



# ***NORTH SIDE CHINESE ALLIANCE CHURCH***

## ***PART OF THE CHRISTIAN AND MISSIONARY ALLIANCE OF AUSTRALIA***

### ***CONSTITUTION AND BY-LAWS***

(C&MA Constitution for Local Churches)

Definition: A local church shall consist of members of The Christian and Missionary Alliance of Australia in any locality duly organised according to the constitution for local churches as adopted by the General Council. The work of the church shall be in the care of the Board of Elders under the leadership of the Solo Pastor or Senior Pastor.

Unless otherwise stated, the word "Pastor" shall be taken to refer to the Solo Pastor or the Senior Pastor in those churches where there are more than one pastor. (Council 2022)

#### **1. NAME**

This church shall be known as "The North Side Chinese Alliance Church of The Christian and Missionary Alliance of Australia."

#### **2. MEMBERSHIP AND DOCTRINE**

##### **a. Qualifications for membership shall consist of:**

1. Satisfactory evidence of regeneration
2. Belief in God the Father, Son and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him
3. Acceptance of the doctrines of the Lord Jesus Christ as Saviour, Sanctifier, Healer and Coming King
4. Full sympathy with the Society's principles and objectives and co-operation by contributing to its work
5. Acceptance of Membership Expectations, listed under 2.b. (Council 2023)
6. Any other requirement that may be stated in the By-Laws

##### **b. Membership Expectations**

Members wholeheartedly believe that God is leading them into the fellowship of this church. They shall endeavor by the help of God:

1. To live for Christ, seeking the infilling and refreshing of the Holy Spirit, promising to make the Scriptures the rule of their faith and practice, maintaining a godly home life by encouraging Bible study and prayer for such as may be under their care, and seeking by example and conversation to win unbelievers to Christ.
2. To pray for the Pastor(s), Elders and Deacons and other ministry leaders regularly.
3. To attend as far as possible, the regular services of the Church and its members meetings; to uphold its programme of worship, training and teaching; to observe its ordinances and affirm its doctrines; to be led with other members by the Holy Spirit to serve together in the Church peacefully, lovingly, humbly and prayerfully.
4. To maintain the unity of the body of Christ by acting in love, acceptance and forgiveness towards all; by refusing to get involved in gossip; by supporting, encouraging my church leaders; and by seeking to resolve all issues that arise as quickly as possible.
5. To recognise that the Great Commission is incumbent upon every follower of Christ and, therefore, it is their responsibility to pray that the Lord of the harvest will send forth labourers in missionary work from this Church, to respond to His calling on their life, and to pray for those who represent them in the task of worldwide missions.

6. To give regularly and cheerfully of my means, as God has provided, for the ministry of the church, for the worldwide work of The Christian and Missionary Alliance, and for the benefit of the needy.

(Council 2023)

**c. Membership Classifications.**

Membership is a way of publicly saying that a person is committed to this local church and the mission of the Christian and Missionary Alliance of Australia. As a result members have the privilege of making decisions in this local church.

Applicants for membership shall be examined by the Elders as to their qualifications for membership.

The Membership Roll shall be divided into two sections, ACTIVE and ASSOCIATE Members.

- (a) **ACTIVE MEMBERS** are defined as those who continue to demonstrate the qualifications for membership and are able to attend the regular services and meetings of the church.

Only Active Members shall have voting rights.

At the discretion of the Board of Elders those members of the Church who are unable to attend the regular services and meetings of the church may be given 'Associate Member' status which automatically entitles them to the privileges of full membership upon their return.

At the discretion of the Board of Elders, and after a minimum period of six months, an Associate Member may be removed from membership. A member so removed is able to reapply for membership at a later date should they be able to comply with the qualifications for Active Membership.

In extreme cases of failure to comply with the qualifications for membership the Board of Elders may immediately remove the person from membership.

- (b) **ASSOCIATE MEMBERS** are members who are unable to attend the regular meetings and activities of the church, or who are unwilling to comply with the qualifications for Active Membership. Such members may have their names placed on the Associate Members list by the Board of Elders.

Associate Members do not have voting rights.

Any Associate Member desiring to renew Active Member status may approach the Board of Elders and request a review of their membership.

At the discretion of the Board of Elders, and after a minimum period of six months, an Associate Member may be removed from membership.

In extreme cases of failure to comply with these qualifications for membership the Board of Elders may immediately remove the person from membership.

In this Constitution, member means "Active Member" unless indicated otherwise.

(Council 2023)

**By-laws 1: Members of the Church**

The members of the Church consist of:

- (a) persons who have been baptised in this Church; or
- (b) persons who are admitted as members; and
- (c) persons who meet the qualifications for membership set out in the Constitution.

**By-laws 2: Admission**

The Board of Elders may admit a person as a member of this Church if it is satisfied that:

- (a) the person is a member of another church of a recognised denomination of Christian faith; or
- (b) the person has been baptised (whether or not by immersion); and
- (c) the person has attended this Church regularly for at least 6 months; and
- (d) the person has applied, in a prescribed form, to transfer his or her membership to this Church; and
- (e) the person meets the qualifications for membership set out in the Constitution.
- (f) the person who satisfies the requirements of By-law 2(a) to 2(e) and under the age of 18, will be admitted as an Associate Member. He/she may apply to change to Active Member after turning 18 years of age.

### ***By-laws 3: Privileges***

An Active Member is eligible to vote, to be elected and to hold office, including being a member of the Board of Elders or Board of Deacons. However, in matters involving titles to property or legal procedure, an Active Member is eligible to vote only if permitted by the law.

All Active Members (except the Senior Pastor) will be connected to one congregation of the Church either by initial allocation, or by subsequent change of their congregation membership. Active Members can only vote for issues relating to the congregation they belong to.

Associate Members have the same privileges as Active Members other than the right to vote, to be elected and to hold office.

However, if the member has been suspended from membership under By-laws 6, these privileges may not be exercised from the date the suspension is effective for the period of time as specified in the suspension.

Note: The law may impose different age requirements in relation to certain legal matters.

### ***By-laws 4: Duties and responsibilities***

A member has the duty and responsibility to:

- (a) study the Bible, pray, obey the Lord's commands, attend services and other Church programs regularly; and
- (b) glorify our Lord Jesus Christ in his or her daily life and to have fellowship with fellow believers; and
- (c) be a witness for Christ in order to lead non-believers to the Truth; and
- (d) offer his or her financial resources, gifts and time to God and to serve the Lord; and
- (e) support and subscribe to the doctrines of the Christian and Missionary Alliance and emphasise the spreading of the Gospel and support such Christian works with his or her financial resources and actions wholeheartedly; and
- (f) obey the scriptural disciplines practised in this Church and the Constitution and By-laws of this Church; and
- (g) inform the Church Office of any change in his or her personal details and period of absence (if any); and
- (h) attend General Meetings of this Church.

### ***By-laws 5: Conduct which may lead to disciplinary action***

The Board of Elders may impose one or more disciplinary actions set out in By-laws 6 if, in its opinion, a member has:

- (a) ceased to believe and defend the doctrines and teachings of this Church; or
- (b) engaged in immoral or un-Christian conduct; or
- (c) engaged in conduct that brings disrepute to the Lord's name; or
- (d) engaged in conduct that brings disrepute to the reputation of this Church; or
- (e) in extreme cases, failed to comply with qualifications for membership.

The disciplinary actions may be imposed for such periods or terms as the Board of Elders thinks fit.

