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# Constitution

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Ausglass (The Australian Association of Glass Artists)  
Limited ABN 72 087 134 656

MinterEllison

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RIALTO TOWERS, 525 COLLINS STREET, MELBOURNE VIC 3000, DX 204 MELBOURNE  
TEL: +61 3 8608 2000 FAX: +61 3 8608 1000  
[www.minterellison.com](http://www.minterellison.com)

# Constitution of Ausglass (The Australian Association of Glass Artists) Limited

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# Preliminary

## 1. Defined terms

1.1 In this Constitution unless the contrary intention appears:

**ABN** means Australian Business Number.

**Alternate Director** means a person appointed as an alternate director under clause 41.

**Auditor** means the Company's auditor.

**Company** means Ausglass (The Australian Association of Glass Artists) Limited ACN 087 134 656.

**Constitution** means the constitution of the Company as amended from time to time.

**Corporations Act** means the *Corporations Act 2001* (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company.

**Deductible Contribution** means a contribution that is deductible under Items 7 or 8 of the table in subsection 30-15(2) of the ITAA 1997 and any amendment or re-enactment of these.

**Director** includes any person occupying the position of director of the Company and, where appropriate, includes an Alternate Director.

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

**Directors** means all or some of the Directors acting as a board.

**Member** means a member under clauses 6 and 7.

**Register** means the register of Members of the Company.

**Representative** means a person appointed as such under clause 11.

**Responsible Person** means an individual who:

- (a) performs a significant public function;
- (b) is a member of a professional body having a code of ethics or rules of conduct;
- (c) is officially charged with spiritual functions by a religious institution;
- (d) is a director of a company whose shares are listed on the Australian Stock Exchange;
- (e) has received formal recognition from government for services to the community; or
- (f) is approved as a Responsible Person by the Commissioner.

**Seal** means the Company's common seal (if any).

**Secretary** means any person appointed by the Directors to perform any of the duties of a secretary of the Company and if there are joint secretaries, any one or more of those joint secretaries.

1.2 In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution has the same meaning as in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the

same matter as a clause of this Constitution, that expression has the same meaning as in that provision.

## 2. Interpretation

In this Constitution, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;
- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (e) a reference to **A\$, \$A, dollar** or **\$** is to Australian currency; and
- (f) the meaning of general words is not limited by specific examples introduced by **including for example** or similar expressions.

## 3. Replaceable rules

To the extent permitted by law, the replaceable rules in the Corporations Act do not apply to the Company.

# Objects

## 4. Objects

4.1 The Company's principal object is to support and promote contemporary glass through activities which may include, but are not limited to the following:

- (a) Convening conferences, meetings, workshops, lectures and forums for members and other parties interested in contemporary glass;
- (b) Disseminating relevant information to contemporary glass practitioners in electronic, printed or other formats;
- (c) Organising exhibitions of contemporary glass including the presentation of works in an online gallery on the Ausglass website;
- (d) Administering the Vicki Torr Memorial Prize, the Vicki Torr Online Gallery Prize and other prizes to encourage development and excellence in contemporary glass; and
- (e) To do all things incidental and necessary to achieve the above objects.

4.2 The Company may only exercise the powers in section 124(1) of the Corporations Act to:

- (a) carry out the objects in this clause; and
- (b) do all things incidental or convenient in relation to the exercise of power under clause 4.1(e).

# Income and property of Company

## 5. Income and property of Company

- 5.1 The income and property of the Company will only be applied towards the promotion of the objects of the Company set out in clause 4.
- 5.2 No income or property will be paid or transferred directly or indirectly to any Member of the Company except for payments to a Member:
- (a) In return for any services rendered or goods supplied in the ordinary and usual course of business to the Company;
  - (b) In reimbursement of expenses incurred on behalf of, and with the approval of, the Company; or
  - (c) Of interest at a rate not exceeding current bank overdraft rates of interest for moneys lent.

# Membership

## 6. Membership

### 6.1 Number

- (a) The maximum number of full members, family members, affiliated members, life members and free members is unlimited.
- (b) The maximum number of honorary members is fifteen.

### 6.2 Categories of membership

Subject to clause 6.3, the categories of membership and the qualification for each is:

- (a) Full member, the qualification for membership is that the applicant is a natural person that has paid the subscription fee and is interested in the Objects of the Company. A full member is entitled to speaking and voting rights in general meetings. At the discretion of the Directors, a reduced subscription fee may be approved for full members that are subscription or concession holders.
- (b) Family member, the qualification for membership is that the applicant is a member of a family that has paid the subscription fee and is interested in the Objects of the Company. Family members are entitled to a maximum of one voting right in general meetings per family and are entitled to speaking rights in general meetings.
- (c) Affiliated member, the qualification for membership is that the applicant is a company, organisation, institution or library that has paid its subscription fee and is interested in the Objects of the Company. An affiliated member is entitled to speaking rights in general meetings but not to voting rights.
- (d) Life member, a person may be appointed as life member, in accordance with the rules for life membership established by the Directors, where that person is judged to have made a significant contribution to contemporary glass and the Company. A life member is entitled to speaking and voting rights in general meetings. Membership fees are waived for life members.

