



Constitution

of

**Chinese Christian Church Brisbane
SLE Church Branch Inc**

Revision 1.03.00

Prologue

*The **Chinese Christian Church Brisbane** was established in 1975 and its first Constitution was approved by an Annual General Meeting of the members in April 1984. The Church registered with the Queensland Government as an Incorporated Association shortly after that.*

*During the next 17 years a number of minor amendments were made to the Constitution, but as the Church had grown by 2002 to include four congregations meeting in two different locations, there was a need to make major changes to the Constitution to reflect the current status of the Church and to guide us, under God, into the future. The opportunity was taken to make a thorough review of the needs of the Church and to rewrite the Constitution completely along the lines of the **Model Rules** (version 5) for Associations incorporated in Queensland.*

*Ratification of the new Constitution was not undertaken in 2003 as hoped due to major changes in the Church at that time. Also, in June 2007 the **Model Rules** were updated to version 6.*

In 2006 and 2007 the Elders Board continued the review of the proposed new constitution in the light of the new Model Rules, recent developments, and the Ministry Framework they had developed in 2006. The Board also decided to update our Statement of Faith and Practices as it was felt that the wording could be made more intelligible to modern readers and that certain key doctrines should be added. Some clauses of this Constitution were introduced and adopted at the AGM in March 2008.

During 2008 the Elders Board undertook a major review of the structure of CCCB and after extensive consultation with the Church introduced a new structure which is reflected in the remaining new clauses of the 2009 Constitution.

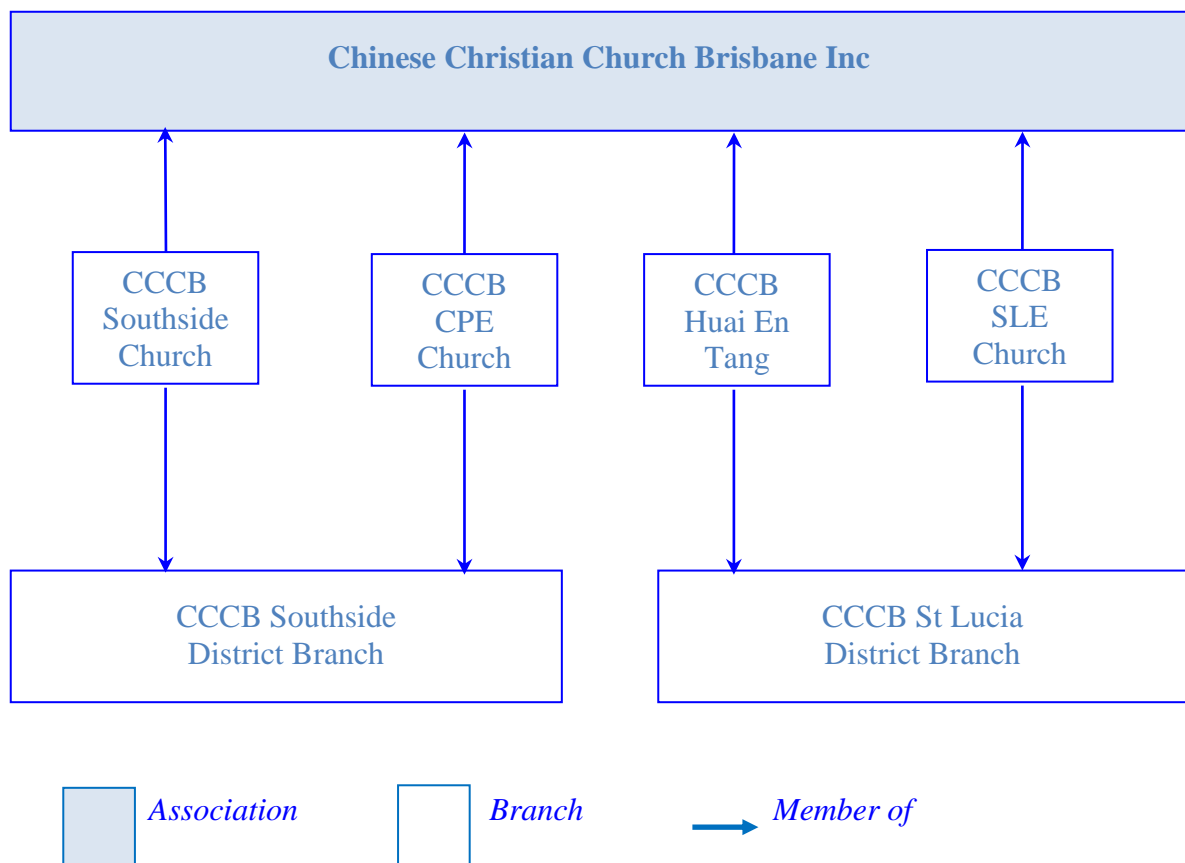
The revised Objects and Statement of Faith and Practices were not introduced in that version of the Constitution and will be considered at a later date.

