

Constitution

20 February 2014

Constitution

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Constitution

The Australian Ballet ABN 57 004 849 987

A company limited by guarantee

1 Company's name

The name of the company is The Australian Ballet

2 Company's purposes

- (a) The company is established for the primary public charitable purpose of promoting, encouraging and producing ballet drama and music and any other art of the theatre in any way whatever and in particular by, without limitation:
- (1) presenting ballet, music and any other forms of Theatre Art;
 - (2) promoting the composing of ballets, music and other works for theatrical performances and/or broadcast in any way whatever;
 - (3) promoting the training of dancers, choreographers, composers, musicians, designers and other theatre personnel in any way whatever;
 - (4) establishing and conducting classes, schools, lectures, courses, seminars and other forms of education;
 - (5) conferring fellowships, diplomas, certificates and other awards;
 - (6) awarding scholarships, bursaries and other financial assistance; and
 - (7) promoting the appreciation of ballet, music and any other forms of Theatre Art.
- (b) The directors may, from time to time, in their absolute discretion:
- (1) formulate policies;
 - (2) make rules in connection with any policy; and
 - (3) revoke or amend any policy or rules and formulate others,
- concerning any aspect of the membership, governance, management, operations or activities of the company or the purposes (outlined in rule 2(a) above).

3 Company's powers

The company has the legal capacity and powers of an individual both in and outside Australia and also has all the powers of a body corporate. Without limiting the foregoing and solely for carrying out the company's purposes, the company may:

- (a) raise funds or encourage contributions by way of gifts (by will or otherwise), grants, sponsorships or otherwise, by personal or public appeals or by any other manner;
- (b) provide funds or other material benefits by way of grant or otherwise;
- (c) accept and hold funds or property of any kind on or for any charitable objects or purposes specified or to be specified by any person or to be selected by the directors from a class of trusts, objects or purposes specified by any person;
- (d) accept and undertake trusteeship, administration and management of trusts and funds, whether as trustee or as agent for the trustee or otherwise, and charge and accept fees, commission or other remuneration for doing so;
- (e) purchase, take on lease or in exchange, hire or otherwise acquire real or personal property, and any rights or privileges;
- (f) control, manage, lease, exchange, mortgage, charge, sell, transfer, surrender, dispose of, develop, carry on business or otherwise deal with any real or personal property of any kind or any estate or interest in that property;
- (g) invest, deal with and lend money and otherwise provide financial accommodation to, and guarantee or otherwise secure loans to, charitable objects or purposes;
- (h) construct, improve, maintain, develop, work, manage and control real or personal property;
- (i) enter into contracts and deeds;
- (j) appoint an attorney or agent with the powers (including the power to sub-delegate) and on the terms the company thinks fit, and procure registration or recognition of the company in any other country or place;
- (k) enter into arrangements with any government or authority, and obtain from any government or authority any right, privilege or concession;
- (l) engage, dismiss or suspend any employee, agent, contractor or professional person;
- (m) borrow, raise or secure the payment of money and secure the repayment or performance of any debt, liability, contract, guarantee or other engagement in any way and, in particular, by mortgage, charge or overdraft or by the issue of debentures or debenture stock (perpetual or otherwise) charged on all or any of the company's property (both present and future) and purchase, redeem or pay off those securities;
- (n) make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable or transferable instruments;
- (o) print and publish in any medium including newspapers, periodicals, books or leaflets or otherwise publish information in hard copy or by any electronic means;
- (p) accept any gift of property, whether subject to any special trust or not;
- (q) appoint patrons of the company;
- (r) make donations for charitable purposes;
- (s) decline or otherwise refuse to accept any gift (by will or otherwise), donation, settlement or other disposition of money or property;
- (t) co-ordinate and arrange conferences, meetings, standing committees and commissions and other forums; and
- (u) do all other things that are incidental or conducive to doing so.

4 Not for profit status

4.1 Application of the company's income and property

- (a) The company's income and property must be applied solely towards promoting the company's purposes.
- (b) No part of the income or property may be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus, or other profit distribution, to any of the members or directors.
- (c) This rule 4 does not prohibit indemnification of, or payment of premiums on contracts of insurance for, any director to the extent permitted by law and this constitution.
- (d) This rule 4 does not prohibit payments to a member that are on reasonable commercial terms and do not constitute a dividend, bonus, or other profit distribution, including:
 - (1) remuneration for services rendered; or
 - (2) payment of interest on moneys lent to the company; or
 - (3) rent on premises let to the company.

4.2 Payments of directors fees

No directors fees may be paid to the directors.

4.3 Other payments to directors

All other payments to directors must be approved by the Board including, but not limited to:

- (a) out-of-pocket expenses incurred by a director in performing a duty as a director of the company; or
- (b) a service rendered to the company by a director in a professional or technical capacity, other than in the capacity as a director of the company, where:
 - (1) the provision of the service has the prior approval of the directors; and
 - (2) the amount payable is not more than an amount which commercially would be reasonable payment for the service.

5 Membership

5.1 Application

- (a) The members are the members under the existing constitution at the date of the adoption of this constitution, the directors and any other persons the directors admit to membership.
- (b) Every applicant for membership of the company (except the initial members and the directors) must apply in the form and manner decided by the directors.