### ***By-laws 6: Disciplinary actions***

The disciplinary actions are:

- (a) counselling;
- (b) warning;
- (c) suspension from participating in the Lord's Supper;
- (d) suspension or removal from office;
- (e) suspension or forfeiture of membership.

### ***By-laws 7: Ceasing to be a member***

A person ceases to be a member if:

- (a) the person dies; or
- (b) the person resigns as a member by notice in writing to the Board of Elders; or
- (c) the person forfeits membership under By-laws 6.

## **3. ORDINANCES**

Baptism by immersion is recognised as a Scriptural ordinance. Applicants for membership who have been baptised by another mode may be received on the above conditions of membership. The Lord's Supper shall be administered regularly.

### ***By-laws 1: Baptism***

(a) Baptism is a testimonial display to God and the public of belief. It symbolises death together with Christ, burial with Christ and resurrection with Christ.

Baptism by immersion is recognised as a Scriptural ordinance. The Church uses full water immersion in baptism. However, under special circumstances, baptism may be conducted by sprinkling of water.

(b) Applications for baptism

A person may apply, in a prescribed form, to be baptised at this Church.

The applicant must declare, in the application, that:

- (i) the applicant is a born again Christian and practise Christianity in his or her daily life; and
- (ii) the applicant consents to the doctrinal beliefs of the Church; and
- (iii) the applicant consents to be bound by the Constitution and these By-laws.

The application must be presented to the Senior Pastor or his delegate.

(c) Approvals to be baptised

The Board of Elders may approve an applicant to be baptised at this Church if:

- (i) after examining the applicant in person, it is satisfied as to the applicant's Christian experience and doctrinal beliefs set out in paragraphs (b)(i), (ii) and (iii); and
- (ii) it is satisfied that:
  - the applicant has continuously attended services of this Church for not less than 6 months; and
  - the applicant has attended the required baptism and membership classes of this Church; and
  - the application has been seconded by an existing member of this Church; and
  - if the applicant is under 18 years of age at the time of the application—the applicant has the consent of his or her parent or guardian.

### ***By-laws 2: Lord's Supper***

(a) Eligibility to partake in Lord's Supper

A person may partake in the Lord's Supper in this Church if the person:

- (i) is a born-again Christian; and
- (ii) is baptised by a church of a recognised denomination of Christian faith.

(b) Frequency of Lord's Supper

The Lord's Supper is to be observed at least once in every calendar month.

## **4. BOARD OF ELDERS**

The spiritual work and leadership of the church shall be in the care of a Board of Elders. Men meeting the scriptural requirements for eldership may serve as elders. The Board is responsible for the provision of pastoral care including visitation, counselling, anointing and prayer for the sick. It shall also watch over the church's programs to ensure their harmony and contribution to the purposes of the church. The size of the Board shall be set out in the by-laws of the church. Normally the pastor will be the chairman of the Board. The Pastor maintains the right to occupy the chair at any time, but has the option of appointing another elder to the position. The chairman shall facilitate the elders meetings. When the church has no pastor the Board shall elect one of its members to the position of interim chairman pending the calling of another pastor (Council 2022)

The Board shall conduct at least monthly meetings for prayer and business. It shall receive reports to aid it in fulfilling its role and shall itself report to the church on matters affecting the congregation each month or as directed by the membership. It shall appoint its own secretary who shall, where appropriate, record the minutes of the Board of Elders and conduct correspondence as directed by the Board.

Pulpit supply shall be the responsibility of the pastor who shall act in consultation with the Board. The Board is responsible for examining candidates for membership, disciplining members and keeping the membership roll up-to-date. It shall be responsible for filling the unexpired term of positions becoming vacant between Annual Meetings and appointing people to non-elected positions. If an elder is considered by his fellow Elders to be living contrary to the scriptural standards of eldership and the Board of Elders consists of at least three it may by a two-thirds majority vote call for the resignation of that elder. Where there are only two Elders any call by the Board of Elders for resignation shall be in consultation with the National Board.

In all matters involving large expenditures of money the Board shall act in consultation with the Board of Deacons.

Where the church requires the Treasurer to sit on the Board of Elders, one elder will be designated the Treasurer with the following responsibilities:

- Oversee all the financial matters of the church;
- Supervise the framing of the annual budget and financial report to the annual general meeting (in consultation with the Financial Administrator where such exists);

- Present monthly financial statements to the Board of Elders (as prepared by the Financial Administrator where such exists);
- Be one of the signatories to all church accounts; and
- Be an ex-officio member of the Board of Deacons.

Where the Treasurer sits on the Board of Elders, the church may elect to the Board of Deacons a Financial Administrator to work under the authority of the Treasurer. (Council 2006)

### ***By-laws 1: Membership of the Board of Elders***

The Board of Elders consists of:

- (a) The Senior Pastor and all Associate Pastor(s); and
- (b) At least 3 other persons elected at a General Meeting.

Assistant Pastors, Official Workers, Pastoral Workers, and/or Volunteer Pastors should attend the monthly Board of Elders meeting to report on his/her ministry portfolio as and when required. They may be excused for the part of meeting which does not involve their ministry portfolio. They have no voting rights in the meeting.

The Board of Elders must in any case consist of at least 4 persons. In addition, there must be more persons elected under paragraph (b) than there are Pastors with voting right.

Note 1 So if there is no Senior Pastor or Associate Pastor in the Church, then there must be at least 4 elected Elders.

Note 2 So if the number of elders elected is less than or equal to the number of pastors with voting rights, one or more of the voting pastors may give up their voting rights to meet the requirement of this By-laws.

### ***By-laws 2: Elders assigned to represent each Congregation***

For each Congregation, the Board of Elders must assign at least 1 Elder to be its representative. For a congregation recognised in Item 9.4, the elected Elder(s) from that congregation should be its representative.

### ***By-laws 3: Board of Elders to determine its size***

At least 2 months before the Annual General Meeting, the Board of Elders must nominate the total number of its membership for the following year, subject to the Constitution and these By-laws. In making the determination, the Board of Elders may consider to the needs of this Church and the gifts of the potential Elders.

### ***By-laws 4: Eligibility to be elected as an Elder***

Subject to By-laws 5, a person is eligible to be elected as an Elder if the person:

- (a) is a male Active Member; and
- (b) has believed and has been baptised for a period exceeding 5 years; and
- (c) meets the scriptural standards of an Elder as set out in the Bible (1 Timothy 3:1-7); and
- (d) is a mature Christian who is suitable to serve in a leadership role of the Church; and
- (e) meets one or more of the following practical experience requirements:
  - (i) the person is or has been an Elder;
  - (ii) the person has served as a Deacon of the Church for at least 2 years in addition to having served as a leader in a ministry group of the Church for at least 2 years and has completed satisfactorily the training and practical experience requirements prescribed by the Board of Elders.

### ***By-laws 5: More than one member of the same family cannot be elected as Elders***

Despite By-laws 4, a person is not eligible to be elected as an Elder if it results in more than one person from the same Family being members of the Board of Elders.

Note Two persons are from the same Family if one person is any of the following in relation to the other person: brother or sister; parent; or spouse.

### ***By-laws 6: Election***

A person is elected as an Elder under By-laws 1(b) if the nomination is approved by a 75% majority of Active Members present at a General Meeting.

### ***By-laws 7: Term***

An Elder is elected for a term of 3 years, commencing on 1 January of the year following the year of his election. He is eligible to be re-elected at the end of his term. From 1 January 2022, any incumbent Elder may be re-elected for a second consecutive term. At the end of the second consecutive term, he must retire for at least 1 year, after which he may stand for election again.