During 2012 and 2013 it was found that the current structure was proving unworkable as a ministry model for cooperation among the Congregations, and in 2013 a new structure was proposed in which CCCB became a main umbrella Association with five Church Branches and two District Branches. However, in January 2017 one of these Churches dissolved leaving just four Churches currently existing. This latest structure is reflected in this Constitution.

*This prologue and sections in italics or entitled **Notes** are included to add historical context and clarification but are **not** to be considered part of this Constitution.*

Structure of CCCB Inc and associated Branches

*Chinese Christian Church Brisbane Inc is a parent Association which acts as an umbrella organisation for a group of **Member Churches** which are constituted as **Branches of the Association**. There are also **District Branches** which serve to own and manage the property used by the Churches at one location.*



*The Association and each District Branch has a **Management Committee** which manages the affairs of that entity.*

*Each Church has its own **Church Council** which manages the internal affairs of the Church.*

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1. Name

The name of the Incorporated Branch Association is **Chinese Christian Church Brisbane SLE Church Branch Inc** (hereinafter referred to as **the Church**).

*Note: The Church may be referred to informally as **SLE Church** or **St Lucia Evangelical Church**.*

2. Objects

The objects of the Church are:

- The advancement of Christ's Kingdom by spreading the Gospel, in particular among the Chinese, in Brisbane and the surrounding area.
- The education of the members in the Scriptures, in Christian service and in witness.
- The co-operation with other churches of similar faith in evangelism and mission at home and overseas.

*Note: The Objects of the Church are amplified in its Statements of **Mission, Values, and Vision**.*

3. Statement of Faith and Practices

The Church subscribes to and upholds the following Doctrines and Practices of the Christian faith in accordance with the Scriptures:

3.1. Doctrines

3.1.1. Concerning the Bible

The divine inspiration and complete reliability of the Holy Scriptures of the Old and New Testaments, as originally given and their supreme authority in all matters of faith and practice. (John 10:35; 16:13-15; 2 Tim 3:15-17; 2 Peter 1:20-21; 3:15,16)

3.1.2. Concerning God

The unity of the Father, the Son and the Holy Spirit in the eternal Godhead with the distinction of persons in that unity. Gen 1:1,2; Deut 6:4; Matt 28:19; John 1:1,2,14,18; John 14:16,17; Acts 5:3,4; 2 Cor 13:14)

The SOVEREIGNTY OF GOD in creation, revelation, redemption and final judgement. (Gen 1 and 2; Psalm 8; Daniel 2:20-22; Acts 17:24-31; Rom 9:16,18; 10:12,13; 11:29-36; 1 Cor 1:21-31)

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3.1.3. Concerning Jesus Christ

The incarnation by means of the virgin birth of the Son of God and the unique combination of the divine and human natures in the sinless Person of Jesus Christ. (John 1: 1,14; Matt 1;20-25; Luke 1:35; Gal 4:4; Col 2:9; 1 Tim 2:5,6; Heb 1:1-13; 2:14-18; 4:15; 1 Peter 2:22; 1 John 3:4)

