

AUSTRALIAN CLINICAL TRIALS ALLIANCE LIMITED[^]

ACN 168 693 972

Public Company Limited by Guarantee

CONSTITUTION

*Adopted with effect upon registration of the Company by the Australian Securities and
Investments Commission on 12 March 2014*

and

as amended on 10 September 2015 and 21 November 2017

[^] *Which name may exclude the word "Limited" if the Company is permitted to do so
under the Corporations Act.*

AUSTRALIAN CLINICAL TRIALS ALLIANCE LIMITED ¹
ACN 168 693 972

A public company limited by guarantee

Registered under the Corporations Act 2001

1. NATURE OF COMPANY AND LIABILITY

Nature of Company

1.1 The Company is a public company limited by guarantee.

Liability of Members and Guarantee on Winding Up

1.2 The liability of the Members is limited. Every Member undertakes to contribute \$10.00 to the assets of the Company if it is wound up:

- (a) while they are a Member; or
- (b) within one year after ceasing to be a Member.

2. OBJECTS

2.1 The Company aims to promote effective and cost-effective healthcare in Australia through investigator-initiated clinical trials and clinical quality registries that generate evidence to support decisions made by health practitioners, policymakers and consumers to advance the objectives of the Company set out in the following clause 2.2.

2.2 The Company, as a not-for-profit entity acting as and providing the services of a peak industry body, has the following objectives:

- (a) promoting the advantages and benefits of investigator-initiated clinical trials and clinical quality registries;
- (b) raising awareness of the need for, and valuable contributions of, clinical trials networks, coordinating centres and clinical quality registries within the healthcare system;
- (c) bringing focus to common issues impacting the conduct of clinical trials and clinical quality registries;
- (d) facilitating collaboration among clinical trials networks, coordinating centres and clinical quality registries;
- (e) coordinating communication and consultation with clinical researchers;

¹ Which name may exclude the word "Limited" if the Company is permitted to do so under the Corporations Act.

- (f) providing expert advice on investigator-initiated clinical trials and clinical quality registries to Governments, policymakers and others;
- (g) developing policy recommendations for improving the quality and impact of investigator-initiated clinical trials and clinical quality registries;
- (h) supporting the development of new clinical trials networks and clinical quality registries that conduct or support the conduct of investigator-initiated clinical trials;
- (i) coordinating projects, with the aim of improving all aspects of clinical trials and registries including efficiency;
- (j) encouraging capacity building for the clinical research workforce;
- (k) promoting education and training opportunities for clinical researchers;
- (l) fostering partnerships between clinical researchers and Governments, policy-makers, healthcare providers, industry and consumers;
- (m) providing a forum in which stakeholders can share ideas, identify areas for further development or activity, and seek to advance the purposes of the Company;
- (n) undertaking advisory, educational and promotional roles in connection with the above;
- (o) raising money to further the aims of the Company and to procure funds for the purposes of the Company;
- (p) receiving and applying funds in a manner that best advances the purposes of the Company; and
- (q) doing all things that are or may be incidental, ancillary or conducive to the advancement, promotion and/or attainment of all or any of the purposes of the Company.

2.3 It is expressly not an objective of the Company to conduct clinical trials research itself, nor to generate profits for or distribute surplus assets to its Members.

2.4 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects in clause 2.1 and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

2A TRANSITION

The provisions in Annexure B apply as part of this Constitution in accordance with their terms until the Directors elected at the 2017 annual general meeting of Members take office. Thereafter Annexure B and this clause 2A cease to have any effect and will be deemed to have been deleted from this Constitution.

3. MEMBERSHIP

Categories of Membership

3.1 Members may be:

- (a) Full Members;
- (b) Associate Members; or
- (c) Affiliate Members.

Full Members

3.2 Full Members:

- (a) May be any applicant that satisfies the Full Membership Criteria and which the Board (in its discretion) considers suitable for full membership of the Company. If the applicant is not a legal entity, an individual (referred to as a "Designate") representing or associated with the applicant may be granted Full Membership which is to be held on behalf of the applicant);
- (b) Have voting rights at meetings of Members (including the right to vote on the appointment, election or removal of Directors) and the right to nominate a candidate(s) for election as a Director as provided for in this Constitution;
- (c) May nominate an individual to the Advisory Council; and
- (d) Must adhere to the terms of this Constitution.

Associate Members

3.3 Associate Members:

- (a) May be any applicant that satisfies the Associate Membership Criteria and which the Board (in its discretion) considers suitable for associate membership of the Company. If the applicant is not a legal entity, a person (referred to as a "Designate") representing or associated with the applicant may be granted Associate Membership which is to be held on behalf of the applicant);
- (b) Do not have voting rights at meetings of Members or any power to nominate, appoint, elect or remove Directors;
- (c) May nominate an individual to the Advisory Council; and
- (d) Must adhere to the terms of this Constitution.

Affiliate Members

3.3A Affiliate Members:

- (a) May be any applicant for Membership that the Board considers satisfies the Affiliation Criteria and who the Board (in its discretion) considers suitable for

recognition as an Affiliate Member. An Affiliate Member may be a natural person or other entity, or may be a natural person representing or associated with an entity or other recognised organisation who is granted Affiliate Membership to hold on behalf of the applicant. There is no requirement for an applicant to be based in Australia to satisfy the Affiliation Criteria; and

- (b) Must adhere to the terms of this Constitution in their dealings with the Company, its Members, its Directors and its other officers.

Review of Membership Criteria

- 3.3B The criteria for Membership will be reviewed by the Board periodically, and in any event at an interval of not more than every 3 years (and more regularly as required), and must involve consultation with all Members. Any change of the criteria for Membership resulting from a review will not terminate the Membership of a Member, but may change the criteria applicable to determining eligibility for new Memberships or for Members seeking to change its Membership category among Full Membership, Associate Membership or Affiliate Membership).

Members must Pay Fees (if any)

- 3.4 All Members must do all of the following:
 - (a) pay the application fee determined in accordance with clause 4.1 (if any);
 - (b) in order to maintain Membership, pay the annual subscription in accordance with clause 4.2 and any other fees or charges determined by the Board (if any), unless waived under clause 4.4A.

Form of Application

- 3.5 An application for Membership (whether for Full, Associate or Affiliate Membership) must comply with the following requirements:
 - (a) it must be signed by the applicant;
 - (b) it must be accompanied by such documents or evidence as the Board determines;
 - (c) it must be accompanied by an application fee determined in accordance with clause 4.1 (if any).

Admission to Membership

- 3.6 Applications for Membership are to be submitted to the Office.
- 3.6A The Board must consider an application for Membership at the next meeting of the Board after receipt of the application. Incomplete applications or those requiring further information for consideration are to be returned to the applicant with such request. Other than where applications re incomplete or further information has been requested, the Board must determine, in its discretion, the admission or rejection of the applicant.

- 3.6B Without limiting the Board's discretion, the Board is to seek to be, and promote the intention to be, inclusive and to support investigator-initiated trialists and registry operators as broadly as possible. The Board is to promote consultation with applicants and seek to provide pathways for reconsideration, review and appeal review of Board decisions regarding Membership applications and classifications.
- 3.7 Notwithstanding the preceding clauses, the Board does not have to give reasons for rejecting an application for Membership.
- 3.8 If an application for Membership is rejected, the application fee and/or annual subscription (if any) received must be refunded to the applicant.
- 3.9 If an applicant is accepted for Membership the Secretary must notify the applicant of admission in the form of a receipt for the application fee and/or annual subscription (if any) received, or in such other form as the Board determines and the name and details of the applicant must be entered in the Register of Members.

Register of Members

- 3.10 The Register of Members must be kept in accordance with the Corporations Act.
- 3.11 The following details must be entered in the Register of Members in respect of each Member (in addition to the information required to be entered under the Corporations Act, if not provided for in the Corporations Act):
- (a) the full name and, where applicable, ACN of the Member;
 - (b) the address, telephone and facsimile number of the Member;
 - (c) the date of admission to and cessation of Membership;
 - (d) the date of last payment or waiver by the Board (including whether waived in full or in part) of the Member's annual subscription;
 - (e) whether the Member is a Full Member, an Associate Member or Affiliate Member;
 - (f) the Representative for the time being of the Member (if any) and the full name, address, telephone number, facsimile number and email address of the Representative;
 - (g) if the Member is a Designate, the name and details of the entity or other recognised organisation on behalf of which the Designate holds the Membership;
 - (h) such other information as this Constitution or the Board lawfully requires to be recorded in the Register of Members.
- 3.12 Each Member must notify the Secretary in writing of any change in its name, address, Representative, telephone or facsimile number as soon as practicable and in any event within one month after the change.

