

Corporations Act 2001

A COMPANY LIMITED BY GUARANTEE

**CONSTITUTION of
AUSTRALIAN REGISTER OF NATUROPATHS
AND HERBALISTS LIMITED**

ACN 147 439 469

ADOPTED AT A MEMBERS' MEETING
HELD ON 23rd November 2023

PREPARED BY

CASTLE LEGAL PTY LTD
Level 2, 2A Cambridge Street
BOX HILL VIC 3128

CONSTITUTION OF
AUSTRALIAN REGISTER OF NATUROPATHS AND HERBALISTS LIMITED

AUSTRALIAN REGISTER OF NATUROPATHS AND HERBALISTS LIMITED	3
PRELIMINARY	6
1. EXCLUSION OF REPLACEABLE RULES.....	6
2. DEFINITIONS	6
3. INTERPRETATION	8
PURPOSE OF COMPANY.....	9
4. OBJECTS	9
MEMBERSHIP	10
5. FIRST MEMBERS.....	10
6. ELIGIBILITY	11
7. APPLICATION	11
8. ADMISSION	11
9. CLASSES OF MEMBERSHIP	12
10. MEMBERSHIP FEES	12
11. REGISTER OF MEMBERS	12
12. SERVICE ADDRESS	12
13. RIGHTS OF MEMBERS	13
14. LIABILITY OF MEMBERS	13
15. CESSATION OF MEMBERSHIP	13
16. CONSEQUENCES OF LOSS OF MEMBERSHIP	13
17. PROHIBITION ON CLAIMS ON COMPANY.....	14
18. PROHIBITION ON REPRESENTATION AS A MEMBER	14
19. ALLEGATION OF CHARGE	14
20. APPEAL AGAINST DISCIPLINE.....	15
21. UNSUCCESSFUL APPEAL	15
22. CONSEQUENCES OF EXPULSION OR SUSPENSION	15
23. INELIGIBILITY TO BE DIRECTOR	15
MEETINGS OF MEMBERS	16
24. CONVENING GENERAL MEETINGS	16
25. CONTENTS OF NOTICE OF GENERAL MEETINGS	16
26. MEETING AT SEVERAL VENUES	16
27. PERIOD OF NOTICE OF GENERAL MEETING	16
28. PERSONS ENTITLED TO NOTICE OF GENERAL MEETING	16
29. ANNUAL GENERAL MEETING	16
30. CHAIRPERSON OF GENERAL MEETINGS.....	17
31. QUORUM FOR GENERAL MEETINGS.....	17
32. ADJOURNMENT OF GENERAL MEETINGS IF NO QUORUM PRESENT	17
33. ADJOURNMENT OF GENERAL MEETINGS IF QUORUM PRESENT	18
34. VOTING AT GENERAL MEETINGS	18
35. VOTING DEADLOCK	19
36. VOTING ENTITLEMENT	19
37. VOTING BY MEMBERS WITH INCAPACITY.....	19
38. VOTING RESTRICTIONS	19
39. OBJECTIONS TO VOTES	19

MEMBERS' REPRESENTATIVES	20
40. PROXIES	20
41. APPOINTMENT OF PROXY	20
42. FORM OF PROXY	20
43. VALIDITY OF PROXY APPOINTMENT	20
44. VALIDITY OF PROXY VOTE	20
DIRECTORS	21
45. MINIMUM NUMBER OF DIRECTORS	21
46. ALTERING THE NUMBER OF DIRECTORS	21
47. FIRST DIRECTORS	21
48. QUALIFICATION OF DIRECTORS	21
49. TENURE OF DIRECTORS	22
50. APPOINTMENT OF DIRECTOR BY BOARD	22
51. APPOINTMENT OF DIRECTOR BY MEMBERS	22
52. APPOINTMENT OF SELECTION COMMITTEE	23
53. CASUAL VACANCY OF DIRECTORS	23
54. DEFECTS IN APPOINTMENT OF DIRECTORS	23
55. REMOVAL OF A DIRECTOR	24
56. LOSS OF OFFICE	24
57. REMUNERATION OF DIRECTORS	25
58. REIMBURSEMENT OF EXPENSES	25
59. POWERS OF DIRECTORS	25
60. APPOINTMENT OF COMPANY ATTORNEY	25
61. DELEGATION OF POWERS	26
62. DUTIES OF DIRECTORS	26
63. MATERIAL PERSONAL INTERESTS	27
64. FUNCTIONS OF THE BOARD	27
65. DEVELOPMENT OF STANDARDS	28
MEETINGS OF DIRECTORS	30
66. FREQUENCY OF BOARD MEETINGS	30
67. CONVENING BOARD MEETINGS	30
68. NOTICE OF BOARD MEETINGS	30
69. QUORUM FOR BOARD MEETINGS	30
70. CHAIRPERSON OF BOARD MEETINGS	30
71. VOTING AT BOARD MEETINGS	31
72. VOTING DEADLOCK	31
73. VIRTUAL MEETINGS OF DIRECTORS	31
74. PASSING RESOLUTIONS WITHOUT MEETINGS	32
75. DEEMED RESOLUTION	32
OTHER OFFICERS	32
76. SECRETARY AND TREASURER	32
INSURANCE AND INDEMNITY OF APPLICABLE PERSONS	33
77. APPLICABLE PERSONS	33
78. INSURANCE	33
79. INDEMNITY	33
80. LOAN TO AN APPLICABLE PERSON	34
81. DEFINITION OF "PROCEEDINGS"	34

ADMINISTRATION.....	35
82. NOTICES.....	35
83. MINUTES	35
84. EVIDENTIARY STANDING OF MINUTES	36
85. INSPECTION OF MINUTE BOOKS.....	36
86. INSPECTION OF ACCOUNTING RECORDS AND OTHER DOCUMENTS	36
87. EXECUTION OF DOCUMENTS.....	36
88. CREATION, AMENDMENT AND REPEAL OF BY-LAWS.....	37
89. AMENDMENT OF CONSTITUTION.....	37
FINANCIAL MATTERS	37
90. ACCOUNTS.....	37
91. AUDIT	37
92. APPLICATION OF INCOME AND PROPERTY	38
93. DIVIDENDS AND RESERVES	38
WINDING UP	39
94. PROCEDURE.....	39
95. CONTRIBUTION OF MEMBERS ON WINDING UP	39
96. DISTRIBUTION OF PROPERTY ON WINDING UP	39
SCHEDULE A	40

CORPORATIONS ACT A COMPANY LIMITED BY GUARANTEE CONSTITUTION
OF

**AUSTRALIAN REGISTER OF NATUROPATHS AND
HERBALISTS LIMITED**

ACN 147 439 469

PRELIMINARY

1. EXCLUSION OF REPLACEABLE RULES

The replaceable rules contained in the Act do not apply to the Company.

2. DEFINITIONS

In this Constitution:–

Accreditation Authority shall have the same meaning as that given to the expression under the HPRNL Act or equivalent.

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

Applicant means a Person who wishes to apply for membership of the Company.

Application for Membership means the form, the contents of which may be determined by the Board from time to time, which is to be used by an Applicant.

Board means the board of Directors for the time being of the Company.

By-Laws means by-laws created by the Board in accordance with Article 88, as exist from time to time.

Chairperson means a Director appointed as Chairperson of the Board in accordance with Article 70.

Charged Member means a Member against whom an allegation has been made which may lead to the Discipline of that Member.

Community Members shall have the same meaning as that given to the expression under the HPRNL Act or equivalent.