The sacrificial death, as our Representative and Substitute, of the Lord Jesus Christ. (Matt 20:28; John 1:29; Romans 3:25; 2 Cor 5:14,15; 19-21; Heb 9:14,22; 10:12; 1John 2:2)

His triumphant bodily resurrection from the dead. (Matt 28; Luke 24; John 20 and 21; Acts 2:24-32; 1 Cor 15:3-8,20)

His ascension and exaltation at God's right hand, and intercession as Great High Priest for His people. (Acts 1:9; 5:31; Eph 1:20-23; Heb 4:14,15: 12:2)

His personal return to receive His people, judge the world, and establish His everlasting kingdom. (John 14:3; 1 Thess 4:15-17; 2 Thess 1:7-10; Isaiah 9:6,7; Luke 1:32,33; Rev 21 and 22)

3.1.4. Concerning the Holy Spirit

The Holy Spirit is a Divine Person who indwells, guides, teaches, empowers the believer and convicts the world of sin, of righteousness and of judgement.

3.1.5. Concerning Man

His original creation in the image and for the glory of God (Gen 1:26,27; Psalm100:3; Isaiah 43:7)

The universal sinfulness, guilt and lost condition of all mankind since the Fall making everyone subject to God's wrath and judgement. (Gen 3; Romans 3:9-23; 5:12-14; 6:23)

The formation of a new redeemed humanity, foreshadowed in Israel and being fulfilled in and through the universal Church of Christ to which all true believers belong. (Romans 8:28-30; 2 Cor 5:17-19; Eph 2 and 3; 4:11-24; Titus 2:14; 1 Peter 2:9,10)

3.1.6. Concerning Salvation

The necessity of the presence and power of the Holy Spirit in the work of regeneration and sanctification. (John 3:5-8; 16:8-11; Titus 3:4-7; 1 Thess 4:3,7,8; 2 Thess 2:13)

The justification of the sinner solely by the grace of God through faith in Christ. (Romans 3:21-23; Gal 2:16; Eph 2:4-9)

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The evidence of the new birth and spiritual life by growth in grace, in knowledge, in holiness and in good works. (Eph 2:10; 2 Tim 2:19; Titus 3:8; Heb 12:10-14; James 2:17,18; 1 Peter 1:14-23)

The eternal security of all true believers in Christ. (John 6:37,47; 10:27-29; Romans 8:28-30; 1 John 5:5, 9-13)

The final resurrection and redemption of the saved to eternal blessedness and the resurrection of the lost to judgement and eternal separation from God. (John 5:27-29; Romans 14:9,10; 1 Cor 15:51-57; 2 Cor 5:1-10; Phil 3:20,21; Daniel 12:2; Rev 20:11-15)

3.2. Practices

3.2.1. Concerning Baptism

The observance of the Baptism of believers, normally by immersion, on personal confession of faith in the Lord Jesus Christ.
(Matt 28:19,20; Acts 2:38; 8:35-38; 10:44-48)

3.2.2. Concerning the Lord's Supper

The remembrance of the Lord's death in the Breaking of Bread on Sundays and at other times as may be arranged, and the welcoming to the Lord's Supper normally of all baptised believers whose conduct is in harmony with their confession of faith.
(Luke 22:14-19; Acts 2:42,46; 20:7; Rom 14:1-9; 15:7; 1 Cor 5:6-8; 11:23-29)

3.2.3. Concerning Fellowship and Discipleship

The provision of opportunities for fellowship, prayer and instruction of believers, and for the exercise of spiritual gifts for edification, subject to the Lordship of Christ.
(Romans 12:6-8; 1 Cor 12,13,14; Eph 4:1-16; Heb 10:23-25; 1 Peter 4:7-11)