- (e) Free member, where the Company is required by law to provide copies of newsletters to the government or other institutions the Company may record the recipient as a free member. A free member has no speaking or voting rights in general meetings.
  - (f) Honorary member, the qualification for membership is that the applicant has made a significant contribution to contemporary glass and the advancement of the Company and is restricted to persons assisting the Company in roles such as outside or independent directors, chairing or sitting on specific committees or assisting in the administration and management of the Company. An honorary membership will lapse, if in the Directors' opinion, the honorary member ceases to provide to the Company the relevant assistance for which the honorary membership was granted. An honorary member is entitled to speaking and voting rights in general meetings and may be removed at the discretion of the Directors at any time.
- 6.3 In accepting a membership application the Directors will determine the appropriate category under which that membership will be recognised.
- 6.4 The Directors may amend any of the above categories of membership and add new categories of membership if they resolve that it is in the best interests of the Company.
- 6.5 Membership of the Company does not imply any endorsement of ability, skill or quality of the Member's work or activities by the Company and may not be used as a promotional aid by individual Members. Members may not use the Company logo or other words or symbols commonly associated with the Company without first gaining the approval of the Company.

## 7. Admission

- 7.1 The Members of the Company are:
- (a) the persons who consented to become Members in the application for registration of the Company; and
  - (b) any other persons, corporations or organisations whom or which the Directors admit to membership in accordance with this Constitution.
- 7.2 Applications for membership of the Company must be in writing, signed by the applicant and in a form approved by the Directors in their absolute discretion.
- 7.3 The Directors will consider each application for membership at the next meeting of Directors after the application is received. In considering an application for membership, the Directors may:
- (a) accept or reject the application; or
  - (b) ask the applicant to give more evidence of eligibility for membership.
- 7.4 If the Directors ask for more evidence under clause 7.3, their determination of the application for membership is deferred until the evidence is given.
- 7.5 The Directors do not have to give any reasons for rejecting an application for membership or allocating a category of membership.
- 7.6 As soon as practicable following acceptance of an application for membership, the Secretary will send the applicant written notice of the acceptance and request payment of the applicant's entrance fee and first annual subscription.



- 7.7 Subject to clause 7.8, an applicant for membership becomes a Member when the applicant's entrance fee and first annual subscription is paid.
- 7.8 If the entrance fee and first annual subscription of an applicant for membership is not paid within 30 days after the date the applicant is notified of acceptance of their application for membership, the Directors may cancel their acceptance of the applicant for membership of the Company.
- 7.9 Annual membership will expire on the 31<sup>st</sup> May each year or another date if so determined by the Directors from time to time.
- 7.10 All members are entitled to newsletters and bulletins.
- 7.11 The rights and privileges of every Member are personal to each Member and are not transferable by the Member's own act or by operation of law.

## 8. Subscriptions

- 8.1 The Directors may determine the subscription fee payable by each Member for each membership category. A distinction may be made between Australian and international Members.
- 8.2 If a Member does not pay a subscription fee within 30 days after it becomes due the Directors:
- (a) will give the Member notice of that fact; and
  - (b) if the subscription fee remains unpaid 21 days from the date of that notice, may declare that Member's membership forfeited.

## 9. Ceasing to be a Member

- 9.1 A Member's membership of the Company will cease:
- (a) if the Member gives the Secretary written notice of resignation, from the date of receipt of that notice by the Secretary;
  - (b) if a majority of three-quarters of the Directors present and voting at a meeting of Directors by resolution terminate the membership of a Member:
    - (i) whose conduct in their opinion renders it undesirable that that Member continue to be a Member of the Company;
    - (ii) only after the Member has been given at least 21 days' notice of the resolution and has had the opportunity to be heard at the meeting at which the resolution is proposed;
  - (c) if membership is forfeited under clause 8.2(b)
  - (d) where the Member is an individual, if the Member:
    - (i) dies;
    - (ii) becomes mentally incapacitated or whose person or estate is liable to be dealt with in any way under the laws relating to mental health; or
    - (iii) is convicted of an indictable offence;
  - (e) where the Member is not an individual, if:
    - (i) a liquidator is appointed in connection with the winding-up of the Member; or

- (ii) an order is made by a Court for the winding-up or deregistration of the Member;
- (f) if the membership is an honorary membership and the membership lapses in accordance with clause 6.2(f).
- (g) if the member fails to pay its annual subscription fee in accordance with clause 8.2.

9.2 Any Member ceasing to be a Member:

- (a) will not be entitled to any refund (or part refund) of a subscription; and
- (b) will remain liable for and will pay to the Company all subscriptions and moneys which were due at the date of ceasing to be a Member.

## 10. Powers of attorney

- 10.1 If a Member executes or proposes to execute any document or do any act by or through an attorney which affects the Company or the Member's membership in the Company, that Member must deliver the instrument appointing the Attorney to the Company for notation.
- 10.2 If the Company asks the Member to file with it a certified copy of the instrument for the Company to retain, the Member will promptly comply with that request.
- 10.3 The Company may ask for whatever evidence it thinks appropriate that the power of attorney is effective and continues to be in force.

## 11. Representatives

- 11.1 Any corporation or organisation which is a Member may by written notice to the Secretary:
- (a) appoint a natural person to act as its Representative in all matters connected with the Company as permitted by the Corporations Act; and
  - (b) remove a Representative.
- 11.2 A Representative is entitled to:
- (a) exercise at a general meeting all the powers which the corporation or organisation which appointed him or her could exercise if it were a natural person;
  - (b) stand for election as an office bearer or Director; and
  - (c) be counted towards a quorum on the basis that the Member corporation or organisation is to be considered personally present at a general meeting by its Representative.
- 11.3 A certificate executed in accordance with section 127 of the Corporations Act is rebuttable evidence of the appointment or of the removal of the appointment (as appropriate) of the Representative.
- 11.4 The chairperson of a general meeting may allow a Representative to vote on the condition that he or she subsequently establishes his or her status as a Representative within a period prescribed by and to the satisfaction of the chairperson of the general meeting.
- 11.5 The appointment of a Representative may set out restrictions on the Representative's powers.

