

RULES

OF THE

CHINESE CHRISTIAN CHURCH OF VICTORIA INCORPORATED

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PART 1 - PRELIMINARY

1. NAME

The name of the incorporated association is "Chinese Christian Church of Victoria Incorporated" - hereinafter called "the Church".

2. PURPOSES

The purposes of the Church are—

- 2.1. to bring Christians together to worship, praise and glorify our triune true God; and to celebrate the holy sacraments of Holy Communion and Baptism; and
- 2.2. to promote the spiritual growth of Christians through the study of, and instruction in, the Word of God; and
- 2.3. to promote the fellowship of Christians as members of the body of Christ; and
- 2.4. to seek to apply the principles and teachings of the Word of God in the life of the Church; and
- 2.5. to proclaim the gospel of salvation through Christ Jesus to the world in accordance with His great commission; and
- 2.6. to engage in religious and charitable activities consistent with the above purposes, including activities incidental or conducive to the attainment of the above purposes.

3. FINANCIAL YEAR

The financial year of the Church is each period of 12 months ending on "31 December".

4. DEFINITIONS

In these Rules, unless the contrary intention is expressed, the following terms are interpreted as defined here—

- 4.1. *baptised* means baptised by immersion or sprinkling;
- 4.2. *baptism* means baptism by immersion or sprinkling;
- 4.3. *Board* means the committee having management of the business of the Church;
- 4.4. *Board meeting* means a meeting of the Board held in accordance with these Rules;
- 4.5. *Board member* means a member of the Board elected or appointed under Divisions 3, 4, 5 of Part 5;
- 4.6. *Chairperson*, of a general meeting or Board meeting, means the person chairing the meeting as required under rule 49;
- 4.7. *confirmed* under rules 9.1.5, 56.1.4, 60.1.4 and 81.2 means having undergone the process recognised by various Protestant denominations whereby the individual publicly professes his or her Christian faith and/or publicly confirms his or her infant baptism;
- 4.8. *disciplinary appeal meeting* means a meeting of the disciplinary appeal subcommittee convened under rule 24.3;
- 4.9. *disciplinary meeting* means a meeting of the disciplinary subcommittee convened for the purposes of rule 23;
- 4.10. *disciplinary subcommittee* means the subcommittee appointed under rule 21;
- 4.11. *financial year* means the 12 month period specified in rule 3;
- 4.12. *general meeting* means a general meeting of the members of the Church convened in accordance with Part 4 and includes an annual general meeting and a special general meeting;
- 4.13. *member* means a member of the Church;

- 4.14. *Minister* means ordained minister or unordained pastor;
- 4.15. *special resolution* means a resolution that requires at least three-quarters of the voting members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;
- 4.16. *the Act* means the **Associations Incorporation Reform Act 2012** and includes any regulations made under that Act;
- 4.17. *the Registrar* means the Registrar of Incorporate Associations;
- 4.18. *voting member* means a member who under rule 13.3 is entitled to vote at a general meeting;
- 4.19. *Word of God* means the Bible.

5. DOCTRINAL STATEMENT

Whereas a fuller general representation of our theological position is to be found in the Apostles' Creed, the Nicene Creed, the Chalcedon Creed, the Heidelberg Catechism, and the Westminster Confession of Faith, and whereas the Bible is the source, the content and the criterion of true theology, the following summarise the basic elements of our Christian beliefs, wherein we believe,

- 5.1. That the Bible, containing the Old and New Testaments, is the inspired and therefore infallible and inerrant Word of God, the necessary and complete revelation of His will for the salvation of men, and it is the final authority for Christian faith and life.
- 5.2. In the one true and living God, eternally existing in three distinct persons: Father, Son and Holy Spirit.
- 5.3. That the triune God is the creator, the sustainer, and the ruler of all creation, but is prior to, and distinct from it.
- 5.4. That the first man, Adam, was created by God in His image, but fell from his original state by sinning against God, and hence incurred upon himself and all his posterity the guilt of sin, condemnation, and death; therefore, all mankind are in need of salvation, but are totally incapable of saving themselves.
- 5.5. That after the fall, God in His mercy and love, made provision for man's redemption through the establishment of the covenant of grace with His people by the promise and the actual giving of the Saviour Jesus Christ, whom to believe is justification and life.
- 5.6. That Jesus Christ is the Son of God, sent by the Father, begotten by the Holy Spirit, and born of the Virgin Mary; that He lived a sinless and obedient life, suffered and died on the cross vicariously for the sins of His people, even those who believe in Him; that God raised Him from the dead, exalted Him both as Lord and Christ, and gave Him the promise of the Holy Spirit for His Church.
- 5.7. That men are saved by grace through faith in Christ in response to the Gospel preached, or otherwise presented, in the power of the Holy Spirit, through whom ransomed sinners become the Sons of God and heirs of eternal life. That Jesus Christ is the only mediator between God and man; through Him and only through Him the believer has access to the Father.
- 5.8. That every believer is a new creature in Christ, and is called to walk in the Spirit, to die unto sin, and to live unto righteousness, and thereby to manifest the fruit of the Spirit, conforming himself to the image of Christ; that good works are the fruit of the Christian life, and of themselves are not ways of justification.
- 5.9. That the Church consisting of all true believers, being Christ's own and indwelt by the Holy Spirit, is the body of Christ, the invisible Church; that the Church is holy, universal and one in Christ; that the invisible Church manifests itself in the visible Church, the local congregations consisting of all who profess to believe in Christ and are baptized; that as the people of God and a kingdom of priests, the Church is called to grow unto the stature of the fullness of Christ and to fulfil her missionary task through the exercise of the gifts of the Holy Spirit, in worship, preaching, sacraments, fellowship, discipline, and service.
- 5.10. In the priesthood of all believers, and parity of the ministers and the laity.
- 5.11. That in the last day, as the consummation of redemption, Christ will come again personally and visibly to the earth to judge the living and the dead; that there will be a bodily resurrection of the dead, of the believers through the Holy Spirit unto the inheritance of eternal life, and of the unbelievers unto eternal punishment; and that a new heaven and a new earth will be ushered in.

PART 2 – POWERS OF ASSOCIATION

6. POWERS OF ASSOCIATION

6.1. Subject to the Act, the Church has power to do all things incidental or conducive to achieve its purposes.

6.2. Without limiting subrule (1), the Church may—

- 6.2.1. acquire, hold and dispose of real or personal property;
- 6.2.2. open and operate accounts with financial institutions;
- 6.2.3. invest its money in any security in which trust monies may lawfully be invested;
- 6.2.4. raise and borrow money on any terms and in any manner as it thinks fit;
- 6.2.5. secure the repayment of money raised or borrowed, or the payment of a debt or liability;
- 6.2.6. appoint agents to transact business on its behalf;
- 6.2.7. enter into any other contract it considers necessary or desirable.

6.3. The Church may only exercise its powers and use its income and assets (including any surplus) for its purposes.

6.4. The Board must obtain the approval of at least two-thirds of the voting members present at a general meeting of the Church in the following matters—

- 6.4.1. the acquisition, holding and disposal of real estate property;
- 6.4.2. the raising and borrowing of money;
- 6.4.3. the securing of repayment of money raised or borrowed;
- 6.4.4. the repayment of a debt or liability by giving mortgages, charges or securities upon or over all or any of the properties of the Church.