3.2.4. Concerning Evangelism and Mission

The proclamation of the Gospel of Christ in the immediate neighbourhood and nation as well as in the regions beyond the local Church, both as individual and collective witnesses.
(Matt 28:18-20; Mark 16:15; Luke 24:44-48; Acts 1:8; 1 Peter 2:9; 3:15)

3.2.5. Concerning Stewardship

The encouragement of every believer to realise his responsibility and privilege to contribute (according to his gifts, talents and resources) to the work of God and the extension of His Kingdom. (Romans 12:1-13; 1 Cor 6:19-20; 16:1,2; 2 Cor 8,9)

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3.2.6. Concerning Leadership

Recognition of the authority of and respect for Church leaders, particularly the Pastors, Elders and Deacons, and the recognition of male leadership in that only men may be elected to the positions of Pastor and Elder in the Church.
(1 Thess 5:12,13; Heb 13:17; 1 Tim 2:12, 3:1-7; Titus 1:5-9)

4. Discipline and Grievance

No matter involving dispute or grievance or that deemed by the Elders Board to be an offence among any of the Members of the Church shall in any case or under any pretext be brought before the Church Council or a General Meeting of the Church unless the aggrieved person or persons has previously complied with the directions of our Lord as recorded in Matthew 18:15-17. All cases of misdemeanour or grievance must be dealt with as seems most consistent with the Word of God.

4.1. Discipline

Cases appearing to require the exercise of discipline must first be carefully investigated by the Pastors and Elders and, if deemed necessary, referred to the Church Council. A person found guilty of misdemeanour shall first be censured by the Church Council, and if he persists, may be suspended from membership for a time determined by the Church Council.

This clause shall not prejudice the powers invested in the Church Council with respect to termination or suspension of membership.

Any person against whom any misdemeanour is alleged must be given the opportunity by the Church Council to be heard in his own defence before he is found guilty or dealt with pursuant to this clause.

Where a Member feels that he has been wrongfully treated by the Church Council, he may by notice in writing to the Church Secretary appeal to the Church whereupon the Church Council must call a Special General Meeting of the Church to consider the matter. The decision of the Church on such an appeal shall be final.

4.2. Grievance Procedure

Where a Member of the Church believes an unresolved grievance with another Member of the Church or with the Church Council needs to be addressed, he shall follow the procedures detailed in the Church's *Code of Conduct* documents, specifically in the *Complaints Review Policy* and in the *Conflict Management Procedure*.

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5. CCCB Structure

The structure of **Chinese Christian Church Brisbane Inc** (the Association) and its associated Branches is defined in the Constitution of the Association. The definition of a **Church** and other aspects of a Church as well as the definition of a **District Branch** are repeated here.

5.1. Definition of a Church

A **Church** of the Association is a group of people which:

- meets together weekly in the name of the Church at a common time and in a common place for corporate worship and ministry, AND
- holds to the **Doctrines** of the Association as detailed in clause 3.1 of the Association's Constitution, AND
- has a set of **Objects** of the Church which are similar to those of other Churches in the Association, AND
- is formally recognized by the Association as a Church.

A Church may be a **Member Church** or an **Associate Church**.

A **Member Church** must be capable of managing its own affairs and ministry. It must have a Church Council capable of managing the affairs of the Church.

An **Associate Church** will be fully or partially managed by a Member Church to which it is attached. The Church Council of the Member Church, or a Subcommittee thereof, will initially be the Church Council of the Associate Church.

An Associate Church may develop its own Church Council which may take over management of the Church under the supervision of its managing Church Council.

Note: An Associate Church may make a transition to become a Member Church by taking the characteristics of a Member Church and by applying for Membership.

5.2. Definition of a District Branch

A **District Branch** is an entity which consists of all Member Churches at one location which use the premises at that location. The purpose of a District Branch is to own and manage the property of the co-located Churches on behalf of those Churches.

5.3. Names of Churches

The legal name of a Church in the Association shall be "Chinese Christian Church Brisbane, <church name> Branch, Inc". However, a Church may also use a name other than its legal name to describe itself provided that the other name has the approval of the Association Management Committee.