***By-laws 8: Quorum at meetings***

Three-quarters of the membership of the Board of Elders constitutes a quorum.

***By-laws 9: Use of technology at meetings***

A meeting of the Board of Elders may be called or held using any technology consented to by all the Elders. The consent may be a standing one. An Elder may only withdraw his consent within a reasonable period before the meeting.

***By-laws 10: Voting at meetings***

A question arising at a meeting of the Board of Elders is to be determined by a majority of the votes of the Elders present and voting.

***By-laws 11: Circulating resolutions***

The Board of Elders may pass a resolution without a meeting if all the Elders 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. Separate copies of the document may be used for signing by the Elders if the wording of the resolution and statement is identical in each copy.

The resolution is passed when the last Elder signs with ink or digitally through email or other electronic communication technology.

The Secretary of the Board of Elders must cause the resolution to be recorded as if it were the minutes of a meeting.

***By-laws 12: Certain expenditures require approval by the Board of Deacons***

In any matter which involves expenditure greater than \$1,000, the Board of Elders must act with the approval of the Board of Deacons.

***By-laws 13: Delegation***

Unless the Constitution or these By-laws provide otherwise, the Board of Elders may delegate any of its powers to:

- (a) a committee of Elders; or
- (b) an Elder; or
- (c) an employee of the Church; or
- (d) a Pastor; or
- (e) any other person or body corporate.

The delegation must be recorded in the minutes of the Board of Elders.

The delegate must exercise the powers delegated in accordance with any directions of the Board of Elders.

The exercise of the power by the delegate is as effective as if the Board of Elders had exercised it.

***By-laws 14: Transitional – Eligibility to be elected as an Elder***

For the election of Elders for the term commencing on 1 January 2013, a person may satisfy paragraph 4.4(e) if the person has been a member of the Board of Deacons or the former Combined Board for at least 4 years.

***By-laws 15: Meeting Minutes***

Minutes of all meetings have to be circulated, amended and approved by the Board of Elders within one month of the meeting being held. The approval can be done by email or other electronic communication technology.

## **5. BOARD OF DEACONS**

This Committee shall under the authority of the Board of Elders be responsible for the financial and property matters of the church and the provision of those ministries designed to meet the physical and material needs of people. In all these matters it shall see itself as working in harmony with the Board of Elders to provide a ministry to the needs of the whole person. Where appropriate it may conduct offerings for specific purposes consistent with its responsibilities. The Board of Deacons will also be responsible for those matters which the Board of Elders may delegate to it.

It shall consist of at least four elected members, including an elected Treasurer (or Financial Administrator) with the maximum number of members established by the By-Laws of the local church. (Council 2023)

At its first meeting after the Annual Meeting it shall elect a chairman and a secretary who shall record the minutes of the Board of Deacons and conduct correspondence as directed by the Board.

It shall report at least monthly on its work to the Board of Elders.

The Board of Elders may fill the unexpired term of Deacons becoming vacant between Annual Meetings.

If the Board of Elders considers a Deacon to be living contrary to the scriptural standards, or fails to meet the requirements for Active Membership, then the Board of Elders may call for the resignation of that Deacon. (Council 2023)

### ***By-laws 1: Membership of the Board of Deacons***

The Board of Deacons consists of:

- (a) the Senior Pastor; and
- (b) the Treasurer elected at a General Meeting; and
- (c) at least 3 other persons elected at a General Meeting.
- (d) the Board of Deacons must in any case consist of at least 4 persons.

### ***By-laws 2: Chairperson, Secretary, Financial Administrator and Manager of General Affairs***

At its first meeting after the Annual General Meeting the Board of Deacons must elect one of its members to be the Chairperson.

It must also elect at least one of its members to each of the following offices:

- (a) Secretary;
- (b) Financial Administrator to work under the authority of the Treasurer;
- (c) Manager of General Affairs.

### ***By-laws 3: Deacons assigned to represent each Congregation***

For each Congregation, the Board of Deacons must assign at least 1 Deacon to be its representative.

### ***By-laws 4: Eligibility to be elected as a Deacon***

Subject to By-laws 5, a person is eligible to be elected as a Deacon if the person:

- (a) is an Active Member; and
- (b) has believed and has been baptised for a period exceeding 3 years; and
- (c) meets the scriptural standards of a Deacon as set out in the Bible (Timothy 3:8-13); and
- (d) the person is a mature Christian who is suitable to serve in a leadership role of the Church; and
- (e) has served in a ministry role in the Church for at least 1 year; and
- (f) has attained 21 years of age at the commencement of the prospective Deacon's term.

### ***By-laws 5: More than one member of the same family cannot be elected as Deacons***

Despite By-laws 4, a person is not eligible to be elected as a Deacon if it results in more than one person from the same Family being members of the Board of Deacons.

Note Two persons are from the same Family if one person is any of the following in relation to the other person: brother or sister; parent; or spouse.

### ***By-laws 6: Election***

A person is elected as a Deacon under By-laws 1(b), (c) or (d) if the nomination is approved by a simple majority of Active Members present at a General Meeting.

### ***By-laws 7: Term***



A Deacon is elected for a term of 1 year, commencing on 1 January of the year following the year of his or her election.

Any incumbent Deacon may be re-elected for a consecutive period of up to 5 years. At the end of the 5 years he or she must retire for at least 1 year, after which he or she may stand for election again.

A Deacon must not hold the same office within the Board of Deacons for a consecutive period of more than 3 years.

***By-laws 8: Quorum at meetings***

At a meeting of the Board of Deacons, two-thirds of the membership of the Board constitutes a quorum.

***By-laws 9: Use of technology at meetings***

A meeting of the Board of Deacons may be called or held using any technology consented to by all the Deacons. The consent may be a standing one. A Deacon may only withdraw his or her consent within a reasonable period before the meeting.

***By-laws 10: Voting at meetings***

A question arising at a meeting of the Board of Deacons is to be determined by a majority of the votes of the Deacons present and voting.

***By-laws 11: Circulating resolutions***

The Board of Deacons may pass a resolution without a meeting if all the Deacons 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. Separate copies of the document may be used for signing by the Deacons if the wording of the resolution and statement is identical in each copy.

The resolution is passed when the last Deacon signs with ink or digitally through email or other electronic communication technology.

The Secretary of the Board of Deacons must cause the resolution to be recorded as if it were the minutes of a meeting.

***By-laws 12: Observers at meetings***

An Active Member may attend the Board of Deacons as an observer with prior consent from the Chairman of the Board. Observers of those meetings are not entitled to speak unless they are requested.

***By-laws 13: Board of Deacons may suspend or remove attendance of observers***

The Board of Deacons may suspend or remove the presence of any or all observers at any time during a meeting.

***By-laws 14: Delegation***

Unless the Constitution or these By-laws provide otherwise, the Board of Deacons may delegate any of its powers to:

- (a) a committee of Deacons; or
- (b) a Deacon; or
- (c) an employee of the Church; or
- (d) a Pastor; or
- (e) any other person or body corporate.

The delegation must be recorded in the minutes of the Board of Deacons.

The delegate must exercise the powers delegated in accordance with any directions of the Board of Deacons.

The exercise of the power by the delegate is as effective as if the Board of Deacons had exercised it.

***By-laws 15: Meeting Minutes***

Minutes of all meetings have to be circulated, amended and approved by the Board of Deacons within one month of the meeting being held. The approval can be done by email or other electronic communication technology.



\* All offerings including Faith Promise monies are to be counted and recorded by two church members. These should preferably be Deacons.

\* All monies received are to be deposited as soon as possible in accounts approved by the Board of Deacons.