Company means the entity whose name upon the adoption of this Constitution was Australian Register Of Naturopaths And Herbalists Limited and shall be taken to mean the same entity by whatever name from time to time it may be called.

Corporate Member means a Member of the Company which is a company, a corporation or an incorporated body.

Directors means the directors for the time being of the Company.

Discipline means, in relation to a Charged Member, any type or form of penalty or sanction, financial or otherwise, imposed by the Board or the Company, including the suspension or expulsion of that Charged Member.

Disciplined Member means a Member who has been suspended, fined or expelled under Articles 19 or 20 hereof.

Financial Member means a Member who has paid by the relevant due date the Membership Fees and all other sums owed by that Member to the Company.

HPRNL Act means the *Health Practitioners Regulation National Law Act 2009* (Qld) as amended from time to time, whether or not same is binding upon the Company.

Large Participating Jurisdiction means New Zealand district or an Australian state or territory with a population of 5 million or greater.

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

Membership Fees means the fees payable by Members of the Company on an annual basis as determined by the Board from time to time.

Ministerial Council shall have the same meaning as that given to the expression under the HPRNL Act.

National Agency shall have the same meaning as that given to the expression under the HPRNL Act.

Notice of Allegation means a notice in writing issued by the Secretary to a Charged Member on the instruction of the Board.

Person includes:—

- (a) a natural person; and
- (b) a registered company, corporation or incorporated association.

Practitioner Member shall have the same meaning as that given to the expression under the HPRNL Act or equivalent.

Practitioner means a practitioner of the Profession who is a Member.

Profession means the profession of naturopathy and/or Western herbalism.

Register means the Register of Members.

Seal means the common seal of the Company (if any).

Secretary means the secretary for the time being of the Company, and if there are joint secretaries, any one or more of such joint secretaries.

Selection Committee means the committee formed prior to the adoption of this Constitution for the purposes of selecting Directors, and after the adoption of this Constitution, the committee constituted in accordance with Article 53.

Service Address means the address nominated by a Member for the purpose of receiving notices from the Company.

Small Company shall have the same meaning as that given to the expression "Small Company Limited by Guarantee" under section 45B of the Act.

Small Participating Jurisdiction means a New Zealand district or an Australian state or territory with a population of less than 5 million people.

Student means a current student studying in the Profession who is a Member.

Subscriber means a person who consents to act as a Member prior to the registration of the Company.

Unfinancial Member means a Member who is in default of a financial obligation (including the payment by the due date of Membership Fees) to the Company.

Voting Member means a Member who:–

- (a) has been granted membership of a class of membership which confers an entitlement to vote at a general meeting; and
- (b) is not an Unfinancial Member.

3. INTERPRETATION

- (1) The *Acts Interpretation Act 1901* (Commonwealth) shall apply in the interpretation of this Constitution as if it were an act of the Commonwealth.
- (2) Except so far as the contrary intention appears in this Constitution, an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- (3) Words importing any one gender shall be deemed and taken to include all genders and the singular to include the plural and the plural the singular unless the contrary as to gender or number is expressly provided.
- (4) Any reference to any statute or any section, regulation or schedule of any statute or any other legislation is a reference to that statute as amended, consolidated, supplemented, or replaced.

PURPOSE OF COMPANY

4. OBJECTS

The objects for which the Company is established are:-

- (1) to register suitably qualified and competent persons in the Profession by admitting such persons as Members and, if necessary, to impose conditions on the admission of such persons in the Profession as Members;
- (2) to register suitable students and competent persons in the Profession by admitting such persons as Student Members and, if necessary, to impose conditions on the admission of such persons in the Profession as Student Members;
- (3) to decide the requirements for registration or endorsement of registration in the Profession, including the arrangements for supervised practice in the Profession;
- (4) to develop or approve standards, codes and guidelines for the Profession, including:-
 - (a) the approval of accreditation standards developed and submitted to it by an Accreditation Authority;
 - (b) the development of registration standards; and
 - (c) the development and approval of codes and guidelines that provide guidance to Practitioners registered in the Profession,
- (5) to approve accredited programs of study as providing qualifications for registration or endorsement in the Profession;
- (6) to oversee the assessment of the knowledge and clinical skills of overseas trained applicants for registration in the Profession whose qualifications are not approved qualifications for the Profession, and to determine the suitability of the applicants for registration in Australia or New Zealand;
- (7) to oversee the receipt, assessment and investigation of notifications about persons who:-
 - (a) are or were Practitioners; or
 - (b) are or were Students;
- (8) to establish panels to conduct hearings about:-
 - (a) health and performance and professional standards matters in relation to persons who are or were Practitioners; and

- (b) health matters in relation to Students;
- (9) to refer matters about Practitioners who are or were registered to responsible tribunals for participating jurisdictions;
- (10) to oversee the management of Practitioners and Students, including monitoring conditions, undertaking and suspensions imposed on the registration of the Practitioners or Students;
- (11) to make recommendations to the Ministerial Council about the operation of specialist recognition in the Profession and the approval of specialties for the Profession;
- (12) to keep up-to-date and publicly accessible national registers of registered Practitioners for the Profession;
- (13) to keep an up-to-date national register of students for the Profession;
- (14) at the Company's discretion, to provide financial or other support for health programs for registered Practitioners and students;
- (15) to give advice to the Ministerial Council on issues relating to the national registration and accreditation scheme for the Profession;
- (16) if asked by the Ministerial Council, to give to the Ministerial Council the assistance or information reasonably required by the Ministerial Council in connection with the national registration and accreditation scheme;
- (17) to do anything else necessary or convenient for the effective and efficient operation of the national registration and accreditation scheme;
- (18) any other function given to the Company by or under the HPRNL Act.

HOWEVER, the Company's purposes do not include receiving notifications and taking action referred to in this Clause in relation to behaviour by a Practitioner or Student that occurred, or is reasonably believed to have occurred, in a co-regulatory jurisdiction.

MEMBERSHIP

5. FIRST MEMBERS

The Subscribers to this Constitution shall be the first Members of the Company and:–

- (1) they must consent in writing to become a Member of the Company;
- (2) they shall not be required to apply for membership;
- (3) they shall be admitted as Voting Members.

6. ELIGIBILITY

- (1) Any natural person or corporation (incorporated or otherwise) committed to the objects of the Company may become a Member of the Company provided all eligibility requirements and other membership qualifications as set out in the By-Laws or elsewhere have been met.
- (2) The provisions of Article 6(1) shall not apply to the Subscribers to the Company.

7. APPLICATION

Any Person may apply for membership of the Company by submitting to the Secretary:-

- (1) an Application for Membership;
- (2) an agreement in writing to provide a guarantee not exceeding one dollar (\$1.00) to defray such liabilities and expenses of the Company upon its winding up or dissolution;
- (3) an agreement in writing to be bound by the Constitution and By-Laws of the Company;
- (4) an agreement in writing to irrevocably consent to the details of the Applicant, as set out in the By-Laws of the Company, being collected by the Company and published on a public register in accordance with Article 64(10) and the By-Laws; and
- (5) payment of the entrance fee and the annual subscription for the first year, where relevant.

8. ADMISSION

- (1) All Applications for Membership shall be submitted by the Secretary to the Board which shall determine each Application for Membership. The Board shall be entitled to use any criteria for determining whether to accept or reject an Application for Membership.
- (2) If the Board determines to accept an Applicant's Application for Membership, the Secretary shall, as soon as possible:-
 - (a) enter the name of the Applicant in the Register;
 - (b) notify the Applicant of the Board's determination;
 - (c) add the Applicant's details to the Company's public register of Practitioners (if applicable).
- (3) An Applicant becomes a Member and is entitled to exercise the rights of membership when the name of the Applicant is entered in the Register.