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Note: A Church is not obliged to use either Chinese Christian Church Brisbane or CCCB in its other name.

5.4. Admission of a Church to the Association

A Member Church may create an **Associate Church** attached to it and possibly drawing from Members of its own Church. The Member Church will manage its Associate Church until it becomes a Member Church.

Note: Before a Member Church creates an Associate Church it should consult with other Member Churches in the District Branch regarding allocated use of the property.

The Church Council of the Member Church may create for the Associate Church a Church Council by appointing for the Council Pastors, Elders, and Deacons to that Council.

An Associate Church may apply to the Association Management Committee to be admitted to become a **Member Church** of the Association if:

- It has been meeting for at least one year, AND
- It has had its own Church Council for at least one year, AND
- It has a supervising Pastor or Elder approved by the Church Council of the Member Church

The Association Management Committee shall verify that the Church meets the requirements for membership and, if it so verifies, shall vote on admission. The Church shall be admitted into membership if it receives 75% of the votes of the Association Management Committee.

If a Church is not admitted to membership it may reapply to the Association Management Committee for membership at least six months after the meeting at which its application was considered, or after such longer time as the Association Management Committee specifies.

Upon approval for membership, that Church shall assume the full rights and responsibilities of Membership of the Association.

Notes: If a Church is not admitted into full membership of the Association it is assumed that a period of time will be required for that Church to meet any requirements which have not been met at the time of refusal.

A Member Church may adopt an outside organisation as an Associate Church, which may eventually apply to become a Member Church.

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5.5. Loss of Supervising Elder or Pastor

If at any time a Member Church does not have any Supervising Elder or Pastor it may apply to another Church to appoint one of its Elders or Pastors to supervise that Church until such time as the Church is able to elect a replacement.

5.6. Withdrawal of a Church from the Association

A Member Church may withdraw from Membership of the Association by giving notice in writing to the Association Management Committee. Such notice must affirm that withdrawal has the approval of not less than 75% of the Ordinary Members of that Church confirmed by a vote taken of Members of that Church.

The application must be considered at the next Association Management Committee Meeting and then a period of time will be allowed for deliberation up until the following Association Management Committee Meeting.

The membership of the Church in the Association shall cease at the conclusion of the second Association Management Committee Meeting following receipt of the application unless the application is withdrawn by the Church.

5.7. Removal of a Church from the Association

If the Association Management Committee has reasonable grounds to believe that a Member Church:

- is failing to comply with the requirements of its Constitution; OR
- no longer subscribes to the **Objects** or the **Statement of Faith and Practices** contained in its Constitution; OR
- is guilty of conduct which is injurious or prejudicial to the Association or its Member Churches

then the Association Management Committee may issue a written notice (**Notice of Concern**) to the Member Church specifying:

1. The Association Management Committee's concerns;
2. What steps the Member Church ought to take to address the concerns;
3. A time by which the Member Church must respond in writing to the Notice of Concern (such time being not less than one month from the date of the Notice of Concern);
4. A time by which the Member Church must resolve the concerns (such time being not less than three months from the date of the Notice of Concern) to the satisfaction of the Association Management Committee.

The Member Church must respond in writing to the Notice of Concern within the time specified therein.

If the Member Church does not:

1. respond to the Notice of Concern by the time specified, OR

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2. resolve the concern to the satisfaction of the Association Management Committee by the time specified

the Association Management Committee may resolve at a meeting of the Management Committee to remove the Church from membership of the Association. A representative of the Church may speak at the meeting before the vote is taken to give reason why the Church should not be removed from the Association. The Members of the Church under consideration may not vote at the Meeting.

Removal from Membership shall require at least 75% of the Management Committee members who are entitled to vote on the resolution to vote in favour of the removal.

In the absence of any other resolution (by simple majority) of the Association Management Committee, the removal of the Church is effective at the conclusion of the meeting at which the vote was taken.