\* All disbursements from church accounts are to be made by a method that transfers funds directly into the account of another financial institution or company. This must result in an auditable record maintained by the bank or financial institution holding the church's account. Examples of such methods include cheque, direct debit, Internet banking and Bpay. Cash withdrawals are permitted only within the operation of a petty cash system which is recommended with a maximum amount of cash held as petty cash determined by the Board of Deacons. All receipts/dockets paid using petty cash should be kept together with the petty cash. The total amount on all receipts and amount of cash left should always add up to the maximum amount of petty cash kept.

The Board of Deacons shall determine the number of signatories for each church account, in accordance with the number required by the bank or financial institution for it to permit operations on the church's accounts. All non-regular payments/transactions on the accounts should be handled by at least two people who are not husband and wife, or close relatives.

The Board of Deacons shall receive a monthly profit and loss statement and balance sheet in accordance with normal accounting practice. The treasurer should be available to explain the financial reports if needed. It is also recommended that a monthly Bank Reconciliation Report which shows the account activity (where bank statements and reconciliation reports for each bank account are compared to the balance sheet) is provided for two members of the Board to sign off on, as evidence that the financial statements reflect the actual activity in the bank accounts. Source documents such as tax invoices, receipts, etc should be kept where legally required and also to keep a good audit trail. (Council 2004, 2014)

\* All financial records are to be retained for a minimum period of seven years or longer where State or Federal laws require (Council 2002).

\* An auditor with suitable accounting qualifications and external to the Board of Deacons shall be selected by the Board of Deacons. (Council 1990)

### ***By-laws 1: Financial years***

The financial years of the Church are:

- (a) the financial years set out in the financial statements of the Church prior to the 12 months ending 30 September 2012; and
- (b) the 12 months ending 30 September 2012; and
- (c) the 9 months ending 30 June 2013; and
- (d) the 12 months ending on 30 June for each subsequent year.

### ***By-laws 2: Counting of collections of notes, coins and cheques***

All collection of notes, coins and cheques must be counted by at least 2 persons (minimum 1 of them being an Active Member) appointed by the Treasurer. The collection must be counted on the same day and in the presence of one another. A record of the count must be produced and signed by one another.

Note 1 Section 11 of the Electronic Transactions Act 2000 (NSW) allows records to be kept in electronic form.

Note 2 Section 9 of the Electronic Transactions Act 2000 (NSW) contains provisions on signatures in relation to an electronic communication.

### ***By-laws 3: Certain expenditures outside the annual budget to be approved at a General Meeting***

In any matter which involves expenditure greater than \$10,000 and such expenditure has not been provided for in the annual budget, prior approval from a General Meeting must be obtained.

### ***By-laws 4: Board of Deacons to have custody of Church personal property***

All titles, documents and custody of personal property of this Church must be held by the Board of Deacons.

### ***By-laws 5: A monthly church financial report to be presented to the Board of Deacons***

A financial report including all cash receipts and payments, and cash balance at bank has to be presented to the Board of Deacons on a monthly basis.

## **6. OFFICERS**

The officers shall consist of: the Solo Pastor, Senior Pastor, Associate Pastor, Assistant Pastor and Pastoral Worker (where such may be called); Elders; Deacons, Treasurer and where required Financial Administrator and Trustees; and such other officers as the membership may elect. (Council 2023)

## **7. PASTORAL MINISTRY**

In the appointment of workers to pastoral ministry (Item 9.1), only those licensed by the National Board of The Christian and Missionary Alliance of Australia will be eligible to serve.

Those called to pastoral ministry (Item 9.1), shall be called by the Board of Elders who shall make a recommendation to the church membership and the National Board regarding the person to be called. The Board of Elders shall not negotiate with any candidate without the approval of the National Board.

Where a church has more than one licensed worker one shall be nominated by the Board of Elders to the Active Members for election as Senior Pastor, in accordance with the requirements for a Senior Pastor. (Council 2023)

Licensed Workers may resign from the church by giving due notice of their intention to the National Board and the Board of Elders. The Board of Elders may, in conjunction with the National Board, ask for the resignation of a licensed worker.

All licensed workers shall be called for a term of up to 5 years under mutually agreed terms and conditions of employment. The ministry relationship will be reviewed at the end of each agreed term by the Board of Elders and the licensed worker. The Board of Elders shall make a recommendation to the church membership and the National Board concerning reappointment.

### ***By-laws 1: Initial Call***

The Board of Elder must include in the initial agreement to call a Pastor the term that the call is subject to the approval by ballot of a 75% majority of the Active Members present at a General Meeting.

### ***By-laws 2: Subsequent Calls***

The subsequent Call of a Pastor or the Call of an Acting Senior Pastor is subject to the approval by ballot of a 75% majority of the Active Members present at a General Meeting.

### ***By-laws 3: Review of Calls***

The Board of Elders must commence a review of the Call of a Pastor at least 6 months before the completion of the Pastor's previous term of Call.

In conducting the review, the Board of Elders must invite Members to make submissions in writing on the review for at least 2 weeks.

### ***By-laws 4: Board of Elders may determine terms of Call of Pastors***

The Board of Elders may determine the terms of Call of Pastors, including terms relating to:

- (a) the nature of external ministries that the Pastor may perform and the time the Pastor may spend performing them; or
- (b) the review of external ministries performed by the Pastor; or
- (c) secular work, position or study intended to be undertaken or undertaken by the Pastor.

### ***By-laws 5: Retirement or resignation***

If a Pastor, Pastor Worker or Official Worker wishes to retire or resign, he must first give to the National Board and the Board of Elders at least 6 months' written notice, unless prior approval is given by the Board of Elders.

### ***By-laws 6: Application – Review of Calls***

By-laws 3 applies to reviews commenced after these By-laws come into force.

## **8. NOMINATING COMMITTEE**

The officers shall be elected at the Annual Meeting. The Nominating Committee shall consist of the pastor, two Elders and two selected by the congregation, and shall be appointed at least one month prior to the Annual Meeting. It shall place in nomination one name for each office to be filled in the Annual Meeting and post its report two Sundays prior to the Annual Meeting. Nominations in addition to those of the Nominating Committee may be made by church members. Such nominations must be given to the Chairman of the Nominating Committee in such time as to allow him to make known to the congregation the additional nominations on the Sunday prior to the Annual Meeting. Such nominations shall be in writing, duly seconded and contain the consent of the nominee. No nominations to church offices shall be received after the Sunday prior to the Annual Meeting. Where there are insufficient elders, the Board of Elders will select a person to serve on the Nominating Committee. (Amended Council 1985)

Churches with multiple congregations should refer to Item 9.4

(Council 2023)

## **9. DUTIES OF OFFICERS**

The calling to leadership in the church is a sacred calling and it is expected that all officers of the church shall live lives that conform with scriptural standards. They shall be filled with and bear the fruit of the Holy Spirit.

### **9.1 PASTOR**

#### **(1) Solo or Senior Pastor**

The Solo or Senior Pastor shall in conjunction with the Board of Elders exercise a general oversight of the work of the church. He or his appointee shall be the chairman of the Board of Elders and/or the Board of Deacons. He, or his nominee, shall preside at all regular or special meetings of the church. He is a member ex-officio of all church committees. When the church has no Solo or Senior Pastor the Board of Elders shall have the oversight of the work in conjunction with the National Board. (Council 2022)

#### **(2) Associate Pastor**

The Associate Pastor is to be responsible for an area of ministry designated by the Board of Elders and may have a title that reflects that ministry such as Pastor of \_\_\_\_\_. He will be directly accountable to the Senior Pastor. He is a voting member of the Board of Elders.