- (4) The Board may decline any Application for Membership and is not bound to give reasons why the Application for Membership was not accepted.
- (5) The Secretary shall, as soon as possible after the Board has declined an Applicant's Application for Membership:–
 - (a) notify the Applicant of the Board's determination;
 - (b) return to the Applicant annual subscription paid by the Applicant, if any.

9. CLASSES OF MEMBERSHIP

- (1) By special resolution, the Company may create different classes of membership and may confer on each such newly created class of membership such rights, privileges or benefits as the Company sees fit.
- (2) Where different classes of membership have been created, the Directors may, on accepting an Applicant's Application for Membership, admit an Applicant to a class of membership which appears appropriate to the Directors.

10. MEMBERSHIP FEES

The Board shall determine:–

- (1) the quantum; and
- (2) the due date for payment,

of the entrance fees, the annual subscription and any other amount which an Applicant or a Member is required to pay to be admitted or remain as a Financial Member.

11. REGISTER OF MEMBERS

- (1) The Company Secretary will maintain a Register at the registered office of the Company.
- (2) When an Applicant has been accepted for membership the Secretary will cause the Applicant's name to be entered in the Register, thereupon conferring membership.
- (3) The Secretary shall cause the Applicant's name and details, as set out in the Company's Bylaws to be made available to the public on a public register.

12. SERVICE ADDRESS

- (1) The Service Address of a Member in the Register will be the address nominated by the Member for the purpose of receiving notices from the Company and may be:–
 - (a) a residential address;
 - (b) a postal address;

- (c) a business address;
 - (d) a facsimile number;
 - (e) an email address.
- (2) The Company shall use its best endeavours to use the Service Address nominated by each Member for the purpose of delivering notices.
- (3) Each Member must notify the Secretary within fourteen (14) days of any change of name or Service Address of the Member and each such change shall be recorded in the Register.

13. RIGHTS OF MEMBERS

The rights of any Member will not be transferable.

14. LIABILITY OF MEMBERS

The liability of a Member is limited to the extent of the Member's guarantee. This liability shall continue for the duration of the membership of a Member and for a period of twelve (12) months following the cessation of membership of a Member.

15. CESSATION OF MEMBERSHIP

Membership of the Company will terminate upon:—

- (1) the Company Secretary receiving from a Member a letter of resignation;
- (2) a Member being expelled or suspended in accordance with this Constitution;
- (3) a Member failing to meet or maintain the eligibility requirements for membership in the Company as set out in Article 6 and the By-Laws;
- (4) in the case of a Practitioner Member, such Practitioner Member failing at any time to participate in a program of continuing professional development approved by the Board;
- (5) in the case of a Practitioner Member, such Practitioner Member failing to hold current professional indemnity insurance at all times; or
- (6) death of a Member.

16. CONSEQUENCES OF LOSS OF MEMBERSHIP

A Member whose membership of the Company is terminated will be liable for all moneys due by that Member to the Company in addition to any sum not exceeding one dollar (\$1.00) for which the Member is liable under Article 95 of this Constitution.

17. PROHIBITION ON CLAIMS ON COMPANY

A Member whose membership is terminated will not make any claim, monetary or otherwise, on the Company, its funds or property except as a creditor thereof.

18. PROHIBITION ON REPRESENTATION AS A MEMBER

Any person or corporation who for any reason ceases to be a Member shall no longer represent themselves in any manner as being a Member.

19. ALLEGATION OF CHARGE

- (1) Any allegation that might lead to the discipline of a Member shall be lodged with the Secretary in writing, signed by any Member and detailing the circumstance which gave rise to such allegation.
- (2) If the Secretary considers the allegation to be such as may warrant the discipline of that Member, the Secretary shall issue a Notice of Allegation to the Member informing the Member:-
 - (a) of the allegation; and
 - (b) the date at which the Board of Directors will consider the allegation, such Board meeting is to be held not less than twenty eight (28) days after the date of the Notice of Allegation; and
 - (c) inviting the Member to submit a written explanation to defend the allegation; and
 - (d) inviting the Member to present themselves to the Board to answer any questions which the Board may ask of them and to present their defence of the allegation.
- (3) If the Member chooses to defend the allegation, the Member must submit a written explanation which must be received by the Secretary not less than two (2) days prior to the Board meeting at which the allegation is to be heard. Such explanation shall be tabled at the Board meeting at which the allegation is to be heard and reasonable opportunity must be given for the Member to appear before the Board of Directors to answer the allegation.
- (4) The Board may:-
 - (a) by two-thirds majority vote, expel; or
 - (b) by a majority vote suspend or otherwise disciplineany Member of the Company for conduct inconsistent with any by-law, regulation or any provision contained in this Constitution or which in the opinion of the Board is unbecoming of a Member or prejudicial to the interests of the Company.

- (5) Any Member so disciplined, fined, suspended or expelled shall be notified in writing by the Secretary within twenty one (21) days of such penalty being imposed.
- (6) Any Member who may be disciplined, fined, suspended or expelled shall have the right to appeal against such penalty.

20. APPEAL AGAINST DISCIPLINE

- (1) A Disciplined Member shall have the right to appeal against the decision of the Board at a general meeting of the Members of the Company by giving notice of their intention to appeal. Such notice must be received by the Secretary within one (1) month of the deemed date of receipt of the notice referred to in Article 19(5). Such notice of appeal shall operate as a stay of implementation of any decision.
- (2) The Board shall be required to convene a general meeting of the Members of the Company within three (3) months of the date of receipt of the notice referred to in Article 19(5) and shall give no less than one (1) month's notice of the date of that general meeting to the Disciplined Member.
- (3) The Disciplined Member shall be given the opportunity of being heard at the general meeting with or without a solicitor or counsel.
- (4) The Disciplined Member may be represented by another Member.
- (5) A solicitor, with or without counsel, may be engaged by the Company to assist the Company at such a meeting.
- (6) The Company shall be under no obligation to disclose to the Disciplined Member or any other Member the source of any information giving rise to the discipline.
- (7) The Company shall, by a two-thirds majority, decide upon the appeal.

21. UNSUCCESSFUL APPEAL

A Disciplined Member whose appeal is unsuccessful shall pay to the Company all or any costs or expenses reasonably incurred by the Company in connection with the hearing of the appeal as the Board may determine.

22. CONSEQUENCES OF EXPULSION OR SUSPENSION

Any Member expelled from the Company may at any time apply to the Board to be readmitted as a Member.

23. INELIGIBILITY TO BE DIRECTOR

No person may be a Director of the Company following expulsion or during suspension unless such a person is subsequently readmitted as a Member.

MEETINGS OF MEMBERS

24. CONVENING GENERAL MEETINGS

- (1) Any Director may whenever they think fit convene a meeting of the Company's Members.
- (2) The Directors must convene a meeting of the Company's Members on the request of Members in accordance with section 249D of the Act. The Members may convene a meeting of the Company's Members in accordance with sections 249E and 249F of the Act.

25. CONTENTS OF NOTICE OF GENERAL MEETINGS

A notice of a meeting of the Company's Members shall specify:-

- (1) the place, the day and the 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);
- (2) the general nature of the business to be transacted at the meeting; and
- (3) such other information as is required by section 249L of the Act.

26. MEETING AT SEVERAL VENUES

The Company may hold a meeting of its Members at two or more venues using any technology that gives the Members as a whole a reasonable opportunity to participate.