7. NOT FOR PROFIT ORGANISATION

7.1. The Church must not distribute any surplus, income or assets directly or indirectly to its members.

7.2. Subrule (1) does not prevent the Church from paying a member—

- 7.2.1. reimbursement for expenses properly incurred by the member; or
- 7.2.2. for goods or services provided by the member—

if this is done in good faith on terms no more favourable than if the member was not a member.

PART 3 – MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES

DIVISION 1 – MEMBERSHIP

8. WHO IS ELIGIBLE TO BE A MEMBER

Any person who supports the purposes and accepts the doctrinal statement of the Church is eligible for membership.

9. APPLICATION FOR MEMBERSHIP

9.1. To apply to become a member of the Church, a person must submit an application form to the Board stating that the person—

- 9.1.1. wishes to become a member of the Church; and
- 9.1.2. supports the purposes of the Church; and
- 9.1.3. agrees to comply with these Rules; and
- 9.1.4. accepts Christ Jesus as personal saviour and confesses Him as Lord; and
- 9.1.5. has been baptised at an age not below 16 years, or has been confirmed at an age not below 16 years; and
- 9.1.6. has been attending worship service at the Church regularly for the previous year.

9.2. The application must be signed by the applicant and two referees, who must be voting members of the Church or a pastor from the applicant's former church.

9.3. For an applicant from another church in Australia—

- 9.3.1. the applicant must relinquish his or her former membership; and
- 9.3.2. a letter of recommendation from the applicant's former church or a letter indicating relinquishment of former membership from the applicant must accompany such an application.

9.4. For an applicant from another church overseas—

- 9.4.1. the Church strongly recommends that the applicant relinquishes his or her former membership; and
- 9.4.2. the Church strongly recommends that a letter of recommendation from the applicant's former church or a letter indicating relinquishment of former membership from the applicant accompanies such an application.
- 9.4.3. however, the Church does not always insist upon complete compliance with the above recommendations, should circumstances warrant their non-compliance or make their compliance impracticable.

10. CONSIDERATION OF APPLICATION

10.1. As soon as practicable after an application for membership is received, the Board must—

- 10.1.1. review the application; and
- 10.1.2. appoint a subcommittee to interview the applicant; and
- 10.1.3. decide by resolution whether to accept or reject the application.

10.2. The Board must notify the applicant in writing of its decision as soon as practicable after the decision is made.

10.3. No reason need be given for the rejection of an application.

11. NEW MEMBERSHIP

11.1. If an application for membership is approved by the Board—

- 11.1.1. the resolution to accept the membership must be recorded in the minutes of the Board meeting; and
- 11.1.2. the Secretary must, as soon as practicable, enter the name in English (and Chinese if known) and the address of the new member, the date of becoming a member, and any other information determined by the Board, in the register of members.

11.2. A person becomes a member of the Church and, subject to rule 13.3, is entitled to exercise his or her rights of membership from the date on which the Board approves the person's membership.

12. ANNUAL SUBSCRIPTION AND FEE ON JOINING

No joining fee, annual subscription or other amount is to be paid by members of the Church.

13. GENERAL RIGHTS OF MEMBERS

13.1. A member of the Church has the right—

- 13.1.1. to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
- 13.1.2. to attend general meetings.

13.2. A voting member of the Church has the right—

- 13.2.1. to submit items of business for consideration at a general meeting; and
- 13.2.2. to be heard at general meetings; and
- 13.2.3. to vote at a general meeting; and
- 13.2.4. to have access to the minutes of general meetings and other documents of the Church as provided under rule 86; and
- 13.2.5. to inspect the register of members; and
- 13.2.6. to request information from the Board in writing; and
- 13.2.7. to request a special general meeting in the manner prescribed in rule 34; and
- 13.2.8. to nominate other voting members for election to the position of Deacon in the manner prescribed in rule 61; and
- 13.2.9. to be nominated for appointment to the position of Elder, or election to the position of Deacon subject to the requirements prescribed in rules 56 and 60 respectively.

13.3. A member is entitled to vote if—

- 13.3.1. more than 10 business days have passed since he or she became a member of the Church; and
- 13.3.2. the member's membership rights are not suspended for any reason; and
- 13.3.3. the member has attained the age of 18 years; and
- 13.3.4. the member resides within the state of Victoria, Australia; and
- 13.3.5. in the opinion of the Board, the member has been attending worship service regularly for the previous year.

13.4. Only the Ministers and the existing Elders have the right to nominate other voting members for appointment to the position of Elder.

14. RESPONSIBILITIES OF MEMBERS

14.1. A member has the following responsibilities—

- 14.1.1. caution and consideration in speech and conduct; and
- 14.1.2. regular attendance at worship service and participation in prayer meetings, Bible studies and other devotional meetings organized by the Church or in conjunction with other churches; and
- 14.1.3. regular personal devotion and earnestness in seeking spiritual growth and in living a life pleasing to God; and
- 14.1.4. earnestness in seeking to utilise the freely given gifts of the Holy Spirit for the building up of the body of Christ and for service to others; and
- 14.1.5. earnestness in seeking to be witnesses for Christ both individually and corporately, and to bring others to Christ; and
- 14.1.6. personal commitment to meeting the needs of the Church and of the Kingdom of God through financial contributions, regular prayer, offerings of material gifts, time, abilities and the whole person, in accordance with the way in which God has prospered them and in which the Word of God directs; and
- 14.1.7. active interest and participation in the affairs of the Church and regular attendance at general meetings.

15. RIGHTS NOT TRANSFERABLE

The rights of a member are not transferable and end when membership ceases.

16. CEASING MEMBERSHIP

16.1. The membership of a person ceases on resignation, transfer of membership to another church, rescission of membership or death.

16.2. If a person ceases to be a member of the Church, the Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

17. RESIGNING AS A MEMBER

17.1. A member may resign by giving 1 month's notice in writing to the Board.

17.2. A member is taken to have resigned if—

17.2.1. the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and

17.2.2. the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

18. TRANSFER OF MEMBERSHIP TO ANOTHER CHURCH

18.1. A member may request transfer of membership from the Church to another church. The Board must provide the member with a letter of transfer and the member ceases to be a member immediately.

18.2. A member who becomes a member of another church in Australia without a formal transfer of membership is deemed to have transferred his or her membership to the other church, and the member ceases to be a member of the Church immediately.

19. REGISTER OF MEMBERS

19.1. The Secretary must keep and maintain a register of members that includes—

19.1.1. for each current member—

19.1.1.1. the member's name in English (and Chinese if known);

19.1.1.2. the address for notice last given by the member;

19.1.1.3. the date of becoming a member;

19.1.1.4. the date of restoration of membership (if applicable);

19.1.1.5. any other information determined by the Board; and

19.1.2. for each former member, the date of ceasing to be a member.

19.2. Any voting member may, at a reasonable time and free of charge, inspect the register of members.

DIVISION 2 – DISCIPLINARY ACTION

20. GROUNDS FOR TAKING DISCIPLINARY ACTION

20.1. The Church may take disciplinary action against a member in accordance with this Division if it is determined that the member—

20.1.1. has failed to comply with these Rules; or

20.1.2. refuses to support the purposes of the Church; or

20.1.3. has engaged in conduct that is unbecoming a member, or profanes the name of Christ, or is prejudicial to the interests or brings discredit to the reputation of the Church; or

20.1.4. in the opinion of the Board, has not been attending worship service regularly for 1 year without adequate reasons.