#### **(3) Pastoral Worker**

The Pastoral Worker is to be responsible for an area of ministry designated by the Board of Elders and may have a title that reflects that ministry such as Pastor of \_\_\_\_\_. She will be directly accountable to the Senior Pastor.

#### **(4) Assistant Pastor**

The Assistant Pastor is under the direction of the Senior Pastor to assist him in the ministry of the church. He will be directly accountable to the Senior Pastor and may be designated with the title of Assistant Pastor. (Council 2022)

### **9.2 ELDERS**

The oversight of the church shall be vested in the Board of Elders with the Pastor, or his appointee as chairman. Elders shall conform to scriptural standards. They may attend any other meeting of the church but not vote, unless otherwise entitled. Each elder shall serve a term of three years and be eligible for re-election at the end of that term. (Council 2011)

The Secretary to the Board of Elders shall be the Secretary of the Annual General Meeting and other special meetings of the Church, and keep the minutes of such meetings. He may appoint a minutes secretary.

### **9.3 DEACONS**

(1) *Treasurer (or Financial Administrator) shall serve a term of either one or two years and be eligible for re-election at the end of that term. The length of their term shall be set in the by-laws. The Treasurer (or Financial Administrator) shall keep the financial records of the church. The Treasurer (or Financial Administrator) shall present a current financial statement and the original bank statement to the regular meetings of the Board of Deacons and shall present an audited financial statement of the church's receipts and payments for the financial year just ended to the Annual Meeting. (Council 1990, 2006, 2023)*

(2) Deacons shall serve a term of either one or two years and be eligible for re-election at the end of that term. The length of their term shall be set in the by-laws.

(Council 2023)

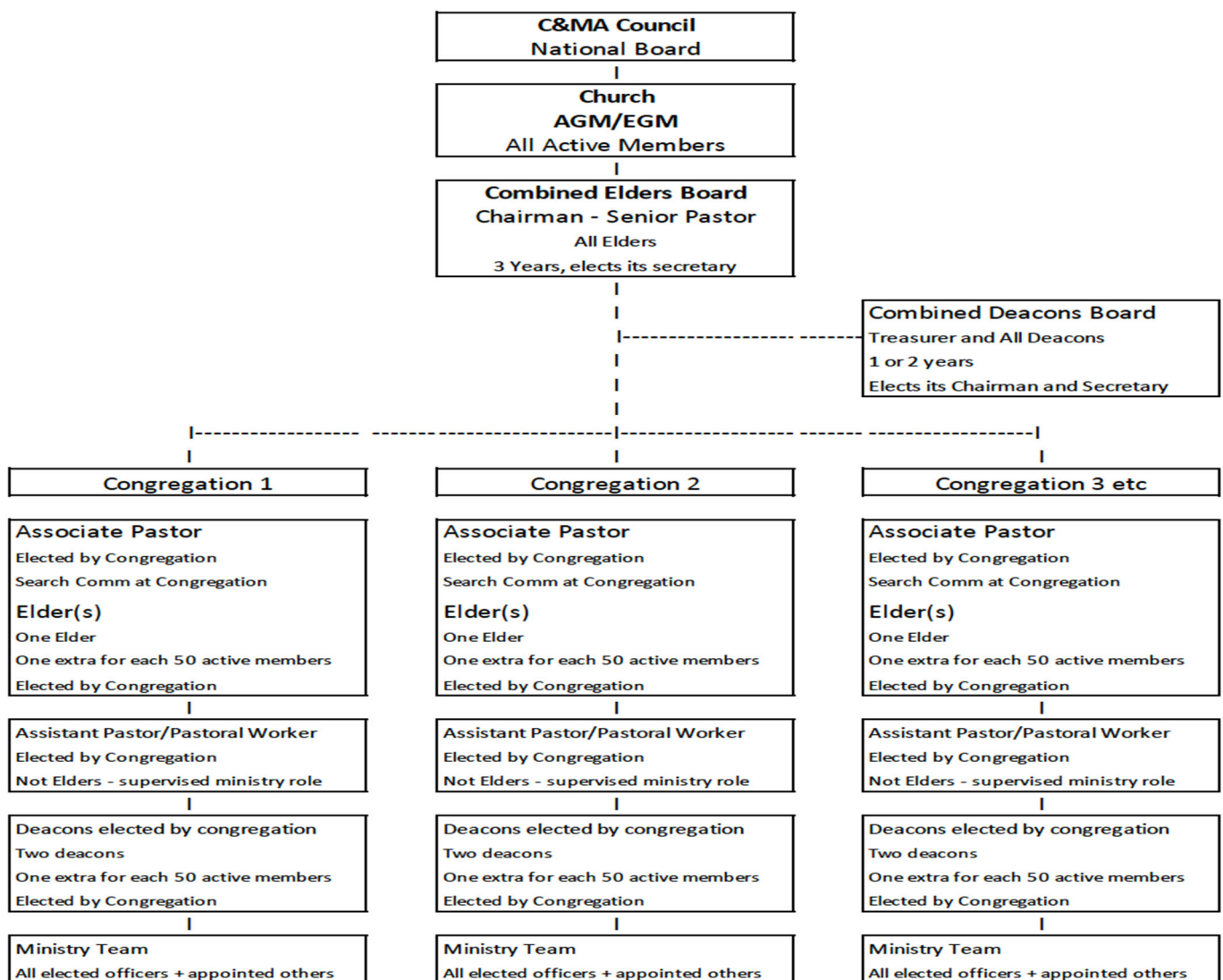
#### 9.4 LICENSED WORKERS, ELDERS AND DEACONS IN A CHURCH WITH MULTIPLE CONGREGATIONS

Where the Board of Elders recognises multiple congregations within the church that have more than 20 Active Members, consideration should be given to the local church's need for congregational representation within the leadership structures of the church. (Council 2023)

In such a case, the local church shall allow recognised multiple congregations to nominate and elect Licensed Workers, elders and deacons to represent them on a Combined Elders Board and a Combined Deacons Board. (Council 2023)

Active Members in multiple congregation churches are to be congregational members of, and eligible to vote in, only one congregation. (Council 2023)

The chart below shows the intended structure of a multiple congregation church. (Council 2023)



#### Combined Elders Board

The Combined Elders Board shall consist of the Senior Pastor, all Associate Pastors and all elected Elders. A minimum of two elected Elders overall is required to form a Combined Elders Board.

Each congregation shall have one elder, and may have one additional elder for each 50 Active Members.

The Senior Pastor, or his nominee, shall be the Chairman of the Combined Elders Board. The Combined Elders Board shall elect its Secretary. (Council 2023)

### **Combined Deacons Board**

The Combined Deacons Board shall consist of all elected Deacons. It shall serve under the authority of the Combined Elders Board.

Each congregation shall have two deacons, and may have one additional deacon for each 50 Active Members.

The Combined Deacons Board shall elect from among its elected deacons a Chairman and Secretary.  
(Council 2023)

### **Calling Licensed Workers**

For congregations wishing to call a Licensed Worker to serve them, the Combined Elders Board shall appoint a Pastoral Search Committee from that congregation. The Senior Pastor shall be a member of this Pastoral Search Committee. The Pastoral Search Committee will make a recommendation to the Combined Elders Board who will consider the person and make a recommendation to the congregation. A vote shall be held by the congregation at a meeting of the Active Members of that congregation. (Council 2023)

### **Nominating Committee.**

The Nominating Committee shall consist of the Senior Pastor (Chair), another congregational pastor or congregational elder from each congregation, as well as one active member from each congregation as selected by each congregation. It shall be appointed at least one month prior to the Annual Meeting.