# General meetings

## 12. Calling general meeting

- 12.1 A general meeting shall be convened on the request of not less than 3 Directors.
- 12.2 The Chairperson may, at any time, call a general meeting.
- 12.3 A Member may:
- (a) only request the Directors to call a general meeting in accordance with section 249D of the Corporations Act; and
  - (b) not request or call and arrange to hold a general meeting except under section 249E or 249F of the Corporations Act.

## 13. Notice of general meeting

- 13.1 Subject to the provisions of the Corporations Act allowing general meetings to be held with shorter notice, at least 22 days written notice (exclusive of the day on which the notice is served or deemed to be served and of the day for which notice is given) must be given to Members of any general meeting.
- 13.2 A notice calling a general meeting:
- (a) must specify the place, date and time of the meeting and if the meeting is to be held in two or more places, the technology that will be used to facilitate this; and
  - (b) must state the general nature of the business to be transacted at the meeting; and
  - (c) may specify a place, facsimile number and electronic address for the purposes of proxy appointment.
- 13.3 A notice of an annual general meeting need not state that the business to be transacted at the meeting includes:
- (a) the consideration of the annual financial report, Directors' report and the Auditor's report;
  - (b) the election of directors; or
  - (c) the appointment and fixing of the remuneration of the Auditor.
- 13.4 The Directors may postpone or cancel any general meeting whenever they think fit (other than a meeting called as the result of a request under clause 12.3).
- 13.5 The Directors must give notice of the postponement or cancellation of a general meeting to all persons referred to in clause 55.1 entitled to receive notices from the Company.
- 13.6 The failure or accidental omission to send a notice of a general meeting (including a proxy appointment form) to any Member or the non-receipt of a notice (or form) by any Member does not invalidate the proceedings at or any resolution passed at the general meeting.

# Proceedings at general meetings

## 14. Member

In clauses 15, 16, 18 and 22, **Member** includes a Member present in person or by proxy, attorney or Representative.

## 15. Quorum

- 15.1 No business may be transacted at a general meeting unless a quorum of Members is present when the meeting proceeds to business.
- 15.2 A quorum of Members is 10% of the total number of Members, of which at least five Members are Directors.
- 15.3 If a quorum is not present within 30 minutes after the time appointed for a general meeting:
- (a) if the general meeting was called on the requisition of Members, it is automatically dissolved; or
  - (b) in any other case it will stand adjourned for 30 minutes and the Members then present shall constitute a quorum for the meeting.

## 16. Chairperson

- 16.1 The chairperson, or in the chairperson's absence the deputy chairperson, of Directors' meetings will be the chairperson at every general meeting.
- 16.2 The Directors present may elect a chairperson of a general meeting if:
- (a) there is no chairperson or deputy chairperson; or
  - (b) neither the chairperson nor deputy chairperson is present within 15 minutes after the time appointed for holding the general meeting; or
  - (c) the chairperson and deputy chairperson are unwilling to act as chairperson of the general meeting.
- 16.3 If no election is made under clause 16.2, then:
- (a) the Members may elect one of the Directors present as chairperson; or
  - (b) if no Director is present or is willing to take the chair, the Members may elect one of the Members present as chairperson.
- 16.4 If there is a dispute at a general meeting about a question of procedure, the chairperson may determine the question.

## 17. Adjournment

- 17.1 The chairperson of a general meeting at which a quorum is present:
- (a) in his or her discretion may adjourn the general meeting with the meeting's consent; and
  - (b) must adjourn the general meeting if the meeting directs him or her to do so.

- 17.2 An adjourned general meeting may take place at a different venue to the initial general meeting.
- 17.3 The only business that can be transacted at an adjourned general meeting is the unfinished business of the initial general meeting.
- 17.4 Notice of an adjourned general meeting must only be given in accordance with clause 13.1 if a general meeting has been adjourned for more than 21 days.

## 18. Decision on questions

- 18.1 Subject to the Corporations Act in relation to special resolutions, a resolution is carried if a majority of the votes cast on the resolution are in favour of the resolution.
- 18.2 A resolution put to the vote of a meeting is decided on a show of hands unless a poll is demanded in accordance with the Corporations Act.
- 18.3 Unless a poll is demanded:
- (a) a declaration by the chairperson that a resolution has been carried, carried by a specified majority, or lost; and
  - (b) an entry to that effect in the minutes of the meeting,
- are conclusive evidence of the fact without proof of the number or proportion of the votes in favour of or against the resolution.
- 18.4 The demand for a poll may be withdrawn.
- 18.5 A decision of a general meeting may not be impeached or invalidated on the ground that a person voting at the general meeting was not entitled to do so.

## 19. Taking a poll

- 19.1 A poll will be taken when and in the manner that the chairperson directs.
- 19.2 The result of the poll will be the resolution of the meeting at which the poll was demanded.
- 19.3 The chairperson may determine any dispute about the admission or rejection of a vote.
- 19.4 The chairperson's determination, if made in good faith, will be final and conclusive.
- 19.5 A poll demanded on the election of the chairperson or the adjournment of a general meeting must be taken immediately.
- 19.6 After a poll has been demanded at a general meeting, the general meeting may continue for the transaction of business other than the question on which the poll was demanded.

## 20. Casting vote of chairperson

The chairperson does not have a casting vote in addition to the chairperson's vote as a Member, proxy, attorney or Representative, unless the Directors, at the commencement of the meeting, resolve that the chairperson is to have a casting vote.