5.8. Consequences of Withdrawal or Removal of a Church from the Association

The withdrawing or removed Church is not entitled to any of the real property of the Association or of any District Branch, but may retain any assets which have been recorded in the Asset Register of the District Branch as an asset to which that Church is entitled.

6. Powers

1. The Church has the powers of an individual.
2. The Church may, for example –
 - enter into contracts; and
 - acquire, hold, deal with and dispose of property; and
 - make charges for services and facilities it supplies; and
 - do other things necessary or convenient to be done in carrying out its affairs.
3. The Church may also issue secured and unsecured notes, debentures and debenture stock for the Church.

7. Membership

Membership of a Church is defined in clause 7 of the Association and is repeated here.

The number of Members of the Church is not limited and there is no membership fee.

Members of a Member Church who join an Associate Church shall continue to hold their class of membership in the supervising Church until the Associate Church becomes a Member Church, at which time their membership shall transfer to the new Member Church.

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Similarly, persons who attend an Associate Church may apply for membership of the supervising Church. When the Associate Church becomes a Member Church their membership shall transfer to the new Member Church.

7.1. Classes of Membership

Membership of the Church consists of the following three classes of members.

1. Ordinary Member
2. Associate Member
3. Absent Member

7.1.1. Ordinary Members

Ordinary Members must subscribe to and uphold the Doctrines and Practices of the Church and are expected to contribute to the Church through their service and offerings.

Ordinary Members enjoy all rights and privileges of membership.

Note: This is the normal class of membership. Ordinary Members should not normally hold membership in another church within 100 Km of a meeting place of a CCCB Church.

7.1.2. Associate Members

Associate membership is intended for those who live near a meeting place of the Church for a significant part of the year but who hold membership in some other church at least 50 Km away from the meeting place of the CCCB Church they attend.

Associate Members must subscribe to and uphold the Doctrines and Practices of the Church and are expected to contribute to the Church through their service and offerings.

Associate Members enjoy all rights and privileges of membership except for the following:

- **Associate Members** may not vote at General Meetings of the Church.
- **Associate Members** may not hold the office of Elder or Deacon or of Chairman, of any subcommittee of the Church Council.

7.1.3. Absent Members

Absent membership is intended for Members who are unable to attend the Sunday worship service of the Church at least once per month for a period exceeding six months.

Absent Members must continue to subscribe to and uphold the Doctrines and Practices of the Church.

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Absent Members enjoy all rights and privileges of membership except for the following:

- **Absent Members** may not vote at General Meetings of the Church.
- **Absent Members** may not hold office in any committee of the Church.

When a Member expects to be absent from meetings of the Church for more than six months, he (or his legal representative) may apply for his class of membership to be changed to **Absent Member**.

Otherwise, if the Church Council determines that a Member is likely to be absent from meetings of the Church for a period exceeding six months and if he has not been deemed to have resigned his membership according to clause 7.6, his membership will be changed to **Absent Member**.

When an Absent Member resumes regular attendance of the Church, he must inform the Secretary of the Church of his return, at which time he shall resume his prior class of membership.

Notes: Absent Members may be unable to attend regular meetings of the Church due to illness, temporary abode in another city (e.g. for studies), or other such reason.

If the Council changes a person's membership to Absent Member, it will inform that member of the change.

Absent Members are expected to communicate with any Member of the Church Council at least once in every six-month period.

7.2. Admission to Membership

7.2.1. Prerequisites

Membership of the Church is open to all who have been baptized and who accept the **Objects and Statement of Faith and Practices** of the Church.

Application for membership will be considered only from persons who fulfil one of the following criteria:

- Attend the weekly corporate worship services of the Church regularly over a period of three months.
- Present a letter of reference from another Church known to and recognized by an Elder or Pastor of the Church.

7.2.2. Application for Membership or Change of Membership Status

Application for membership or change of membership status shall be made in writing to the Secretary of the Church. Changes in status include:

- From Associate Member to Ordinary Member

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- From Ordinary Member to Absent Member
- From Absent Member to Ordinary Member or Associate Member

Notes: The Church shall provide a form which may be used for application.

