

CONSTITUTION OF FORESIGHT
(AUSTRALIA AND OVERSEAS AID AND PREVENTION OF BLINDNESS) LIMITED

**CONSTITUTION
OF
FORESIGHT (AUSTRALIA AND OVERSEAS AID
AND PREVENTION OF BLINDNESS) LIMITED**

Australian Business Number (ABN) [38 008 622 311]

A company limited by guarantee

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Preliminary

1. Name of the company

The name of the company is Foresight (Australian Overseas Aid and Prevention of Blindness) Limited (the **Company**).

2. Type of company

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

3. Limited liability of members

The liability of members is limited to the amount of the guarantee in clause 4.

4. The guarantee

Each member must contribute an amount not more than \$10 (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 the member stops being a member, and this contribution is required to pay for the:

- (a) debts and liabilities of the Company incurred before the member stopped being a member, or
- (b) costs of winding up.

5. Definitions

In this constitution, words and phrases have the meaning set out in clauses 76, 77 and 78.

Charitable purposes and powers

6. Purposes

- 6.1 The Company is a not-for-profit company and a charity established for charitable purposes to provide:
- (a) relief and assistance to persons in developing countries by the cure and prevention of blindness and the rehabilitation and training of blind and visually impaired people in those countries,
 - (b) similar relief and assistance to all persons living in Australia including disadvantaged people; and,
 - (c) members of the Australian public with the opportunity to support the objects of the company.
- 6.2 Without limiting clause 6.1, the Company may pursue its charitable purposes by undertaking any of the following activities:
- (a) Undertaking eye health programs that includes education, training, development, and research in both developing countries and Australia,
 - (b) raising public awareness of the issues pertaining to the Company's charitable purposes,

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- (c) raising funds and other support, and inviting and encouraging members of the public to make gifts of money and property and seeking grants and philanthropic donations, for the purposes of the Company and other charitable organisations with similar goals,
- (d) co-operating and working in partnership with others with similar purposes, and
- (e) doing all such things as are ancillary or incidental to any of the above.

7. Powers

The Company has the following powers, which may only be used to carry out its purposes set out in clause 6:

- (a) all the powers of an individual, and
- (b) all the powers of a company limited by guarantee under the Corporations Act.

8. Not-for-profit

- 8.1 The Company must not distribute any income or assets directly or indirectly to its members, except as provided in clauses 8.2, 71, 73 and 75.
- 8.2 Clause 8.1 does not prevent the Company from doing the following things, provided they are done in good faith:
 - (a) paying a member for goods or services the member has provided or expenses the member has properly incurred at fair and reasonable rates or rates more favourable to the Company, or
 - (b) making a payment to a member in carrying out the Company's charitable purposes

9. Amending the constitution

- 9.1 Subject to clause 9.2, the members may amend this constitution by passing a special resolution.
- 9.2 The members must not pass a special resolution that amends this constitution if passing it causes the Company to no longer be a charity.

Members

10. Membership and register of members

- 10.1 The members of the Company are:
 - (a) the current directors of the Company, and
 - (b) any other person that the directors allow to be a member, in accordance with this constitution.
- 10.2 The Company must establish and maintain a register of members. The register of members must be kept by the secretary and must contain:
 - (a) for each current member:
 - i. full name,
 - ii. current residential address,
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. the date the member was entered on to the register; and
 - (b) for each person who stopped being a member in the last 7 years:
 - i. full name,

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- ii. current residential address as at the date the member stopped being a member,
 - iii. any alternative address nominated by the member for the service of notices, and
 - iv. the dates the membership started and ended.
- 10.3 The Company must give current members access to the register of members.
- 10.4 Information that is accessed from the register of members must only be used in a manner relevant to the interests or rights of members.

11. Who can be a member

- 11.1 A person who supports the purposes of the Company is eligible to apply to become a member of the Company under clause 12.
- 11.2 In this clause, 'person' means an individual or incorporated body.

12. How to apply to become a member

A person (as defined in clause 11.2) may apply to become a member of the Company by writing to the secretary stating that the person:

- 12.1 wants to become a member
- 12.2 supports the purposes of the Company, and
- 12.3 agrees to comply with and be bound by the Company's constitution, including paying by the guarantee under clause 4 if required.

13. Directors decide whether to approve membership

- 13.1 The directors must consider an application for membership within a reasonable time after the secretary receives the application.
- 13.2 If the directors approve an application, the secretary must as soon as possible:
- (a) enter the new member on the register of members, and
 - (b) write to the applicant to tell the applicant that their application was approved, and the date that the applicant's membership started (see clause 14).
- 13.3 If the directors reject an application, the secretary must write to the applicant as soon as possible to tell the applicant that their application has been rejected, but does not have to give reasons.
- 13.4 For the avoidance of doubt, the directors may approve an application even if the application does not state the matters listed in clauses 12.1, 12.2 and 12.3. In that case, by applying to become a member, the applicant agrees to the matters listed in clauses 12.1, 12.2, and 12.3.