## 21. Offensive material

A person may be refused admission to, or required to leave and not return to, a meeting if the person:

- (a) refuses to permit examination of any article in the person's possession; or
- (b) is in possession of any:
  - (i) electronic or recording device;
  - (ii) placard or banner; or
  - (iii) other article,

which the chairperson considers to be dangerous, offensive or liable to cause disruption.

## Votes of Members

### 22. Entitlement to vote

22.1 A Member is not entitled to vote at a general meeting if the member's annual subscription is more than one month in arrears at the date of the meeting.

22.2 A Member entitled to vote has one vote.

### 23. Objections

23.1 An objection to the qualification of a voter may only be raised at the general meeting or adjourned general meeting at which the voter tendered its vote.

23.2 An objection must be referred to the chairperson of the general meeting, whose decision is final.

23.3 A vote which the chairperson does not disallow because of an objection is valid for all purposes.

### 24. Votes by proxy

24.1 If a Member appoints a proxy, proxies or an attorney, the proxy, proxies or attorney may not vote on a show of hands.

24.2 A proxy need not be a Member.

24.3 A proxy may demand or join in demanding a poll.

24.4 A proxy or attorney may vote on a poll.

24.5 A proxy may vote or abstain as he or she chooses except where the appointment of the proxy directs the way the proxy is to vote on a particular resolution. If a proxy votes at all, the proxy will be deemed to have voted all directed proxies in the manner directed.

### 25. Document appointing proxy

25.1 An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the information required by subsection 250A(1) of the Corporations Act. The Directors

may determine that an appointment of proxy is valid even if it only contains some of the information required by section 250A(1) of the Corporations Act.

- 25.2 For the purposes of clause 25.1, an appointment received at an electronic address will be taken to be signed by the Member if:
- (a) a personal identification code allocated by the Company to the Member has been input into the appointment; or
  - (b) the appointment has been verified in another manner approved by the Directors.
- 25.3 A proxy's appointment is valid at an adjourned general meeting.
- 25.4 A proxy or attorney may be appointed for all general meetings or for any number of general meetings or for a particular purpose.
- 25.5 Unless otherwise provided for in the proxy's appointment or in any instrument appointing an attorney, the appointment of the proxy or the attorney will be taken to confer authority:
- (a) to vote on:
    - (i) any amendment moved to the proposed resolutions and on any motion that the proposed resolution not be put or any similar motion; and
    - (ii) any procedural motion, including any motion to elect the chairperson, to vacate the chair or to adjourn the general meeting,even though the appointment may specify the way the proxy or attorney is to vote on a particular resolution; and
  - (b) to vote on any motion before the general meeting whether or not the motion is referred to in the appointment.
- 25.6 If a proxy appointment is signed by the Member but does not name the proxy or proxies in whose favour it is given, the chairperson may either cast as proxy or complete the appointment by inserting the name or names of one or more directors or the Secretary.

## 26. Lodgement of proxy

- 26.1 The written appointment of a proxy or attorney must be received by the Company, at least 48 hours (unless otherwise specified in the notice of meeting to which the proxy relates) before:
- (a) the time for holding the general meeting or adjourned general meeting at which the appointee proposes to vote; or
  - (b) the taking of a poll on which the appointee proposes to vote.
- 26.2 The Company receives an appointment of a proxy and any power of attorney or other authority under which it was executed when they are received at:
- (a) the Company's registered office or postal address;
  - (b) a facsimile number at the Company's registered office; or
  - (c) a place, facsimile number or electronic address specified for that purpose in the notice of meeting.

## 27. Validity

A vote cast in accordance with an appointment of proxy or power of attorney is valid even if before the vote was cast the appointor:

- (a) died;
- (b) became mentally incapacitated; or
- (c) revoked the proxy or power,

unless any written notification of the death, unsoundness of mind or revocation was received by the Company before the relevant general meeting or adjourned general meeting.

## Appointment and removal of Directors

### 28. Number of Directors

- 28.1 There will not be less than six and not more than twelve Directors, unless the Company in general meeting by resolution changes the maximum number.
- 28.2 The initial Directors of the Company are the persons who have consented to act as directors and are set out in the Company's application for registration as a Company. Those persons hold office subject to the Constitution.

### 29. Appointment and removal of Directors

- 29.1 Subject to clause 29.2, the Company may by resolution passed in general meeting:
- (a) appoint new Directors;
  - (b) subject to clause 28.1 increase or reduce the number of Directors;
  - (c) remove any Director before the end of the Director's period of office; and
  - (d) appoint another person in the Director's place.
- 29.2 Only real persons that are admitted to membership in accordance with clause 7 may be appointed or co-opted as Directors.
- 29.3 Subject to the requirements of the Corporations Act, no age limit shall apply with respect to the appointment of a person as Director.
- 29.4 At least 60% of the total number of Directors appointed must be directly involved in the field of contemporary glass.
- 29.5 Directors shall hold office for a term of three years. A person may not serve more than two consecutive terms without interval, but shall be eligible for re-election as Director if an interval of at least one year has passed since the person's previous term of service.
- 29.6 Directors shall fill the positions of chairperson, president, vice president, Secretary, treasurer, membership secretary and public officer of the Company.
- 29.7 The position of Director shall be an honorary position.



## 30. Additional and casual Directors

- 30.1 Subject to clauses 28.1, 29.2 and 29.4, the Directors may co-opt a person as a Director in order to:
- (a) make a quorum at a director's meeting if the total number of directors of the Company is not enough to make a quorum; and
  - (b) fill a casual vacancy;
- 30.2 A Director appointed under clause 30.1 will hold office until the next annual general meeting of the Company. At the annual general meeting the Director if nominated, may seek to be elected by the Directors, but otherwise must resign and be removed.