- (c) The directors may decide to create eligibility criteria and categories of membership with the same or differing rights or privileges.
- (d) At the date of the adoption of this constitution, four categories of members exist:
 - (1) ordinary members;
 - (2) director members;
 - (3) honorary life members; and
 - (4) donor members.
- (e) Ordinary members are those persons invited by the directors, in their absolute discretion, and who accept the appointment. The Board may develop guidelines as to the basis on which it will invite persons to become ordinary members. A person will remain an ordinary member until that person's membership ceases under rule 6.
- (f) Director members are those persons elected or appointed to the Board of the company under rule 13.1. A person shall remain a director member until that person ceases to be a director member under rule 6. Rule 6.1(a)(4) does not apply to director members.
- (g) Honorary life members are those persons invited by the directors, in their absolute discretion, and who accept the appointment. Honorary life members shall remain appointed for life or until their membership ceases under rule 6. Rule 6.1(a)(4) does not apply to honorary life members.
- (h) Donor members are those persons who have made donations to the company which have a minimum cumulative value decided by the Board from time to time and who have been invited by the directors, in their absolute discretion, and who accept the appointment. Donor members shall remain members until their membership ceases under rule 6. Rule 6.1(a)(4) does not apply to donor members.
- (i) After the receipt of an application for membership, the directors (or a delegate approved by the directors) must consider the application and decide whether to admit or reject the admission of the applicant.

5.2 Member subscription fee

- (a) Subject to rule 5.2(b), an annual member subscription fee may be decided by the directors.
- (b) No annual member subscription fee is payable by honorary life members, director members, or donor members.
- (c) Subject to rule 5.2(b), the directors must notify all persons entered on the register of members of the amount and time for payment of any annual member subscription fee and of any alteration to the annual member subscription fee. Varying amounts may be applied as decided by the directors and made available to the members in a membership policy.
- (d) Where the annual member subscription fee is not received:
 - (1) after one month of the due date, the directors may issue a written reminder notice to the member; and
 - (2) after one month of the written reminder notice, the member's rights and privileges associated with that membership will be suspended.

- (e) If a member who was suspended pursuant to rule 5.2(d) has not paid an annual member subscription fee for more than 2 months after the written reminder notice, the person ceases to be a member.
- (f) For the avoidance of doubt, if a person ceases to be a member under this rule 5.2, and they are also a member in another category, their membership in that other category will not cease.

6 When membership ceases

6.1 Death, resignation and other events

- (a) A person immediately ceases to be a member if the person:
 - (1) dies;
 - (2) resigns as a member by giving written notice to the company;
 - (3) is expelled under rule 6.2;
 - (4) ceases to be a member under rule 5.2(e); or
 - (5) becomes, if the directors so decide in their absolute discretion, an untraceable member because the person has ceased to reside at, attend or otherwise communicate with his, her or its Registered Address for a period of 12 months or more.
- (b) A director member immediately ceases to be a director member if the person vacates office as a director under rule 13.3.

6.2 Expulsion

- (a) The directors may by resolution expel a member who is not a director from the company if the member wilfully refuses or neglects to comply with the provisions of this constitution or is guilty of any conduct which in the opinion of the directors is unbecoming of a member or prejudicial to the interests of the company.
- (b) If the directors intend to consider a resolution under rule 6.2(a), at least one week before the meeting at which the resolution is to be considered, they must give the member written notice:
 - (1) stating the date, place and time of the meeting;
 - (2) setting out the intended resolution and the grounds on which it is based;
 - (3) informing the member that he or she may attend the meeting and may give an oral or written explanation or submission before the resolution is put to the vote; and
 - (4) informing the member that he or she may elect, by providing written notice to the secretary, to have the question of his, her or its expulsion determined by the company in general meeting.
- (c) If a member gives notice to the secretary in accordance with rule 6.2(b)(4), the directors must call a general meeting pursuant to rule 12.1(a)(1).

7 Liability of member

The liability of the members is limited to the amount of the guarantee given in rule 8.

8 Guarantee by member

Every member undertakes to contribute an amount not more than \$20 to the property of the company if it is wound up while the person is a member or within one year after the person ceases to be a member, for:

- (a) payment of the company's debts and liabilities contracted before the time he, she or it ceased to be a member; and
- (b) the costs, charges and expenses of winding up.

9 Winding up

- (a) If, on the winding up or dissolution of the company, any property remains after satisfaction of all its debts and liabilities, this property must only be given or transferred to a fund, authority or institution:
 - (1) that is charitable at law;
 - (2) whose constitution prohibits distributions or payments to its members and directors (if any) to an extent at least as great as is outlined in rule 4.1; and
 - (3) which is on the Register.
- (b) The identity of the fund, authority or institution referred to in rule 9(a) must be decided by the directors, or if the directors do not wish to decide or do not decide, it must be decided by the members by ordinary resolution at or before the time of winding up or dissolution of the company and, if the members cannot decide, by the Supreme Court of the state or territory in which the company is registered.

10 Inclusion on the Register of cultural organisations

10.1 Introduction

If the company is on the Register it must comply with this rule 10.

10.2 Ministerial Rules

The company must comply with any rules that the Treasurer of the Commonwealth of Australia, the Commissioner or the Minister responsible for the Register make to ensure that gifts made to the Public Fund (established under rule 10.5) will only be used for the company's purposes and activity as set out in rule 2(a).

10.3 Statistical information

The company must provide to the Department every 6 months statistical information on the gifts and donations made to the Public Fund.

10.4 Notifying the Department

The company must notify the Department, as soon as practicable, of:

- (a) any changes to its purposes and activity;
- (b) any change to the name of the company or its Public Fund;
- (c) any change to the membership of the committee administering the Public Fund under rule 10.5(g);
- (d) any departure from this rule 10;
- (e) if the company becomes insolvent or commences any process for the winding up of the company; or
- (f) any other issues reasonably required by the Department.