14. When a person becomes a member

Other than initial members, an applicant will become a member when they are entered on the register of members.

15. When a person stops being a member

A person immediately stops being a member if the person:

- 15.1 dies, becomes mentally incapacitated or is declared bankrupt (for an individual member),
- 15.2 is wound up or otherwise dissolved or deregistered (for an incorporated member),
- 15.3 resigns, in writing to the secretary,

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- 15.4 is expelled under clause 17, or
- 15.5 fails to respond within three months to a written request from the secretary that the person confirm in writing that the person wants to remain a member.

Dispute resolution and disciplinary procedures

16. Dispute resolution

- 16.1 The dispute resolution procedure in this clause applies to disputes (disagreements) under this constitution between a member or director and:
 - (a) one or more members
 - (b) one or more directors, or
 - (c) the Company.
- 16.2 A member must not start a dispute resolution procedure in relation to a matter which is the subject of a disciplinary procedure under clause 17 until the disciplinary procedure has been completed.
- 16.3 Those involved in the dispute must try to resolve the dispute between themselves within 14 days of becoming aware of the dispute.
- 16.4 If those involved in the dispute do not resolve the dispute under clause 16.3, they must within 10 days after the expiry of the period in clause 16.3:
 - (a) inform the directors of the dispute in writing
 - (b) agree or request that a mediator be appointed, and
 - (c) attempt in good faith to settle the dispute by mediation.
- 16.5 The mediator must be:
 - (a) chosen by agreement of those involved in the dispute, or
 - (b) where those involved do not agree:
 - i. for disputes between members, a person chosen by the directors, or
 - ii. for all 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.
- 16.6 A mediator chosen by the directors under clause 16.5(b)(i):
 - (a) may be a member or former member of the Company
 - (b) must not have a personal interest in the dispute, and
 - (c) must not be biased towards or against anyone involved in the dispute.
- 16.7 When conducting the mediation, the mediator must:
 - (a) allow those involved in the dispute a reasonable chance to be heard
 - (b) allow those involved in the dispute a reasonable chance to review any written statements
 - (c) ensure that those involved in the dispute are given natural justice, and
 - (d) not make a decision on the dispute.

17. Disciplining members

- 17.1 In accordance with this clause, the directors may resolve to warn, suspend or expel a member from the Company if the directors consider that:
 - (a) the member has breached this constitution, or
 - (b) the member's behaviour is causing, has caused, or is likely to cause harm to the Company.

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- 17.2 At least 14 days before the directors' meeting at which a resolution under clause 17.1 will be considered, the secretary must notify the member in writing:
- (a) that the directors are considering a resolution to warn, suspend or expel the member,
 - (b) that this resolution will be considered at a directors' meeting and the date of that meeting,
 - (c) what the member is said to have done or not done,
 - (d) the nature of the resolution that has been proposed, and
 - (e) that the member may provide an explanation to the directors, and details of how the member may provide such explanation.
- 17.3 Before the directors pass any resolution under clause 17.1, the member must be given a chance to explain or defend themselves by:
- (a) sending the directors a written explanation before the directors' meeting, and/or
 - (b) speaking at the meeting.
- 17.4 After considering any explanation under clause 17.3, the directors may:
- (a) take no further action,
 - (b) warn the member,
 - (c) suspend the member's rights as a member for a period of no more than 12 months,
 - (d) expel the member,
 - (e) 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
 - (f) require the matter to be determined at a general meeting.
- 17.5 The directors cannot fine a member.
- 17.6 The secretary must give written notice to the member of the decision under clause 17.4 as soon as possible.
- 17.7 Disciplinary procedures must be completed as soon as reasonably practical.
- 17.8 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.

General meetings of members

18. General meetings called by directors

- 18.1 The directors may call a general meeting.
- 18.2 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:
- (a) within 21 days of the members' request, give all members notice of a general meeting, and
 - (b) hold the general meeting within two months of the members' request.
- 18.3 The percentage of votes that members have (in clause 18.2) is to be worked out as at midnight before the members request the meeting.
- 18.4 The members who make the request for a general meeting must:
- (a) state in the request any resolution to be proposed at the meeting
 - (b) sign the request, and

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- (c) give the request to the Company.
- 18.5 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.

19. General meetings called by members

- 19.1 If the directors do not call the meeting within 21 days of being requested under clause 18.2, 50% or more of the members who made the request may call and arrange to hold a general meeting.
- 19.2 To call and hold a meeting under clause 19.1 the members must:
 - (a) as far as possible, follow the procedures for general meetings set out in this constitution,
 - (b) 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
 - (c) hold the general meeting within three months after the request was given to the Company.
- 19.3 The Company must pay the members who call and hold the general meeting under this clause 19 any reasonable expenses they incur because the directors did not call and hold the meeting.