## 31. Retirement

- 31.1 A Director must retire from office at the conclusion of the term.
- 31.2 Subject to clause 29.5 a retiring Director will be eligible for re-appointment.

## 32. Filling vacated office

- 32.1 When a Director retires at a general meeting, the Company may by ordinary resolution appoint another person to fill the vacated office.
- 32.2 If the vacated office is not filled and the retiring Director has offered himself or herself for re-election, the retiring Director will be deemed to have been re-elected unless, at the meeting at which he or she retires:
- (a) it is resolved not to fill the vacated office; or
  - (b) the resolution for the re-election of the Director is put and lost.

## 33. Nomination of Director

- 33.1 A person other than a retiring Director is not eligible for election as a Director at a general meeting unless the person, or a Member who intends to propose the person, has left at the Company's registered office a written notice signed by him or her:
- (a) giving the person's consent to the nomination; and
  - (b) stating either that the person is a candidate for the office of Director or that the Member intends to propose the person for election.
- 33.2 A notice given in accordance with clause 33.1 must be left at the Company's registered office at least 30 days before the relevant general meeting.
- 33.3 A written notice referring to all Director vacancies and each candidate for election, must be sent to all Members at least fourteen days before every general meeting at which an election of a Director will take place.

## 34. Vacation of office

- 34.1 The office of a Director immediately becomes vacant if:

- (a) the Director is prohibited by the Corporations Act from holding office or continuing as a Director;
- (b) the Director dies;
- (c) the Director fails to report to three successive Directors' meetings without leave granted by the Directors;
- (d) the Director ceases to be a full member of the Company;
- (e) the Director is removed by a resolution of the Company;
- (f) the Director is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of the interest as required by the Corporations Act; or
- (g) the Director's conduct or position is such that continuance in office appears to the majority of the Directors to be prejudicial to the interests of the Company.

34.2 A Director may resign by giving written notice of resignation to the Company at its registered office.

## Powers and duties of Directors

### 35. Powers and duties of Directors

35.1 The business of the Company is managed by the Directors who may exercise all powers of the Company that this Constitution and the Corporations Act do not require to be exercised by the Company in general meeting.

## Proceedings of Directors

### 36. Directors' meetings

- 36.1 A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 36.2 A Directors' meeting must be called by giving reasonable notice in writing of the meeting to each Director and each Director's alternate.
- 36.3 It is not necessary to give notice of a meeting of the Directors to an Australian resident whom the Secretary, when giving notice to the other Directors, reasonably believes to be temporarily outside Australia.
- 36.4 Subject to the Corporations Act, a Directors' meeting may be held by the Directors communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion.
- 36.5 The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 36.6 Subject to clause 40, a Director who participates in a meeting held in accordance with this Constitution is taken to be present and entitled to vote at the meeting.

- 36.7 Clauses 36.4 to 36.5 apply to meetings of Directors' committees as if all committee members were Directors.
- 36.8 The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 36.9 A quorum for a Director's meeting is 4 Directors. Subject to clause 36.5, the quorum must be present at all times during the meeting.
- 36.10 Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, the chairperson may call a general meeting to deal with the matter.
- 36.11 Notice of a meeting of Directors may be given in writing, or the meeting may be otherwise called using any technology consented to by all the Directors.

## 37. Decision on questions

- 37.1 Subject to this Constitution, questions arising at a meeting of Directors are to be decided by a majority of votes of the Directors present and entitled to vote and, subject to clause 40, each Director has one vote.
- 37.2 The chairperson of a meeting does not have a casting vote in addition to his or her deliberative vote as a Director, unless the other Directors, at the commencement of the meeting, resolve that the chairperson is to have a casting vote.
- 37.3 An Alternate Director has one vote for each Director for whom he or she is an alternate.
- 37.4 If the Alternate Director is a Director, he or she also has a vote as a Director.

## 38. Chairperson

- 38.1 The Directors may elect a Director as chairperson of Directors' meetings and may determine the period for which the chairperson will hold office.
- 38.2 If no chairperson is elected or if the chairperson is not present at any Directors' meeting, or any part of any Director's meeting, the Directors present must elect a Director to be chairperson of the meeting.
- 38.3 The Directors may elect a Director as deputy chairperson to act as chairperson in the chairperson's absence.
- 38.4 The office of Chairperson will become vacant if the Chairperson ceases to be a Director.

## 39. Payments to Directors

No payment will be made to any Director of the Company other than payment:

- (a) of out of pocket expenses incurred by the Director in the performance of any duty as Director of the Company where the amount payable does not exceed an amount previously approved by the Directors of the Company;
- (b) for any service rendered to the Company by the Director in a professional or technical capacity, other than in the capacity as Director, where the provision of the service has the prior approval of the Directors of the Company and where the amount payable is approved by the Directors of the Company and is not more than an amount which commercially would be reasonable payment for the service;

- (c) of any salary or wage due to the Director as an employee of the Company where the terms of employment have been approved by the Directors of the Company; and
- (d) relating to an indemnity in favour of the Director and permitted by section 199A of the Corporations Act or a contract of insurance permitted by section 199B.