3A MEMBERS' REPRESENTATIVES

Appointment and Removal

- 3A.1 Each Member that is not a natural person or Designate may by notice in writing to the Company appoint and remove a natural person as its Representative to represent it, act on its behalf and exercise all powers of the Member other than powers under this clause 3A (including by attending meetings and, if the Member is eligible to do so, to speak, vote or join in calling for a poll).
- 3A.2 Each Member that is not a natural person or a Designate may by notice in writing to the Company remove any Representative. Upon receipt by the Company of a notice removing a Representative, the Company is not required to recognise that person as a Representative of the Member. If a Member removes a Representative it may by notice in writing to the Company (which may be the same notice) appoint a replacement Representative.
- 3A.3 The Representative of a Member will be the chairperson of the governing body of a Member, or a senior officer or office holder of a Member unless the Member advises the Company in writing that it is not practical for that person to act as its Representative and specifies that another person who has sufficient seniority and authority to represent the Member has been appointed as a the Member's Representative. If the Representative becomes a Director of the Company or is a candidate for election as a Director of the Company, the next most senior officer or office holder of a Member is to be appointed as the Representative of the Member.
- 3A.4 A Representative automatically ceases to be a Representative if he or she ceases to be eligible for appointment as a Representative, unless the Board has agreed otherwise in writing.

Representatives Bound by this Constitution

- 3A.5 Each Representative is bound by and must observe and act in accordance with this Constitution as if he or she were the Member that appointed it (but the Representative will have no liability to make any payment or monetary contribution that the Member is liable to pay or make). Each Member must cause its Representative to (and ensure its Representative does) observe and act in accordance with this Constitution. A breach of this Constitution by a Representative is deemed to be a breach of this Constitution by the Member which appointed him or her. The Company may deem the appointment of a Representative who evidences an intention not to be bound by or to observe this Constitution to have been removed by the Member which appointed him or her, with effect upon giving notice to that effect to the Member.

Representatives not to be Directors of the Company

- 3A.6 A Representative automatically ceases to be a Representative if he or she is or becomes a Director of the Company or is a candidate for election as a Director of the Company.

4. APPLICATION FEE AND ANNUAL SUBSCRIPTION (IF ANY)

Application Fee

- 4.1 The application fee payable by each applicant for Membership is such sum (if any) as the Board prescribes from time to time.

Annual Subscription

- 4.2 The annual subscription payable by a Member is such sum (if any) as the Board prescribes from time to time in respect of each category of Membership (which may be a nil or nominal amount, and need not be the same for all categories of Membership, and may be subject to such reductions, discounts or waivers in respect of a particular Member or classes of Members within a category of Membership as the Board thinks fit).
- 4.3 Unless waived in full by the Board under clauses 4.2 or 4.4A all annual subscriptions are due and payable in advance on 1 July in each year.
- 4.4 If a person applies for Membership after 1 January in any year, the Board may reduce or waive the annual subscription payable by the applicant in such manner as it thinks fit.
- 4.4A The Board may reduce or waive the annual subscription amount payable by a particular Member or classes of Members within a category of Membership in such manner as it thinks fit. A reduction or waiver under this clause does not relieve a Member of its obligations under clause 1.2.

Unpaid Annual Subscriptions

- 4.5 A Member ceases to be entitled to any of the rights or privileges of Membership if the annual subscription of a Member remains unpaid for two months after it becomes payable and a notice of default is given to the Member pursuant to a resolution of the Board. However, the rights or privileges of Membership may be reinstated, if the Board thinks fit to do so, on payment or waiver of all arrears.

5 REMOVAL AND CESSATION OF MEMBERSHIP

Resignation

- 5.1 A Member may resign from membership of the Company by giving written notice to the Secretary.
- 5.2 Subject to clauses 5.4B and 5.4C, the resignation of a Member is deemed to take effect from the date of receipt of the notice of resignation or such later date as is provided in the notice.

Failure to Pay

- 5.3 If a Member has not paid all unwaived arrears of annual subscriptions or such other fees or charges owed to the Company or, if paid or waived, the Member's rights and privileges are not reinstated, both of the following applies in respect of that Member:

- (a) The Member remains liable for all the obligations and liabilities of membership for six months after the date of notification under clause 4.5.
- (b) The Member ceases to be a Member and the Member's name must be removed from the Register of Members at the end of the six month period.

Other Cessation of Membership

- 5.4 A Member which is a company or other body corporate ceases to be a Member on any Termination Event occurring in respect of the Member.
- 5.4A A Designate ceases to be a Member on any Termination Event occurring in respect of the entity or other recognised organisation upon whose behalf the Designate holds the Membership.
- 5.4B A Designate ceases to be a Member if elected or appointed as a Director (but may revert to being a Designate upon ceasing to be a Director provided any successor Designate ceases to be a Member). The entity or other recognised organisation the Designate upon whose behalf the Designate held the Membership may by notice to the Company in writing specify a successor Designate, and that successor Designate will in the absence of any objection by the Board be substituted as to hold the Membership in lieu of and with all the rights and duties of the previous Designate, with effect from the election or appointment of the former Designate as a Director.
- 5.4C A Designate ceases to be a Member if the entity or other recognised organisation the Designate upon whose behalf the Designate held the Membership with requests by notice to the Company in writing that another person hold the Membership on its behalf as a successor Designate. That successor Designate will in the absence of any objection by the Board be substituted to hold the Membership in lieu of and with all the rights and duties of the previous Designate, with effect from the time specified by the Board.
- 5.4D A natural person who to hold Membership on behalf of entity or other recognised organisation as a Designate is deemed to have agreed to resign as and/or accept the termination of his or her Membership as provided for in clauses 5.4A, 5.4B and 5.4C (as applicable), and it is a condition of the Designate becoming a Member that he or she has so agreed and will act accordingly.

Removal from Membership

- 5.5 The Board may at its discretion convene a meeting of Members to consider the removal of a Member from the Register of Members if the person is no longer considered suitable for Membership of the Company by a majority of the Board.
- 5.6 The Board will be required to provide at least two month's written notice to any Member of any intention to remove the person from the Register of Members so as to enable the Member to provide any written representations to the Company.
- 5.7 Where any written representations are made by the Member and the Member requests that the representations be notified to Members of the Company, the Company must do both of the following:

- (a) state, in any notice of the resolution given to Members of the Company, that the representations have been made.
 - (b) send a copy of the representations to every Member of the Company to whom the notice of the meeting has been or is sent.
- 5.8 The requirements in clause 5.7 do not apply to the Company if the representations are received by it too late for it to satisfy those requirements.
- 5.9 If a copy of the representations is not so sent because they were received too late or because of the Company's default, the Member may, without affecting any right to be heard orally, require the representations be read out at the meeting.
- 5.10 Copies of the representations need not be sent out and the representations need not be read out at the meeting if the Board is satisfied on reasonable grounds that the rights conferred by clause 5.7 are being abused to secure needless publicity for defamatory matter.
- 5.11 The Board does not have to give reasons for recommending the removal of any Member from the Register of Members.
- 5.12 An ordinary resolution of Members is required to pass the necessary resolution to remove a Member under clause 5.5.

6 PAYMENTS TO MEMBERS

Payments, Services and Information

- 6.1 The Company may make a payment to a Member in good faith for any of the following:
- (a) remuneration to any officers or employees of the Member for services actually rendered to the Company (including payment of directors' fees in accordance with clause 10.1).
 - (b) an amount to any Member in return for any services actually rendered to the Company or for goods supplied in the ordinary and usual course of business.
 - (c) reasonable and proper interest on money borrowed from any Member.
 - (d) reasonable and proper rent for premises let by any Member to the Company.
- 6.2 The Company may distribute government grant monies to Members where the grant is expressly on the basis that the monies may be used for the benefit of Members.
- 6.3 Nothing in this clause 6 prevents the Company from providing services or information to the Members on terms which are different from the terms on which services or information are provided to persons who are not Members.
- 6.4 For the avoidance of doubt, above does not limit the ability of the Company to make payments to Representatives of Members in good faith for any proper purpose.

7 MEETINGS OF MEMBERS

Convening of Meeting by Members

- 7.1 The Board must call and arrange to hold a meeting of Members validly requested by Members under the Corporations Act². A Director may call and arrange to hold a meeting of Members validly requested by Members under the Corporations Act if the Board does not do so within the time required under the Corporations Act.

Notice of Meeting

- 7.2 Written notice of a meeting must specify the place, the day and the hour of meeting of Members and the general nature of the business to be transacted, any other matters as are required by the Corporations Act, and (if the meeting is to be held in two or more places) the technology that will be used to facilitate the meeting.
- 7.3 A notice of a meeting may be given by any form of communication permitted by the Corporations Act.
- 7.4 The accidental omission to give notice of any meeting to, or the non receipt of a notice by, a person entitled to receive notice does not invalidate a resolution passed at the meeting.

Cancellation of Meetings

- 7.5 The Board may cancel a meeting of Members, other than a meeting which it is required to convene and hold under the Corporations Act.
- 7.6 A meeting of Members may only be cancelled in accordance with clause 7.6 if notice of the cancellation is given to all persons entitled to receive notice of the meeting at least two business days prior to the time of the meeting as specified in notice of meeting.

Quorum at Meetings of Members

- 7.7 Business may not be transacted at a meeting of Members unless a quorum of members is present at the time when the meeting proceeds to business.
- 7.8 Except as otherwise set out in this Constitution, the presence (in person, by Representative, attorney or proxy) of the lesser of ten Members or half of the total number of Members is a quorum.
- 7.9 If a quorum is not present within half an hour from the time appointed for the meeting of Members or a longer period allowed by the chairperson:

² Note (not forming part of this Constitution): as at 10 September 2015, section 249D(1) of the Corporations Act provided that:

“The directors of a company must call and arrange to hold a general meeting on the request of:
(a) members with at least 5% of the votes that may be cast at the general meeting; or
(b) at least 100 member who are entitled to vote at the general meeting.”