10.5 Establishment and operation of Public Fund

- (a) The company must establish and maintain for its purposes and activity in Australia a fund to be called The Australian Ballet Fund (or such other name as decided by the directors and notified to the Department) (**Public Fund**):
 - (1) to which gifts of money or property for those purposes and activity are to be made;
 - (2) to which any money received by the company because of those gifts is to be credited; and
 - (3) that does not receive any other money or property.
- (b) The purposes of the Public Fund are the same as the purposes and activity of the company.
- (c) The company must maintain for the Public Fund:
 - (1) a separate bank account; and
 - (2) proper accounting records.
- (d) The signatories must be Australian resident members of the committee in charge of administering the Public Fund (and their authorised delegates).
- (e) The company must seek donations from the public to the Public Fund.
- (f) The company must use the following only for its purposes and activity and the provisions of rule 4.1(b) apply to:
 - (1) gifts made to the Public Fund; and
 - (2) any money received because of those gifts.
- (g) No fewer than 3 directors will administer the Public Fund, the majority of whom are Responsible Persons. If there is not a majority of directors who are Responsible Persons, the directors must delegate the power to administer the Public Fund to a sub-committee of not fewer than 3 people, a majority of whom are Responsible Persons.

- (h) Receipts for gifts to the Public Fund must be made in the name of the Public Fund and state:
 - (1) the number of the receipt;
 - (2) the name and ABN of the company;
 - (3) the name of the Public Fund and a reference to it being on the Register;
 - (4) the name of the donor;
 - (5) the amount of the gift, the fact that it was a gift and the date the gift was received,
 and include the signature of a person authorised to act on behalf of the Public Fund.
- (i) At the first occurrence of:
 - (1) the winding up of the Public Fund;
 - (2) the company ceasing to be endorsed as a deductible gift recipient under Subdivision 30-BA of ITAA 97; or
 - (3) the company and the Public Fund ceasing to be on the Register,
 any surplus assets of the Public Fund must be transferred to a fund on the Register, the identity of which must be decided by the directors.

11 Altering this constitution

11.1 Charitable

The company must not pass a resolution altering the constitution, if, as a result, the company will cease to be a charity.

11.2 Notify

In addition to any notification required under the law, the company must notify the Department and the Commissioner if:

- (a) a resolution is passed materially altering rules 2 or 10; or
- (b) the company is no longer eligible to be endorsed as a charity or as a deductible gift recipient as a result of a change in its constitution or activities or otherwise.

12 General meetings

12.1 Calling general meetings

- (a) A general meeting may only be called:
 - (1) by a directors' resolution; or
 - (2) as otherwise provided under the law.
- (b) The directors may change the venue for, postpone or cancel a general meeting if:

- (1) they consider that the meeting has become unnecessary;
- (2) the venue would be unreasonable or impractical; or
- (3) a change is necessary in the interests of conducting the meeting efficiently or conveniently.

12.2 Notice of general meetings

- (a) Notice of every general meeting must be given in any manner authorised by rule 16 to each person who is at the date of the notice:
 - (1) a member;
 - (2) a director; or
 - (3) the Auditor.
- (b) A notice of a general meeting must:
 - (1) specify the date, time and place of the meeting;
 - (2) except as provided in rule 12.2(c), state the general nature of the business to be transacted at the meeting; and
 - (3) specify a place, fax number or electronic address for the receipt of proxies.
- (c) Section 250R(1) of the Corporations Act applies to the company and sets out the business that may be considered at an annual general meeting of the company even if not referred to in the notice of meeting.
- (d) A person may waive notice of a general meeting by written notice to the company.
- (e) The non-receipt of notice of a general meeting or proxy form by, or a failure to give notice of a general meeting or a proxy form to, any person entitled to receive notice of a general meeting does not invalidate any thing done or resolution passed at the general meeting if:
 - (1) the non-receipt or failure occurred by accident or error; or
 - (2) before or after the meeting, the person has notified or notifies the company of the person's agreement to that thing or resolution.
- (f) A person's attendance at a general meeting waives any objection that person may have to:
 - (1) a failure to give notice, or the giving of a defective notice, of the meeting unless, at the beginning of the meeting, the person objects to the holding of the meeting; and
 - (2) the consideration of a particular matter at the meeting which is not within the business referred to in the notice of the meeting, or otherwise permitted under this constitution, unless the person objects to considering the matter when it is presented.

12.3 Quorum at general meetings

- (a) No business may be transacted at a general meeting, except the election of a chairperson and the adjournment of the meeting, unless a quorum of members is present when the meeting proceeds to business.
- (b) A quorum consists of:

- (1) if there is only one member entitled to vote and be present at the meeting, that member;
 - (2) if there are 2, 3 or 4 members entitled to vote and be present at the meeting, 2 members; and
 - (3) in any other case, 5 members entitled to vote and be present at the meeting.
- (c) If a quorum is not present within 30 minutes after the time appointed for a general meeting:
 - (1) where the meeting was convened on the requisition of members, the meeting must be dissolved; or
 - (2) in any other case the meeting stands adjourned to the day, and at the time and place, that the directors decide or, if the directors do not make a decision, to the same day in the next week at the same time and place.
- (d) If at the adjourned meeting under rule 12.3(c)(2), a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting must be dissolved.

12.4 General meetings by technology

- (a) The contemporaneous linking together by telephone or other electronic means of a sufficient number of the members in person, to constitute a quorum constitutes a meeting of the members, provided each member has a reasonable opportunity to participate at the meeting.
- (b) All the provisions in this constitution relating to meetings of the members apply, so far as they can and with any necessary changes, to meetings of the members by telephone or other electronic means.
- (c) A member who takes part in a meeting by telephone or other electronic means is taken to be present in person at the meeting.
- (d) A meeting by telephone or other electronic means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the members involved was at that place for the duration of the meeting.