21. DISCIPLINARY SUBCOMMITTEE

21.1. If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board must appoint a disciplinary subcommittee to hear the matter and determine what action, if any, to take against the member.

21.2. Any action to be taken is to be guided by the Word of God, carried out in a spirit of caring with a view to restoration, and in the following manner—

- 21.2.1. in the case of private offences according to Matthew 18:15-17; and
- 21.2.2. in the case of public inconsistency or severe doctrinal error according to II Thessalonians 3:6, 14, 15 and Titus 3:10-11.

21.3. The members of the disciplinary subcommittee—

- 21.3.1. must be Board members; but
- 21.3.2. must not be biased against, or in favour of, the member concerned.

22. NOTICE TO MEMBER

22.1. Before disciplinary action is taken against a member, the Secretary must give written notice to the member—

- 22.1.1. stating that the Church proposes to take disciplinary action against the member; and
- 22.1.2. stating the grounds for the proposed disciplinary action; and
- 22.1.3. specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the *disciplinary meeting*); and
- 22.1.4. advising the member that he or she may do one or both of the following—

- 22.1.4.1. attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
- 22.1.4.2. give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and

22.1.5. setting out the member's appeal rights under rule 24.

22.2. The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

23. DECISION OF SUBCOMMITTEE

23.1. At the disciplinary meeting, the disciplinary subcommittee must—

- 23.1.1. give the member adequate counsel and an opportunity to be heard; and
- 23.1.2. consider any written statement submitted by the member.

23.2. After complying with subrule (1), the disciplinary subcommittee may—

- 23.2.1. take no further action against the member; or
- 23.2.2. subject to subrule (3)—
 - 23.2.2.1. reprimand the member; or
 - 23.2.2.2. suspend the membership rights of the member for a specified period; or
 - 23.2.2.3. rescind the member's membership.

23.3. The disciplinary subcommittee may not fine the member.

23.4. The suspension of membership rights or the rescission of membership by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.

23.5. The Board must inform the member in writing of the decision of the disciplinary subcommittee.

23.6. In the case of rescission of membership, the Board may announce the decision of the disciplinary subcommittee and the reasons for it to the members of the Church where it deems appropriate to do so.

24. APPEAL RIGHTS

24.1. A person whose membership rights have been suspended or whose membership has been rescinded by the Board under rule 23 may give notice to the effect that he or she wishes to appeal against the suspension or rescission.

24.2. The notice must be in writing and given—

- 24.2.1. to the disciplinary subcommittee immediately after the vote to suspend rights or rescind membership is taken; or

- 24.2.2. to the Secretary not later than 48 hours after the vote.
- 24.3. If a person has given notice under subrule (2), the Board must appoint a disciplinary appeal subcommittee and convene a disciplinary appeal meeting as soon as practicable, but in any event not later than 21 days, after the notice is received.
- 24.4. The members of the disciplinary appeal subcommittee must not be members of the disciplinary subcommittee.
- 24.5. Notice of the disciplinary appeal meeting must be given to each member of the disciplinary appeal subcommittee as soon as practicable and must—
 - 24.5.1. specify the date, time and place of the meeting; and
 - 24.5.2. state—
 - 24.5.2.1. the name of the person against whom the disciplinary action has been taken; and
 - 24.5.2.2. the grounds for taking that action; and
 - 24.5.2.3. that the members of the disciplinary appeal subcommittee present must vote on whether the decision to suspend rights or rescind membership should be upheld or revoked.

25. CONDUCT OF DISCIPLINARY APPEAL MEETING

- 25.1. At a disciplinary appeal meeting—
 - 25.1.1. no business other than the question of the appeal may be conducted; and
 - 25.1.2. the Board must state the grounds for suspension of rights or rescission of membership and the reasons for taking that action; and
 - 25.1.3. the person whose rights have been suspended or membership rescinded must be given an opportunity to be heard.
- 25.2. The decision is upheld if at least two-thirds of the members of the appeal subcommittee vote in favour of the decision.

26. RESTORATION OF MEMBERSHIP RIGHTS OR MEMBERSHIP

- 26.1. The Board has the authority to restore a person’s membership rights or membership if, in the opinion of the Board, the person has sincerely repented of his or her past misdeeds, and whose conduct over a period of time warrants such a restoration.
- 26.2. A person whose membership has been rescinded may also apply for membership in the manner prescribed in rule 9.

DIVISION 3 – GRIEVANCE PROCEDURE

27. APPLICATION

- 27.1. The grievance procedure set out in this Division applies to disputes under these Rules between—
 - 27.1.1. a member and another member;
 - 27.1.2. a member and the Board;
 - 27.1.3. a member and the Church;
- 27.2. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

28. PARTIES MUST ATTEMPT TO RESOLVE THE DISPUTE

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

29. APPOINTMENT OF MEDIATOR

- 29.1. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 28, the parties must within 10 days—

- 29.1.1. notify the Board of the dispute; and
- 29.1.2. agree to or request the appointment of a mediator; and
- 29.1.3. attempt in good faith to settle the dispute by mediation.

29.2. The mediator must be—

- 29.2.1. a person chosen by agreement between the parties; or
- 29.2.2. in the absence of agreement—

29.2.2.1. if the dispute is between a member and another member—a person appointed by the Board; or

29.2.2.2. if the dispute is between a member and the Board or the Church—a person appointed by the Board from outside the Church.

29.3. A mediator appointed by the Board must not be a person who—

- 29.3.1. has a personal interest in the dispute; or
- 29.3.2. is biased in favour of or against any party.

30. MEDIATION PROCESS

30.1. The mediator to the dispute, in conducting the mediation, must—

- 30.1.1. give each party every opportunity to be heard; and
- 30.1.2. allow due consideration by all parties of any written statement submitted by any party; and
- 30.1.3. ensure that natural justice is accorded to the parties throughout the mediation process; and
- 30.1.4. be guided by the Word of God.

30.2. The mediator must not determine the dispute.

31. FAILURE TO RESOLVE DISPUTE BY MEDIATION

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 4 – GENERAL MEETINGS OF THE CHURCH

32. ANNUAL GENERAL MEETINGS

32.1. The Board must convene an annual general meeting of the Church to be held on the last Sunday in May of each year.

32.2. The ordinary business of the meeting is as follows—

32.2.1. to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;

32.2.2. to receive and consider—

32.2.2.1. the annual report of the Board on the activities of the Church during the preceding financial year; and

32.2.2.2. the financial statements of the Church for the preceding financial year submitted by the Board in accordance with Part 7 of the Act;

32.2.3. to appoint or reappoint Ministers;

32.2.4. to elect Deacons and appoint Elders;

32.2.5. to answer questions from voting members by the Board concerning the affairs of the Church;

32.2.6. to review and evaluate the various ministries of the Church;

32.2.7. to discuss and pass resolutions on other matters that affect the Church.

32.3. The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

32.4. The minutes of the previous annual general meeting and of any special general meeting held since then, the financial statements of the Church for the preceding financial year, and the annual report of the Board must be distributed to members of the Church by the Board at least one Sunday prior to the meeting.