- (a) if the meeting was convened by or on the requisition of Members, it must be dissolved.
 - (b) otherwise, it must stand adjourned to the same day in the next week at the same time and place or to another day and at another time and place determined by the Board.
- 7.10 If a meeting of Members has been adjourned to another time and place determined by the Board, not less than seven days' notice of the adjourned meeting must be given in the same manner as in the case of the original meeting.

Quorum at Adjourned Meetings

- 7.11 At the adjourned meeting of Members the presence (in person, by Representative, attorney or proxy) of the lesser of five Members or half of the total number of Members is a quorum but if a quorum is not present within half an hour after the time appointed for the meeting, the meeting must be dissolved.

Appointment of Chairperson

- 7.12 If the Board has elected one of its number as chairperson of its meetings, that person is entitled to preside as chairperson at every meeting of Members.
- 7.13 The Directors present at a meeting of Members must elect one of their number to chair the meeting if either of the following applies:
- (a) a Director has not been elected as the chairperson of Board meetings.
 - (b) that chairperson is not present within 15 minutes after the time appointed for the holding of the meeting, or is unwilling to act.
- 7.14 The Members present at a meeting must elect one of their number to chair a meeting of Members if there are no Directors present within 15 minutes after the time appointed for the holding of the meeting or all Directors present decline to take the chair.

Chairperson's Powers

- 7.15 Subject to the terms of this Constitution dealing with adjournment of meetings of Members, the ruling of the chairperson of the meeting on all matters relating to the order of business, procedure and conduct of the meeting is final and no motion of dissent from a ruling of the chairperson may be accepted.
- 7.16 The chairperson, in their discretion may expel any Member, Director or other person from a meeting of Members if the chairperson reasonably considers that the Member's, Director's or other person's conduct is inappropriate behaviour. Any of the following conduct may be considered inappropriate in a meeting:
- (a) the use of offensive or abusive language which is directed to any person, object or thing.
 - (b) attendance at the meeting while under the influence of any kind of drug including but not limited to any alcoholic substance.

(c) the use or consumption of any drug by a person at the meeting.

Adjournment of Meetings

- 7.17 The chairperson of a meeting of Members may, with the consent of any meeting at which a quorum is present, and must if so directed by the meeting, adjourn the meeting to another time and to another place.
- 7.18 The only business that may be transacted at any adjourned meeting of Members is the business left unfinished at the meeting from which the adjournment took place.
- 7.19 When a meeting of Members is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 7.20 Except when a meeting of Members is adjourned for 30 days or more, it is not necessary to give a notice of an adjournment or of the business to be transacted at an adjourned meeting.

Voting Rights of Full Members

- 7.21 On a show of hands every person present who is a Representative of a Full Member has one vote.
- 7.22 On a poll every Full Member present by their Representative or by proxy or by their attorney has one vote.
- 7.22A In a ballot for the election of one or more Directors, every Full Member present by their Representative or by proxy or by their attorney has the number of votes equal to the number of Directors to be elected by that ballot. A Full Member, their Representative or by proxy or by their attorney is not obliged to cast all the votes available to it in a ballot.

Voting Procedure at a Meeting of Members

- 7.23 Subject to clause 7.23A in respect of ballots to elect one or more Directors, at a meeting of Members a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is demanded before that vote is taken or before the result is declared or immediately after the result is declared.
- 7.23A The election of one or more Directors must be by anonymous ballot if there are more candidates eligible for election than the number of Directors to be elected, however if the number of candidates is equal to or less than number of Directors to be elected, each eligible candidate must be elected by resolution (either by a show of hands or a poll, as applicable) without a ballot. The receiving officer shall be the Company Secretary, or any other individual nominated by the Board to fulfil this role. The outcome of the election but not the vote tally will be made known.
- 7.24 Subject to clause 7.23A in respect of ballots to elect one or more Directors, if a poll is not duly demanded, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the minutes of the proceedings of the Company, in conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

Demand for a Poll

- 7.25 Subject to clause 7.29A, a poll may be demanded by either:
- (a) the chairperson.
 - (b) at least five Full Members entitled to vote on the resolution.
 - (c) Full Members with at least 5% of the votes that may be cast on the resolution on a poll.
- 7.26 The demand for a poll may be withdrawn.
- 7.27 The demand for a poll does not prevent the continuance of a meeting of Members for the transaction of business other than the question on which a poll is demanded.
- 7.28 If a poll is duly demanded, it must be taken in the manner and, except as to the election of a chairperson or on a question of adjournment, either at once or after an interval or adjournment or otherwise as the chairperson directs. The result of the poll is the resolution of the meeting of Members at which the poll is demanded.
- 7.29 A poll demanded on the election of a chairperson or on a question of adjournment must be taken immediately.
- 7.29A A poll cannot be demanded validly in respect of an election of a Director or of Directors by ballot.

Vote of the Chairperson at Meetings

- 7.30 The chairperson of a meeting of Members is entitled to a second or casting vote. If the result of a ballot is that two or more candidates receive an equal number of votes and the outcome of the vote as between those candidates can be decided by a second or casting vote of the chairperson of the meeting, chairperson of the meeting must exercise the second or casting vote by lot or other impartial means.

Objections to Voter Qualification

- 7.31 No objection may be raised to the qualification of a voter except at the meeting of Members or adjourned meeting of Members at which the vote objected to is given or tendered.
- 7.32 An objection to the qualification of a voter must be referred to the chairperson, whose decision is final.
- 7.33 Subject to clause 7.33A, a vote not disallowed according to an objection as provided in this Constitution is valid for all purposes.
- 7.33A A vote may be cast in a poll or on a ballot pending the determination of an objection, and is to be counted or excluded from counting to determine the outcome of the poll or ballot according to the decision of the chairperson under clause 7.32.

Mode of Meeting for Members

- 7.34 A meeting of Members may be called or held using any technology consented to by all the Members. The consent may be a standing one. A Member may only withdraw their consent within a reasonable period before the meeting. The Members may otherwise regulate their meetings as they think fit.

Resolution in Writing

- 7.35 If, and then if so to the extent, permitted by law a resolution in writing signed by all Members is to be treated as a determination of the Members passed at a meeting of the Members duly convened and held.
- 7.36 Subject to clause 7.35, a resolution in writing may consist of several documents in like form, each signed by one or more Members and if so signed it takes effect on the latest date on which a Member signs one of the documents.
- 7.37 Subject to clause 7.35, if a resolution in writing is signed by a proxy of a Member, it must not also be signed by the appointment Member and vice versa.
- 7.38 Subject to clause 7.35, in relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of Members is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

8 PROXIES AND REPRESENTATIVES

Proxies and Representatives of Members

- 8.1 At meeting of Members each Full Member entitled to vote may vote by their Representative (if present) or by proxy or by attorney.
- 8.1A A completed ballot paper signed by a Member, its Representative or an attorney delivered to the Company (which may be delivered in any way proxies or notices may be given to the Company under this Constitution or the Corporations Act or presented at a meeting) is deemed to be as effective as the votes that may be cast in the ballot by that Member, its Representative, proxy or attorney (and shall not be invalidated because a candidate withdraws or is validly added to the candidates for election by that ballot). A Member, its Representative, proxy or attorney attending a meeting may alter or withdraw a ballot paper delivered to the Company before the meeting (and vote in the ballot using the amended ballot paper or a replacement ballot paper).
- 8.2 Subject to the terms of their appointment, a person attending as a Representative, proxy, or as the attorney of a Member has all the powers of a Member, except where expressly stated to the contrary.

Appointment of Proxies

- 8.3 A Member may appoint another person as their proxy to attend and vote instead of the Member. A proxy need not be a Member, a Designate or a Representative.

- 8.4 A document appointing a proxy must be in writing, in any form permitted by the Corporations Act and executed in accordance with the Corporations Act by the Member making the appointment. A Representative is deemed to be capable of executing a proxy on behalf of the Member which appointed the Representative (and is to be treated by the Company and the Member as being duly authorised by the Member for the purposes of the Corporations Act and all other purposes).

Authority of Proxies

- 8.5 A document appointing a proxy may specify the manner in which the proxy is to vote in respect of a particular resolution and, where the document so provides, the proxy is not entitled to vote on the resolution except as specified in the document.
- 8.6 Except as expressly provided by the document appointing a proxy, an appointment of a proxy confers authority to do all things that the Member can do in respect of a meeting. Without limitation, a proxy is entitled to vote on a show of hands, on a poll, and in a ballot.

Verification of Proxies

- 8.7 Before the time for holding the meeting of Members or adjourned meeting of Members at which a proxy proposes to vote, both of the following documents must be deposited with the Company:
- (a) the document appointing the proxy; and
 - (b) if the appointment is signed by the appointor's attorney (other than a Representative), the authority under which the appointment was signed or a certified copy of that authority.
- 8.8 Those documents must be either:
- (a) received at the Office, at a fax number at the Office or at another place, fax number or electronic address specified for that purpose in the notice convening the meeting of Members not less than 24 hours before the time for holding the meeting; and
 - (b) produced to the chairperson of the meeting of Members before the proxy votes.
- 8.9 If a meeting of Members has been adjourned, an appointment and any authority received by the Company at least 24 hours before the resumption of the meeting are effective for the resumed part of the meeting.