27. PERIOD OF NOTICE OF GENERAL MEETING

Subject to the provisions of the Act relating to agreements for shorter notice, at least twenty one (21) days notice must be given of a meeting of the Company's Members.

28. PERSONS ENTITLED TO NOTICE OF GENERAL MEETING

- (1) Notice of every meeting of the Company's Members shall be given in the manner authorised by Article 82 to:-
 - (a) every Member and to every Director; and
 - (b) the auditor for the time being of the Company.
- (2) No other person is entitled to receive notices of meetings of the Company's Members.

29. ANNUAL GENERAL MEETING

- (1) Subject to the Act, a general meeting shall be held at least once in every calendar year and within the period of five (5) months after the end of the

financial year at such time and place as may be determined by the Directors. The abovementioned general meeting shall be called the "Annual General Meeting" and all other meetings of the Company shall be called "general meetings".

- (2) The business of the Annual General Meeting may include any of the following, even if not referred to on the notice of meeting:–
- (a) the consideration of the Annual Financial Report, Directors' Report and Auditor's Report if required to be prepared;
 - (b) the appointment of Directors in accordance with this Constitution;
 - (c) the appointment of the auditor (if any);
 - (d) the fixing of the auditor's remuneration if the Company has appointed an auditor.

30. CHAIRPERSON OF GENERAL MEETINGS

- (1) The Chairperson shall chair all meetings of the Company's Members.
- (2) Where a meeting of the Company's Members is held and the Chairperson is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting, the Members present shall elect one of their number to be Chairperson of the meeting (or part of it).

31. QUORUM FOR GENERAL MEETINGS

- (1) No business shall be transacted at any meeting of the Company's Members unless a quorum of Members is present at the time when the meeting proceeds to business.
- (2) A quorum is constituted by eight (8) persons or one-third of the persons entitled to attend and vote at a meeting of the Company's Members whichever is the lesser.
- (3) For the purpose of determining whether a quorum is present, a person attending as a proxy, or as representing a body corporate that is a Member, shall be deemed to be a Member.
- (4) If the Company has only one Member, that Member may pass a resolution by the Member recording it and signing the record.

32. ADJOURNMENT OF GENERAL MEETINGS IF NO QUORUM PRESENT

If a quorum is not present within half an hour from the time appointed for the meeting:–

- (1) where the meeting was convened upon the request of Members - the meeting shall be dissolved; or
- (2) in any other case:-
 - (a) the meeting stands adjourned to such day, and at such time and place, as the Directors determine or, if no determination is made by the Directors, to the same day in the next week at the same time and place; and
 - (b) if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, then the meeting shall be dissolved.

33. ADJOURNMENT OF GENERAL MEETINGS IF QUORUM PRESENT

- (1) The Chairperson shall adjourn a meeting of the Company's Members from time to time and from place to place if the Members present with a majority of votes that may be cast at that meeting agree or direct the Chairperson to do so. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (2) When a meeting of the Company's Members is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (3) Except as provided by Article 33(2), it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

34. VOTING AT GENERAL MEETINGS

- (1) At any meeting of the Company's Members a resolution put to the vote of the meeting shall be decided on a show of hands unless a secret ballot is (before a vote is taken or before or immediately after the declaration of the result of the show of hands) demanded:-
 - (a) by the Chairperson
 - (b) by at least three (3) Members (present in person or by proxy or representative) entitled to vote on the resolution;
 - (c) by a Member or Members (present in person or by proxy or representative) with at least 5% of the votes that may be cast on the resolution on a poll.
- (2) If a secret ballot is duly demanded:-
 - (a) by the Chairperson, or

- (b) by not less than one-third of the persons present at the meeting in question, such number being determined by including persons who are personally present, and persons who are represented by proxy or by corporate representative, it shall be taken in such manner and, subject to Article 34(3), either at once or after an interval or adjournment or otherwise as the Chairperson directs, and the result of the secret ballot shall be the resolution of the meeting at which the secret ballot was demanded.
- (3) A secret ballot demanded on the election of a Chairperson or on a question of adjournment shall be taken immediately.

35. VOTING DEADLOCK

In the case of an equality of votes, whether on a show of hands or on a secret ballot, the Chairperson of the meeting of the Company's Members at which the show of hands takes place or at which the secret ballot is demanded has a casting vote in addition to any vote the Chairperson may have in the capacity as a Member.

36. VOTING ENTITLEMENT

Subject to any rights or restrictions for the time being attached to any Member:-

- (1) at meetings of the Company's Members or classes of Members each Member entitled to vote may vote in person or by proxy or attorney or representative; and
- (2) on a show of hands every person present who is a Member or a representative of a Member has one vote, and on a secret ballot every person present in person or by proxy or attorney or representative has one vote.

37. VOTING BY MEMBERS WITH INCAPACITY

If a Member is of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health, their committee or trustee or such other person as properly has the management of their-estate may exercise any rights of the Member in relation to a meeting of the Company's Members as if the committee, trustee or other person were the Member.

38. VOTING RESTRICTIONS

A Member is not entitled to vote at a meeting of the Company's Members unless all sums presently payable by them in respect of the Company have been paid.

39. OBJECTIONS TO VOTES

- (1) An objection may be raised to the qualification of a voter only at the meeting or adjourned meeting at which the vote objected to is given or tendered.
- (2) Any such objection shall be referred to the Chairperson of the meeting of the Company's Members, whose decision is final.

- (3) A vote not disallowed pursuant to such an objection is valid for all purposes.

MEMBERS' REPRESENTATIVES

40. PROXIES

A Member of the Company who is entitled to attend and cast a vote at a meeting of the Company's Members may appoint a person (whether or not a Member of the Company) as the Member's proxy to attend and vote for the Member at the meeting.

41. APPOINTMENT OF PROXY

- (1) An instrument appointing a proxy shall be in writing under the hand of the appointor or of their attorney duly authorised in writing or, if the appointor is a corporation, either under seal or executed in accordance with the Act or under the hand of an officer or attorney duly authorised.
- (2) An instrument appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where an instrument of proxy so provides, the proxy is not entitled to vote in the resolution except as specified in the instrument.
- (3) An instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

42. FORM OF PROXY

An instrument appointing a proxy shall be in a form that is similar as the circumstances allow to the form shown in Schedule A hereof.

43. VALIDITY OF PROXY APPOINTMENT

An instrument appointing a proxy shall not be treated as valid unless the instrument, and the power of attorney or other authority (if any) under which the instrument is signed or a notarially certified copy of that power or authority, is or are deposited, not less than forty eight (48) hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty four (24) hours before the time appointed for the taking of the poll, at the registered office of the Company or at such other place in Australia as is specified for that purpose in the notice convening the meeting.

44. VALIDITY OF PROXY VOTE

A vote given in accordance with the terms of an instrument of proxy or of a power of attorney is valid notwithstanding the previous death or unsoundness of mind of the principal, the revocation of the instrument (or of the authority under which the instrument was executed) or of the power, if no intimation in writing of the death,

unsoundness of mind or revocation before the commencement of the meeting or adjourned meeting at which the instrument is used or the power is exercised.