33. SPECIAL GENERAL MEETINGS

33.1. Any general meeting of the Church, other than an annual general meeting, is a special general meeting.

33.2. The Board may convene a special general meeting whenever it thinks fit.

33.3. No business other than that set out in the notice under rule 35 may be conducted at the meeting.

34. SPECIAL GENERAL MEETING HELD AT REQUEST OF MEMBERS

34.1. The Board must convene a special general meeting if a request to do so is made in accordance with subrule (2) by at least 25% of the voting members.

34.2. A request for a special general meeting must—

34.2.1. be in writing; and

34.2.2. state the business to be considered at the meeting and any resolutions to be proposed; and

34.2.3. include the names and signatures of the voting members requesting the meeting; and

34.2.4. be given to the Secretary.

34.3. If the Board does not convene a special general meeting within one month after the date on which the request is made, the voting members making the request (or any of them) may convene the special general meeting.

34.4. A special general meeting convened by voting members under subrule (3)—

34.4.1. must be held within 3 months after the date on which the original request was made; and

34.4.2. may only consider the business stated in that request.

34.5. The Church must reimburse all reasonable expenses incurred by the voting members convening a special general meeting under subrule (3).

35. NOTICE OF GENERAL MEETINGS

35.1. A voting member of the Church desiring to bring any business before a general meeting of the Church called by the Board must give notice of that business in writing at least 1 month before the meeting to the Board, which has the authority to accept or reject the business in the notice for the meeting. However, items of business to be brought before a special general meeting of the Church requested by at least 25% of all the voting members must not be subject to such scrutiny and are to be automatically accepted by the Board. Any business that is accepted by the Board must be included in the notice calling the next meeting after the receipt of the written notice from the voting member.

35.2. The Secretary (or, in the case of a special general meeting convened under rule 34.3, the voting members convening the meeting) must give to each member of the Church—

35.2.1. at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or

35.2.2. at least 14 days' notice of a general meeting in any other case.

35.3. The notice must—

35.3.1. be in writing; and

35.3.2. specify the date, time and place of the meeting; and

35.3.3. indicate the general nature of each item of business to be considered at the meeting; and

35.3.4. if a special resolution is to be proposed—

35.3.4.1. state in full the proposed resolution; and

35.3.4.2. state the intention to propose the resolution as a special resolution; and

35.3.5. comply with rule 36.5.

36. PROXIES

36.1. A member may apply to appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting, if—

36.1.1. the member making the application and the proxy are both voting members; and

36.1.2. the member making the application—

36.1.2.1. will be overseas on the day of the meeting; or

36.1.2.2. will be absent on work related business within Australia on the day of the meeting; or

36.1.2.3. suffers illness which will prevent him or her from attending the meeting.

36.2. A member may only appoint one proxy and be a proxy for no more than one other member.

36.3. The application to appoint a proxy must be in writing and signed by the member making the application.

36.4. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.

36.5. Notice of a general meeting given to a member under rule 35 must state that the member may appoint another member as a proxy for the meeting. A member may request from the Secretary a copy of the application form that the Board has approved for the appointment of a proxy.

36.6. An application form to appoint a proxy must be submitted to the Board at least one week prior to the date of the meeting in respect of which the proxy is to be appointed.

36.7. The Board must confirm whether the application form is valid and respond to the application prior to the meeting.

36.8. The Application for Appointment of Proxy form is as set out in Appendix 1.

37. QUORUM AT GENERAL MEETINGS

37.1. No business may be conducted at a general meeting unless a quorum of voting members is present.

37.2. The presence of a simple majority of the voting members of the Church (including proxies) constitutes a quorum for a general meeting.

37.3. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—

37.3.1. in the case of a meeting convened by, or at the request of, voting members under rule 34—

37.3.1.1. the meeting must be dissolved; and

37.3.1.2. the business that was to have been considered at the meeting is taken to have been dealt with; and

37.3.1.3. if the voting members wish to have the business reconsidered at another special general meeting, the voting members must make a new request under rule 34.

37.3.2. in any other case—

37.3.2.1. the meeting must be adjourned to a date not more than 21 days after the adjournment; and

37.3.2.2. the date, time and place to which the meeting is adjourned are to be determined by the Board and confirmed by written notice given to all members as soon as practicable after the meeting.

37.4. If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under subrule (3.2), the voting members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

38. ADJOURNMENT OF GENERAL MEETING

38.1. The Chairperson of a general meeting at which a quorum is present may, with the consent of a simple majority of voting members present at the meeting, adjourn the meeting to another date and time at the same place or at another place.

38.2. Without limiting subrule (1), a meeting may be adjourned—

38.2.1. if there is insufficient time to deal with the business at hand; or

38.2.2. to give the members more time to consider an item of business.

38.3. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.

38.4. The date, time and place to which the meeting is adjourned are to be determined by the Board and confirmed by written notice given to all members as soon as practicable after the meeting.

39. VOTING AT GENERAL MEETING

39.1. Any question arising or resolution proposed at a general meeting may be put to the vote by the voting members present only if it has been proposed by a voting member present and seconded by another voting member present.

39.2. Voting is to be by a show of hands, or in a manner as a simple majority of the voting members present may agree.

39.3. On any question arising or any resolution proposed at a general meeting—

39.3.1. subject to subrule (4), each voting member present has one vote; and

39.3.2. voting members may vote personally or by proxy; and

39.3.3. voting members may abstain from voting.

39.4. If the question is whether or not to confirm the minutes of a previous meeting, only voting members who were present at that meeting may vote.

39.5. In any question or resolution which concerns the Minister, unless invited to be present during the period of discussion of and voting on such question or resolution by the other members of the Board present at the meeting, the Minister must absent himself or herself during such a period. Whilst invited to be present during such a period, the Minister may participate in the discussion, but must not participate in the voting.

39.6. Except as otherwise specified in these Rules and except for special resolutions, any question or resolution put to the vote is passed if at least two-thirds of the voting members present at the meeting (whether in person or by proxy) vote in favour of the question or resolution. The Minister must not be counted in the number of voting members present when a question or resolution being put to the vote concerns the Minister.

40. SPECIAL RESOLUTIONS

40.1. In addition to certain matters specified in the Act, a special resolution is required—

- 40.1.1. to remove a Board member from any of the offices listed in rule 44.3;
- 40.1.2. to alter these Rules, including changing the name or any of the purposes of the Church.

40.2. A special resolution is passed if at least three-quarters of the voting members present at the meeting (whether in person or by proxy) vote in favour of the special resolution. The Minister must not be counted in the number of voting members present when the special resolution being put to the vote concerns the Minister.

41. MINUTES OF GENERAL MEETING

41.1. The Board must ensure that minutes are taken and kept of each general meeting by the Secretary.

41.2. The minutes must record—

- 41.2.1. the names and number of the voting members attending the meeting; and
- 41.2.2. the names and number of proxies for the meeting; and
- 41.2.3. the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.

41.3. In addition, the minutes of each annual general meeting must include—

- 41.3.1. the financial statements submitted to the members in accordance with rule 32.2.2.2; and
- 41.3.2. the certificate signed by two Board members certifying that the financial statements give a true and fair view of the financial position and performance of the Church; and
- 41.3.3. any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

41.4. For an annual general meeting, the minutes of the last preceding annual general meeting and of any special general meeting held since that annual general meeting must be read out to the meeting in summary or in total.