Validity of Proxies

- 8.10 A proxy document is invalid if it is not deposited or produced prior to a meeting of Members or a vote being taken as required by this Constitution.
- 8.10A The powers and rights of a proxy are suspended if the Representative of the Member who appointed the Proxy is present at the meeting of Members (unless the proxy is the Representative).

Revocation of Appointment of Proxy

8.11 A vote given in accordance with the terms of a proxy document or power of attorney is valid despite the occurrence of any one or more of the following events if no intimation in writing of any of those events has been received by the Company at the Office before the commencement of the meeting of Members or adjourned meeting of Members at which the proxy or power of attorney is used:

- (a) the previous death or unsoundness of mind of the principal.
- (b) the revocation of the instrument or of the authority under which the instrument was executed.

9 APPOINTMENT AND RETIREMENT OF DIRECTORS

Number of Directors

9.1 Until otherwise determined in accordance with this Constitution, the number of Directors must not be less than 6 or more than 15, including independent Directors appointed under clause 9.3A.

9.2 The Company may, by resolution, increase or reduce the number of Directors and may also determine in what rotation the increased or reduced number is to go out of office.

9.3 Alternate Directors are not to be treated as Directors for the purpose of determining the minimum or maximum number of Directors holding office.

9.3A The Board will include a minimum of 3 Directors and maximum of 4 Directors appointed by the Board as independent Directors. Independent Directors appointed under this clause 9.3A are expressly not appointed as casual vacancy appointments. The Board will determine whether the individuals are recognised as being independent. One of the independent Directors appointed under this clause 9.3A will be a person who the Board considers represents the interests of healthcare consumers. The other independent Directors to be appointed under this clause 9.3A are to be persons who the Board considers will assist the Board by providing a balance of skills and knowledge in relation to expertise in fields such as legal and financial or other relevant fields in which the Board perceives there lack of existing skills and knowledge at the time of their appointment. The term of office of a Director appointed under this clause 9.3A will end at the earlier of:

- (a) the end of the term determined and specified by the Board at the time of and as a condition of the appointment of the Director; or
- (b) the third annual general meeting of Members after the annual general meeting of Members at which he or she was appointed (if appointed at an annual general meeting); or
- (c) the third annual general meeting of Members after the annual general meeting of Members immediately preceding his or her appointment.

Qualification and Election of Directors

- 9.4 A Director must not be a Representative.
- 9.4A The election of Directors, and appointment of Directors as casual vacancy appointments if there is a vacancy remaining after an annual general meeting of Members are to be arranged and conducted as provided for in and in accordance with Annexure A and such other provisions of this Constitution as refer to or are applicable to the election or appointment of Directors.

Retirement of Directors

- 9.5 At each annual general meeting of the Company in the third and subsequent years after registration of the Company the following Directors must retire from office:
- (a) one third of the Directors for the time being, or, if their number is not three or a multiple of three, then the number nearest one third; and
 - (b) any other Director, except a Managing Director, who has been in office for three years or more since the later of the second anniversary of the registration of the Company or that Director's appointment, election or last re-election as a Director.
- 9.6 The Directors to retire an annual general meeting under clause 9.5(a) are those who have been longest in office since the later of their appointment, election or last election. If two or more persons became Directors on the same day, those to retire must be determined by lot unless they otherwise agree among themselves.
- 9.7 A Director retiring at an annual general meeting who is not disqualified by law from being reappointed is eligible for re-election provided that no Director may hold office for more than two consecutive terms. This provision will not prevent a Director who has ceased to hold office after to holding office for up to two consecutive terms subsequently being elected or appointed and holding office for up to two consecutive terms if he or she was not a Director at the time of his or her subsequent election or appointment (other than where he or she ceased to hold office in during the preceding 12 months)
- 9.8 A Director may retire from office by giving notice in writing to the Company of that Director's intention to retire. A notice of resignation takes effect at the time which is the later of the time of giving the notice to the Company and the expiration of the period, if any, specified in the notice.

Casual Vacancies

- 9.9 Subject to Appendix A where a vacancy results from the non-election of a Director to fill a vacancy, the Board or the surviving Director (if only one) or Directors (if only two) may at any time appoint a person to be a Director to fill a casual vacancy. The total number of Directors may not exceed the number fixed in accordance with this Constitution.
- 9.10 A Director appointed under clause 9.9 holds office only until the next annual general meeting of Members after the appointment and is then eligible for re-election.

- 9.11 A Director appointed under clause 9.9 must not be taken into account in determining the Directors who are to retire by rotation at that annual general meeting of Members.

Removal from Office

- 9.12 The Company may by ordinary resolution remove a Director from office and may by ordinary resolution appoint another person as a replacement.
- 9.13 A person appointed to replace a Director removed from office must retire as a Director at the time ascertained as if the person became a Director on the date on which the Director removed from office was elected or last re-elected a Director.

Vacation of Office

- 9.14 In addition to the circumstances in which the office of a Director becomes vacant by virtue of the Corporations Act or another provision of this Constitution, the office of Director becomes vacant if any of the following occurs:
- (a) The Director becomes insolvent under administration.
 - (b) The Director becomes 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.
 - (c) The Director is absent without the consent of the Board from the meetings of the Board held during a continuous period of six months and the Board resolves that the office of that Director be vacated.
 - (d) The Director becomes prohibited from being a Director by reason of an order made under the Corporations Act or any other applicable law.

Board Register

- 9.14A The Board Register must be kept in accordance with the Corporations Act.
- 9.14B The following details must be entered in the Board Register in respect of each Director (in addition to the information required to be entered under the Corporations Act, if not provided for in the Corporations Act):
- (a) the full name of the Director;
 - (b) the Director's address, telephone number, facsimile number and email address;
 - (c) the date upon which the Director was first elected or appointed as a Director;
 - (d) each date upon which the Director was elected or appointed as a Director (including but not only by being re-elected);
 - (e) the number of consecutive terms (including the present term) for which the Director has held office (disregarding any term expiring at or before the 2015 annual general meeting of Members);

- (f) whether the Director is recognised as holding a Skills and Experience Qualification;
- (g) whether the Director was appointed under clause 9.3A as an independent Director (and if so, whether a term of office was determined and specified by the Board at the time of and as a condition of the appointment of the Director, and that term if so determined and specified);
- (h) the date a Director ceased to be a Director; and
- (i) such other information as this Constitution or the Board lawfully requires to be recorded in the Board Register.

9.14C Each Director must notify the Secretary in writing of any change in his or her name, address, telephone or facsimile number, or email address as soon as practicable and in any event within one week after the change.

10 DIRECTORS' REMUNERATION

Determination of Fees

- 10.1 Subject to clauses 10.4 and 10.5, if payment is to be made to Directors for services as Directors, payment must be paid by way of fees for their services the amount, if any, of which is to be determined from time to time by the Company in general meeting.
- 10.2 Subject to clauses 10.1, 10.4 and 10.5 Directors' fees accrue from day to day.

Payment for Expenses

- 10.3 The Directors may be paid all travelling, accommodation, and other expenses properly incurred by them in attending and returning from meetings of the Board or any committee or meetings of Members or otherwise in the execution of their duties as Directors.

Payment for Services

- 10.4 A Director who is called upon to perform extra services or to make a special exertion or to undertake executive or other work for the Company beyond or outside of the Director's ordinary duties or is engaged to provide any other service, may be paid a fee for those services, exertions or work.
- 10.5 The additional amount may be paid either by fixed sum or salary determined by the Board and either in addition to or in substitution for the fees otherwise payable to the Director.

Payments to Former Directors

- 10.6 Subject to the Corporations Act, the Board may determine that the Company pay a gratuity, pension or allowance, at the time of or following retirement or other vacation of office to a Director or to a relative of a Director and make contributions to any fund and pay any premiums for the purchase or provision of that gratuity, pension or allowance.

11 POWERS OF DIRECTORS

- 11.1 The Board (or Directors authorised or designated by the Board) may exercise all those powers of the Company as are not, by the Corporations Act or by this Constitution, required to be exercised by the Members in general meeting or otherwise.
- 11.2 The Board may issue, amend or revoke Regulations from time to time.
- 11.3 All Regulations are binding on the Company, the Board and the Members.
- 11.4 In the event of any conflict between a Regulation and this Constitution, this Constitution will prevail to the extent of the conflict.
- 11.4A Each Director must act and exercise their powers in accordance with the Corporations Act, all other applicable laws, this Constitution and any Regulations in the interests of the Company as a whole. Directors are not elected or appointed to represent, to promote or to act in the interests of a particular Member or Members (whether within the meaning of or for the purposes of section 203D of the Corporations Act or otherwise). Without limiting the foregoing, Directors expressly do not represent the Member which nominated them or Members having common characteristics such as membership or affiliation criteria in common.

12 PROCEEDINGS OF DIRECTORS

Convening of Board Meetings

- 12.1 A Director may at any time, and a Secretary must on the requisition of a Director, convene a meeting of the Board.