It shall place in nomination one name for the church Treasurer to be filled at the Annual Meeting. It shall post its report two Sundays prior to the Annual Meeting. Nominations in addition to those of the Nominating Committee may be made for the office of Treasurer by an active member. Such nominations must be given to the Chairman of the Nominating Committee in such time as to allow him to make known to the congregation the additional nominations on the Sunday prior to the Annual Meeting.

Those representing each congregation shall nominate Elder(s) and Deacon(s) to serve in their congregation. They shall place in nomination one name for each office available to each congregation to be filled at the Annual Meeting. The Nominating Committee shall post its report two Sundays prior to the Annual Meeting. Nominations in addition to those of the Nominating Committee may be made for each office available to each congregation by active members from that congregation. Such nominations must be given to the Chairman of the Nominating Committee in such time as to allow him to make known to the congregation the additional nominations on the Sunday prior to the Annual Meeting.

Any additional nominations shall be in writing, duly seconded and contain the consent of the nominee. No nominations to church offices shall be received after the Sunday prior to the Congregational Annual Meeting.

Where there are insufficient elders in a congregation, the Combined Board of Elders will select an active member from that congregation to serve on the Nominating Committee. (Council 2023)

### **Election of Officers**

Except for the Senior Pastor, the election of Licensed Workers, Elders and Deacons (the officers) shall be conducted at the congregational level. At the Annual Meeting each congregation's Active Members shall elect their congregation's officers.

Election is to be by a majority of formal votes cast by Active Members present, even when a nomination is unopposed. A majority is defined as greater than 50 percent. If a higher percentage is desired for Licensed Workers and Elders then the church must add a by-law stipulating its requirements. (Council 2023)

### **Congregational Ministry Team**

Each congregation will form a Congregational Ministry Team. The Congregational Ministry Team shall consist of the elected officers from each congregation and other such ministry leaders as they determine. The Senior Pastor is an ex officio member of each Congregational Ministry Team. (Council 2023)

### ***By-laws 1: Recognition of Multiple Congregations***

The Board of Elders will decide whether one or more of the congregations is/are mature enough to introduce congregational representation within the leadership structures of the Church. The decision is based on the number of Active Members and potential leaders who are mainly attending the particular congregation. A number of more than 20 Active Members is a minimum requirement. A congregation is based on a language group.

### ***By-laws 2: Congregational Membership***

- 2.1 Active Members are assigned to one congregation initially by the Combined Elders Board based on the language congregation which they usually attend. They are only eligible to vote in the congregation they belong to.
- 2.2 Active Members are allowed to change their congregational membership to another congregation if they do not agree with the initial assignment to a particular congregation by the Combined Elders Board.
- 2.3 Active Members are allowed to apply to change their congregation membership to another congregation within the church. The application must be in writing and submitted to the Combined Elders Board during the month of March in a calendar year only.
- 2.4 Active Members, who have elected to change their congregation membership to another congregation within the church but fail to attend services regularly in the new congregation in the last six months before a general meeting, are not qualified to vote for issues relating to the new congregation.

### ***By-laws 3: Combined Elders Board***

The Combined Elders Board shall consist of the following members:

- (a) The Senior Pastor
- (b) All Associate Pastors
- (c) All elected Elders

Assistant Pastors, Official Workers, Pastoral Workers, and/or Volunteer Pastors should attend the monthly Board of Elders meeting to report on his/her ministry portfolio as and when required. They may be excused for the part of meeting which does not involve their ministry portfolio. They have no voting rights in the meeting.

The Board of Elders must in any case consist of at least 4 persons. In addition, there must be more persons elected under paragraph (c) of this By-laws than there are Pastors with voting right.

Except explicitly specified in this By-laws, all By-laws under Item 4 Board of Elders will apply to the Combined Elders Board.

*Note 1* So if there is no Senior Pastor or Associate Pastor in the Church, then there must be at least 4 elected Elders.

*Note 2* So if the number of elders elected is less than or equal to the number of pastors with voting rights, one or more of the voting pastors may give up their voting rights to meet the requirement of this By-laws.

### ***By-laws 4: Combined Deacons Board***

The Combined Deacons Board shall consist of the following members:

- (a) The Senior Pastor
- (b) The Treasurer
- (c) All elected Deacons

The Combined Deacons Board shall serve under the authority of the Combined Elders Board.

Except explicitly specified in this By-laws, all By-laws under **Item 5** Board of Deacons will apply to the Combined Deacons Board.

### ***By-laws 5: Calling Licensed Workers***

For congregations wishing to call a Licensed Worker to serve them, the Combined Elders Board shall appoint a Pastoral Search Committee from that congregation.

The Senior Pastor shall be a member of this Pastoral Search Committee. The Pastoral Search Committee will make a recommendation to the Combined Elders Board who will consider the person and make a recommendation to the congregation and the National Board regarding the person to be called.

A vote shall be held by the congregation at a meeting of the Active Members of that congregation. A 75 percent majority is required to confirm the appointment of a Licensed Worker.

### ***By-laws 6: Nominating Committee***

The Nominating Committee shall consist of:

- (a) the Senior Pastor (Chair),
- (b) another congregational pastor or congregational elder from each congregation,
- (c) one Active Member from each congregation as selected by each congregation.



The Nominating Committee shall be formed in a previous Annual General Meeting to allow for sufficient time for praying and approaching potential candidates for the positions of Deacons and Elders.

The Nominating Committee shall nominate two types of positions:

- (a) position confirmed by all Active Members of the church – the Treasurer of the Church. The Nominating Committee shall place in nomination one name for the Church Treasurer to be filled at the Annual General Meeting.
- (b) position(s) confirmed by Active Members of each congregation – Elders and Deacons of each congregation. Those representing each congregation shall nominate Elder(s) and Deacon(s) to serve in their congregation. They shall place in nomination one name for each office available to each congregation to be filled at the Annual General Meeting.

A report from the Nominating Committee should provide name(s) of candidates for the vacant positions. The Nominating Committee shall post its report two Sundays prior to the Annual General Meeting.

Nominations in addition to those of the Nominating Committee may be made for the office of Treasurer by an active member. Nominations in addition to those of the Nominating Committee may be made for each office available to each congregation by Active Members from that congregation. Such nominations must be given to the Chairman of the Nominating Committee in such time as to allow him to make known to the congregation the additional nominations on the Sunday prior to the Annual General Meeting.

Any additional nominations shall be in writing, duly seconded and contain the consent of the nominee. No nominations to church offices shall be received after the Sunday prior to the Congregational Annual General Meeting.

Where there are insufficient elders in a congregation, the Combined Board of Elders will select an active member from that congregation to serve on the Nominating Committee.

#### ***By-laws 7: Election of Officers***

Except for the Senior Pastor, the election of Licensed Workers, Elders and Deacons (the officers) should be conducted at the congregational level. At the Annual General Meeting each congregation's Active Members shall elect their congregation's officers.

Election is to be by a majority of formal votes cast by Active Members present, even when a nomination is unopposed. A majority for election of Deacons is defined as greater than 50 percent while a majority for election of Elders and appointment of Pastors is defined as greater than 75 percent.

#### ***By-laws 8: Congregational Ministry Team***

For a recognised congregation, a Congregational Ministry Team will be established. The Congregational Team shall consist of the pastor(s), elected elders and deacons from each congregation, and other such ministry leaders as they determine. The Senior Pastor is an ex officio member of each Congregational Ministry Team.

