the Surplus Assets must be made by a Special Resolution of members at or before the time of winding up. If the members do not make this decision, the Company may apply to the Supreme Court to make this decision.

20.5 **Revocation of deductible gift recipient status**

If the company's deductible gift recipient endorsement is revoked (whether or not the company is to be wound up), any surplus gift funds must be transferred to one or more charities that meet the requirements of clause 22.3(a), (b) and (c) as decided by the directors.

20.6 **Definitions for the purposes of this clause**

For the purpose of this clause:

(a) "gift funds" means:

(i) gifts of money or property for the principal purpose of the Company;

(ii) contributions made in relation to a fund-raising event held for the principal purpose of the Company; and

(iii) money received by the Company because of such gifts and contribution.

(b) "contributions" and "fund-raising event" have the same meaning as in Division 30 of the ITAA 97.