12.5 Chairperson of general meetings

- (a) The chairperson of the Board must preside as chairperson at a general meeting if present within 15 minutes after the time appointed for the meeting and willing to act.
- (b) If there is no chairperson of the Board or both the conditions in rule 12.5(a) have not been met, the members present must elect another chairperson of the meeting.
- (c) A chairperson elected under rule 12.5(b) must be:
 - (1) another director who is present and willing to act; or
 - (2) if no other director present at the meeting is willing to act, a member who is present and willing to act.

12.6 Conducting and adjourning general meetings

- (a) A question arising at a general meeting relating to the order of business, procedure or conduct of the meeting must be referred to the chairperson of the meeting, whose decision is final.
- (b) The chairperson of a general meeting may, and must if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business may be transacted at any adjourned meeting except the business left unfinished at the meeting from which the adjournment took place.
- (c) Where a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as for an original meeting.
- (d) Except as provided by rule 12.6(c), it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (e) Where a meeting is adjourned, the directors may change the venue of, or postpone or cancel, the adjourned meeting, unless the meeting was called and arranged to be held by the members or by the court under the law. If a meeting is called and arranged to be held by the members or by the court under the law, the directors may not postpone it beyond the date by which the law requires it to be held and may not cancel it without the consent of the requisitioning member.

12.7 Decisions at general meetings

- (a) Except where by law a resolution requires a special majority, questions arising at a general meeting must be decided by a majority of votes cast by the members present at the meeting and entitled to vote. Such a decision is for all purposes a decision of the members.
- (b) Where the votes on a proposed resolution are equal:
 - (1) the chairperson of the meeting does not have a second or casting vote; and
 - (2) the proposed resolution is taken as lost.
- (c) A resolution put to the vote of a general meeting must be decided on a show of hands unless, before the vote is taken or before or immediately after the declaration of the result of the show of hands, a poll is demanded by:
 - (1) the chairperson of the meeting;
 - (2) at least 5 members present and with the right to vote on the resolution; or
 - (3) a member or members present at the meeting and representing at least 5% of the total voting rights of all the members entitled to vote on the resolution on a poll.
- (d) A demand for a poll does not prevent a general meeting continuing for the transaction of any business except the question on which the poll has been demanded.
- (e) Unless a poll is duly demanded, a declaration by the chairperson of a general meeting that a resolution has on a show of hands been carried or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the company, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

- (f) If a poll is duly demanded at a general meeting, it must be taken in such manner, and either at once or after an interval or adjournment or otherwise, as the chairperson of the meeting directs. The result of the poll is the resolution of the meeting at which the poll was demanded.
- (g) A poll demanded at a general meeting on the election of a chairperson of the meeting or on a question of adjournment must be taken immediately.
- (h) The demand for a poll may be withdrawn.
- (i) If the company has only one member, the company may pass a resolution by the member recording it and signing the record.
- (j) The directors may determine that at any general meeting, a member who is entitled to attend and vote on a resolution at that meeting is entitled to a direct vote in respect of that resolution. A 'direct vote' includes a vote delivered to the company by ballot, post, fax or other electronic means approved by the directors. The directors may prescribe regulations, rules and procedures in relation to direct voting, including specifying the form, method and timing of giving a direct vote at a meeting in order for the vote to be valid.

12.8 Voting rights

- (a) Subject to this constitution and to any rights or restrictions attached to any category of membership, at a general meeting every member present has one vote. If a person is a member in more than one category of membership, that person still has only one vote.
- (b) A proxy, attorney or representative is entitled to a separate vote for each member the person represents, in addition to any vote the person may have as a member in his or her own right.
- (c) An objection to the qualification of a person to vote at a general meeting must be:
 - (1) raised before or at the meeting at which the vote objected to is given or tendered; and
 - (2) referred to the chairperson of the meeting, whose decision is final.
- (d) A vote not disallowed by the chairperson of a meeting under rule 12.8(c) is valid for all purposes.

12.9 Representation at general meetings

- (a) Subject to this constitution, each member entitled to vote at a meeting of members may vote:
 - (1) in person or, where a member is a body corporate, by its representative;
 - (2) by one proxy; or
 - (3) by one attorney.
- (b) For the avoidance of doubt, rule 12.9(a) applies to a person who is a member in more than one category of membership.
- (c) A proxy, attorney or representative may, but need not, be a member of the company.
- (d) A proxy, attorney or representative may be appointed for all general meetings, or for any number of general meetings, or for a particular general meeting.