## 40. Directors' interests

- 40.1 No contract made by a Director with the Company and no contract or arrangement entered into by or on behalf of the Company in which any Director may be in any way interested is avoided or rendered voidable merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.
- 40.2 No Director contracting with or being interested in any arrangement involving the Company is liable to account to the Company for any profit realised by or under any such contract or arrangement merely because of the Director holding office as a director or because of the fiduciary obligations arising out of that office.
- 40.3 A Director is not disqualified merely because of being a Director from contracting with the Company in any respect.
- 40.4 A Director who has a material personal interest in a matter, contract, arrangement or proposed contract or arrangement (other than as a Member) that is being considered at a Directors' meeting, must not:
  - (a) vote on the matter;
  - (b) vote on whether the Company enters into the contract, arrangement or proposed contract or arrangement; or
  - (c) vote in respect of any matter arising out of the contract, arrangement or proposed contract or arrangement,but, where disclosure of the interest is made before the contract or arrangement is entered into:
  - (d) the Director may receive and keep beneficially, subject to clause 39, any remuneration, profits or benefits under the contract or agreement even though the director has an interest in contract;
  - (e) the Director may sign or countersign any document relating to that contract or arrangement or proposed contract or arrangement; and
  - (f) the Company may not rely on the Director's interest as a ground to avoiding the contract or arrangement.
- 40.5 A Director may be or become a director or other officer of, or otherwise interested in, any related body corporate or any other body corporate promoted by the Company or in which the Company may be interested as a vendor, shareholder or otherwise and is not accountable to the Company for any remuneration or other benefits received by the Director as a director or officer of, or from having an interest in, that body corporate.

## 41. Alternate Directors

- 41.1 A Director may, with the approval of the Directors, appoint any person as his or her alternate for a period determined by that Director.

- 41.2 An Alternate Director is entitled to notice of Directors' meetings and, if the appointor is not present at a meeting, is entitled to attend, be counted in a quorum and vote as a Director.
- 41.3 An Alternate Director is an officer of the Company and is not an agent of the appointor.
- 41.4 The provisions of this Constitution which apply to Directors also apply to Alternate Directors.
- 41.5 The appointment of an Alternate Director:
- (a) may be revoked at any time by the appointor or by the other Directors; and
  - (b) end automatically when the appointor ceases to be a Director.
- 41.6 Any appointment or revocation under this clause must be effected by written notice delivered to the Secretary.

## 42. Remaining Directors

- 42.1 The Directors may act even if there are vacancies on the board.
- 42.2 If the number of Directors is not sufficient to constitute a quorum at a Directors' meeting, the Directors may act only to:
- (a) appoint a Director; or
  - (b) call a general meeting.

## 43. President

- 43.1 The Directors of the Company may appoint 1 or more Directors to the office of President of the Company for a period and on such terms, excluding terms concerning remuneration, as the Directors think fit. The Directors may confer any of the powers on the President that the Directors themselves may exercise.
- 43.2 The Directors may revoke or vary an appointment or any of the powers conferred on the President.

## 44. Delegation

- 44.1 The Directors may delegate any of their powers, other than those that by law must be dealt with by the Directors as a board, to a committee or committees.
- 44.2 The Directors may at any time revoke any delegation of power to a committee.
- 44.3 At least one member of each committee must be a Director.
- 44.4 A committee must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.
- 44.5 A committee may be authorised by the Directors to sub-delegate all or any of the powers for the time being vested in it.
- 44.6 Meetings of any committee of Directors will be governed by the provisions of this Constitution which deal with Directors' meetings so far as they are applicable and are not inconsistent with any directions of the Directors. The provisions apply as if each member was a Director.

## 45. Written resolutions

- 45.1 The Directors may pass a resolution without a Director's meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Director signs.
- 45.2 For the purposes of clause 45.1, separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.
- 45.3 Any document referred to in this clause may be in the form of a facsimile or electronic transmission.
- 45.4 The minutes of Directors' meetings must record that a meeting was held in accordance with this clause.
- 45.5 This clause applies to meetings of Directors' committees as if all members of the committee were Directors.

## 46. Validity of acts of Directors

If it is discovered that:

- (a) there was a defect in the appointment of a person as a Director, Alternate Director or member of a Directors' committee; or
- (b) a person appointed to one of those positions was disqualified,

all acts of the Directors or the Directors' committee before the discovery was made are as valid as if the person had been duly appointed and was not disqualified.

## 47. Minutes and Registers

- 47.1 The Directors must cause minutes to be made of:
- (a) the names of the Directors present at all general meetings, Directors' meetings and meetings of Directors' committees;
  - (b) all proceedings and resolutions of general meetings, Directors' meetings and meetings of Directors' committees;
  - (c) all resolutions passed by Directors in accordance with clause 45;
  - (d) all appointments of officers;
  - (e) all orders made by the Directors and Directors' committees; and
  - (f) all disclosures of interests made under clause 40.
- 47.2 Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting of the relevant body.
- 47.3 The Company must keep all registers required by this Constitution and the Corporations Act.

# Local management

## 48. Local management

48.1 The Directors may provide for the management and transaction of the affairs of the Company in any places and in such manner as they think fit.

48.2 Without limiting clause 48.1 the Directors may:

- (a) establish local boards or agencies for managing any of the affairs of the Company in a specified place and appoint any persons to be members of those local boards or agencies; and
- (b) delegate to any person appointed under clause 48.2(a) any of the powers, authorities and discretions which may be exercised by the Directors under this Constitution,

on any terms and subject to any conditions determined by the Directors.

48.3 The Directors may at any time revoke or vary any delegation under this clause.

## 49. Appointment of attorneys and agents

49.1 The Directors may from time to time by resolution or power of attorney executed in accordance with section 127 of the Corporations Act appoint any person to be the attorney or agent of the Company:

- (a) for the purposes;
- (b) with the powers, authorities and discretions (not exceeding those exercisable by the Directors under this Constitution);
- (c) for the period; and
- (d) subject to the conditions,

determined by the Directors.