Notice of Board Meetings

- 12.2 Notice of each meeting of the Board must be given to each Director at least 24 hours before the meeting or at another time determined by resolution of the Board.
- 12.3 Despite that requirement all Directors may waive in writing the required period of notice for a particular meeting and it is not necessary to give a notice of a meeting of the Board to a Director who is out of Australia or who has been given leave of absence.

Mode of Meeting for the Board

- 12.4 A Board meeting may be called or held using any technology consented to by all the Directors. The consent may be a standing one. A Director may only withdraw their consent within a reasonable period before the meeting. The Directors may otherwise regulate their meetings as they think fit.

Quorum at Board Meetings

- 12.5 At a meeting of the Boards, the number of Directors whose presence is necessary to constitute a quorum is the lesser of six or half the number of Directors.

- 12.6 If the number of Directors is reduced below the number required by law or necessary for a quorum of the Board, the continuing Director or Directors may act only to appoint additional Directors to the number necessary for a quorum or to convene a meeting of Members of the Company.

Voting at Board Meetings

- 12.7 Questions arising at a meeting of the Board must be decided by a majority of votes of Directors present and voting. A decision of the majority is for all purposes a decision of Board.

Appointment of Chairperson of Directors

- 12.8 The Board may by resolution elect a Director as chairperson to chair their meetings and determine the period for which the person elected is to hold office.

- 12.9 If a chairperson has not been elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting or is unwilling to act, the Directors present may choose one of their number to chair the meeting.

- 12.9A For the avoidance of uncertainty:

- (a) the passing or assumption of the chair at a meeting of Members, or the election of a person to chair at a meeting of Members if the chairperson of the Board is absent or not willing to act, does not terminate the appointment or office of the chairperson of the Board; and
- (b) if there is no chairperson of the Board for the time being, the last surviving chairperson of the Board shall (pending election of a replacement chairperson of the Board) be the chairperson of meetings as if he or she were the chairperson of the Board, unless that person is not willing to act, was removed from office as a Director by the a resolution of the Members or is not permitted by law to act as a director of a public company. If there is no such person, or that person is not willing to act, the Secretary for the time being or a person chosen by them for the time being (which choice may be for a specified period or purpose and may be revoked at will) shall be the chairperson of meetings as if he or she were the chairperson of the Board.

Chairperson's Vote at Board Meetings

- 12.10 The chairperson has a second or casting vote at meetings of the Board.

Participation where Directors Interested

- 12.11 A Director may be present and may vote on a matter before the Board if and to the extent that they are permitted to do so under the Corporations Act.

- 12.12 If there are not enough Directors to form a quorum as a result of a Director having an interest which disqualifies that Director from voting then one or more of the Directors (including those who have the disqualifying interest in the matter) may call a meeting of Members of the Company and the meeting may pass a resolution to deal with the matter.

Delegation of Powers to Committee

- 12.13 The Board may form, and delegate any of its powers to, committees consisting of Directors and/or other persons as it thinks fit to act in Australia or elsewhere.
- 12.14 The exercise of a power by a committee in accordance with this Constitution and the delegation of powers to the committee by the Board are to be treated as the exercise of that power by the Board.
- 12.15 In the exercise of any powers delegated to it, a committee formed by the Board must conform to the directions of the Board.
- 12.15A A committee formed by the Board may be dissolved by the Board.

Advisory Council

- 12.15B The Advisory Council will be an advisory body (and expressly is not a committee).
- 12.15C Each Full Member and Associate Members will be represented on the Advisory Council by a participants appointed by the Member. The Advisory Council will comprise:
- (a) one participant appointed by each Full Member and each Associate Member;
 - (b) persons who appointed or invited by the Board.
- 12.15D A minimum of one meeting of the Advisory Council will be held each year. A proxy may attend on behalf of a member of the Advisory Council.
- 12.15E The functions, role and objectives of the Advisory Council include:
- (a) providing advice to the Board;
 - (b) providing a forum to for Members (through participants) to discuss issues affecting the investigator-initiated clinical trials and registries sector;
 - (c) providing a mechanism for advising the Board on relevant issues and emerging trends in clinical trials and key strategic objectives of the Company;
 - (d) providing an opportunity for Members (through participants) to network and come together with representatives of the sector;
 - (e) assuming an active role in Membership recruitment and retention;
 - (f) serving as a forum within the Company where participants can represent their appointing Member's interests, in addition to the broader interests of the Members and the Company.

Proceedings of Committees

- 12.16 Except as provided in a direction of the Board, the meetings and proceedings of a committee formed by the Board must be governed by the provisions of this

Constitution, in so far as they are applicable, as if meetings and proceedings of the committee are meetings and proceedings of the Board.

Validity of Acts of Directors

- 12.17 All acts done by a meeting of the Board or of a committee or by a person acting as a Director are valid even if it is later discovered that there is a defect in the appointment of a person to be a Director or a member of the committee or the formation of the committee, or that they or any of them were disqualified or were not entitled to vote.

Minutes

- 12.18 The Board must cause minutes of all proceedings of meetings of Members, of meetings of the Board and of committees to be entered, within one month after the relevant meeting is held, in books kept for the purpose.
- 12.19 The Board must cause all minutes, except resolutions in writing treated as determinations of the Board, to be signed by the chairperson of the meeting at which the proceedings took place or by the chairperson of the next succeeding meeting.

Resolution in Writing

- 12.20 A resolution in writing may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents.
- 12.21 A resolution in writing may consist of several documents in like form, each signed by one or more Directors and if so signed it takes effect on the latest date on which a Director signs one of the documents.
- 12.22 If a resolution in writing is signed by an alternate Director, it must not also be signed by the appointor of the alternate Director and vice versa.
- 12.23 In relation to a resolution in writing a document generated by electronic means which purports to be a facsimile of a resolution of the Board is to be treated as a resolution in writing and a document bearing a facsimile of a signature is to be treated as signed.

13 ALTERNATE DIRECTORS

Appointment of Alternate Directors

- 13.1 Subject to the approval of the Board, a Director may appoint a person to be an alternate Director in the Director's place, during such period or periods that the Board approves.
- 13.2 The proposed appointment of an alternate Director must be in writing, signed by the Director and the person proposed as alternate Director and specify the period or periods for which the alternate Director is to act.

- 13.3 The appointment of an alternate Director takes effect from the date of approval by the Board.

Powers of Alternate Director

- 13.4 Except as expressly provided in this Constitution, an alternate Director is subject in all respects to the terms and conditions applying to the other Directors except for the provisions of this Constitution which relate to the election of Directors, their fees and remuneration and the power to appoint an alternate Director.

- 13.5 An alternate Director has all of the following entitlements:

- (a) to perform all the duties of a Director while the Director who appointed the alternate Director is not exercising or performing them.
- (b) to receive notice of meetings of the Board and of any committee of which the Director who appointed the alternate Director is a member.
- (c) to attend and vote at meetings of the Board Directors and of any committee of which the Director who appointed the alternate Director is a member if the Director who appointed the alternate Director is not present.

Termination of Appointment of Alternate Directors

- 13.6 The appointment of an alternate Director is immediately terminated if any of the following circumstances occurs:

- (a) the Director who appointed the alternate Director ceases for any reason to be a Director.
- (b) the Director who appointed the alternate Director gives notice of termination of the appointment to the Company.
- (c) the Board resolves to terminate the appointment after giving seven days' notice of intention to remove the alternate Director to the Director who appointed the alternate Director.

14 EXECUTIVE OFFICER or CHIEF EXECUTIVE OFFICER

The Board may appoint an Executive Officer or Chief Executive Officer and may at any time terminate the appointment. The Board may determine the terms and conditions of the appointment of the Executive Officer or Chief Executive Officer, including remuneration. The day-to-day operational management and development activities of the Company are delegated to the Executive Officer or Chief Executive Officer by the Board and she or he reports directly to the chairperson of the Board for the time being.

15 SECRETARY

The Board may appoint one or more Secretaries and may at any time terminate the appointment or appointments. The Board may determine the terms and conditions of appointment of a Secretary, including remuneration. Any one of the Secretaries may carry out any act or deed required by this Constitution, the Corporations Act or by any other statute to be carried out by the secretary of the Company.

16 INDEMNITY AND INSURANCE

Indemnity

- 16.1 Every officer and past officer of the Company shall be indemnified by the Company, to the fullest extent permitted by law, against a liability incurred by that person as an officer of the Company or a subsidiary of the Company, including without limitation legal costs and expenses incurred in defending an action.

Insurance Premiums

- 16.2 The Company may pay the premium on a contract insuring a person who is or has been an officer of the Company to the fullest extent permitted by law.

17 SEALS AND EXECUTION OF DOCUMENTS

Custody of Seal

- 17.1 If the Company has one, the Board must provide for the safe custody of the Seal.

Execution of Documents

- 17.2 The Company may execute a document by affixing the Seal to the document by any manner authorised by law, including where the fixing of the Seal is witnessed by any of the following:

- (a) by two Directors.
- (b) by a Director and the Secretary.
- (c) by a Director and some other person appointed or authorised for the purpose (generally or specifically) by the Board.

- 17.3 The Company may execute a document without the use of a seal by any manner authorised by law, including by the document being signed by any of the following:

- (a) two Directors.
- (b) a Director and the Secretary.
- (c) any person appointed or authorised for the purpose (generally or specifically) by the Board.