PART 5 – THE BOARD

DIVISION 1 – POWERS OF THE BOARD

42. ROLE AND POWERS

- 42.1. The business of the Church must be managed by or under the direction of the Board.
- 42.2. The Board may exercise all the powers of the Church except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Church.
- 42.3. The Board may—
- 42.3.1. appoint and remove staff;
 - 42.3.2. establish subcommittees consisting of voting members with terms of reference it considers appropriate.

43. DELEGATION

- 43.1. The Board may delegate to a member of the Board, a subcommittee or staff, any of its powers and functions other than—
- 43.1.1. this power of delegation; or
 - 43.1.2. a duty imposed on the Board by the Act or any other law.
- 43.2. The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- 43.3. The Board may, in writing, revoke a delegation wholly or in part.

DIVISION 2 – COMPOSITION OF THE BOARD AND DUTIES OF MEMBERS

44. COMPOSITION OF THE BOARD

- 44.1. The Church establishes the positions of Minister, Elder and Deacon.
- 44.2. The Board consists of—
- 44.2.1. Ministers appointed under Division 3 of Part 5; and
 - 44.2.2. Active Elders appointed under Division 4 of Part 5; and
 - 44.2.3. Deacons elected under Division 5 of Part 5.
- 44.3. The Board has the following officers—
- 44.3.1. a President; and
 - 44.3.2. a Vice-President; and
 - 44.3.3. a Secretary; and
 - 44.3.4. a Treasurer.
- 44.4. At the first meeting of the Board after an annual general meeting of the Church, the Board members must elect among themselves the above officers and any other officers as the Board deems necessary for the fulfilment of its responsibilities.
- 44.5. The Board may, at any time by a special resolution, remove a Board member from a particular office as the Board thinks fit. In the case of a Board member being removed from an office listed in rule 44.3, the Board members must also elect among themselves a replacement officer for the relevant office at that time.
- 44.6. The number of members in the Board depends on the availability of suitable candidates and the needs of the Church at the time of election or appointment and must be determined by the Board prior to the announcement of the holding of an annual general meeting of the Church.
- 44.7. Members of the same family should avoid serving on the Board concurrently.

45. GENERAL DUTIES

- 45.1. As soon as practicable after being elected or appointed to the Board, each Board member must become familiar with these Rules and the Act.
- 45.2. The Board is collectively responsible for ensuring that the Church complies with the Act and that individual members of the Board comply with these Rules.
- 45.3. The Board is collectively responsible for the spiritual oversight and the management of the affairs of the Church as prescribed in rules 46, 47 and 48 and executes such responsibilities with the aim of the accomplishment of the purposes of the Church. The responsibilities of Elders and Deacons as prescribed in rules 47 and 48 respectively must not preclude the possibility of mutual interchange of responsibilities among individual Elders and Deacons where the purposes of the Church may best be accomplished through such an interchange.
- 45.4. Board members must exercise their powers and discharge their duties with reasonable care and diligence.
- 45.5. Board members must exercise their powers and discharge their duties—
- 45.5.1. in good faith in the best interests of the Church; and
 - 45.5.2. for a proper purpose.
- 45.6. Board members and former Board members must not make improper use of—
- 45.6.1. their position/office; or
 - 45.6.2. information acquired by virtue of holding their position/office—
- so as to gain an advantage for themselves or any other person or to cause detriment to the Church.
- 45.7. In addition to any duties imposed by these Rules, a Board member must perform any other duties imposed from time to time by resolution at a general meeting.

46. MINISTERS

- 46.1. A Minister has the following responsibilities— {6.1.2}
- 46.1.1. exercise spiritual oversight over the Church, with the assistance of the Elders; and
 - 46.1.2. provide spiritual leadership for the Church, with the assistance of the Elders; and
 - 46.1.3. exercise the ministries of teaching and pastoring in the Church; and
 - 46.1.4. build up and equip the members for the work of ministry and evangelism; and
 - 46.1.5. administer the sacraments of the Church.

47. ELDERS

- 47.1. An Elder has the following responsibilities in assisting the Ministers—
- 47.1.1. supervise the pulpit and the word preached; and
 - 47.1.2. administer the sacraments of the Church; and
 - 47.1.3. supervise the admission to membership of the Church; and
 - 47.1.4. care, comfort, visit and discipline members of the Church; and
 - 47.1.5. supervise all the activities of the Church, in worship, education, fellowship and outreach; and
 - 47.1.6. guard against threats to the doctrine and the life of the Church from within and without the Church.

48. DEACONS

- 48.1. A Deacon has the following responsibilities in assisting the Ministers and the Elders—
- 48.1.1. administer and manage the practical affairs of the Church; and
 - 48.1.2. minister to the practical needs of the members of the Church.

49. PRESIDENT AND VICE-PRESIDENT

- 49.1. Subject to subrule (2), the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any Board meetings.

49.2. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—

49.2.1. in the case of a general meeting—a Board member elected by a simple majority of the voting members present; or

49.2.2. in the case of a Board meeting—a Board member elected by a simple majority of the Board members present.

50. SECRETARY

50.1. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

50.2. The Secretary must—

50.2.1. maintain the register of members in accordance with rule 19; and

50.2.2. keep custody of the common seal (if any) of the Church and, except for the financial records referred to in rule 78.3, all books, documents and securities of the Church in accordance with rules 83 and 86; and

50.2.3. subject to the Act and these Rules, provide voting members with access to the register of members, the minutes of general meetings and other books and documents; and

50.2.4. perform any other duty or function imposed on the Secretary by these Rules.

50.3. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

51. TREASURER

51.1. The Treasurer must—

51.1.1. receive all moneys paid to or received by the Church and issue receipts for those moneys in the name of the Church; and

51.1.2. ensure that all moneys received are paid into the account of the Church within 5 working days after receipt; and

51.1.3. make any payments authorised by the Board or by a general meeting of the Church from the Church's funds; and

51.1.4. ensure cheques are signed by at least 2 Board members.

51.2. The Treasurer must—

51.2.1. ensure that the financial records of the Church are kept in accordance with the Act; and

51.2.2. prepare financial statements to be circulated at the regular meetings of the Board; and

51.2.3. coordinate the preparation of the financial statements of the Church and their certification by the Board prior to their submission to the annual general meeting of the Church.

51.3. The Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the Church.

DIVISION 3 – APPOINTMENT OF MINISTERS AND TENURE OF POSITION

52. QUALIFICATIONS

52.1. A Minister must possess the following qualifications—

52.1.1. a desire to pastor and minister to the needs of the flock of God; and

52.1.2. the spiritual qualities described in I Timothy 3:1-7, I Peter 5:1-6 and Titus 1:6-9; and

52.1.3. spiritual maturity and wisdom in accordance with his calling to be a servant of God; and

52.1.4. discipline in his or her personal life; and

52.1.5. a witness for God in his or her family life; and

52.1.6. a witness for God within and outside the Church.