DIRECTORS

45. MINIMUM NUMBER OF DIRECTORS

- (1) The number of the Directors shall be not less than nine (9).
- (2) Directors shall be appointed by the Selection Committee from time to time in writing, after the Selection Committee has publicly advertised any vacancy on the Board.
- (3) In determining the number of Directors and the composition of the Board, the Selection Committee shall ensure that the following requirements are met :
 - (i) no less than one half, but no more than two thirds of the Directors must be Practitioner Members;
 - (ii) no less than one (1) Director shall be from Australia
 - (iii) no less than one (1) Director shall be from New Zealand
 - (iv) no less than one (1) Director shall be from a Large Participating Jurisdiction;
 - (v) no less than one (1) Director shall be from a Small Participating Jurisdiction;
 - (vi) no less than two (2) Directors must be Community Members;
 - (vii) to assign best efforts in securing no less than one (1) Director residing in a regional or rural area,

unless otherwise provided by the HPRNL Act.

46. ALTERING THE NUMBER OF DIRECTORS

Notwithstanding Article 45(1), the Selection Committee shall fix the number of Directors or increase or reduce the number of Directors in their discretion.

47. FIRST DIRECTORS

The first Directors shall be appointed in writing by the Subscriber or Subscribers.

48. QUALIFICATION OF DIRECTORS

- (1) The following restrictions shall apply in respect of the qualifications of Directors:-

- (i) a person shall not be eligible for appointment as a Director unless that person is a Practitioner Member or a Community Member;
- (ii) a person shall not be eligible to be appointed Director as a Practitioner Member unless they are currently registered as a practitioner in the Profession, either by being a Practitioner, or by being registered with another professional association for the Profession;
- (iii) a person shall not be eligible to be appointed Director as a Community Member unless they are not a registered Practitioner in the Profession and have not at any time been registered as a Practitioner in the Profession, either by being a Practitioner, or by being registered with another professional association for the Profession;
- (iv) a person shall not be eligible to be appointed Director if the person has, at any time, been found guilty of an offence in any jurisdiction that, in the opinion of the Selection Committee, renders the person unfit to hold office as a Director;

49. TENURE OF DIRECTORS

- (1) Until they resign, dies or is removed from or vacates office as provided in this Constitution every Director shall continue to hold office until the conclusion of the third Annual General Meeting after their appointment as Director, unless a shorter tenure for particular Directors has otherwise been agreed upon by the Directors prior to adoption of this Constitution.
- (2) At every annual general meeting those Directors who have been in office for three years or until the third annual general meeting following such Directors' appointment (whichever is the longer) shall retire.
- (3) A Director shall be eligible for re-appointment as a director after their tenure as set out in Articles 49(1) and (2) has concluded.

50. APPOINTMENT OF DIRECTOR BY BOARD

- (1) The Directors shall not have power to:-
 - (a) appoint a new Director to fill any casual vacancy; or
 - (b) appoint additional Directors.

51. APPOINTMENT OF DIRECTOR BY MEMBERS

The Members may not at any time:-

- (1) appoint a new Director to fill any casual vacancy; or
- (2) appoint additional Directors.

52. APPOINTMENT OF SELECTION COMMITTEE

- (1) Upon adoption of this Constitution, the Selection Committee shall be constituted by such persons elected to the Selection Committee prior to the adoption of this Constitution. Thereafter, the Selection Committee shall be constituted as provided for in this Constitution.
- (2) The Selection Committee shall consist of persons who each hold the following qualifications:
 - (a) governance and selection experience;
 - (b) have no relationships or involvement with the Profession;
 - (c) have no relationship with the Directors.
- (3) A member of the Selection Committee shall hold tenure until such member:
 - (a) dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
 - (b) resigns from office by notice in writing to the Company;
 - (c) is absent without the consent of the Directors from all meetings of the Selection Committee held during a period of six (6) months; or
 - (d) is removed by a special resolution of the Members.
- (4) The Board shall make the names and qualification of the members of the Selection Committee public on its website.
- (5) The Board may at its discretion call for applications for the Selection Committee from time to time by advertising same on its website and in a national newspaper and by general release to the Company's contacts.

53. CASUAL VACANCY OF DIRECTORS

In the event of a vacancy or vacancies in the office of a Director or offices of Directors, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of Directors, they may act only for the purpose of convening a meeting of the Selection Committee for the purpose of the Selection Committee appointing additional Directors.

54. DEFECTS IN APPOINTMENT OF DIRECTORS

All acts done by any meeting of the Directors or of a committee of Directors or by any person acting as a Director are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of a person to be a Director or a member of the committee, or to act as, a Director, or that a person so appointed was disqualified,

as valid as if the person had been duly appointed and was qualified to be a Director or to be a member of the committee.

55. REMOVAL OF A DIRECTOR

The Members may at any time and from time to time, in accordance with the provisions of s 203D of the Act remove any Director provided that the total number of directors shall not at any time fall below the minimum fixed by this Constitution.

56. LOSS OF OFFICE

In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Act, the office of a Director becomes vacant if the Director:–

- (1) dies or becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (2) resigns from office by notice in writing to the Company;
- (3) is absent without the consent of the Directors from all meetings of the Directors held during a period of six (6) months;
- (4) without the consent of the Company in general meeting holds any other office of profit under the Company;
- (5) is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of that interest as required by Article 63;
- (6) in the case of appointment as Practitioner Member if they have ceased to be accredited in the Profession due to misconduct, incompetence, impairment, retirement or otherwise;
- (7) is found guilty of an offence (whether in an Australian jurisdiction or elsewhere) that in the opinion of the Board would render them unfit to hold the office of Director;
- (8) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with Director's creditors or makes assignment of Director's remuneration for their benefit;
- (9) the Board recommends to the Members the removal of the Director, on the basis that the Director has engaged in misconduct or has failed or is undesirable to properly exercise the Director's functions as a Director, and the Members subsequently remove the Director at a SGM;
- (10) is expelled or suspended as a Member in accordance with Articles 19 or 20;
- (11) is removed by the Chairperson or Selection Committee.

57. REMUNERATION OF DIRECTORS

Provided the Company has not been granted a s 150 certificate by the Australian Securities and Investments Commission, the Directors may receive remuneration for their services provided that such remuneration has been approved by all Directors and that the rate of remuneration is fair and reasonable and is on reasonable commercial terms. Such remuneration shall accrue on a daily basis.

58. REIMBURSEMENT OF EXPENSES

A Director shall be entitled to receive:–

- (1) reimbursement of out-of-pocket expenses incurred in carrying out the duties of a director where the payment does not exceed the amount previously approved by the Board; or
- (2) payment for any service rendered to the Company in a professional or technical capacity where the provision of that service has the prior approval of the Board and the amount payable is approved by a resolution of the Board and is on reasonable commercial terms; or
- (3) payment as an employee of the Company where the terms of employment have been approved by resolution of the Board.

59. POWERS OF DIRECTORS

- (1) Subject to the Act and to any other provision of this Constitution, the business of the Company shall be managed by the Directors, who may pay all expenses incurred in promoting and forming the Company, and may exercise all such powers of the Company as are not, by the Act or by this Constitution, required to be exercised by the Company in meeting of the Company's Members.
- (2) Without limiting the generality of Article 59(1), the Directors may exercise all the powers of the Company to borrow money, to charge any property or business of the Company and to issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person.
- (3) All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be in such manner as the Directors determine.

60. APPOINTMENT OF COMPANY ATTORNEY

- (1) The Directors may, by power of attorney, appoint any person or persons (either by name or by reference to position or office held) to be the attorney or attorneys of the Company for such purposes, with such powers, authorities and discretions (being powers, authorities and discretions vested in or exercisable by the Directors), for such period and subject to such conditions as they think fit.

- (2) Any such power of attorney may contain such provisions for the protection and convenience of persons dealing with the attorney as the Directors think fit and may also authorise the attorney to delegate all or any of the powers, authorities and discretions vested in them.