A Congregational Ministry Team would have the day-to-day responsibility for coordinating the ministry of its given congregation but will always work closely with and remain under the authority of the Combined Elders Board. The pastor or pastoral worker of that congregation or their nominee shall be the chair of the Congregational Ministry Team.

#### ***By-laws 9: Dissolution of a Congregation***

The Combined Elders Board may dissolve a congregation if there are less than 20 Active Members in a congregation or no Sunday services are conducted for a congregation. The existing Active Members of the dissolved congregation are free to change to any other existing congregations.

### **9.4 TRUSTEES**

Where trustees are required they shall be elected according to the laws of the State or Territory in which the church is located. They shall be custodians of all properties both real and personal. Their work shall be under the direction of the membership and the Board of Deacons.

### **9.5 RECORDS**

The official records of all officers of the church and all of its departments are the property of the church. All financial records shall be audited annually or at any time on order of the church Board of Deacons. In the event of the death or



resignation of the incumbent or upon the election of his successor, the current records necessary for fulfilling the obligations of the office shall be passed on to the newly-elected officers. All records other than current shall be kept in a safe repository selected by the church Board of Deacons.

**By-laws 1: Requirement to keep records**

The following table sets out:

- (a) the types of Church records that must be kept; and
- (b) who, if any, is to prepare these records, or cause them to be prepared and
- (c) who, if any, is to approve these records.

Note	See	Item	Type of record	Prepared by	Approved by	
Australian Charities Commission Act		1	These By-laws	A Committee appointed by the Board of Elders	General Meeting	section 55-5 of the and Not-for-profits 2012 (Cth).
<b>By-laws in writing</b>	2:	2	Annual reports	Pastors, Elders, Deacons and all Department Heads	General Meeting	<b>Records must be kept</b>
The records of the writing.						Church must be kept in
Note Section Transactions Act Electronic (Cth) allows records form.		3	Records arising from a General Meeting, including notices of meetings, agenda and minutes	Secretary of the Board of Elders	(a) For minutes of a General Meeting—the subsequent General Meeting (b) For other records—the Board of Elders	11 of the Electronic 2000 (NSW) and the Transactions Act 1999 to be kept in electronic
<b>By-laws 3: Records least 7 years</b>						<b>must be kept for at</b>
The records of the a period of at least 7 required by law.						Church must be kept for years, or longer if
Note See Australian Charities Commission Act		4	Records relating to Board of Elders, the Board of Deacons and the former Combined Board, including meeting agendas, minutes, reports and policies	Secretary of the relevant Board	The relevant Board	subsection 55-5(4) of the and Not-for-profits 2012 (Cth).
<b>By-laws records</b>	4:					<b>Alterations to Church</b>
A record of the altered unless the (a) relates to omissions; or (b) is required by		5	Departmental records such as meeting agenda, minutes, reports and policies	The relevant department	–	Church must not be alteration: corrections of errors and
Alterations of the must be approved by laws 6.		6	Financial records other than the annual financial report	The Treasurer	Board of Deacons	law.
<b>By-laws records</b>	5:	7	Annual financial report	The Treasurer	Annual General Meeting	records of the Church the body set out in By-
If a record of the (a) the English (b) one or more		8	Incoming or outgoing correspondence	Church Administrator	Senior Pastor	<b>Language of Church</b>
						Church is kept in: language; and other languages,

then the version of the record in the English language prevails in the event of any inconsistency.

Note Subsection 55-5(3) of the Australian Charities and Not-for-profits Commission Act 2012 (Cth) requires records to be kept in English or in a form that is readily accessible and easily convertible into English.

**10. RELATIONSHIP**

This church is connected with and subordinate to The Christian and Missionary Alliance of Australia, the parent religious Society.

## **11. GOVERNMENT**

There shall be an Annual Meeting held, at a time to be fixed by the By-Laws, at which time it shall receive reports of all departments, including audited reports of the Treasurer and elected church officers.

A quorum shall be 50% plus one of Active Members. (Council 2023)

Election is to be by a majority of formal votes cast by Active Members present, even when a nomination is unopposed. A majority is defined as greater than 50 percent. If a higher percentage is desired for Licensed Workers and Elders then the church must add a by-law stipulating its requirements. (Council 2023)

Absentee votes may be allowed if the church states this in a by-law. Absentee votes shall require written application and approval by the Board of Elders stating the reason for their absence. Absentee votes shall not be counted if the matter being voted on changes in any way at an active members Meeting. Absentee votes are not considered part of the quorum for a meeting to be held.

(Council 2023)

The Board of Elders shall oversee the affairs of the church between Annual Meetings and is amenable to the membership and the National Board. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing are entitled to vote who have reached the age of sixteen (16) years, but in matters involving titles to property or legal procedure, the laws of the State or Territory determine the age at which members are eligible to vote. (Council 1992)

### ***By-laws 1: General Meetings***

The Chairman of the Board of Elders, or his delegate, may call a General Meeting of the members of the Church.

### ***By-laws 2: Annual General Meeting***

The Chairman of the Board of Elders, or his delegate, must call a General Meeting to be convened every year. This is the Annual General Meeting.

The Annual General Meeting is to be convened:

- (a) for 2012—on the last Sunday of November; and
- (b) for later years—on the third Sunday of September.

Note General Meetings other than the Annual General Meeting are usually termed Extraordinary General Meetings

### ***By-laws 3: Business of the Annual General Meeting***

In addition to any other business which may be transacted at a General Meeting, the business of the Annual General Meeting includes:

- (a) to receive reports of all departments, including reports of the Treasurer and elected Church officers; and
- (b) to elect the Church officers set out in Item 8, By-laws 6; and
- (c) to receive and consider the annual financial report required to be submitted to members; and
- (d) to approve the Church budget for the new financial year.

### ***By-laws 4: Active Members may also call a General Meeting***

A General Meeting may also be called by more than half of the total number of Active Members submitting in writing to the Chairman of the Board of Elders, provided that prior notice of at least 14 days is first given to each Active Member.

### ***By-laws 5: Business of General Meetings***

Business in the agenda to be discussed at a General Meeting must be notified to the Members at least 2 weeks prior to the General Meeting.

If an Active Member wants to raise and discuss any additional matter or business, he or she must submit the proposed matter in writing to the Chairman of the Board of Elders, at least 7 days before the General Meeting, for approval by the Board of Elders.

The Chairman of a General Meeting must not accept any additional matter other than those which have been included in the agenda.

### ***By-laws 6: General Meetings to be chaired by the Chairman of the Combined Board of Elders or his delegate***

A General Meeting must be chaired by the Chairman of the Combined Board of Elders or his delegate.

### **By-laws 7: Quorum**

Subject to By-laws 8, at a General Meeting,

(a) if voting items are related to all the church congregations, 50 percent of the total number of Active Members plus one, from the whole Church constitutes a quorum. Absentee votes are not allowed.

(b) if voting items are only related to a particular congregation of the Church, 50 percent of the total number of Active Members plus one, from that particular congregation constitutes a quorum. Absentee votes are not allowed.

### **By-laws 8: Procedure if quorum is not present**

If a quorum is not present within a reasonable time after the appointed time for the commencement of the General Meeting, then the Chairman of the Combined Board of Elders may call for another General Meeting (Second General Meeting) and may appoint such day and such time for the Second General Meeting to be convened.

At a Second General Meeting, half of all Active Members constitutes a quorum.