53. INITIAL APPOINTMENT

53.1. A Minister is to be appointed for a term of 3 years.

- 53.2. A Minister's appointment is to be initiated by the Board and, upon recommendation to all members, must be accepted by at least two-thirds of the voting members present at a general meeting of the Church.
- 53.3. The Board has the authority to arrange the remuneration and other conditions of the appointment.
- 53.4. A Minister and his (or her) wife (or husband) automatically become voting members of the Church upon his or her initial appointment. His or her membership of the Church is not affected by the renewal or termination of the appointment. He or she enjoys the rights accorded to other voting members of the Church and is subject to the same kind of discipline as other members of the Church.

54. RENEWAL OF APPOINTMENT

- 54.1. A Minister's appointment may be renewed for another term of 3 years after the expiration of each term of appointment.
- 54.2. A Minister's reappointment is to be recommended by the Board to all members and must be accepted by at least two-thirds of the voting members present at a general meeting of the Church.
- 54.3. Consideration and decision regarding renewal of appointment must take place no later than 1 year before the expiration of the term of the appointment.
- 54.4. The Board has the authority to arrange the remuneration and other conditions of the reappointment.

55. TERMINATION OF APPOINTMENT

- 55.1. The date of termination of appointment is to be the expiration of the term of appointment or a date mutually agreed upon by the Minister and the Board.
- 55.2. Notice in writing expressing the intention to terminate the appointment has to be sent by the Minister or the Board to the other party at a date not later than 1 year prior to the date of termination of appointment.
- 55.3. The Board must announce the termination of the appointment and the reasons for the termination to the members of the Church as soon as practicable after the date of termination has been agreed and the written notice of termination has been given. However any termination of appointment initiated by the Board must require approval by at least two-thirds of the voting members present at a general meeting of the Church.

DIVISION 4 – APPOINTMENT OF ELDERS AND TENURE OF POSITION

56. ELIGIBILITY

- 56.1. A member is eligible to be nominated for appointment to the position of Elder if the member fulfils all of the following requirements—
- 56.1.1. gives evidence, by his or her life and gifts, that he or she is truly called by God to this position, and possesses the spiritual qualities described in I Timothy 3:1-7, I Peter 5:1-6 and Titus 1:6-9; and
 - 56.1.2. is a member of the Church for at least 5 years; and
 - 56.1.3. in the opinion of the Board, has been attending worship service regularly for at least 5 years, at least 4 of which occurred within the previous 5 years; and
 - 56.1.4. has been baptized or confirmed for at least 15 years; and
 - 56.1.5. has attained the age of 40 years; and
 - 56.1.6. has served as Deacon of the Church for at least 2 terms.

57. NOMINATIONS

- 57.1. A member eligible to be nominated for appointment to the position of Elder can only be nominated by the Ministers and the existing Elders.

58. APPOINTMENT OF ELDERS AND ELECTION OF ACTIVE ELDERS

- 58.1. A member nominated by the Ministers and existing Elders requires the approval of the Board and must be accepted by at least two-thirds of the voting members present at a general meeting of the Church in order to be appointed as an Elder.

58.2. An Elder requires the approval of the Board and must be accepted by at least two-thirds of the voting members present at a general meeting of the Church in order to be elected to serve in the Board.

59. TERM OF POSITION

59.1. A member is appointed to the position of Elder for the term of his or her life. Notwithstanding this, an Elder shall have his or her Eldership rescinded if he or she ceases to be a member of the Church.

59.2. A member appointed to the position of Elder is eligible to be elected to serve on the Board for a term of 3 years, upon the expiration of which the member may be re-elected to serve on the Board for a further term.

59.3. An Elder whilst serving on the Board is called an "Active Elder", otherwise he or she is called an "Inactive Elder".

DIVISION 5 – ELECTION OF DEACONS AND TENURE OF POSITION

60. ELIGIBILITY

60.1. A member is eligible to be nominated for election to the position of Deacon if the member fulfils all of the following requirements—

60.1.1. gives evidence by his or her life and gifts, that he or she is truly called by God to this position, and possesses the spiritual qualities, described in I Timothy 3:8-13 and Acts 6:3; and

60.1.2. is a member of the Church for at least 3 years; and

60.1.3. in the opinion of the Board, has been attending worship service regularly for at least 3 years, at least 2 of which occurred within the previous 3 years; and

60.1.4. has been baptized or confirmed for at least 7 years; and

60.1.5. has attained the age of 28 years.

61. NOMINATIONS

61.1. Nominations must open six Sundays before the annual general meeting and must close three Sundays before the annual general meeting. Nominations must be in writing, signed by the nominator and signed by a seconder.

61.2. Each nomination must be assessed and has to be approved by the Board, which then must approach the approved nominee to obtain his or her agreement and signature for the nomination to be effective.

62. BALLOT

62.1. The ballot must be supervised by three returning officers elected at the annual general meeting by a simple majority of the voting members present. The returning officers must not be candidates for the ballot.

62.2. The election must be by secret ballot.

62.3. A piece of ballot paper with the names of the candidates must be given to—

62.3.1. each voting member present in person; and

62.3.2. each proxy appointed by a voting member.

62.4. The voting member may tick the name(s) of one or more candidates for whom he or she wishes to vote, or leave the ballot paper blank.

62.5. The voting member may tick the names(s) of more candidates than the number to be elected.

62.6. Each ballot paper on which the name of a candidate has been ticked counts as one vote for that candidate.

62.7. The returning officers must count the votes and declare the results of the ballot to the meeting. Those elected are the candidates receiving at least two-thirds of the votes subject to the following—

62.7.1. If the number of candidates receiving at least two-thirds of the votes exceeds the number determined by the Board prior to the announcement of the annual general meeting, only the number of candidates with the highest votes that matches the predetermined number are elected as Deacons.

62.8. Notwithstanding the number of persons to be on the Board having been determined by the Board prior to the announcement of the annual general meeting, the Board has the authority to vary that number in the following circumstances—

62.8.1. if the number of approved nominations is less than the required number determined by the Board, those elected together with the remaining members of the Board constitute the Board.

62.8.2. if the number of candidates elected is less than the required number determined by the Board, those elected together with the remaining members of the Board constitute the Board.

62.8.3. all candidates with the same number of votes are considered to be elected if any one of them is elected, though the number of candidates elected may exceed the required number determined by the Board. Those elected together with the remaining members of the Board constitute the Board.

63. TERM OF POSITION

63.1. A member is elected to the position of Deacon for a term of 2 years, upon the expiration of which the member may be nominated again for the position of Deacon. A member may be elected to the position of Deacon for a maximum of 3 terms continuously, after which he or she must retire for a minimum of 1 year before being eligible to be nominated again for the position of Deacon. After having served as a Deacon for 2 terms he or she may be nominated for the position of Elder.

63.2. A member elected to the position of Deacon is deemed to be in the Board for the term of election.

64. VACATION OF POSITION

64.1. A Deacon or an Active Elder may resign from the Board before the expiration of his or her term of service by first giving 1 month's notice in writing to the Board of his or her intention to resign and upon the expiration of that period of notice, the member ceases to be a member of the Board. The Board must announce his or her resignation, and the reasons for the resignation where it deems appropriate to do so, to the members of the Church as soon as is practicable after the written notice has been given to the Board. The Church strongly recommends that a member of The Board should complete his or her term of service unless extraordinary circumstances warrant his or her early resignation.