49.2 An appointment by the Directors of an attorney or agent of the Company may be made in favour of:

- (a) any member of any local board established under this Constitution;
- (b) any company;
- (c) the members, directors, nominees or managers of any company or firm; or
- (d) any fluctuating body of persons whether nominated directly or indirectly by the Directors.

49.3 A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit.

49.4 The Directors may appoint attorneys or agents by facsimile transmission, telegraph or cable to act for and on behalf of the Company.

49.5 An attorney or agent appointed under this clause may be authorised by the Directors to sub-delegate all or any of the powers authorities and discretions for the time being vested in it.

# Secretary

## 50. Secretary

- 50.1 If required by the Corporations Act, there must be at least one secretary of the Company appointed by the Directors for a term determined by them. It would be expected that one of the Directors of the Company would normally be appointed Secretary.
- 50.2 The Secretary is entitled to attend and be heard on any matter at all Directors' and general meetings.
- 50.3 The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

# Seals

## 51. Common Seal

If the Company has a Seal:

- (a) the Directors must provide for the safe custody of the Seal;
- (b) the Seal must not be used without the authority of the Directors or a Directors' committee authorised to use the Seal;
- (c) every document to which the Seal is affixed must be signed by a Director and be countersigned by another Director, the Secretary or another person appointed by the Directors to countersign the document.

## 52. Duplicate Seal

If the Company has a Seal, the Company may have one or more duplicate seals of the Seal each of which:

- (a) must be a facsimile of the Seal with 'Duplicate Seal' on its face;
- (b) must not be used except with the authority of the Directors.

# Inspection of records

## 53. Inspection of records

- 53.1 Except as otherwise required by the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the financial records and other documents of the Company or any of them will be open for inspection by Members other than Directors.
- 53.2 Except as otherwise required by the Corporations Act, a Member other than a Director does not have the right to inspect any financial records or other documents of the Company unless the Member is authorised to do so by a court order or a resolution of the Directors.



# Changing the Constitution

53.3 The Company may modify, add to or delete from this Constitution by special resolution if written notice of the proposed changes is circulated to all voting Members.

## Notices

### 54. Service of notices

54.1 Notice may be given by the Company to any person who is entitled to notice under this Constitution:

- (a) by serving it on the person; or
- (b) by sending it by post, facsimile transmission or electronic notification to the person at the person's address shown in the Register or the address supplied by the person to the Company for sending notices to the person.

54.2 A notice sent by post is taken to be served:

- (a) by properly addressing, prepaying and posting a letter containing the notice; and
- (b) on the day after the day on which it was posted.

54.3 A notice sent by facsimile transmission or electronic notification is taken to be served:

- (a) by properly addressing the facsimile transmission or electronic notification and transmitting it; and
- (b) on the day after its despatch.

54.4 If a Member does not have an address recorded in the Register a notice will be taken to be served on that Member 24 hours after it was posted on a notice board at the Company's registered office or on the Company's website.

54.5 A Member whose address recorded in the Register is not in Australia may specify in writing an address in Australia to be taken to be the Member's for the purposes of clause 54.

54.6 A certificate in writing signed by a Director, Secretary or other officer of the Company that a document or its envelope or wrapper was addressed and stamped and was posted is conclusive evidence of posting.

54.7 Subject to the Corporations Act the signature to a written notice given by the Company may be written or printed.

54.8 All notices sent by post outside Australia must be sent by prepaid airmail post.

### 55. Persons entitled to notice

55.1 Notice of every general meeting must be given to:

- (a) every Member;
- (b) every Director and Alternate Director; and
- (c) any Auditor.

55.2 No other person is entitled to receive notice of a general meeting.

## Audit and accounts

### 56. Audit and accounts

56.1 The Directors must cause the Company to keep written financial records in relation to the business of the Company in accordance with the requirements of the Corporations Act.

56.2 The Directors must cause the financial records of the Company to be audited in accordance with the requirements of the Corporations Act.

## Winding up

### 57. Winding up

57.1 If the Company is wound up:

(a) each Member; and

(b) each person who has ceased to be a Member in the preceding year,

undertakes to contribute to the property of the Company for the:

(c) payment of debts and liabilities of the Company (in relation to clause 57.1(b), contracted before the person ceased to be a Member) and payment of costs, charges and expenses of winding up; and

(d) adjustment of the rights of the contributories amongst themselves,

such amount as may be required, not exceeding \$10.00.

57.2 If any surplus remains following the winding up of the Company, the surplus will not be paid to or distributed amongst Members, but will be given or transferred to another corporation which, by its constitution, is:

(a) required to pursue charitable purposes only;

(b) required to apply its profits (if any) or other income in promoting its objects; and

(c) prohibited from making any distribution to its members or paying fees to its directors,

such corporation to be determined by the Members at a general meeting or before the winding up and in default, by application to the Supreme Court of Victoria for determination.

## Indemnity

### 58. Indemnity

58.1 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act the Company indemnifies every person who is or has been an officer of the Company against:

- (a) any liability (other than for legal costs) incurred by that person as an officer of the Company (including liabilities incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment); or
  - (b) reasonable legal costs incurred in defending an action for a liability incurred by that person as an officer of the Company (including legal costs incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).
- 58.2 The amount of any indemnity payable under clauses 58.1(a) or 58.1(b) will include an additional amount (**GST Amount**) equal to any GST payable by the officer being indemnified (**Indemnified Officer**) in connection with the indemnity (less the amount of input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity which includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST Amount.
- 58.3 For the purposes of this clause, **officer** means:
- (a) a Director; or
  - (b) a Secretary.