20. Annual general meeting

- 20.1 A general meeting, called the annual general meeting, must be held:
 - (a) within 18 months after registration of the Company, and
 - (b) after the first annual general meeting, at least once in every calendar year.
- 20.2 Even if these items are not set out in the notice of meeting, the business of an annual general meeting may include:
 - (a) a review of the Company's activities
 - (b) a review of the Company's finances
 - (c) any auditor's report
 - (d) the election of directors, and
 - (e) the appointment and payment of auditors, if any.
- 20.3 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.
- 20.4 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 and business of the Company.

21. Notice of general meetings

- 21.1 Notice of a general meeting must be given to:
 - (a) each member entitled to vote at the meeting
 - (b) each director, and
 - (c) the auditor (if any).
- 21.2 Notice of a general meeting must be provided in writing at least 21 days before the meeting.
- 21.3 Subject to clause 21.4, notice of a general meeting may be provided less than 21 days before the meeting if:

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- (a) for an annual general meeting, all the members entitled to attend and vote at the annual general meeting agree beforehand, or
 - (b) for any other general meeting, members with at least 95% of the votes that may be cast at the meeting agree beforehand.
- 21.4 Notice of a meeting cannot be provided less than 21 days before the meeting if a resolution will be moved to:
 - (a) remove a director
 - (b) appoint a director in order to replace a director who was removed, or
 - (c) remove an auditor.
- 21.5 Notice of a general meeting must include:
 - (a) the place, date and time of the meeting (and if the meeting is to be held in two or more places, the technology that will be used to facilitate this),
 - (b) the general nature of the meeting's business,
 - (c) if applicable, that a special resolution is to be proposed and the words of the proposed special resolution, and
 - (d) a statement that members have the right to appoint proxies and that, if a member appoints a proxy:
 - i. the proxy does not need to be a member of the Company
 - ii. the completed proxy form must be delivered to the Company at its registered address or the address (including an electronic address) specified in the notice of the meeting, and
 - iii. the proxy form must be delivered to the Company at least 48 hours before the meeting.
- 21.6 If a general meeting is adjourned (put off) for one month or more, the members must be given new notice of the resumed meeting.

22. Quorum at general meetings

- 22.1 Where the Company has two or more members, for a general meeting to be held, at least two members (a quorum) must be present (in person, or by duly appointed proxy, attorney or 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).
- 22.2 If the Company only has one member, then one member constitutes a quorum.
- 22.3 No business may be conducted at a general meeting if a quorum is not present.
- 22.4 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:
 - (a) if the date is not specified – the same day in the next week,
 - (b) if the time is not specified – the same time, and
 - (c) if the place is not specified – the same place.
- 22.5 If no quorum is present at the resumed meeting within 30 minutes after the starting time set for that meeting, the meeting is cancelled.

23. Auditor's right to attend meetings

- 23.1 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.

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- 23.2 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.

24. Representatives of members

- 24.1 An incorporated member may appoint as a representative:
- (a) one individual to represent the member at meetings and to sign circular resolutions under clause 31, and
 - (b) the same individual or another individual for the purpose of being eligible to be appointed or elected as a director.
- 24.2 The appointment of a representative by a member must:
- (a) be in writing,
 - (b) include the name of the representative,
 - (c) be signed on behalf of the member, and
 - (d) be given to the Company or, for representation at a general meeting, be given to the chairperson before the meeting starts.
- 24.3 A representative has all the rights of a member relevant to the purposes of the appointment as a representative.
- 24.4 The appointment may be ongoing.

25. Using technology to hold meetings

- 25.1 The Company may hold a general meeting using any technology that gives the members as a whole a reasonable opportunity to participate, including to hear and be heard.
- 25.2 Anyone using this technology is taken to be present in person at the meeting.

26. Chairperson for general meetings

- 26.1 The elected chairperson is entitled to chair general meetings.
- 26.2 The initial chairperson is the current chairperson of the Company.
- 26.3 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:
- (a) there is no elected chairperson,
 - (b) the elected chairperson is not present within 30 minutes after the starting time set for the meeting, or
 - (c) the elected chairperson is present but says that he or she does not wish to act as chairperson of the meeting.

27. Role of the chairperson

- 27.1 The chairperson of a general meeting is responsible for the conduct of the general meeting, and for this purpose must give members a reasonable opportunity to make comments and ask questions (including to, or of, the auditor (if any)).
- 27.2 The chairperson does not have a casting vote.

28. Adjournment of meetings

- 28.1 If a quorum is present, a general meeting must be adjourned if a majority of members present direct the chairperson of the meeting to adjourn it.
- 28.2 Only unfinished business may be dealt with at a meeting resumed after an adjournment.