64.2. A Deacon or an Active Elder ceases to be a member of the Board if he or she—

64.2.1. ceases to be a member of the Church; or

64.2.2. fails to attend 3 consecutive Board meetings (other than special or urgent Board meetings) without leave of absence under rule 75; or

64.2.3. in the opinion of the Board, has not been attending worship service regularly for 1 year without adequate reasons; or

64.2.4. otherwise ceases to be a Board member by operation of section 78 of the Act.

65. FILLING CASUAL VACANCIES

65.1. In the event of a casual vacancy occurring in the Board, it has the authority to appoint the candidate for election of Deacons with the next highest number of votes, who was not elected in the previous annual general meeting, to fill the vacancy, where the Board deems necessary to fill such a vacancy and such a person is available. The person so appointed serves on the Board until the conclusion of the annual general meeting next following the date of his or her appointment, and serves as a Deacon irrespective of the position to which the original person was elected or appointed.

65.2. If the office of Secretary becomes vacant, the Board must elect another Board member to the office within 14 days after the vacancy arises.

65.3. The Board may continue to act despite any vacancy in its membership.

DIVISION 6 – MEETINGS OF THE BOARD

66. MEETINGS OF THE BOARD

66.1. Regular meetings of the Board must be held at least once a month at the dates, times and places determined by the Board.

66.2. The date, time and place of the first Board meeting must be determined by the members of the Board as soon as practicable after the annual general meeting of the Church at which members of the Board were elected.

66.3. Special Board meetings may be convened by the President or the Ministers at any time.

67. NOTICE OF MEETINGS

67.1. The Secretary must prepare the agenda for each meeting of the Board in conjunction with the President (in his absence, the Vice-President) or the Ministers.

67.2. Notice of each Board meeting must be given by the Secretary to each Board member no later than 7 days before the date of the meeting.

67.3. Notice may be given of more than one Board meeting at the same time.

67.4. The notice must state the date, time and place of the meeting.

67.5. If a special Board meeting is convened, the notice must include the general nature of the business to be conducted.

67.6. The only business that may be conducted at the special Board meeting is the business for which the meeting is convened.

68. URGENT MEETINGS

68.1. In cases of urgency, a meeting can be held without notice being given in accordance with rule 67 provided that as much notice as practicable is given to each Board member by the quickest means practicable.

68.2. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

69. PROCEDURE AND ORDER OF BUSINESS

69.1. The procedure to be followed at a meeting of the Board must be determined from time to time by the Board.

69.2. The order of business may be determined by the members present at the meeting.

70. USE OF TECHNOLOGY

70.1. A Board member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that Board member and the Board members present at the meeting to clearly and simultaneously communicate with each other.

70.2. For the purposes of this Part, a Board member participating in a Board meeting as permitted under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

71. QUORUM

71.1. No business may be conducted at a Board meeting unless a quorum is present.

71.2. The quorum for a Board meeting is the presence (in person or as allowed under rule 70) of at least two-thirds majority of the Board members.

71.3. If a quorum is not present within 30 minutes after the notified commencement time of a Board meeting, the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned must be given in accordance with rule 67 for non-urgent meetings, and in accordance with rule 68 for urgent meetings.

72. VOTING

72.1. Any question arising or resolution proposed may be put to the vote by members of the Board present only if it has been proposed by a member present and seconded by another member present. Voting must be by a show of hands, or in a manner as a simple majority of the members of the Board present at the meeting may agree.

72.2. Each member of the Board present at a meeting of the Board is entitled to one vote, and may abstain from voting on any question or resolution.

72.3. If the question is whether or not to confirm the minutes of a previous meeting, only those members who were present at that meeting may vote.

72.4. In any question or resolution which concerns the Minister, unless invited to be present during the period of discussion of and voting on such question or resolution by the other members of the Board present at the meeting, the Minister must absent himself or herself during such a period. Whilst invited to be present during such a period, the Minister may participate in the discussion, but must not participate in the voting.

72.5. Except as otherwise specified in these Rules and except for special resolutions, any question or resolution put to the vote is passed if at least two-thirds of the members of the Board present at the meeting vote in favour of the question or resolution. The Minister must not be counted in the number of members of the Board present when a question or resolution being put to the vote concerns the Minister.

72.6. Voting by proxy is not permitted.

73. CONFLICT OF INTEREST [65]

73.1. A Board member who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.

73.2. The member—

- 73.2.1. must not be present while the matter is being considered at the meeting; and
- 73.2.2. must not vote on the matter.

73.3. This rule does not apply to a material personal interest—

- 73.3.1. that exists only because the member belongs to a class of persons for whose benefit the Church is established; or
- 73.3.2. that the member has in common with all, or a substantial proportion of, the members of the Church.

74. MINUTES OF MEETING

74.1. The Board must ensure that minutes are taken and kept of each Board meeting by the Secretary.

74.2. The minutes must record the following—

- 74.2.1. the names of the members in attendance at the meeting;
- 74.2.2. the business considered at the meeting;
- 74.2.3. any resolution on which a vote is taken and the result of the vote;
- 74.2.4. any material personal interest disclosed under rule 73.

75. LEAVE OF ABSENCE

75.1. The Board may grant a Board member leave of absence from Board meetings for a period not exceeding 6 months.

75.2. The Board must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

PART 6 – FINANCIAL MATTERS

76. SOURCE OF FUNDS

The Church relies on God for the necessary finance to carry out His work, but members are to be made aware of their financial responsibilities in this matter, and they may make free will offerings to support this work. In addition, funds for the Church may be derived from other sources as determined by the Board in accordance with the teachings of the Word of God.

77. MANAGEMENT OF FUNDS

77.1. The Church must open an account with a financial institution from which all expenditure of the Church is made and into which all of the Church's revenue is deposited.

77.2. Subject to any restrictions imposed by a general meeting of the Church, the Board may approve expenditure on behalf of the Church.

77.3. The Board may authorise the Treasurer to expend funds on behalf of the Church (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.

77.4. The President of the Board, the Treasurer, and two other members of the Board appointed by the Board are to operate a bank account or bank accounts in the name of the Church. Any two of the above four members of the Board are to sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments on behalf of the Church.

77.5. All funds of the Church must be deposited into the financial account of the Church no later than 5 working days after receipt.

78. FINANCIAL RECORDS

78.1. The Church must keep financial records that—

- 78.1.1. correctly record and explain its transactions, financial position and performance; and
- 78.1.2. enable financial statements to be prepared as required by the Act.

78.2. The Church must retain the financial records for 7 years after the transactions covered by the records are completed.

78.3. The Treasurer must keep in his or her custody, or under his or her control—

- 78.3.1. the financial records for the current financial year; and
- 78.3.2. any other financial records as authorised by the Board.

79. FINANCIAL STATEMENTS

79.1. For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Church are met.

79.2. Without limiting subrule (1), those requirements include—

- 79.2.1. the preparation of the financial statements;
- 79.2.2. the appointment of a person qualified in auditing accounts who is not a member of the Board to audit the financial statements of the Church;
- 79.2.3. the certification of the financial statements by the Board;
- 79.2.4. the submission of the financial statements to the annual general meeting of the Church;
- 79.2.5. the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

PART 7 – AUTHORITY IN THE CHURCH

80. AUTHORITY IN THE CHURCH

80.1. The Church recognizes the final authority of the Word of God for the faith and life of the individual and of the Church and recognizes Christ Jesus as her head and her members as members of the body of Christ.