12.10 Authority of a proxy, attorney or representative

- (a) Unless otherwise provided in the instrument, an instrument appointing a proxy, attorney or representative is to be taken to confer authority:
 - (1) to agree to a meeting being convened by shorter notice than is required by the law or by this constitution; and
 - (2) to agree to a resolution being proposed and passed (including a special resolution) at a meeting of which less than the period of notice required by the law has been given.
- (b) Even though the instrument (appointing a proxy, attorney or representative) may refer to specific resolutions and may direct the proxy, attorney or representative how to vote on those resolutions, unless otherwise expressly provided, it is taken to confer authority:
 - (1) to vote on any amendment moved to the proposed resolutions and on any motion that the proposed resolutions not be put or any similar motion;
 - (2) to vote on any procedural motion, including any motion to elect the chairperson, to vacate the chair or to adjourn the meeting; and
 - (3) to act generally at the meeting.
- (c) An instrument appointing a proxy, attorney or representative may direct the manner in which the proxy, attorney or representative is to vote in respect of a particular resolution and, where an instrument so provides, the proxy, attorney or representative is not entitled to vote on the proposed resolution except as directed in the instrument.
- (d) Subject to rule 12.10(e), an instrument appointing a proxy, attorney or representative need not be in any particular form as long as it is in writing, legally valid and signed by or on behalf of the appointer or the appointer's attorney.
- (e) A proxy, attorney or representative may not vote at a general meeting or adjourned meeting or on a poll unless the instrument appointing the proxy, attorney or representative, and the authority under which the instrument is signed or a certified copy of the authority, are:
 - (1) received at the registered office of the company, a fax number at the company's registered office or at another place, fax number or electronic address specified for that purpose in the notice convening the meeting before the time specified in the notice;
 - (2) in the case of a meeting or an adjourned meeting, tabled at the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
 - (3) in the case of a poll, produced when the poll is taken.
- (f) The directors may waive all or any of the requirements of rules 12.10(d) and 12.10(e) and in particular may, on the production of such other evidence as the directors require to prove the validity of the appointment or a proxy, attorney or representative, accept:
 - (1) an oral appointment of a proxy, attorney or representative;
 - (2) an appointment of a proxy, attorney or representative which is not signed in the manner required by rule 12.10(d); and

- (3) the deposit, tabling or production of a copy (including a copy sent electronically) of an instrument appointing a proxy, attorney or representative or of the power of attorney or other authority under which the instrument is signed.
- (g) A vote given in accordance with the terms of an instrument appointing a proxy, attorney or representative is valid despite the revocation of the instrument or of the authority under which the instrument was executed, if no written notice of the revocation has been received by the company by the time and at one of the places at which the instrument appointing the proxy, attorney or representative is required to be deposited, tabled or produced under rule 12.10(e).
- (h) The appointment of a proxy or attorney is not revoked by the appointer attending and taking part in the general meeting but, if the appointer votes on a resolution, the person acting as proxy or attorney for the appointer is not entitled to vote, and must not vote, as the appointer's proxy or attorney on the resolution.

13 Directors

13.1 Appointing and removing directors

- (a) The minimum number of directors is 3. The maximum number of directors is to be fixed by the directors (subject to the Act), but may not be more than 11, unless the company in general meeting resolves otherwise. The directors must not determine a maximum which is less than the number of directors in office at the time the determination takes effect.
- (b) The members may elect an eligible person (as set out in rule 13.2(g)) to the position of director by passing an ordinary resolution at the company's annual general meeting.
- (c) The directors may appoint any individual as a director, either to fill a casual vacancy or as an addition to the existing directors, provided:
 - (1) the number of directors does not exceed the maximum number fixed under rule 13.1(a); and
 - (2) before appointing the director, the proposed director signs a consent to act as a director.
- (d) The Dancers may, by providing written notice to the directors, recommend a person to be considered for appointment as a director under rule 13.1(c). A person recommended as the Dancers' representative to the Board need not be a member of the company.
- (e) If the directors elect to appoint a person recommended by the Dancers as a director, that person will be known as the Dancers' Director and will become a director member of the company for the duration of their appointment. There may only be one Dancers' Director at any time. The Dancers' Director's appointment will expire under rule 13.2(a).

13.2 Retirement of directors

- (a) A director appointed by the directors under rule 13.1(c), including a Dancers' Director, holds office only until the conclusion of the next annual general meeting following his or her appointment.

- (b) No director elected by the members may hold office without re-election after 3 years or beyond the third annual general meeting following the meeting at which the director was last elected or re-elected (whichever is the later).
- (c) The company must hold an election of directors each year. If no director would otherwise be required by rules 13.2(a) or 13.2(b) to submit for election or re-election, the director to retire is any director who wishes to retire and offer himself or herself for re-election, otherwise it is the director who has been longest in office since their last election or appointment. As between directors who were last elected or appointed on the same day, the director to retire must be decided by lot (unless they can agree among themselves).
- (d) Subject to rule 13.2(g), the business of an annual general meeting may include the election of directors, even if not referred to in the notice of meeting, in order for the company to comply with this rule 13.2.
- (e) A director retiring from office is eligible for re-election subject to a maximum term (whether continuous or broken) of 10 years, unless the maximum term is varied for a particular director by the Board in exceptional circumstances. In such circumstances, if the Board wishes a director to remain on the Board beyond 10 years the director may, with the support of the Board, stand for re-election annually.
- (f) The retirement of a director from office and the re-election of the director or the election of another person to that office (as the case may be) takes effect at the conclusion of the annual general meeting at which the retirement and re-election or election occur.
- (g) A person is eligible for election to the office of director at an annual general meeting only if:
 - (1) the person is not a Dancers' Director and the person is in office as a director immediately before that meeting;
 - (2) the person has been nominated by the directors for election at that meeting; or
 - (3) the person has at least 40 Business Days, and no more than 90 Business Days, before that meeting given the company a notice signed by him or her stating his or her desire to be a candidate for election at that meeting, together with written nominations from not less than two members.

13.3 Vacation of office

The office of a director becomes vacant:

- (a) if the director retires under rule 13.2 and is not elected or re-elected;
- (b) the director resigns by written notice to the company;
- (c) in the circumstances prescribed by the law;
- (d) if the director becomes of unsound mind or a person who is, or whose estate is, liable to be dealt with in any way under the law relating to mental health;
- (e) if the director is removed from office by resolution of the members in accordance with the law;
- (f) if the director fails to attend meetings of the directors for at least 3 consecutive meetings or at least 4 meetings over a period of 12 months without leave of absence, unless the directors subsequently decide to grant a leave of absence;

- (g) if the director holds any office of profit in the company; or
- (h) if the director has a material personal direct or indirect interest in any contract or proposed contract with the company and he or she fails to declare the nature of his or her interest as required by the law.