Members' resolutions and statements

29. Members' resolutions and statements

- 29.1 Members with at least 5% of the votes that may be cast on a resolution may give:
- (a) written notice to the Company of a resolution they propose to move at a general meeting (members' resolution), and/or
 - (b) 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).
- 29.2 A notice of a members' resolution must set out the wording of the proposed resolution and be signed by the members proposing the resolution.
- 29.3 A request to distribute a members' statement must set out the statement to be distributed and be signed by the members making the request.
- 29.4 Separate copies of a document setting out the notice or request under clause 29.1(a) or 29.1(b) respectively may be signed by members if the wording is the same in each copy.
- 29.5 The percentage of votes that members have (as described in clause 29.1) is to be worked out as at midnight before the request or notice is given to the Company.
- 29.6 If the Company has been given notice of a members' resolution under clause 29.1(a), the resolution must be considered at the next general meeting held more than two months after the notice is given.
- 29.7 This clause 29 does not limit any other right that a member has to propose a resolution at a general meeting.

30. Company must give notice of proposed resolution or distribute statement

- 30.1 If the Company has been given a notice or request under clause 29.1:
- (a) in time to send the notice of the proposed members' resolution or a copy of the members' statement to members with the notice of the general meeting referred to in clause 29.6, it must do so at the Company's cost, or
 - (b) too late to send the notice of proposed members' resolution or a copy of the members' statement to members with the notice of the general meeting referred to in clause 29.6, 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.
- 30.2 The Company does not need to send the notice of proposed members' resolution or a copy of the members' statement to members if the notice of the proposed members' resolution or the members' statement (as applicable):
- (a) is more than 1 000 words long,
 - (b) the directors consider it may be defamatory,
 - (c) clause 30.1(b) 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 (as applicable), or
 - (d) 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 members.

31. Resolutions without meetings

- 31.1 Where only one member
Where the Company has only one member, any resolution may be passed without a general meeting being held if that member (or being a corporation, its duly authorised representative or attorney) records the resolution and signs the record.
- 31.2 Where more than one member
- (a) Where the Company has more than one member, any resolution, other than a resolution to remove an Auditor under section 329 of the Corporations Act, may be passed without a general meeting being held if all the members entitled to vote on the resolution (or being corporations, their duly authorised representatives or attorneys) sign a statement that they are in favour of a resolution set out in the document. Identical copies of the document and accompanying information may be distributed for signing by different members. The resolution is passed when the last member signs the document.
 - (b) The Company may send a circular resolution by email to members and a member may agree to the circular resolution by sending a reply email to that effect, including the text of the resolution in the member's reply.

Voting at general meetings

32. How many votes a member has

At the general meeting, each member has one vote.

33. Challenge to member's right to vote

- 33.1 Only a member or the chairperson of a general meeting may challenge a person's right to vote at the general meeting, and they may only challenge at that meeting.
- 33.2 If a challenge is made under clause 33.1, the chairperson of the general meeting must decide whether or not the person may vote. The chairperson's decision is final.

34. How voting at the general meeting is carried out

- 34.1 Voting at the general meeting must be conducted and decided by:
- (a) a show of hands,
 - (b) a vote in writing, or
 - (c) another method chosen by the chairperson of the general meeting that is fair and reasonable in the circumstances.
- 34.2 Before a vote is taken, the chairperson of the general meeting must state whether any proxy votes have been received and, if so, how the proxy votes will be cast.
- 34.3 On a show of hands under clause 34.1(a), the chairperson's decision is conclusive evidence of the result of the vote.
- 34.4 The chairperson of the general meeting 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.

35. When and how a vote in writing must be held

- 35.1 A vote in writing under clause 34.1(b) may be demanded on any resolution instead of or after a vote by a show of hands on the resolution at a general meeting by:
- (a) at least five members present,

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- (b) members present with at least 5% of the votes that may be cast on the resolution, vote in writing (worked out as at midnight before the vote in writing is demanded), or
 - (c) the chairperson of the general meeting.
- 35.2 A vote in writing under clause 34.1(b) must be taken when and how the chairperson directs, unless clause 35.3 applies.
- 35.3 A vote in writing clause 34.1(b) must be held immediately if it is demanded under clause 35.1:
- (a) for the election of a chairperson under clause 26.2, or
 - (b) to decide whether to adjourn the meeting.
- 35.4 A demand for a vote in writing under clause 34.1(b) may be withdrawn.

36. Appointment of proxy

- 36.1 A member may appoint a proxy to attend and vote at a general meeting on the member's behalf.
- 36.2 A proxy does not need to be a member.
- 36.3 A proxy appointed to attend and vote on behalf of a member has the same rights as the member to:
- (a) speak at the meeting,
 - (b) vote in a vote in writing under clause 34.1(b) (but only to the extent allowed by the appointment), and
 - (c) join in to demand a vote in writing under clause 35.1.
- 36.4 A proxy form must be signed by the member appointing the proxy and must contain:
- (a) the member's name and address,
 - (b) the Company's name,
 - (c) the proxy's name or the name of the office held by the proxy, and
 - (d) the meeting(s) at which the appointment may be used.
- 36.5 A proxy appointment may be ongoing.
- 36.6 A proxy form must be received by the Company at the address stated in the notice under clause 21.5(d) or at the Company's registered address at least 48 hours before a meeting.
- 36.7 A proxy does not have the authority to speak and vote on behalf of a member at a meeting while the member is present at the meeting.
- 36.8 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:
- (a) dies,
 - (b) becomes mentally incapacitated,
 - (c) revokes the proxy's appointment, or
 - (d) revokes the authority of a representative or agent who appointed the proxy.
- 36.9 A proxy appointment may specify the way the proxy must vote on a particular resolution.