80.2. Consistent with such recognition—

80.2.1. The power and authority vested in the Board by these Rules must be understood as being entrusted to the Board by God, and such power and authority are to be exercised by members of the Board with due recognition of their role as faithful stewards of God and in accordance with the teaching and example of Christ Jesus in Mark 10:42-45 and John 13:1-17.

80.2.2. Due recognition must be given by the Board and the members of the Church to the position and the role of the Ministers and the Elders. They must be accorded such honour and respect as described in I Timothy 5:17-18, I Thessalonians 5:12-13, and Hebrews 13:17, and be given support and assistance by the Board and the members of the Church as to enable them to fulfil their function and responsibilities.

80.3. In any question or resolution that has been put to the vote at a general meeting of the Church, a two-thirds majority decision of the voting members present at the meeting overrides the decision of the Board in such a question or resolution.

PART 8 – HOLY SACRAMENTS

81. HOLY COMMUNION

81.1. Holy communion is to be observed at least once a month and on such occasion as the Board deems necessary for the spiritual well-being of the Church.

81.2. Holy Communion is open to all baptised or confirmed Christians.

82. BAPTISM

82.1. Baptism is by immersion, or by sprinkling where such is specifically requested or where it is not convenient for baptism by immersion.

82.2. A candidate must undergo such preparatory instruction as may be deemed necessary by the Board.

82.3. A candidate for baptism must meet all the other requirements for application for membership of the Church under rule 9.

82.4. The Board must appoint a subcommittee to interview the candidate upon the completion of the preparatory instruction and decide by resolution whether to accept or reject the candidate for baptism.

82.5. If a candidate is rejected by the Board for baptism, the Board must inform the candidate the reasons for the rejection.

82.6. A certificate of baptism is to be issued to the candidate at baptism by the Board on behalf of the Church.

82.7. The minimum age for baptism must be 16 years.

82.8. A candidate baptised at the Church automatically becomes a member of the Church.

PART 9 – GENERAL MATTERS

83. COMMON SEAL

- 83.1. The name of the Church must appear in legible characters on the common seal.
- 83.2. A document may only be sealed with the common seal by the authority of the Board and the sealing must be witnessed by the signatures of 2 Board members.
- 83.3. The common seal must be kept in the custody of the Secretary.

84. REGISTERED ADDRESS

- 84.1. The registered address of the Church is—
 - 84.1.1. the address determined from time to time by resolution of the Board; or
 - 84.1.2. if the Board has not determined an address to be the registered address—the postal address of the Secretary.

85. NOTICE REQUIREMENTS

- 85.1. Any notice required to be given to a member or a Board member under these Rules may be given—
 - 85.1.1. by handing the notice to the member personally; or
 - 85.1.2. by sending it by post to the member at the address recorded for the member in the register of members; or
 - 85.1.3. by email or facsimile transmission.
- 85.2. Subrule (1) does not apply to notice given under rule 68.
- 85.3. Any notice required to be given to the Church or the Board may be given—
 - 85.3.1. by handing the notice to a member of the Board; or
 - 85.3.2. by sending the notice by post to the registered address; or
 - 85.3.3. by leaving the notice at the registered address; or
 - 85.3.4. if the Board determines that it is appropriate in the circumstances—
 - 85.3.4.1. by email to the email address of the Church or the Secretary; or
 - 85.3.4.2. by facsimile transmission to the facsimile number of the Church.

86. CUSTODY AND INSPECTION OF BOOKS AND RECORDS

- 86.1. Voting members may on request inspect free of charge—
 - 86.1.1. the register of members;
 - 86.1.2. the minutes of general meetings;
 - 86.1.3. subject to subrule (2), the financial records, books, securities and any other relevant document of the Church, including minutes of Board meetings.
- 86.2. The Board may refuse to permit a voting member to inspect records of the Church that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Church.
- 86.3. The Board must on request make copies of these Rules available to members and applicants for membership free of charge.
- 86.4. Subject to subrule (2), a voting member may make a copy of any of the other records of the Church referred to in this rule and the Church may charge a reasonable fee for provision of a copy of such a record.
- 86.5. For purposes of this rule—

relevant documents means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Church and includes the following—

- 86.5.1. its membership records;
- 86.5.2. its financial statements;
- 86.5.3. its financial records;
- 86.5.4. records and documents relating to transactions, dealings, business or property of the Church.

87. WINDING UP AND CANCELLATION

- 87.1. The Church may not be wound up nor her incorporation be cancelled unless with a special resolution and with the approval of at least 90% of the voting members present at a special general meeting of the Church called for that purpose.
- 87.2. In the event of the winding up or the cancellation of the incorporation of the Church, the surplus assets of the Church must not be distributed to any members or former members of the Church.
- 87.3. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to other Christian organizations whose purposes and doctrinal statements are substantially similar to those of the Church, and which are not carried on for the profit or gain of their individual members.
- 87.4. The Board must prepare a list of Christian organizations and recommend to all voting members of the Church the method of distribution of the surplus assets. Voting members of the Church may submit in writing to the Board up to one week before the meeting, the names of other Christian organizations and other methods of distribution to be included for consideration at the special meeting. The final list of Christian organizations and method of distribution must be decided by a special resolution and require the approval of at least 80% of the voting members present at the meeting.

88. ALTERATION OF RULES

- 88.1. Except for the doctrinal statement as prescribed in rule 5, each rule of these Rules may be altered and new rule(s) may be added to these Rules.
- 88.2. Any alteration of the Rules may only be done by a special resolution of a general meeting of the Church.
- 88.3. Any alteration of these Rules does not take effect unless or until it is approved by the Registrar.

Appendix 1

附錄一

APPLICATION FOR APPOINTMENT OF PROXY

委任代表申請書

The Secretary of the Board
長執會秘書
Chinese Christian Church of Victoria Inc.
維省華人基督教會信望愛堂

I, _____
本人 (name 姓名)

of _____
現居於 (address 地址)

being a voting member of the Chinese Christian Church of Victoria Inc. (CCCV), hereby wish to appoint
是維省華人基督教會信望愛堂之有權投票會友，欲委任以下有權投票會友

(name of proxy 代表姓名)

of _____
現居於 (address of proxy 代表地址)

, being a voting member of CCCV, as my proxy to vote on my behalf at the Annual General Meeting/Special Meeting
of the Church to be held on

於 _____
(date of meeting 大會日期)

and at any adjournment of that meeting.
的年度/特別會友大會(或延期大會)中代表本人投票。

My proxy is authorized to vote in the following manner :
本人授權代表按照以下指示投票：

Resolutions : 大會決議：	For 贊成	Against 反對	Abstain 棄權
1. XXXXXX	[]	[]	[]

A mark should be placed in the appropriate box if the voting member wishes to direct the proxy to vote in a particular way in relation to the above resolution(s), otherwise the proxy may vote in whichever way he/she sees fit.
申請者欲指定代表如何投票以上決議，請在空格以(✓)表示，否則代表可以按照自己意願投票。

Reason for Application : _____
申請理由：

Signed : _____
簽署：

Date : _____
日期：