13.4 Directors may contract with the company and hold other offices

- (a) The directors may make regulations requiring the disclosure of interests that a director, and any person considered by the directors as related to or associated with the director, may have in any matter concerning the company or a related body corporate. Any regulations made under this constitution bind all directors but no act, transaction, agreement, instrument, resolution or other thing with a third party is invalid or voidable only because a director fails to comply with the regulations.
- (b) Unless the law permits and the directors decide otherwise, a director who has a material personal interest in a matter that is being considered at a directors' meeting must not:
 - (1) be present while the matter is being considered at the meeting; or
 - (2) vote on the matter.
- (c) A director is not disqualified from contracting or entering into an arrangement with the company as vendor, purchaser or in another capacity, merely because the director holds office as a director or because of the fiduciary obligations arising from that office.
- (d) A contract or arrangement entered into by or on behalf of the company in which a director is in any way interested is not invalid or voidable merely because the director holds office as a director or because of the fiduciary obligations arising from that office.
- (e) A director who is interested in any arrangement involving the company is not liable to account to the company for any profit realised under the arrangement merely because the director holds office as a director or because of the fiduciary obligations arising from that office, provided that the director complies with the disclosure requirements applicable to the director under any regulations adopted by the directors, and under the law regarding that interest.
- (f) A director may hold any other office or position (except Auditor) in the company or any related body corporate in conjunction with his or her directorship and may be appointed to that office or position on terms (including remuneration and tenure) the directors decide.
- (g) A director may be or become a director or other officer of, or interested in, any related body corporate or any other body corporate associated with the company, and, with the consent of the directors of the company, need not account to the company for any remuneration or other benefits the director receives as a director or officer of, or from having an interest in, that body corporate.
- (h) The directors may exercise the voting rights conferred by shares in any body corporate held or owned by the company in the manner in all respects that they think fit.

13.5 Powers and duties of directors

- (a) The directors are responsible for managing the company's affairs and carrying out the purposes of the company. The directors may exercise to the exclusion of the company in general meeting all the company's powers which are not required, by the law or by this constitution, to be exercised by the company in general meeting.
- (b) The directors must comply with their duties as directors at law.
- (c) The directors may decide how cheques, promissory notes, bankers drafts, bills of exchange or other negotiable instruments must be signed, drawn, accepted, endorsed or otherwise executed (as applicable) by or on behalf of the company.
- (d) The directors may:
 - (1) appoint or employ an officer, agent or attorney of the company with the powers, discretions and duties vested in or exercisable by the directors, on the terms the directors decide;
 - (2) authorise an officer, agent or attorney to delegate all or any of the powers, discretions and duties vested in the officer, agent or attorney; and
 - (3) subject to any contract between the company and the relevant officer, agent or attorney, remove or dismiss any officer, agent or attorney at any time, with or without cause.
- (e) A power of attorney may contain any provisions for the protection and convenience of the attorney or persons dealing with the attorney that the directors think fit.

13.6 Proceedings of directors

- (a) The directors may meet together and adjourn and otherwise regulate their meetings as they think fit.
- (b) The contemporaneous linking together by telephone or other electronic means of a sufficient number of the directors to constitute a quorum constitutes a meeting of the directors. All the provisions in this constitution relating to meetings of the directors apply, so far as they can and with any necessary changes, to meetings of the directors by telephone or other electronic means.
- (c) A director who takes part in a meeting by telephone or other electronic means is taken to be present in person at the meeting.
- (d) A meeting by telephone or other electronic means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the directors involved was at that place for the duration of the meeting.
- (e) If, before or during the meeting, any technical difficulty occurs as a result of which one or more directors cease to participate, the chairperson may adjourn the meeting until the difficulty is remedied or may, where a quorum of directors remains present, continue with the meeting.

13.7 Convening meetings of directors

- (a) A director may convene a meeting of the directors whenever he or she thinks fit.
- (b) A secretary must, on the requisition of a director, convene a meeting of the directors.

13.8 Notice of meetings of directors

- (a) Subject to this constitution, notice of a meeting of directors must be given to each person who is at the time of giving the notice a director, except a director on leave of absence approved by the directors.
- (b) A notice of a meeting of directors:
 - (1) must specify the time and place of the meeting;
 - (2) need not state the nature of the business to be transacted at the meeting;
 - (3) may be given immediately before the meeting; and
 - (4) may be given in person or by post, telephone, fax or other electronic means.
- (c) A director may waive notice of a meeting of directors by notifying the company to that effect in person or by post, telephone, fax or other electronic means.
- (d) The non-receipt of notice of a meeting of directors by, or a failure to give notice of a meeting of directors to, a director does not invalidate any thing done or resolution passed at the meeting if:
 - (1) the non-receipt or failure occurred by accident or error;
 - (2) the director has waived or waives notice of that meeting under rule 13.8(c) before or after the meeting;
 - (3) the director has notified or notifies the company of his or her agreement to that thing or resolution personally or by post, telephone, fax or other electronic means before or after the meeting; or
 - (4) the director attended the meeting.
- (e) Attendance by a person at a meeting of directors waives any objection which that person may have to a failure to give notice of the meeting.