37. Voting by proxy

- 37.1 A proxy is not entitled to vote on a show of hands under clause 34.1(a) (but this does not prevent a member appointed as a proxy from voting as a member on a show of hands).
- 37.2 When a vote in writing is held as contemplated by clause 34.1(b), a proxy:

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- (a) does not need to vote, unless the proxy appointment specifies the way the proxy must vote,
- (b) if the way the proxy must vote is specified on the proxy form, must vote that way, and
- (c) if the proxy is also a member or holds more than one proxy appointment, may cast the votes held in different ways.

Directors

38. Number of directors

The Company must have at least three directors and no more than nine directors (or such higher number as resolved by the directors).

39. Election and appointment of directors

- 39.1 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.
- 39.2 Apart from the initial directors and directors appointed under clause 39.6, the members may elect a director by a resolution passed in a general meeting.
- 39.3 A director need not be a member.
- 39.4 Each of the directors under clause 39.2 must be appointed by a separate resolution, unless:
 - (a) the members present have first passed a resolution that the appointments may be voted on together, and
 - (b) no votes were cast against that resolution.
- 39.5 A person is eligible for election as a director of the Company by the members if they:
 - (a) are nominated by a member or representative of a member entitled to vote (unless the person was previously elected as a director at a general meeting and has been a director since that meeting),
 - (b) give the Company his or her signed consent to act as a director of the Company, and
 - (c) are not ineligible to be a director under the Corporations Act or the ACNC Act.
- 39.6 The directors may appoint a person as a director to fill a casual vacancy or as an additional director if that person:
 - (a) gives the Company their signed consent to act as a director of the Company, and
 - (b) is not ineligible to be a director under the Corporations Act or the ACNC Act.
- 39.7 If the number of directors is reduced to fewer than three 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 three (or higher if required for a quorum) or calling a general meeting, but for no other purpose.

40. Election of chairperson

The directors must elect a director as the Company's elected chairperson.

41. Term of office

- 41.1 At each annual general meeting:

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- (a) any director appointed by the directors to fill a casual vacancy or as an additional director must retire, and
 - (b) at least one-third of the remaining directors must retire.
- 41.2 The directors who must retire at each annual general meeting under clause 41.1(b) 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.
- 41.3 Other than a director appointed under clause 39.5, a director's term of office starts at the end of the annual general meeting at which the director is elected and ends at the end of the annual general meeting at which the director retires.
- 41.4 Each director must retire at least once every three years.
- 41.5 A director who retires under clause 41.1 may nominate himself or herself for election or re-election, subject to clause 41.6.
- 41.6 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.

42. When a director stops being a director

A director stops being a director if the director:

- (a) gives written notice of resignation as a director to the Company,
- (b) dies,
- (c) is removed as a director by a resolution of the members,
- (d) becomes of unsound mind or mentally incapacitated,
- (e) are absent for 3 consecutive directors' meetings without approval from the directors, or
- (f) becomes ineligible to be a director of the Company under the Corporations Act or the ACNC Act.

43. Alternate directors

- 43.1 Subject to the Corporations Act, each director may, with the approval of a majority of the other directors, by writing under hand or by facsimile, appoint any person to act as an alternate director in the director's place during any period the director thinks fit. Any alternate director:
- (a) may be removed or suspended from office by written notice to the Company from the director who appointed the alternate director (appointor),
 - (b) is entitled to receive notice of meetings of directors, to attend meetings of directors (if the appointor is not present) and to be counted towards a quorum at meetings of directors,
 - (c) is entitled to vote at meetings of directors the alternate attends on all resolutions on which the appointor could vote had the appointor attended and, where the alternate is a director in the alternate's own right, will have a separate vote on behalf of the director who the alternate is representing in addition to the alternate's own vote, and
 - (d) subject to the terms of the alternate's appointment, may exercise any powers that the appointor may exercise in the alternate's own right where the appointor is unavailable for any reason except the power to appoint an alternate director.

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- 43.2 The action of an alternate director will be conclusive evidence as against third parties of the unavailability of the appointor.
- 43.3 The alternate director:
- (a) will automatically vacate office if the appointor is removed or otherwise ceases to hold office for any reason,
 - (b) while acting as an alternate director is responsible to the Company for the alternate's own acts and defaults and will not be deemed to be the agent of the appointor,
 - (c) will not be taken into account in determining the number of directors for the purposes of this constitution, and
 - (d) may act as an alternate for more than one director.