61. DELEGATION OF POWERS

- (1) The Directors may delegate any of their powers to a committee or committees consisting of such of their number as they think fit.
- (2) A committee to which any powers have been so delegated shall exercise the powers delegated in accordance with any directions of the Directors and a power so exercised shall be deemed to have been exercised by the Directors.
- (3) The members of such a committee may elect one of their number as Chairperson of their meetings.
- (4) Where such a meeting is held and:-
- (a) a Chairperson has not been elected as provided by Article 61(3); or
 - (b) the person so elected is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting,
- the members present shall elect one of their number to be Chairperson of the meeting or part of it.
- (5) A committee may meet and adjourn as it thinks proper.
- (6) Questions arising at a meeting of a committee shall be determined by a majority of votes of the members present and voting.
- (7) In the case of an equality of votes, the Chairperson shall have a casting vote in addition to any vote the Chairperson may have in the capacity as a committee member.

62. DUTIES OF DIRECTORS

- (1) Notwithstanding anything to the contrary contained in this Constitution or the Act, a Director shall at all times act impartially and in the public interest in the exercise of the Director's functions as a Director.
- (2) A Director shall act consistently with the statutory duties of Officers as provided in the Act and with the common law duties imposed on Directors.
- (2) Notwithstanding the provisions of Article 62(1), where the Company is a wholly-owned subsidiary of a body corporate, a Director of the Company is hereby authorised to act in good faith in the best interests of the holding company.

- (3) Where a Director acts in accordance with Article 62(2), that Director shall be taken to have acted in the best interests of the Company despite the Director having acted in the best interests of the holding company provided that the Company is not insolvent at the time the Director acts and does not become insolvent because of the Director's act.

63. MATERIAL PERSONAL INTERESTS

- (1) Every Director shall observe the provisions of Section 191 of the Act relating to the disclosure of the interest of Directors in contracts or proposed contracts with the Company or of any office or property held by Directors which might create duties or interests in conflict with their duties or interests as Directors. It shall be permissible for a Director to give the other Directors a standing notice about a material personal interest provided such standing notice is given in accordance with Section 192 of the Act.
- (2) If a Director has a material personal interest which requires disclosure under the Act, the disclosure must be made before the Directors vote on any resolution which deals directly or indirectly with the material personal interest.
- (3) Where a Director has disclosed their-material personal interest in a matter the Director at any meeting of Directors at which such matter is to be considered shall not be entitled to be present while the matter is being considered at the meeting nor to vote on any matter pertaining to the matter.

64. FUNCTIONS OF THE BOARD

The functions of the Board are as follows:-

- (1) to admit suitably qualified and competent practitioners and students as Members, and if necessary, to impose conditions on the admission of as Members;
- (2) to decide the requirements for endorsement or admission as a Member, including arrangements for supervised practice in the Profession;
- (3) To develop or approve standards, codes and guidelines for the Profession and Members, including:-
 - (a) the approval of accreditation standards developed and submitted to it by any body or institution approved by the Board; and
 - (b) the development of standards for the Profession for admittance as a Member; and
 - (c) the development and approval of codes and guidelines that provide guidance to Members,
- (4) to approve accredited programs of study as providing qualifications for admission as a Member;

- (5) to oversee the assessment of the knowledge and clinical skills of overseas trained Applicants for admission as Members whose qualifications are not approved qualifications for the Profession or to be admitted as Members, and to determine the suitability of the Applicants for admission as a Member;
- (6) oversee the receipt, assessment and investigation of complaints about persons who:-
 - (a) are or were listed as Members;
 - (b) are listed as Student,
- (7) to establish panels to conduct hearings about:-
 - (a) health and performance and professional standards matters in relation to persons who are or were Practitioners; and
 - (b) health matters in relation to Students;
- (8) to refer matters about current or former Members to responsible tribunals;
- (9) to oversee the management of Practitioners who have an impairment, including monitoring conditions, undertaking and suspensions imposed on the Practitioners;
- (10) to keep an up-to-date and publicly accessible national register of Practitioners;
- (11) to keep an up-to-date national register of Students;
- (12) at the Board's discretion, to provide financial or other support for health programs for Members;
- (13) if asked by the Ministerial Council, to give to the Ministerial Council the assistance or information reasonably required by the Ministerial Council in connection with the National Scheme as it pertains to the Profession;
- (14) to do anything else necessary or convenient for the effective and efficient operation of a national registration and accreditation scheme for naturopathy and Western herbal medicine;
- (15) any other function given to the Board at a later date under the HPRNL or any other law.

65. DEVELOPMENT OF STANDARDS

- (1) The Board must develop one or more registration standards about the following matters for the Profession:-

- (a) requirements for professional indemnity insurance arrangements for Practitioners;
 - (b) matters about the criminal history of Applicants, and Practitioners and Students, including, the matters to be considered in deciding whether an individual's criminal history is relevant to the practice of the Profession or their admission as a Member, or their removal as a Member;
 - (c) requirements for continuing professional development for Practitioners;
 - (d) requirements about the English language skills necessary for an Applicant to be suitable to be admitted as a Member;
 - (e) requirements in relation to the nature, extent, period and currency of any previous practice of the Profession by Applicants.
- (2) The Board may also develop one or more registration standards about the following:-
- (a) the physical and mental health of:-
 - (i) Applicants; and
 - (ii) Practitioners and Students;
 - (b) the scope of practice of Practitioners;
 - (c) any other issue relevant to the eligibility of individuals for admission as a Member or the suitability of individuals to competently and safely practise the Profession.
- (3) A registration standard may not be about a matter for which an accreditation standard may provide.
- (4) The Board may develop and approve codes and guidelines:-
- (a) to provide guidance to Practitioners; and
 - (b) about other matters relevant to the exercise of its functions.
- (5) If Board develops a registration standard or a code or guideline, it must ensure there is wide-ranging consultation about its content, including consultation with Members.
- (6) A contravention of Article 65(5) does not invalidate a registration standard, code or guideline.
- (7) The following must be published on the Company's website:

- (a) a registration standard developed by the Board and approved by the Ministerial Council (if applicable);
 - (b) a code or guideline approved by the Board.
- (8) An approved registration standard or a code or guideline takes effect:-
- (a) on the day it is published on the Company's website; or
 - (b) if a later day is stated in the registration standard, code or guideline, on that day.

MEETINGS OF DIRECTORS

66. FREQUENCY OF BOARD MEETINGS

The Board of Directors may meet together for the despatch of business and adjourn and otherwise regulate its meetings as it thinks fit and determine the quorum necessary for the transaction of business.

67. CONVENING BOARD MEETINGS

The Board of Directors may at any time, and a Secretary shall on the requisition of a Director, convene a meeting of the Directors.

68. NOTICE OF BOARD MEETINGS

Reasonable notice in the circumstances must be given of all Board meetings unless all Directors consent to waive the requirement for notice of a Board meeting.

69. QUORUM FOR BOARD MEETINGS

- (1) Unless the Directors determine otherwise, the quorum for a meeting of Directors is no less than fifty percent (50%) of the appointed Directors, which must include no less than one (1) Community Member, provided that each such person is a Director or an Alternate Director and is entitled under the Act to vote on a motion that may be moved at that meeting.
- (2) An Alternate Director shall be counted in a quorum if present as an Alternate Director.
- (3) The quorum must be present at all times during a meeting of Directors.

70. CHAIRPERSON OF BOARD MEETINGS

- (1) The Selection Committee shall upon adoption of this Constitution appoint a Director to serve as Chairperson for a period of one (1) year.