13.9 Quorum at meetings of directors

- (a) No business may be transacted at a meeting of directors unless a quorum of directors is present at the time the business is dealt with.
- (b) Unless the directors decide differently, 50% (rounded up) of the directors holding office constitute a quorum.
- (c) If there is a vacancy in the office of a director then, subject to rule 13.9(d), the remaining directors may act.
- (d) If the number of directors in office at any time is not sufficient to constitute a quorum, or is less than the minimum number of directors fixed under this constitution, the remaining directors must act as soon as possible to appoint additional directors, as required, and, until that has happened, may only act if and to the extent that there is an emergency requiring them to act.

13.10 Chairperson of directors

- (a) The directors may elect one of the directors as chairperson of directors and may decide the period for which that director is to be the chairperson.

- (b) The chairperson of directors must preside as chairperson at each meeting of directors if present within 10 minutes after the time appointed for the meeting and willing to act.
- (c) If there is no chairperson of directors or both the conditions in rule 13.10(b) have not been met, the directors present must elect one of the directors as chairperson of the meeting.

13.11 Decisions of directors

- (a) A meeting of directors at which a quorum is present may exercise all the powers and discretions vested in or exercisable by the directors under this constitution.
- (b) Questions arising at a meeting of directors must be decided by a majority of votes cast by the directors present. Such a decision is for all purposes a decision of the directors.
- (c) Where the votes on a proposed resolution are equal:
 - (1) the chairperson of the meeting does not have a second or casting vote; and
 - (2) the proposed resolution is taken as lost.

13.12 Written resolutions of directors

- (a) A resolution is taken to have been passed by a meeting of directors if:
 - (1) all of the directors (other than any director on leave of absence approved by the directors, any director who is not in Australia at the time the resolution is circulated, any director who disqualifies himself or herself from considering the resolution in question and any director who would be prohibited by the law from voting on the resolution in question) sign or consent to a written resolution; and
 - (2) the directors who sign or consent to the resolution would have constituted a quorum at a meeting of directors held to consider that resolution.
- (b) A director may consent to a resolution by:
 - (1) signing the document containing the resolution (or a copy of that document);
 - (2) giving to the company at its registered office a written notice (including by fax or other electronic means) addressed to the secretary or to the chairperson of directors signifying assent to the resolution and either setting out its terms or otherwise clearly identifying them; or
 - (3) telephoning the secretary or the chairperson of directors and signifying assent to the resolution and clearly identifying its terms.

13.13 Minutes of meetings and minutes of resolutions

- (a) The directors must ensure minutes of proceedings and resolutions of general meetings and of meetings of directors (including committees of the Board) are recorded in books kept for the purpose within one month after the relevant meeting is held.

- (b) The directors must ensure minutes of resolutions passed by directors (and committees of the Board) without a meeting are recorded in books kept for that purpose within one month after the resolution is passed.
- (c) The minutes of a meeting must be signed within a reasonable time by the chairperson of the meeting or the chairperson of the next meeting.

13.14 Committees of the Board

- (a) The directors may delegate any of their powers to one or more committees. A committee may consist of the number of directors and such other persons as the directors think fit.
- (b) A committee to which any powers have been delegated must exercise the powers delegated in accordance with any directions given by the directors.
- (c) The provisions of this constitution that apply to meetings and resolutions of directors apply, so far as they can and with any necessary changes, to meetings and resolutions of a committee, unless the committee adopts alternative procedures.

13.15 Delegation to individual directors

- (a) The directors may delegate any of their powers to one director.
- (b) A director to whom any powers have been delegated must exercise the powers delegated in accordance with any directions given by the directors.

13.16 Delegation to other persons

- (a) The directors may delegate any of their powers to an employee of the company or any other person.
- (b) A person to whom any powers have been delegated must exercise the powers delegated in accordance with any directions given by the directors.

13.17 Validity of acts

An act done by a person acting as a director, a meeting of directors, or a committee of directors attended by a person acting as a director, is not invalidated merely because of one of the following circumstances, if that circumstance was not known by the person, the directors or the committee (as applicable) when the act was done:

- (a) a defect in the appointment of the person as a director;
- (b) the person being disqualified to be a director or having vacated office; or
- (c) the person not being entitled to vote.

14 Indemnity and insurance

14.1 Persons to whom the indemnity and insurance apply

The indemnity and insurance referred to in this rule 14 apply to Indemnified Officers.

14.2 Indemnity

- (a) The company must indemnify, on a full indemnity basis and to the full extent permitted by law, each Indemnified Officer against all losses or liabilities (including costs and expenses) incurred by the person as an officer of the company.
- (b) This indemnity:
 - (1) is a continuing obligation and is enforceable by an Indemnified Officer even though that person has ceased to be an officer of the company; and
 - (2) operates only to the extent that the loss or liability in question is not covered by insurance.

14.3 Insurance

The company may, to the extent permitted by law, purchase and maintain insurance; or pay or agree to pay a premium for insurance, for any Indemnified Officer against any liability incurred by the person as an officer of the company where the directors consider it appropriate to do so.

14.4 Savings

Nothing in this rule 14:

- (a) affects any other right or remedy that an Indemnified Officer may have in respect of any loss or liability referred to in this rule 14; or
- (b) limits the capacity of the company to indemnify or provide or pay for insurance for any person to whom this rule 14 does not apply.

15 Auditor

The company must appoint a properly qualified auditor whose duties will be regulated in accordance with the law.

16 Notices

16.1 Notices by the company to members

The company may give notices, including a notice of general meeting to a member:

- (a) personally;
- (b) by sending it by post to the member's Registered Address or the alternative address (if any) nominated by the member; or
- (c) by sending it to the fax number or electronic address (if any) nominated by the member.