Powers of directors

44. Powers of directors

- 44.1 The directors are responsible for managing and directing the activities of the Company to achieve the purposes set out in clause 6.
- 44.2 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.
- 44.3 The directors must decide on the responsible financial management of the Company including:
- (a) any suitable written delegations of power under clause 45 and
 - (b) how money will be managed, such as how electronic transfers, negotiable instruments or cheques must be authorised and signed or otherwise approved.
- 44.4 The directors cannot remove a director or auditor. Directors and auditors may only be removed by a members' resolution.

45. Delegation of directors' powers

- 45.1 The directors may, by power of attorney or otherwise, appoint any person to be the agent of the Company for such purposes and on such conditions as they determine.
- 45.2 The directors may delegate to a committee, a director, an employee of the Company (such as a chief executive officer) or any other person, as they consider appropriate:
- (a) any of their powers and functions, or
 - (b) the implementation of their resolutions and day to day management of the affairs of the Company.
- 45.3 The delegation and agency must be recorded in the Company's minute book.

46. Payments to directors

- 46.1 The Company must not pay fees to a director for acting as a director.
- 46.2 The Company may:
- (a) pay a director for work the director does for the Company, other than as a director, if the amount is no more than a reasonable fee for the work done, or
 - (b) reimburse a director for expenses properly incurred by the director in connection with the affairs of the Company.
- 46.3 Any payment made under clause 46.2 must be approved by the directors.

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

Duties of directors

47. Duties of directors

The directors must comply with their duties as directors under legislation and common 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 purposes of the Company set out in clause
- (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 48,
- (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.

48. Conflicts of interest

- 48.1 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):
- (a) to the other directors, or
 - (b) 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.
- 48.2 The disclosure of a conflict of interest by a director must be recorded in the minutes of the meeting.
- 48.3 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 48.4:
- (a) be present at the meeting while the matter is being discussed, or
 - (b) vote on the matter.
- 48.4 A director may still be present and vote if:
- (a) the director's interest arises because the director is a member of the Company, and the other members have the same interest,
 - (b) the director's 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 66)
 - (c) the director's interest relates to a payment by the Company under clause 65 (indemnity), or any contract relating to an indemnity that is allowed under the Corporations Act,

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- (d) the Australian Securities and Investments Commission (ASIC) makes an order allowing the director to vote on the matter, or
- (e) 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.

Directors' meetings

49. When the directors meet

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

50. Calling directors' meetings

- 50.1 A director may call a directors' meeting by giving reasonable notice to all of the other directors.
- 50.2 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.

51. Chairperson for directors' meetings

- 51.1 The elected chairperson is entitled to chair directors' meetings.
- 51.2 The directors at a directors' meeting may choose a director to be the chairperson for that meeting if the elected chairperson is:
 - (a) not present within 30 minutes after the starting time set for the meeting, or
 - (b) present but does not want to act as chairperson of the meeting.

52. Quorum at directors' meetings

- 52.1 Unless the directors determine otherwise, the quorum for a directors' meeting is a majority (more than 50%) of directors.
- 52.2 Subject to clauses 39.7 and 48.3, a quorum must be present for the whole directors' meeting.

53. Using technology to hold directors' meetings

- 53.1 The directors may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the directors.
- 53.2 The directors' agreement to the use of technology may be an ongoing one.
- 53.3 A director may only withdraw his or her consent within a reasonable period before the meeting.

54. 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.

55. Circular resolutions of directors

- 55.1 The directors may pass a circular resolution without a directors' meeting being held.

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- 55.2 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 55.3 or clause 55.4.
- 55.3 The directors may sign a circular resolution by signing:
- (a) a single document setting out the resolution and containing a statement that they agree to the resolution, or
 - (b) separate copies of that document, as long as the wording of the resolution is the same in each copy.
- 55.4 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.
- 55.5 A circular resolution is passed when the last director signs or otherwise agrees to the resolution in the manner set out in clause 55.3 or clause 55.4.

Secretary

56. Appointment and role of secretary

- 56.1 The Company must have at least one secretary, who may also be a director.
- 56.2 A secretary must be appointed by the directors (after giving the Company his or her signed consent to act as secretary of the Company) and may be removed by the directors.
- 56.3 The directors must decide the terms and conditions under which the secretary is appointed, including any remuneration.
- 56.4 The role of the secretary includes:
- (a) maintaining a register of the Company's members, and
 - (b) maintaining the minutes and other records of general meetings (including notices of meetings), directors' meetings and circular resolutions.

Minutes and records

57. Minutes and records

- 57.1 The Company must keep the following records:
- (a) minutes of proceedings and resolutions of general meetings (which must be prepared within one month of the relevant general meeting),
 - (b) minutes of circular resolutions of members,
 - (c) a copy of the notice of each general meeting, and
 - (d) a copy of any members' resolution or a members' statement distributed to members under clause 29.
- 57.2 The Company must prepare any minutes referred to in clauses 57.1(a) or 57.1(b) within one month of the relevant meeting.
- 57.3 The Company must, within one month, make and keep the following records:
- (a) minutes of proceedings and resolutions of directors' meetings (including meetings of any committees), and
 - (b) minutes of circular resolutions of directors.
- 57.4 The Company must give a member access to the records set out in clause 57.1, by making the records available for inspection at the Company's registered office during business hours and upon reasonable request.