If a quorum is not present within a reasonable time after the appointed time for the commencement of the Second General Meeting, then the Chairman of the Combined Board of Elders may call for another General Meeting (Third General Meeting) and may appoint such day and such time for the Third General Meeting to be convened.

At a Third General Meeting, the quorum is the number in attendance that the Chairman of the Combined Board of Elders considers to be a good and sufficient quorum.

### **By-laws 9: Use of technology at General meetings**

A General Meeting may be held at 2 or more venues using any technology that gives the members as a whole a reasonable opportunity to participate.

### **By-laws 10: Votes**

Any election for the Church officers must be by ballot (physical or electronic). Votes concerning any other matter in any General Meeting may be by ballot or by show-of-hands. The selection of the method in such other elections or polls is to be determined by the Combined Board of Elders.

*When there is a single position to be filled (such as Treasurer) and more than one candidate has been nominated, and no candidate receives a majority vote, the vote shall be recast omitting the candidate who received the lowest vote. This shall be repeated until one candidate has a majority, or all candidates have been eliminated; and*

*If no candidates for a position receive the required vote, the position shall be declared vacant and referred to the Combined Board of Elders, who may fill the position or refer the position back to the Nominating Committee.*

### **By-laws 11: Resolutions**

A resolution or matter of business is passed a simple majority of the Active Members present in the General Meeting, unless prescribed otherwise by:

- (a) the Constitution; or
- (b) these By-laws; or
- (c) a resolution of the Combined Board of Elders.

### **By-laws 12: Persons other than members cannot attend General Meetings**

Subject to Item 11 By-laws 13, a person who is not a member of this Church is not entitled to attend a General Meeting unless consent has first been obtained from the Combined Board of Elders.

### **By-laws 13: Auditor entitled to attend General Meetings**

The auditor, or his or her authorised representative, is entitled to:

- (a) attend any General Meeting; and
- (b) speak on any part of the business of the General Meeting that concerns the auditor in his or her capacity as auditor.

These powers may be exercised even if the auditor retires or is removed at the General Meeting.

## **12. MISSIONARY CONVENTION**

A Missionary Convention shall be held annually. At the conclusion of the missionary convention a Faith Promise for the Great Commission Fund for the next faith promise year shall be received.

## **13. PROPERTY**

The church may acquire, own, dispose of, improve, encumber and convey property, real and personal, for church purposes, in conformity with the laws of the States or Territories where the property is situated and, where Trustees are required, they are to be elected by the membership according to law. Such property may be sold, conveyed, exchanged, or encumbered only by order of the membership through the church Board of Deacons. In States or Territories where Trustees are required, the order of the membership shall proceed through them.

### ***By-laws 1: Property to be held by the Christian and Missionary Alliance of Australasia Property Trust***

All titles to the property of this Church must be held by the Christian and Missionary Alliance of Australasia Property Trust.

### ***By-laws 2: Resolutions relating to property***

If the Church proposes to sell, transfer, encumber or dispose of any property owned by, or held in trust for, this Church, such a resolution must be approved by the greater of:

- (a) 75% of the Active Members present at a General Meeting; and
- (b) two-thirds of all Active Members.

The Combined Board of Deacons must then convey the decision to the National Board for approval. If the National Board approves the decision, it must be implemented by the Property Trust.

### ***By-laws 3: Delegations to the Combined Board of Deacons***

The General Meeting may resolve to delegate to the Board of Deacons the power to acquire or dispose of any real property through the Property Trust.

### ***By-laws 4: Use of Church property by external organisations***

Any use or rent of any property (real or personal) of this Church by any external organisation must first have been approved by the Combined Board of Deacons.

## **14. NON-PROFIT CLAUSE**

The assets and income of the church shall be applied solely in furtherance of the church's objectives to stress the fullness of Christ in personal experience, build the Church and preach the Gospel to the ends of the earth, and no portion shall be distributed directly or indirectly to the members of the church except for charitable gifts or as bona fide compensation for services rendered or expenses incurred on behalf of the church. (Council 2009)

## **15. CHURCH CLOSURE**

### **15.1 CLOSURE PROCEDURE**

There may arise from time to time situations that require the closure of a church.

Before that point is reached the Board will pursue possible ways to assist the church pastorally, and where needed, provide mediation. However where these are not successful the following applies:

- 1) In order to dissolve a church a Special General Meeting called for that purpose may, by a three quarters majority of the members present and voting, resolve to dissolve the church. If such resolution is confirmed by a three quarters majority at a subsequent Special General Meeting held not less than twenty one (21) days nor more than thirty five (35) days thereafter, the church shall be deemed dissolved.
- 2) The notice convening such Special General Meetings shall clearly state that the dissolution of the church is to be proposed.
- 3) The National Board may initiate the closure of a local church under one or more of the following circumstances:
  - a. where the church for a continuous period of three (3) calendar months fails to hold any meetings of the kind that, in the opinion of the National Board, are customarily held by the Local Alliance Churches
  - b. ceases to be a member church of the CMA
  - c. ceases to adhere to and observe those doctrines and practices held by the C&MA of Australia

- d. maintains, propagates doctrines or practices which, in the opinion of the National Board, are inconsistent with the doctrines and practices of the C&MA of Australia. (Council 2003)

## 15.2 DISSOLUTION CLAUSE

In the event that the members of a church vote to close the church then the assets of the church shall be dealt with in the following way:

- 1) Where the property, appurtenances and effects are held for the church in trust by the C&MA of Australasia Property Trust, the terms of the trust deed shall be followed.
- 2) Where the property, appurtenances and effects are held by a local church which is an incorporated body, and if upon the dissolution of the church there remains after satisfaction of its debts and liabilities any property whatsoever, the same shall not be *paid to or distributed amongst the members. The surplus assets shall be given to* The Christian and Missionary Alliance of Australia Incorporated, the parent religious body, to be used as determined by the National Board; or  
if the Christian and Missionary Alliance of Australia Incorporated does not exist the assets must be given to another entity which:
  - a. has objects similar to the church's objects; and
  - b. has rules which prohibit the distribution of the entity's income and assets to its members.These requirements must be set out clearly in the church's Incorporation documents.
- 3) Where the property, appurtenances and effects are held by a local church which is managed by its own trustees, and if upon the dissolution of the church there remains after satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members. The surplus assets shall be given to The Christian and Missionary Alliance of Australia Incorporated, the parent religious body, to be used as determined by the National Board; or  
if the Christian and Missionary Alliance of Australia Incorporated does not exist the assets must be given to another entity which:
  - a. has objects similar to the church's objects; and
  - b. rules which prohibit the distribution of the entity's income and assets to its members."

(Councils 2003, 2009)

## 16. INCORPORATION DOCUMENTS

Local Alliance churches that incorporate must ensure that their incorporation documents are consistent with this Constitution for Local Churches. Any inconsistencies between this constitution and the church's documents of incorporation must be rectified in favour of this constitution. Failure to do so in a reasonable time may render the church concerned liable to being not recognised as a church of the Christian and Missionary Alliance of Australia Inc. (Council 2003)

## 17. AMENDMENT CLAUSE

This Constitution may be amended from time to time by the General Council by a three-quarters majority vote of the members present. (Council 2002)

## 18. BY-LAWS

Local By-Laws not in conflict with the provisions of the Constitution may be adopted by the Annual Meeting of the church. A copy of such By-Laws shall be approved and filed with the National Board.  
(Council 1970, 1971, 1984)

### *By-laws 1: Amendment of By-laws*

*These By-laws may be amended at a General Meeting by a three-quarters majority of the Active Members present at the General Meeting.*