- (2) Upon the tenure of the Chairperson set out in Article 70(1) expiring, the Directors shall annually appoint a Director to serve as Chairperson for a period of one (1) year.
- (3) A Director shall be eligible for re-appointment as Chairperson upon expiry of their tenure as Chairperson or thereafter. .
- (4) Where a meeting of the Directors is held and the Chairperson is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act for all or part of the meeting, the Directors present shall elect one of their number to be Chairperson of such meeting or part of it.

71. VOTING AT BOARD MEETINGS

- (1) Subject to this Constitution, questions arising at a meeting of Directors shall be decided by a majority of votes of Directors present and voting and any such decision shall for all purposes be deemed a decision of the Directors.
- (2) Unless provided otherwise, each Director is entitled to cast one (1) vote on each matter for determination.

72. VOTING DEADLOCK

In the case of a deadlock in the voting on a particular motion the Chairperson of the meeting shall have a casting vote in addition to any vote the Chairperson may have in the capacity as a Director.

73. VIRTUAL MEETINGS OF DIRECTORS

- (1) A meeting of Directors may be called or held using any technology consented to by all the Directors. A consent of a Director for the purposes of this Article may be a standing one. A Director may only withdraw their consent within a reasonable time before the meeting of Directors.
- (2) For the purposes of this Constitution, the contemporaneous linking together by an instantaneous communication device of a number of Directors not less than the quorum, whether or not any one or more of the Directors is out of Australia, shall be deemed to constitute a meeting of the Directors and all the provisions of this Constitution as to meetings of the Directors shall apply to any such meeting held by an instantaneous communication device so long as the following conditions are met:-
 - (a) all the Directors for the time being entitled to receive notice of the meeting of Directors (including any alternate for any Director) shall be entitled to notice of a meeting held by an instantaneous communication device and to be linked by an instantaneous communication device for the purpose of such meeting. Notice of any such meeting shall be given on the instantaneous communication device or in any other manner permitted by this Constitution; and

- (b) each of the Directors taking part in the meeting by an instantaneous communication device must be able to hear each other of the Directors taking part at the commencement of the meeting.
- (3) A Director may not leave a meeting held by an instantaneous communication device by disconnecting their instantaneous communication device unless they have previously expressly notified the Chairperson of the meeting of their intention to leave the meeting and a Director shall be conclusively presumed to have been present and to have formed part of the quorum at all times during such a meeting until such notified time of their leaving the meeting.
- (4) A minute of the proceedings at meetings held by an instantaneous communication device shall be sufficient evidence of such proceeding and of the observance of all necessary formalities if certified as a correct minute by the Chairperson of the meeting.
- (5) For the purpose of this Article “instantaneous communication device” shall include telephone, television, computer, or any other audio and/or visual device which permits instantaneous communication.

74. PASSING RESOLUTIONS WITHOUT MEETINGS

If all the Directors entitled to vote on a resolution have signed a document containing a statement that they are in favour of a resolution of the Directors in terms set out in the document, a resolution in those terms shall be deemed to have been passed at a meeting of the Directors held on the day on which the document was signed and at the time at which the document was last signed by a Director or, if the Directors signed the document on different days, on the day on which, and at the time at which, the document was last signed by a Director.

75. DEEMED RESOLUTION

For the purposes of Article 74, two or more separate documents containing statements in identical terms each of which is signed by one or more Directors shall together be deemed to constitute one document containing a statement in those terms signed by those Directors on the respective days on which they signed the separate document.

OTHER OFFICERS

76. SECRETARY AND TREASURER

A Secretary and Treasurer holds office on such terms and conditions, as to remuneration and otherwise, as the Directors determine.

INSURANCE AND INDEMNITY OF APPLICABLE PERSONS

77. APPLICABLE PERSONS

The provisions of Articles 78, 79, 80 and 81 shall apply to Applicable Persons, which expression shall include:—

- (1) every person who is or has been an Officer of the Company;
- (2) every person who is or has been an Officer of a Related Body Corporate of the Company;
- (3) if the Directors determine, an employee or former employee of the Company or a Related Body Corporate of the Company;
- (4) if the Directors determine and to the extent permitted under the Act, an auditor or former auditor of the Company or a Related Body Corporate of the Company.

78. INSURANCE

- (1) To the extent permitted under the Act, the Company may pay, or agree to pay, a premium in respect of a contract insuring any one or more Applicable Persons against any liability incurred by the Applicable Person PROVIDED THAT the liability does not arise out of conduct involving:—
 - (a) a wilful breach of duty in relation to the Company or a Related Body Corporate of the Company; or
 - (b) a contravention of section 182 or 183 of the Act.
- (2) To the extent permitted under the Act, the Company may pay, or agree to pay, an Applicable Person for costs and expenses incurred by that Applicable Person in defending proceedings, whatever the outcome of the proceedings.

79. INDEMNITY

- (1) The Company does not exempt an Applicable Person from a liability to the Company incurred in their capacity as an Applicable Person.
- (2) To the extent permitted by the Act, the Company indemnifies any Applicable Person against non legal costs incurred as an Applicable Person except:—
 - (a) for a liability owed to the Company or a Related Body Corporate of the Company;
 - (b) for a liability for a pecuniary penalty order under section 1317G or compensation order under section 1317H or section 1317HA of the Act;

- (c) for a liability owed to a third party arising out of conduct involving a lack of good faith.
- (3) To the extent permitted by the Act, the Company indemnifies any Applicable Person against legal costs incurred in defending an action for a liability incurred as an Applicable Person except:–
- (a) in defending or resisting proceedings in which the Applicable Person is found to have a liability for which they could not be indemnified under Article 79(2); or
 - (b) in defending or resisting criminal proceedings in which the Applicable Person is found guilty; or
 - (c) in defending or resisting proceedings brought by the Australian Securities and Investments Commission (and any of its successors or equivalent bodies in other jurisdictions) or a liquidator for a court order if the grounds for making the order are found by a court to have been established; or
 - (d) in connection with proceedings for relief to the Applicable Person under the Act in which the Court denies relief.
- (4) Where the costs and expenses incurred by an Applicable Person under Articles 79(1), 79(2) or 79(3) are recovered by the Company under an insurance policy taken out or paid for by the Company pursuant to Article 78, the extent of the indemnification of an Applicable Person shall be reduced accordingly.

80. LOAN TO AN APPLICABLE PERSON

- (1) To the extent permitted by the Act, the Directors may give a loan or advance to an Applicable Person to assist with the payment of costs and expenses of the Applicable Person which may be incurred under Article 79, where, in the opinion of the Directors, the costs and expenses are likely to become an amount for which the Company may become liable.
- (2) If, upon a determination of the proceedings, the costs and expenses for which the loan or advance was given are not the liability of the Company, the loan or advance given to the Applicable Person shall be recoverable according to the terms of the loan or advance.

81. DEFINITION OF “PROCEEDINGS”

In Articles 78, 79 and 80, the term "proceedings" means any proceedings and any appeal in relation to any proceedings, whether civil or criminal, being proceedings in which it is alleged that the Applicable Person has done or omitted to do some act, matter or thing in their capacity under which the person has become an Applicable Person (including proceedings alleging that the Applicable Person was guilty of negligence, default, breach of trust or breach of duty in relation to the Company or a Related Body Corporate).