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- 57.5 The directors may authorise a member to inspect other records of the Company, including records referred to in clause 57.2 and clause 58.1.
- 57.6 The directors must ensure that minutes of a general meeting or a directors' meeting are signed within a reasonable time after the meeting by:
- (a) the chairperson of the meeting, or
 - (b) the chairperson of the next meeting.
- 57.7 The Company must enter in its minutes book, resolutions passed by members or directors without a meeting.

58. Financial and related records

- 58.1 The Company must make and keep written financial records that:
- (a) correctly record and explain its transactions and financial position and performance, and
 - (b) enable true and fair financial statements to be prepared and to be audited.
- 58.2 The Company must also keep written records that correctly record its operations.
- 58.3 The Company must retain its records for at least 7 years.
- 58.4 The directors must take reasonable steps to ensure that the Company's records are kept safe.

By-laws

59. By-laws

- 59.1 The directors may pass a resolution to make by-laws to give effect to this constitution.
- 59.2 Members and directors must comply with by-laws as if they were part of this constitution.

Notice

60. What is notice

- 60.1 Anything written to or from the Company under any clause in this constitution is written notice and is subject to clauses 61 to 63, unless specified otherwise.
- 60.2 Clauses 61 to 63 do not apply to a notice of proxy under clause 36.6.

61. 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.

62. Notice to members

- 62.1 Written notice or any communication under this constitution may be given to a member:
- (a) in person,
 - (b) 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,
 - (c) sending it to the email or other electronic address nominated by the member as an alternative address for service of notices (if any),
 - (d) sending it to the fax number nominated by the member as an alternative address for service of notices (if any), or
 - (e) 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).
- 62.2 If the Company does not have an address for the member, the Company is not required to give notice in person.

63. 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 62.1(e) is taken to be given on the business day after the notification that the notice is available is sent.

Financial year

64. 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.

Indemnity, insurance and access

65. Indemnity

- 65.1 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.
- 65.2 In this clause, 'officer' means a director or secretary and includes a director or secretary after that person has ceased to hold that office.
- 65.3 In this clause, 'to the relevant extent' means:
- (a) to the extent that the Company is not precluded by law (including the Corporations Act) from doing so, and

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

66. 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.

67. Directors' access to documents

- 67.1 A director has a right of access to the financial records of the Company at all reasonable times.
- 67.2 If the directors agree, the Company must give a director or former director access to:
- (a) certain documents, including documents provided for or available to the directors, and
 - (b) any other documents referred to in those documents.

Gift Fund

68. The Gift Fund

- 68.1 The Company may maintain a fund or funds (**Gift Fund**):
- (a) to which gifts of money or property for the Company's charitable purposes are to be made,
 - (b) to which contributions (that are not gifts) but which are described in items 7 or 8 of the table in section 30-15 of the Tax Act in relation to a fund-raising event held for the Company's charitable purposes are to be made,
 - (c) to which contributions (that are not gifts) but which can be made to the Gift Fund without adversely affecting the Company's deductible gift recipient status are to be made,
 - (d) to which any money received by the Company because of such gifts or contributions is to be credited, and
 - (e) that does not receive any other money or property.

69. Limits on use of the Gift Fund

- 69.1 The Company must use assets of the Gift Fund only for the Company's charitable purposes.

70. Maintaining the Gift Fund

In maintaining the Gift Fund the Company will:

- 70.1 ensure that at all times the Gift Fund is maintained and used for the Company's charitable purposes,
- 70.2 ensure that the Gift Fund is operated separately and maintained with separate books of account from the Company's general accounts,

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- 70.3 have in place appropriate procedures to ensure only and all proper amounts of money and property are credited to the Gift Fund,
- 70.4 ensure any money or property which is incorrectly received into the Gift Fund will be removed from the Gift Fund as soon as practicable with the accounts for the Gift Fund adjusted and noted accordingly,
- 70.5 keep records in English or readily accessible and easily convertible into English which:
- a) record and explain all transactions and other acts the Gift Fund and/or the Company engages in which are relevant to the Company's status as a deductible gift recipient, and
 - b) show that each of the following assets of the Gift Fund is used by the Gift Fund and/or the Company only for the Company's charitable purposes:
 - i. gifts of money or property for the Company's charitable purposes,
 - ii. contributions (that are not gifts) but which are described in items 7 or 8 of the table in section 30-15 of the Tax Act in relation to a fund-raising event held for the Company's charitable purposes,
 - iii. contributions (that are not gifts) but which can be made to the Gift Fund without adversely affecting the Company's deductible gift recipient status, and
 - iv. money received by the Gift Fund because of such gifts or contributions,
- 70.6 keep the records referred in clause 70.5 for at least five years after the completion of such transactions or acts to which they relate, and
- 70.7 at all times ensure it complies with the requirements of all laws and regulations in existence from time to time or any guidelines issued by the Australian Taxation Office in relation to gift funds or such other government authority overseeing the administration of gift funds.