Official Seals

- 17.4 The Company may have for use in place of the Seal outside the jurisdiction where the Seal is kept one or more official seals, to be used in accordance with procedures approved by the Board.

18 SURPLUS ASSETS, WINDING UP OR DISSOLUTION

In the event of the organisation being dissolved or wound up, the amount that remains after such dissolution or winding up, after satisfaction of all debts and liabilities shall be

transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

19 ACCOUNTS, AUDIT AND RECORDS

Accounts

- 19.1 The Board must cause proper accounting and other records to be kept and financial statements and reports to be prepared in accordance with the Corporations Act.

Audit

- 19.2 The Board must appoint a registered company auditor if required to do so under the Corporations Act.

Rights of Inspection

- 19.3 Subject to the Corporations Act the Board determines whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the Company or any of them are 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 Board or by the Company in general meeting.

20 NOTICE

Persons Authorised to Give Notices

- 20.1 A notice by either the Company or a Member in connection with this Constitution may be given on behalf of the Company, the Board, a Director or Member by a solicitor of the Company, Board, Director or Member, or by a director or company secretary of the Company or Member. A reference to a "notice" in this Constitution includes documents, forms and other communications in written or electronic form (other than verbal communications). An electronic image of a document will be deemed to be as effective for the purposes of giving notices and other communications as the original of the document.
- 20.2 The signature of a person on a notice given by or to the Company may be written, printed, stamped or be an electronic image. A notice given by email or other electronic means will be deemed to have been signed if it includes a statement or otherwise appears that the document was signed (including but not only by use of the words "signed by" or similar).

Method of Giving Notices

- 20.3 In addition to the method for giving notices permitted by statute, a notice by the Company, the Board, a Director or a Member in connection with this Constitution may be given to the addressee by any of the following means:
- (a) by delivering it to a street address of the addressee.
 - (b) by sending it by prepaid ordinary post (airmail if outside Australia) to a street or postal address of the addressee.

- (c) by sending it by facsimile or email to the facsimile number or email address of the addressee.

Addresses for Giving Notices to Members

- 20.4 The street address or postal address of a Member is the street or postal address of the Member shown in the Register of Members.
- 20.5 The facsimile number or email address of a Member is the number which the Member may specify by written notice to the Company as the facsimile number or email address to which notices may be sent to the Member or its Representative (if any).

Address for Giving Notices to the Company

- 20.6 The street and postal address of the Company is the Office.
- 20.7 The facsimile number or email address of the Company is the number which the Company may specify by written notice to the Members as the facsimile number or email address to which notices may be sent to the Company.

Time Notice of Meeting is Given

- 20.8 A notice of meeting given in accordance with this Constitution is to be taken as given, served and received at the following times:
 - (a) if delivered in writing to the street address of the addressee, at the time of delivery.
 - (b) if it is sent by post to the street or postal address of the addressee, on the business day after posting.
 - (c) if sent by facsimile or email to the facsimile number or email address or the addressee, at the time transmission is completed.

Time other Notices are Given

- 20.9 A notice given in accordance with this Constitution is to be taken as given, served and received at the following times:
 - (a) if delivered in writing to the street address of the addressee, at the time of delivery.
 - (b) if it is sent by post to the street or postal address of the addressee, on the 2nd (5th if outside Australia) business day after posting.
 - (c) if sent by facsimile or email to the facsimile number or email address of the addressee, at the time transmission is completed.

Proof of Giving Notices

20.10 Without limiting the manner in which giving a notice, or sending or receipt of a facsimile or email may be proved, or the giving of a notice by facsimile or email or the sending and receipt of a facsimile or email may be proved conclusively by:

- (a) in the case of a facsimile, by production of a transmission report generated by the facsimile machine from which the notice was transmitted which indicates that a facsimile of the notice was sent in its entirety to the facsimile number of the addressee; and
- (b) in the case of an email, by production of a server report (or log) for the sender's server showing the email was sent and that no message was generated or received by the sender's server advising the non-delivery or delay of the email.

Persons Entitled to Notice of Meeting

20.11 Notice of every meeting of Members must be given by a method authorised by this Constitution to all of the following persons:

- (a) every Member;
- (b) each Representative.
- (c) every Director.
- (d) the auditor for the time being of the Company, if any.

20.12 No other person is entitled to receive notices of meetings of Members (but this does not limit giving notices to other persons, nor does giving a notice to another person invalidate the meeting or grant any right to speak or vote at the meeting).

21 AMENDMENT AND REVIEW

Amending this Constitution

This Constitution may be amended in the manner specified in the Corporations Act.

22 DEFINITIONS AND INTERPRETATION

Definitions

22.1 In this Constitution the following definitions apply:

Advisory Council means the body formed under clause 12.15C of this Constitution.

Affiliate Member means an Affiliate Member of the Company under clause 3.3A.

Affiliation Criteria mean:

- (a) for organisations (including entities other than natural persons), having in the opinion of the Board the following characteristics:

- (i) being an organisation (which may include public sector, not-for-profit and commercial entities) that has a professional interest in promoting investigator-initiated clinical trials or registries; and
 - (ii) supporting the Company's mission and vision.
- (b) for natural persons (individuals), having in the opinion of the Board the following characteristics:
- (i) being connected to, or with a professional interest in, investigator-initiated clinical trials or registries; and
 - (ii) supporting the Company's mission and vision.

Associate Member means an Associate Member of the Company under clause 3.3.

Associate Membership Criteria mean entities and other organisations based in Australia that regard themselves as being a clinical trials network, a clinical trial coordinating centre, or a clinical quality registry and having in the opinion of the Board the following characteristics:

- (a) not presently meeting criteria for admission as an Full Member;
- (b) wishes to actively contribute to the Company; and
- (c) supporting the Company's mission and vision.

Board means the board of Directors of the Company from time to time and for the time being.

Board Register means the register of Directors kept by the Company under the Corporations Act as supplemented with information required or authorised to be included in the register by this Constitution.

Chief Executive Officer means the Chief Executive Officer of the Company for the time being.

Clinical Quality Registries Criteria mean registries based in Australia having in the opinion of the Board the following characteristics:

- (a) state-wide or nationwide coverage;
- (b) registry principles that are aligned with the Strategic and Operating Principles for Australian Clinical Quality Registries developed by the Australian Commission on Safety and Quality in Health Care and endorsed by Health Ministers in November, 2010;
- (c) routinely report risk-adjusted outcome measures and benchmarking to one or more of participating clinicians, hospitals, and drug or device manufacturers;
- (d) have the capability or intent to monitor the translation of evidence into clinical practice; and

- (e) have the capability to provide a platform to support clinical trial development and the potential to support clinical trial conduct.

Clinical Trial Coordinating Centres (Trial Centres/Methods Centres) Criteria mean dedicated Australian based centres for conducting state-wide, national or international investigator-initiated clinical trials having in the opinion of the Board the following characteristics:

- (a) documented processes and procedures for the conduct of multicentre investigator-initiated clinical trials;
- (b) a direct role in the design, conduct, analysis and/or evaluation of multicentre investigator-initiated clinical trials;
- (c) a critical mass (as considered or otherwise determined to be such by the Board) of expertise in clinical trial coordination including data management, biostatistics, project management and monitoring sufficient to represent a major piece (as considered or otherwise determined to be such by the Board) of state or national clinical research infrastructure; and
- (d) coordinated one or more multicentre clinical trials with clinical investigators and/or in collaboration with investigator-initiated networks.

Company means Australian Clinical Trials Alliance Limited (which name may exclude the word "Limited" if the Company is permitted to do so under the Corporations Act).

Continuing Director has the meaning given to that term in clause A.5(c)

Corporations Act means the Corporations Act 2001 (Cth).

Designate has the meaning given to that term in clauses 3.2(a) & 3.3(a).

Director means a person appointed to perform the duties of a director of the Company for the time being.

Executive Officer means the Executive Officer of the Company for the time being.

Full Member means a Full Member of the Company under clause 3.2.

Full Membership Criteria mean the Investigator-Initiated Clinical Trials Networks Criteria, the Clinical Trial Coordinating Centres (Trial Centres/Methods Centres) Criteria and the Clinical Quality Registries Criteria (severally, as applicable to the applicant or Member, and expressly not collectively).

Investigator-Initiated Clinical Trials Networks Criteria mean national or state-based networks or groups of clinician-researchers (which may or may not be incorporated companies or associations but in each case will comprise members of a group that are actively engaged in clinical trials research) based in Australia having in the opinion of the Board the following characteristics:

- (a) being active in a defined area of clinical trials research;

- (b) having agreed (as between parties considered or otherwise determined to be relevant by the Board) and documented governance processes for collaborative development, conduct and publication of investigator-initiated, multicentre trials;
- (c) having conducted or conducting multicentre, investigator-initiated clinical trials and which have been completed and resulted in publication of at least one clinical trial in a peer reviewed journal; and
- (d) demonstrating an ongoing commitment to working collaboratively and conducting further trials that aim to improve the evidence base for high-quality healthcare.

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

Register of Members means the register of Members kept by the Company under the Corporations Act as supplemented with information required or authorised to be included in the register by this Constitution.

Office means the registered office of the Company.

Open Position means a vacancy for the election or appointment of a Director that is not a Qualified Position.

Qualified Candidate has the meaning given to that term in clause A.2.