16.2 Notices by the company to directors

Subject to this constitution, a notice may be given by the company to any director by:

- (a) serving it personally at the director's usual residential or business address;
- (b) sending it by post in a prepaid envelope to the director's usual residential or business address; or
- (c) by electronic means or fax to such electronic address or fax number, as the director has supplied to the company for giving notices.

16.3 Notices by member or directors to the company

Subject to this constitution, a notice may be given by a member or director to the company by:

- (a) serving it on the company at the registered office of the company;
- (b) sending it by post in a prepaid envelope to the registered office of the company; or
- (c) by fax or electronic means to the principal fax number or the principal electronic address of the company at its registered office.

16.4 Time of service

- (a) Where a notice is sent by post, service of the notice is to be taken to be effected if a prepaid envelope containing the notice is properly addressed and placed in the post and to have been effected:
 - (1) in the case of a notice of a general meeting, on the Business Day after the date of its posting; or
 - (2) in any other case, at the time at which the letter would be delivered in the ordinary course of post.
- (b) Where a notice is sent by fax, service of the notice is to be taken to be effected if the correct fax number appears on the fax report generated by the sender's fax machine and to have been effected at the time the fax is sent.
- (c) Where a notice is sent by electronic means by electronic messaging system that contains a delivery verification function, service of the notice is to be taken to be effected on the generation by the electronic messaging system of a delivery verification notice or log entry, or other confirmation.
- (d) Where notice is sent by electronic means by electronic mail or other electronic messaging system (other than those referred to in rule 16.4(c)), service of the notice is to be taken to be effected on the delivery to:
 - (1) where the addressee is a natural person, the addressee's electronic mail or electronic messaging system account; or
 - (2) where the addressee is a corporation, the corporation's computer systems.
- (e) If service under rules 16.4(b), 16.4(c) and 16.4(d) is on a day which is not a Business Day or is after 4.00pm (addressee's time), the notice is regarded as having been received at 9.00am on the next following Business Day.
- (f) For the purposes of rule 16.4(e), **Business Day** means a day that is not a Saturday, Sunday or a public holiday or bank holiday in the city where the notice

or other communication is received. For all other purposes, **Business Day** means a day that is not a Saturday, Sunday or a public holiday or bank holiday in Victoria.

16.5 Other communications and documents

Rules 16.1 to 16.4 (inclusive) apply, so far as they can and with any necessary changes, to the service of any communication or document.

16.6 Notices in writing

A reference in this constitution to a written notice includes a notice given by fax or electronic transmission or any other form of written communication.

17 Definitions and interpretation

17.1 Definitions

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

Term	Meaning
Auditor	the auditor of the company.
Board	the directors for the time being of the company or those of them who are present at a meeting at which there is a quorum.
Business Day	has the meaning given to it in rule 16.4(f).
Commissioner	the Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of ITAA 97.
Corporations Act	the <i>Corporations Act 2001</i> (Cth).
Dancer	a person engaged by the company as a dancer under annual contract, not being a person engaged as either a guest or a visiting artist.
Dancers' Director	a director recommended by the Dancers and appointed by the directors under rule 13.1.
Department	the Government Department responsible for the Arts including the

Term	Meaning
	regulation and funding of The Australian Ballet.
Guide	the Register's guidelines issued from time to time by the Department.
Indemnified Officer	<ol style="list-style-type: none"> 1 each person who is or has been a director of the company; and 2 any other officers or former officers of the company as the directors in each case decide.
ITAA 97	the <i>Income Tax Assessment Act 1997</i> (Cth).
Public Fund	has the meaning given to it in rule 10.5(a).
Register	the register of cultural organisations maintained by the Department under section 30-295 of ITAA 97.
Registered Address	a member's address as notified to the company by the member and recorded in the company's records.
Responsible Person	an individual who has a degree of responsibility to the wider Australian community as set out in the Guide.
Theatre Art	any artform which supports, or is a, performance on stage.

17.2 Interpretation

In this constitution:

- (a) references to notices include formal notices of meeting and all documents and other communications from the company to its members;
- (b) a reference to any legislation or a provision of any legislation includes any amendment to that legislation or provision, any consolidation or replacement or re-enactment of that legislation or provision and any subordinate legislation made under that legislation;
- (c) a reference to a member present at a general meeting is a reference to a member present in person or by proxy, attorney or representative;
- (d) a reference to writing and written includes printing, lithography and other ways of representing or reproducing words in a visible form; and

- (e) the singular (including defined terms) includes the plural and the plural includes the singular.

17.3 Headings

Headings are used for convenience only and do not affect the interpretation of this constitution.

17.4 Transitional provisions

This constitution must be interpreted in such a way that:

- (a) every director, Executive Director, Artistic Director and secretary in office in that capacity immediately before this constitution is adopted continues in office subject to, and is taken to have been appointed or elected under, this constitution; and
- (b) unless the contrary intention appears in this constitution, all persons, things, agreements and circumstances appointed, approved or created by or under the constitution or articles of association of the company in force before this constitution is adopted continue to have the same status, operation and effect after this constitution is adopted.

18 Application of the law

18.1 Expressions used in the law

Unless the contrary intention appears, an expression used in a rule that deals with a matter dealt with by a provision of the law has the same meaning as in that provision of the law.

18.2 Replaceable rules displaced

- (a) Unless stated otherwise, the provisions of this constitution displace each provision of a section or subsection of the Corporations Act that applies (or would apply but for this rule) to the company.
- (b) Table A of the Companies Act and the replaceable rules in the Corporations Act do not apply to the company, except those which have mandatory application to the company under the Corporations Act.