ADMINISTRATION

82. NOTICES

- (1) A notice may be given by the Company to any Member either:-
 - (a) by serving it on them personally;
 - (b) by sending it by post to them at their address as shown in the Register or to the Service Address supplied by them to the Company for the giving of notices to them.
- (2) Where a notice is sent by:-
 - (a) post, service of the notice shall be deemed to be effective by properly addressing, prepaying and posting a letter containing the notice, and to have been effected, in the case of a notice of a Member, on the day after the date of its posting and, in any other case, at the time at which the letter would be delivered in the ordinary course of post.
 - (b) by facsimile transmission, service of the notice shall be deemed to be effected within twenty four (24) hours of the transmission, unless the Company receives notification that the transmission was not successful.
 - (c) by electronic transmission, service of the notice shall be deemed to be effected within twenty four (24) hours of the transmission, unless the Company receives notification that the transmission was not successful.

83. MINUTES

- (1) The Directors will cause minutes of:-
 - (a) all proceedings and resolutions of meetings of the Company's Members;
 - (b) all proceedings and resolutions of meetings of the Directors, including meetings of a committee of Directors;
 - (c) resolutions passed by Members without a meeting;
 - (d) resolutions passed by Directors without a meeting,

to be duly entered into the books kept for that purpose in accordance with the Act.

- (2) The Selection Committee will cause minutes of all proceedings and resolutions of meetings of the Selection Committee to be duly entered into the books kept for that purpose in accordance with the Act.

84. EVIDENTIARY STANDING OF MINUTES

A minute recorded and signed in accordance with the Act is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

85. INSPECTION OF MINUTE BOOKS

Books containing the minutes of the Company's Members and resolutions passed by Members without a meeting will be open for inspection by any Member free of charge.

86. INSPECTION OF ACCOUNTING RECORDS AND OTHER DOCUMENTS

Subject to the Act, the Directors shall determine whether and to what extent, and at what time and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to the inspection of Members other than Directors, and a Member other than a Director does not have the right to inspect any document of the Company except as provided by law or authorised by the Directors or by the Company in meeting of the Company's Members.

87. EXECUTION OF DOCUMENTS

- (1) The Company may have a Seal, known as the common seal, on which its name, its Australian Company Number and the words "Common Seal" are engraved.
- (2) If the Company has a seal the Directors shall provide for the safe custody of the Seal.
- (3) The Seal shall be used only by the authority of the Directors, or of a committee of the Directors authorised by the Directors to authorise the use of the Seal.
- (4) The Company may execute a document by affixing the Seal to the document where the fixing of the Seal is witnessed by:-
 - (a) two Directors; or
 - (b) one Director and one Secretary; or
 - (c) one Director and another person appointed by the Directors for that purpose.

The signature of such persons may be affixed to the document by manual, autographic or mechanical means.

- (5) The Company may execute a document without using a seal if the document is signed by:-
 - (a) two Directors; or
 - (b) one Director and one Secretary; or

- (c) one Director and another person appointed by the Directors for that purpose.

The signature of such persons may be affixed to the document by manual, autographic or mechanical means.

- (6) A facsimile signature may not be affixed to a document unless the auditors, internal auditors or bankers of the Company have reported to the Board in writing that the document may be sealed in that manner.

88. CREATION, AMENDMENT AND REPEAL OF BY-LAWS

The Board has power to make By-Laws concerning membership application and qualification for membership of the Company and any other matter which the Board believes suitable for including in such By-Laws.

89. AMENDMENT OF CONSTITUTION

The Company may only alter this Constitution by special resolution passed at a general meeting of the Members.

FINANCIAL MATTERS

90. ACCOUNTS

The Directors will cause to be kept proper books of account in which will be kept true and complete accounts of the affairs and transactions of the Company. Proper books will not be deemed to be kept unless the books give a true and fair view of the state of the Company's affairs and explain its transactions.

91. AUDIT

- (1) The provisions in this Article 91 shall apply to the Company unless the Company is a Small Company or is otherwise exempted under the Act from the requirement to be audited.
- (2) A registered company auditor must be appointed. No appointment of an auditor shall be effective unless the auditor has first tendered to the Company a signed consent to so act.
- (3) The auditor must not be an officer of the Company.
- (4) The first auditor shall be appointed within one (1) month of the registration of the Company by:—
- (a) the Directors; or
 - (b) the Members,

and shall hold office until the first Annual General Meeting of the Company.

- (5) The Company must:–
 - (a) at its first Annual General Meeting appoint an auditor; and
 - (b) at each subsequent Annual General Meeting, if there is a vacancy in the office of auditor, appoint an auditor to fill the vacancy.
- (6) An auditor appointed pursuant to Article 91(5) shall hold office until resignation or removal from office or until the auditor is not capable of acting as auditor for any reason.
- (7) An auditor may be removed by resolution passed at a General Meeting.
- (8) Where an auditor resigns in accordance with Article 91(6) or is removed in accordance with Article 91(7), the Board may appoint another person to be the auditor.
- (9) The auditor appointed pursuant to Article 91(8) shall remain as auditor until the next Annual General Meeting, whereupon their appointment shall be subject to the ratification or otherwise of the Members.

92. APPLICATION OF INCOME AND PROPERTY

- (1) The income and property of the Company however derived will be applied solely towards the promotion of the objects of the Company as set out in this Constitution, and no portion of the income or the property of the Company will be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to Members of the Company.
- (2) Nothing in this Constitution shall prevent the payment in good faith:–
 - (a) of the payments contained in Articles 57 and 58 hereof;
 - (b) payment of insurance premiums to the extent permitted by the Act; and
 - (c) indemnification to the extent permitted by the Act and this Constitution.

93. DIVIDENDS AND RESERVES

No payment of dividends or other distributions to Members shall be made.

WINDING UP

94. PROCEDURE

The Company may be dissolved by a special resolution of Members at a meeting of the Company's Members.

95. CONTRIBUTION OF MEMBERS ON WINDING UP

Every Member of the Company undertakes to contribute to the assets of the Company in the event of the Company being wound up while he or she is a Member, or within one year of ceasing to be a Member such amount as may be required not exceeding one dollar (\$1.00), for the payment of the debts and liabilities of the Company contracted whilst the Member or past Member as the case may be was a Member of the Company, and the costs charges and expenses of winding up and for the adjustment of the rights of the contributors amongst themselves.

96. DISTRIBUTION OF PROPERTY ON WINDING UP

- (1) Where on the winding up of the Public Fund, the Company or the dissolution of the Company, there is a surplus of assets in the Public Fund or the Company after satisfying all the Company's liabilities and expenses, the surplus will not be paid or distributed to the Members of the Company but will be given or transferred to such other institution or company having similar objects to those described in Article 4, is an institution or body and which prohibits the distribution of income, profit or assets to its Members.
- (2) Such institution or company will be determined by the Members of the Company on or before the time of such winding up or dissolution. Failing such a determination, the institution or company shall be determined by application to the Supreme Court in Victoria.

*The foregoing Constitution was adopted unanimously by all the members
of the Company at a general meeting duly convened and held on 23rd
November, 2023.*

SCHEDULE A

AUSTRALIAN REGISTER OF NATUROPATHS AND HERBALISTS LIMITED

I/We

.....

being a Member/Members of the abovenamed Company, hereby appoint

.....of.....

or, in their absence,

.....of.....

as my/our proxy to vote for me/us on my/our behalf at the meeting of the Members of the Company to be held on the day of, 20.. . and at any adjournment of that meeting.

SIGNED this day of, 20...

SIGNATURE
OF MEMBER:

[SIGNATURE]

To be inserted if desired:–

This form is to be

used:–

- in favour of*; or
- against*

the resolution(s) appearing below.

* *Strike out whichever is not desired.*