Qualified Position has the meaning given to that term in clause A.6.

Regulation means a determination by the Board under clause 11.2 which each Member must comply with.

Representative means the person nominated in writing to the Company by a Member as the person entitled to attend meetings of the Company and vote on behalf of the Member (noting that the appointment of a proxy does not constitute the appointment of a Representative however a Representative may be appointed as a proxy).

Seal means, if the Company has one, the common seal of the Company.

Secretary means a person appointed to perform the duties of a secretary of the Company.

Skills and Experience Qualification has the meaning given to that term in clause A.1

Termination Event means deregistration or other dissolution of a Member.

Interpretation

22.2 In this Constitution, unless the context otherwise requires:

- (a) a reference to any law or legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate

legislation or regulations issued under that legislation or legislative provision, in either case whether before, on or after the date of this document.

- (b) a reference to any agreement or document is to that agreement or document as amended, novated, supplemented or replaced from time to time.
- (c) a reference to a clause, part, schedule, annexure or attachment is a reference to a clause, part, schedule, annexure or attachment of or to this Constitution.
- (d) where a word or phrase is given a defined meaning another part of speech or other grammatical form.
- (e) the word “includes” in any form is not a word of limitation and the words “includes” or “including”, “for example” or “such as” introducing a list of items do not exclude a reference to other items, whether of the same class or genus or not.
- (f) a reference to the chairperson of a meeting of Members is a reference to the chair of the Meeting for the time being, and in particular is a reference to a person to whom the chair is passed or who assumes the chair to continue the conduct of a meeting of Members including a returning officer conducting an election.

ANNEXURE A
Election of Directors
(refer to clause 9.4A)

A.1	<p>Elections of Directors will be conducted with the objective of the Board after an election takes effect including:</p> <ul style="list-style-type: none">(a) at least one Director who is recognised as having expertise and extensive knowledge of the operations of an investigator-initiated clinical trials network;(b) at least one Director who is recognised as having expertise and extensive knowledge of the operations of a clinical trial coordinating centre; and(c) at least one Director who is recognised as having expertise and extensive knowledge of the operations of a clinical quality registry, <p>each of which is (severally) a “Skills and Experience Qualification”.</p>
A.2	<p>Vacancies will be allocated so as to seek to elect a candidate recognised as holding a particular Skills and Experience Qualification (“Qualified Candidates”) if the Board would not otherwise include a Director recognised as holding that Skills and Experience Qualification after the election (disregarding that candidates recognised as holding particular Skills and Experience Qualification may be elected in elections for other vacancies).</p>
A.3	<p>If no Qualified Candidate recognised as holding a particular Skills and Experience Qualification is elected to a vacancy allocated to the election of a candidate recognised as holding that Skills and Experience Qualification, that position will remain vacant for the subsequent appointment of a person recognised as holding a Skills and Experience Qualification by the Board as a casual vacancy appointment.</p>
A.4	<p>The following clauses A.5 to A.27 (both inclusive) are to be interpreted and applied with the objective of giving effect to clauses A.1, A.2 and A.3, above.</p>
A.5	<p>Within one month after the end of each financial year of the Company the Board must:</p> <ul style="list-style-type: none">(a) determine which Directors, if any, will be retiring, resigning or otherwise ceasing to hold office and not seeking re-election or who are not eligible for re-election, with effect at or before the next annual general meeting of Members;(b) determine which Directors, if any, other than the above will cease to hold office at the next annual general meeting of Members unless re-elected (if eligible to be re-elected), including Directors who retire by rotation or whose term of office will expire and are eligible for re-election at the next annual general meeting of Members and Directors appointed to fill casual vacancies who are eligible for election at the next annual general meeting of Members; and(c) determine which Directors, if any, are Directors to whom the preceding paragraphs A.5(a) and A.5A(b) do not apply (“Continuing Directors”).
A.6	<p>On the basis of the foregoing:</p> <ul style="list-style-type: none">(a) if all the Skills and Experience Qualifications are recorded in the Board Register as being held by Continuing Directors, all vacancies will be deemed

	<p>to be Open Positions (subject to clause A.8); and</p> <p>(b) if a Skills and Experience Qualification is not recorded in the Board Register as being held by at least one Continuing Director, one vacancy for each such Skills and Experience Qualification will be deemed to be a position for which only candidates recognised as holding that Skills and Experience Qualification may be elected (“a Qualified Position”). If there are more vacancies for which candidates may be elected than Qualified Positions, the remaining vacancies will be deemed to be Open Positions (subject to clause A.8).</p>
A.7	<p>The notice of an annual general meeting of Members at which Directors may be elected must state whether any vacancies are Qualified Positions (and if so, the applicable Skills and Experience Qualification for each such Qualified Position), and the number of positions for which candidates may be elected that are Open Positions (subject to clause A.8). The notice of the annual general meeting of Members must call for, or be accompanied by a call for, nominees for election which states that nominations must be in writing and include or be accompanied by a declaration in a form acceptable to the Board signed by the nominee as to whether the nominee is submitted as holding particular Skills and Experience Qualifications, and to provide evidence satisfactory to the Board that the particular Skills and Experience Qualifications are held. The notice of annual general meeting may specify a date by which written nominations must be received, which shall be not more than 14 days before the date of the proposed meeting.</p>
A.8	<p>If a Director ceases to hold office or advises that he or she will resign retiring, resigning or otherwise ceasing to hold office and not seeking re-election with effect at or before the next annual general meeting, and as a consequence at least one Skills and Experience Qualification would not be recorded in the Board Register as being recognised as being held by at least one Continuing Director, the Board may declare that the requisite number of vacancies for which candidates may be elected will be deemed to be Qualified Positions despite the vacancies having previously been deemed to be Open Positions and the notice of meeting sent to Members having stated that the vacancies were Open Positions. The election of Directors at the meeting will proceed as if the notice of meeting had identified the requisite number of vacancies as Qualified Positions.</p>
A.9	<p>A Director who is not a Continuing Director and is eligible to be re-elected is deemed:</p> <p>(a) to have been duly and effectively nominated for any vacancy for which he or she is eligible to be elected, unless he or she gives notice in writing to the Company that he or she declines to be re-elected;</p> <p>(b) subject to clause A.10, to have satisfied the requirement to provide any declaration, evidence or information; and</p> <p>(c) to be a candidate recognised by the Board as holding the particular Skills and Experience Qualification(s) recorded in the Board Register. That candidate will be eligible for election to the Qualified Position for that Skills and Experience Qualification (where there is such a vacancy).</p>
A.10	<p>If a Director who is eligible for re-election wishes the Skills and Experience Qualification(s) recorded in the Board Register to be reconsidered, he or she may submit a statement and evidence or other information as if it were part of or accompanied a nomination, and clauses A.11 and A.12 will apply as if that a</p>

	statement and evidence or other information were part of or accompanied a nomination of that person.
A.11	Subject to clauses A.9 and A.12, the Board will consider and assess the statement, evidence and other information submitted as part of or accompanying a nomination, and determine whether to recognise the nominee as holding one or more particular Skills and Experience Qualifications. The Board may (but is not obliged to) request additional information or evidence. The determination of the Board will be binding on all Members and nominees.
A.12	Subject to clause A.9, the Board will consider and assess the statement and evidence or other information submitted as part of or accompanying a nomination. The Board may (but is not obliged to) request additional information or evidence.
A.13	If a candidate is not recognised by the Board as holding at least one of the Skills and Experience Qualifications, that candidate will only be eligible for election to Open Positions for which there are vacancies.
A.14	In the absence of there being at least one a Qualified Candidate eligible for election for a particular Qualified Position, no election will be held for that Qualified Position and no candidate will be elected to that Qualified Position. The Board is then authorised (after the relevant annual general meeting of Members) to seek and to appoint a person determined to have the applicable Skills and Experience Qualification to the Board as a casual vacancy appointment.
A.15	A candidate recognised by the Board as holding at a Skills and Experience Qualification is eligible for election to a Qualified Position specified to be for that Skills and Experience Qualification for which there is a vacancy.
A.16	A candidate recognised by the Board as holding at least one of the Skills and Experience Qualifications is eligible for election to Open Positions for which there are vacancies.
A.17	An unsuccessful candidate for election to a Qualified Position will be deemed to be a candidate for any Open Positions for which there are vacancies that are to be elected at the same meeting, unless that candidate declines to be a candidate for an Open Position.
A.18	The order of elections at meeting will be that elections for vacancies allocated to Qualified Candidates, each to elect one Qualified Candidate as a Director to a vacancy specified to be for a particular Skills and Experience Qualification, will be held first. The order of elections for vacancies allocated to Qualified Candidates for differing Skills and Experience Qualifications (if more than one such) will be determined by lot.
A.19	If the number of eligible candidates equals or is less than the number of vacancies to be filled by the election among those candidates (according to whether a vacancy is for a Qualified Position or an Open Position), the election must be by ordinary resolution. If a candidate is not elected by resolution, that candidate is unsuccessful and no candidate will be elected to that position. The Board is then authorised to seek and to appoint a person determined to have the applicable Skills and Experience Qualification (if the position was a Qualified Position) or any person selected by the Board (if the position was an Open Position) to the Board as a casual vacancy appointment.
A.20	If more there are more eligible candidates than the number of vacancies to be filled by the election among those candidates (according to whether a vacancy is for a