## Ausglass Fund

### 59. Ausglass Fund

- 59.1 The Company shall maintain a fund for the sole purpose of promoting and advancing contemporary glass:
- (a) to which gifts of money or property, or Deductible Contributions, for that purpose are to be made;
  - (b) to which money received by the Company because of those gifts, or Deductible Contributions, is to be credited; and
  - (c) that does not receive any other money or property (the '**Fund**').
- 59.2 The name of the Fund shall be 'Ausglass Fund'.
- 59.3 The Company must use the following only for the predominant object set out Clause 59.1 for its work pertaining to promoting and advancing contemporary glass:
- (a) gifts, or Deductible Contributions, made to the Fund; and
  - (b) any money received because of those gifts or Deductible Contributions.
- 59.4 Receipts for gifts must state:
- (a) the name of the Fund as stated in clause 59.2;
  - (b) the ABN of the Company; and
  - (c) the fact that the receipt is for a gift.
- 59.5 Receipts for Deductible Contributions must state:
- (a) the name of the Fund as stated in clause 59.2;

- (b) the ABN of the Company;
- (c) the fact that the Deductible Contribution was made in return for either or both:
  - (i) a right to attend or participate in a specific fund-raising event;
  - (ii) the purchase of goods and services at an auction held at a fund-raising event;
- (d) the amount of the Deductible Contribution if the Deductible Contribution is money; and
- (e) the GST inclusive market value of the minor benefit provided in return for the Deductible Contribution.

59.6 At the first instance of:

- (a) the winding up of the Fund; or
- (b) the Fund ceasing to be registered as a cultural organisation in accordance with Subdivision 30-F of the ITAA 1997;

any surplus assets of the Fund remaining after the payment of liabilities attributable to the Fund shall not be paid to or distributed to the Members, but shall be given or transferred to some other fund, authority or institution having objects similar to the objects of the Ausglass Fund, and whose rules shall prohibit the distribution of its or their income among its or their members, such fund, authority or institution is to be eligible for tax deductibility of donations under Subdivision 30-B, section 30-100, of the ITAA 1997 and listed on the Register of Cultural Organisations maintained under the ITAA 1997.

59.7 The assets and income of the Fund shall be applied solely in the furtherance of the objects in clause 59.1 and no portion shall be distributed directly or indirectly to any individual except as bona fide compensation for services rendered or expenses incurred on behalf of the Fund.

59.8 The Company must maintain a separate bank account for the Fund.

59.9 The Directors shall ensure that the Fund shall be controlled by an executive committee consisting of a majority of Responsible Persons.

59.10 The Directors shall comply with any rules made by the Commonwealth Treasurer or the Minister for Communications, Information Technology and the Arts to ensure that gifts or Deductible Contributions made to the Fund are used only for the purpose of promoting and advancing contemporary glass.

59.11 The Directors shall provide to the Secretary of the Department for Communications, Information Technology and the Arts, at 6 monthly intervals or at such other times as determined by the Secretary (**reporting period**), statistical information about gifts or Deductible Contributions made to the Fund since the previous reporting period.

59.12 The Company shall invite the public to make contributions to the Fund.

59.13 The Australian Taxation Office must be notified of any alterations made to this clause 59 of the Constitution.

## 60. Vicki Torr Memorial Fund and Prizes

60.1 The Company has established a Vicki Torr Memorial Fund (“The Fund”) and appointed an honorary Executive Officer to oversee the operation of The Fund and the awarding of prizes.

- 60.2 A set of rules for the management of The Fund has been established in conjunction with the Executive Officer which rules can be changed from time to time in accordance with agreement between the Directors and the Executive Officer.
- 60.3 The Fund is to be managed by the President, the Secretary, the Treasurer and the Executive Officer.
- 60.4 A Director of the Company is not to be appointed the Executive Officer of The Fund.
- 60.5 The Executive Officer will hold that position until such time as that person resigns in writing or until the Directors appoint a successor.
- 60.6 The Company shall have the power to award a prize to:
- (a) any glass artist, who exhibits their work at the Ausglass Exhibition held at an Ausglass National Conference; and
  - (b) any emerging glass artist, being a glass artist with five years or less of professional experience, and whose work is displayed on the Ausglass Online Gallery; and
  - (c) other prizes, scholarships or bursaries as may be determined from time to time, for the purpose of promoting and advancing contemporary glass.
- 60.7 The Prize in clause 60.6(a) shall be called the 'Vicki Torr Memorial Prize' and the Prize in clause 60.6(b) shall be called the 'Vicki Torr Online Gallery Prize for Emerging Artists'.
- 60.8 The prizes and prize conditions, referred to in 60.6 may be changed, altered or desisted with at any time at the discretion of the Directors, in consultation with the Executive Officer;
- 60.9 The Company shall maintain a separate Vicki Torr Fund bank account to fund the Prizes.
- 60.10 The Directors, in conjunction with the Executive Officer, may impose rules in relation to the management and administration of the bank account referred to in clause 60.3 and in relation to the award of the Prizes or any other prize that the Directors may determine, including the imposition of an entry fee into any competition or exhibition of such an amount and on such terms as the Directors may think fit, provided always that entry into any competition or exhibition for the award of a Prize or prizes is not open only to Members and may be awarded to any qualifying contemporary glass practitioner for the purpose of promoting and advancing contemporary glass.