71. Winding up of the Gift Fund

- 71.1 At the first occurrence of either the winding up of the Gift Fund or the Company ceasing to be endorsed as a deductible gift recipient under Subdivision 30-BA of the Tax Act any surplus assets of the Gift Fund must be transferred to a fund, authority or institution which is an eligible transferee.
- 71.2 The identity of the eligible transferee must be decided by the board of the Company.

Deductible Gift Recipient Status

72. Maintaining Deductible Gift Recipient status

- 72.1 If the Company is endorsed as a deductible gift recipient in its own right, then to maintain this status, the Company will:
- (a) ensure that at all times it uses the following solely for the purposes specified in clause 6:
 - (i) gifts of money or property for the Company's charitable purposes,
 - (ii) contributions (that are not gifts) but which are described in items 7 or 8 of the table in section 30-15 of the Tax Act in relation to a fund-raising event held for the purposes specified in clause 6, and
 - (iii) money received by the Company because of such gifts or contributions,

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- (b) keep records in English or readily accessible and easily convertible into English which:
 - (i) record and explain all transactions and other acts the Company engages in which is relevant to the Company's status as a deductible gift recipient, and
 - (ii) show that each of the following is used by the Company only for the purposes specified in clause 6:
 - a. gifts of money or property for the Company's charitable purposes,
 - b. contributions (that are not gifts) but which are described in items 7 or 8 of the table in section 30-15 of the Tax Act in relation to a fund-raising event held for the purposes specified in clause 6, and
 - c. money received by the Gift Fund because of such gifts or contributions,
- (c) keep the records referred in clause 72.1(b) for at least five years after the completion of such transactions or acts to which they relate, and
- (d) at all times ensure it complies with the requirements of all laws and regulations in existence from time to time or any guidelines issued by the Australian Taxation Office or other such authority in relation to deductible gift recipient status.

73. Winding up or revocation of endorsement

- 73.1 If the Company is endorsed as a deductible gift recipient in its own right, then at the first occurrence of either the winding up of the Company or the Company ceasing to be endorsed as a deductible gift recipient under Subdivision 30-BA of the Tax Act, the Company must transfer to a fund, authority or institution which is an eligible transferee any surplus:
- (a) gifts of money or property made to the Company for the Company's charitable purposes,
 - (b) contributions made to the Company (that are not gifts) but which are described in items 7 or 8 of the table in section 30-15 of the Tax Act in relation to a fund-raising event held for the Company's charitable purposes, and
 - (c) money received by the Company because of such gifts or contributions.
- 73.2 The identity of the eligible transferee must be decided by the board of the Company.

Winding up

74. Surplus assets not to be distributed to members

Subject to clause 73 and clause 75, the Corporations Act and any other applicable Act, and any court order, 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 75.1.

75. Distribution of surplus assets

- 75.1 Subject to clause 73, the Corporations Act and any other applicable Act, and any court order, any surplus assets that remain after the Company is wound up must be distributed to one or more charities:
- (a) with charitable purposes similar to, or inclusive of, the purposes in clause 6,

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- (b) which also prohibit the distribution of any surplus assets to its members to at least the same extent as the Company, and
 - (c) which is charitable at law.
- 75.2 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.

Definitions and interpretation

76. Definitions

In this constitution:

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

Company means the company referred to in clause 1

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 40

eligible transferee is a fund, authority or institution which is charitable at law, and to which gifts can be deducted under Division 30 of the Tax Act

general meeting means a meeting of members and includes the annual general meeting, under clause 20.1

initial member means a person who is named in the application for registration of the Company, with their consent, as a proposed member of the Company

member present means, in connection with a general meeting, a member present in person, or by duly appointed proxy, attorney or representative at the venue or venues for the meeting

registered charity means a charity that is registered under the ACNC Act

special resolution means a resolution:

- i. of which notice has been given under clause 21, and
- ii. that has been passed by at least 75% of the votes cast by members present and 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, and

Tax Act means the *Income Tax Assessment Act 1997* (Cth).

77. Reading this constitution with the Corporations Act

- 77.1 The replaceable rules set out in the Corporations Act do not apply to the Company.
- 77.2 While the Company is a registered charity, the ACNC Act and the Corporations Act override any clauses in this constitution which are inconsistent with those Acts.
- 77.3 If the Company is not a registered charity (even if it remains a charity), the Corporations Act overrides any clause in this constitution which is inconsistent with that Act.
- 77.4 A word or expression that is defined in the Corporations Act, or used in that Act and covering the same subject, has the same meaning as in this constitution.

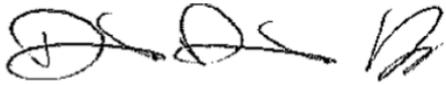
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78. Interpretation

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).

Date: 7 October 2020



Mr Remy Di Ponio

Secretary