	Qualified Position or an Open Position), the election for that vacancy or those vacancies must be conducted by ballot.
A.21	A separate ballot must be conducted according to whether the election is for a particular Qualified Position or an Open Position.
A.22	In a ballot, each Member eligible to vote for the election of Directors may cast (in person, or by its Representative, proxy or attorney) up to one vote for each vacancy to be elected by that ballot. A Member need not cast all the votes available to it for its other votes on that ballot to be valid.
A.23	In a ballot, candidates are elected according to the number of votes received in the ballot, with positions being filled by the recipient of the greatest (or the recipients of the equal greatest) number of votes first until either no vacancies remain to be filled or there is an equality of votes for the candidates for the last remaining vacancy or vacancies. If there is an equality of votes for the candidates for the last remaining vacancy or vacancies, the successful candidate (or candidates if there is more than one remaining vacancy) will be determined by lot.
A.24	In a ballot, for an eligible candidate to be elected he or she need not receive a majority of votes.
A.25	The Board will seek, consider and assess potential casual vacancy appointees. The Board may (but is not obliged to) request information or evidence from proposed casual vacancy appointees. The determination of the Board will be binding on all Members and nominees. If a proposed casual vacancy appointee is not recognised as holding at least one of the Skills and Experience Qualifications, that individual will only be eligible for appointment to a casual vacancy which was an Open Position.
A.26	Being recognised as holding one Skills and Experience Qualification does not exclude being recognised as holding another Skills and Experience Qualification, and a reference to a candidate or Director as being recognised as holding a particular Skills and Experience Qualification can include a candidate or Director who is recognised as holding another particular Skills and Experience Qualification. A Director who is recognised as holding more than one particular Skills and Experience Qualification will be treated as satisfying any requirement that at least one Director is a Director recognised as holding the particular Skills and Experience Qualifications.
A.27	Unless a candidate was a Director eligible for re-election, the Secretary must note the Skills and Experience Qualification(s) (if any) that was or were recognised by the Board as being held by that person in the Board Register promptly after his or her election or appointment.

ANNEXURE B
Transition
(refer to clause 2A)

B.1	The provisions of this Annexure B supplement, and to the extent of any inconsistency apply in place of and in priority to, any contrary provision elsewhere in this Constitution, provided that any other provision elsewhere in this Constitution shall if the context permits first be read down or construed in a manner which promotes consistency with the following.
B.2	Each Member as at the date this Constitution is amended by the insertion of this Annexure B will (having consented to cease to be a Member) cease to be a Member upon 12 new Full Members having been granted full Membership. A Member as at the date this Constitution is amended by the insertion of this Annexure B may apply for Membership as if he, she or it were an applicant for Membership in the applicable category of Membership (Full Membership, Associate Membership or Affiliate Membership), subject to satisfying the criteria for that category of Membership.
B.3	Any requirement that a Director is not eligible for re-election at the end of two consecutive terms or prohibition on being elected or holding office 2 for consecutive terms does not apply until after the 2017 annual general meeting of Members, and Directors who have served two consecutive terms are eligible for re-election at the 2015, 2016 and 2017 annual general meeting of Members.
B.4	Each Director as at the date this Constitution is amended by the insertion of this Annexure B remains in office (subject to clauses B.6 to B.12, both inclusive) notwithstanding that he or she was or may have been appointed (other than to fill a casual vacancy) or elected, before the date this Constitution is amended by the insertion of this Annexure B, by Members who have ceased or who cease to be Members by operation of clause B.3.
B.5	Despite anything to the contrary in this Constitution, the following clauses B.6 to B.16, both inclusive apply in respect of the retirement of Directors by rotation and elections of Directors at the 2015, 2016 and 2017 annual general meetings.
B.6	At the 2015 annual general meeting of Members: (a) Four Directors who were Directors as at the date this Constitution is amended by the insertion of this Annexure B (or casual appointees appointed to replace such directors) will retire by rotation. The Directors who retire by rotation will be those who agree to retire or if insufficient Directors agree to retire, Directors chosen by lot; (b) Two vacancies will be available for election of Directors at that annual general meeting of Members; (c) The two vacancies will be Qualified Positions if the Continuing Directors at that annual general meeting of Members do not include at least one Director recognised as holding each Skills and Experience Qualification; (d) The election of Directors for the two vacancies will be conducted in accordance with Annexure A with such modifications as are required

	having regard to this clause B.6 and there being a predetermined number of vacancies.
B.7	The Board after the 2015 annual general meeting of Members will comprise 10 Directors subject to all vacancies being filled at the annual general meeting of Members. If not all vacancies are filled, the Board is then authorised to seek and to appoint a person determined to have the applicable Skills and Experience Qualification (if the position was a Qualified Position) or any person selected by the Board (if the position was an Open Position) to the Board as a casual vacancy appointment.
B.8	Within four months after the 2015 annual general meeting of Members, the Board will appoint 3 Directors as independent Directors (and expressly not as casual vacancy appointments) in the manner provided for in clause 9.3A. Upon the appointment of the independent Directors, the Board will comprise 13 Directors (including the independent 3 Directors).
B.9	At the 2016 annual general meeting of Members: <ul style="list-style-type: none"> (a) Four Directors who were Directors as at the date this Constitution is amended by the insertion of this Annexure B (or casual vacancy appointees appointed to replace such Directors) and who were not re-elected at the 2015 annual general meeting of Members will retire by rotation. The Directors who retire by rotation will be those who agree to retire or if insufficient Directors agree to retire, Directors chosen by lot; (b) Two vacancies will be available for election of Directors at that annual general meeting of Members; (c) The two vacancies will be Qualified Positions if the Continuing Directors at that annual general meeting of Members do not include at least one Director recognised as holding each Skills and Experience Qualification; (d) The election of Directors for the two vacancies will be conducted in accordance with Annexure A with such modifications as are required having regard to this clause B.9 and there being a predetermined number of vacancies.
B.10	The Board after the 2016 annual general meeting of Members will comprise 11 Directors (including 3 Directors appointed under clause B.8) subject to all vacancies being filled at the annual general meeting of Members. If not all vacancies are filled, the Board is then authorised to seek and to appoint a person determined to have the applicable Skills and Experience Qualification (if the position was a Qualified Position) or any person selected by the Board (if the position was an Open Position) to the Board as a casual vacancy appointment.
B.11	At the 2017 annual general meeting of Members: <ul style="list-style-type: none"> (a) Four Directors who were Directors as at the date this Constitution is amended by the insertion of this Annexure B (or casual vacancy appointees appointed to replace such Directors) who were not re-elected at the 2015 or 2016 annual general meetings of Members will retire by rotation. The Directors who retire by rotation will be those who agree to retire or if insufficient Directors agree to retire, Directors chosen by lot;

	<p>(b) Two vacancies will be available for election of Directors at that annual general meeting of Members;</p> <p>(c) The two vacancies will be Qualified Positions if the Continuing Directors at that annual general meeting of Members do not include at least one Director recognised as holding each Skills and Experience Qualification;</p> <p>(d) The election of Directors for the two vacancies will be conducted in accordance with Annexure A with such modifications as are required having regard to this clause B.11 and there being a predetermined number of vacancies.</p>
B.12	<p>The Board after the 2017 annual general meeting of Members will comprise 11 Directors (including 3 Directors appointed under clause B.8) subject to all vacancies being filled at the annual general meeting of Members. If not all vacancies are filled, the Board is then authorised to seek and to appoint a person determined to have the applicable Skills and Experience Qualification (if the position was a Qualified Position) or any person selected by the Board (if the position was an Open Position) to the Board as a casual vacancy appointment.</p>
B.13	<p>Clauses B.6 to B.12, both inclusive do not affect the appointment of Directors to fill casual vacancies or the requirement that Directors to fill casual vacancies hold office only until the next annual general meeting of Members. Elections for vacancies resulting the requirement that Directors to fill casual vacancies hold office only until the next annual general meeting of Members are to be held in accordance with Annexure A (as if no other elections were to be held at the annual general meeting of Members except to the extent that the determination of Continuing Directors and the Skills and Experience Qualifications they hold will take into account the retirements provided for above and the objective of giving effect to clauses A.1, A.2 and A.3 in clause A.4) as if clause A.4 also referred to this Annexure B.</p>
B.14	<p>If there are insufficient Directors who were Directors as at the date this Constitution is amended by the insertion of this Annexure B (or casual vacancy appointees appointed to replace such Directors) who were not re-elected at a prior annual general meeting of Members pursuant to this Annexure B, the number of Directors to retire by rotation at an annual general meeting of Members will be the remaining number of Directors who were Directors required to retire by rotation (which may be zero) and the number of vacancies for Directors to be elected under the applicable clause B.6 to B.12 (both inclusive) will be the lesser of two or the number of Directors who retire by rotation in accordance with the applicable clause B.6 to B.12 (both inclusive).</p>
B.15	<p>The term of office of a Director elected under clauses B.6 to B.12 (both inclusive) will end at the third annual general meeting of Members after the annual general meeting of Members at which he or she is elected. This clause B.15 survives the deemed deletion of this Annexure B to the extent necessary to establish the date upon which a Director's term of office ends (only).</p>