Application for baptism may include application for membership.

The Secretary of the Church must ensure that as soon as possible after a person applies to become a Member of the Church and before the Church Council considers the application of the person, the person is advised the amount of public liability insurance held by the District Branch of the Church.

An applicant for membership shall be furnished with a copy of the Constitution of the Church and shall be interviewed by a Pastor or Elder of the Church who shall report to the Church Council as to the suitability of the applicant for the class of membership applied for.

The Church Council of the Church must consider an application for membership at the next meeting of the Council after it receives the application.

The result of such consideration shall be one of:

- Acceptance of the application by unanimous approval of the Church Council
- Deferral of consideration of the application for a period not to exceed six months
- Rejection of the application

The membership of any Member is personal to him.

Notes: A former Member of the Church must apply for reinstatement of membership in this same way.

A Pastor and his wife shall be deemed, by virtue of his appointment, to be Members of the Church. However, his other family members will need to follow the prescribed procedures to apply for membership.

Similarly, other employed Ministry Staff and their spouse shall be deemed, by virtue of their appointment, to be Members of the Church.

7.3. Appeal against Rejection of Membership

There shall be no appeal against rejection of membership.

If a person is rejected from membership of the Church, he may not apply for membership of the Church for a period of six months unless a shorter term is recommended by the Elders Board of the Church.

Notes: During this period the rejected applicant may discuss his rejection with a Pastor or Elder of the Church and receive any instruction which may assist the applicant to gain admission at the next time of application.

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If a membership application is rejected, the Church should inform other Member Churches of this decision as the applicant may subsequently apply to another Member Church. Due to privacy concerns, the reasons for rejection should not be communicated unless the applicant subsequently does apply to another Member Church and an Elder of that Member Church requests the reasons.

7.4. Register of Church Members

The Secretary of the Church must maintain a register of the Members of the Church who have been accepted into membership of the Church. This register may be maintained in electronic form.

When a Member is admitted to membership his name must be entered into the register.

Each register of Members must contain, as appropriate, the following particulars of each Member:

- the full name of the Member;
- the residential or postal address of the Member;
- the phone numbers of the Member;
- the email address of the Member;
- the date and place of baptism
- the date of admission as a Member;
- the class of membership held;
- the date of death or resignation of the Member;
- the date of and reason for termination or reinstatement of the membership;
- any other particulars that the Church Council, or Members at a General Meeting may decide.

No information other than the name and address of a Member and his membership details shall be entered into the register without the approval of the Member or of his legal representative. The onus shall be on the Member to ensure that his membership details are kept up to date.

The Church Register may be inspected by the Pastors or elected officers of the Church at any reasonable time.

The Church Register must be open for inspection by all Church Members at all reasonable times. A Member must contact the Secretary of the Church to arrange to inspect the register. Only the names, addresses, and phone numbers will be available for such inspection.

However, the Church Council may, on the application of a Member of the Church, withhold information about the Member (other than the Member's full name) from the register available for inspection if the Church Council has reasonable grounds for believing the disclosure of the information would put the Member at risk of harm.

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A Member's name may be registered in the register of only one Member Church of the Association at any one time; however, the Member may move his membership to another Member Church at any time. To do so the Member must apply in writing to the Secretary of both Churches stating the reason for the request. The Church Councils of both Churches must approve the request for the transfer to be effected.

Note: When a membership terminates, the details of the membership should be retained by the Church for historical purposes or for possible later reinstatement of membership. An entry must be made giving the reason for termination.

7.5. Prohibition on use of information on Register of Members

A Member of the Church must not –

- use information obtained from the register of Members of the Church to contact, or to send material to, another Member of the Church for the purpose of advertising for political, religious, charitable or commercial purposes; or
- disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or to send material to, another Member of the Church for the purpose of advertising for political, religious, charitable or commercial purposes.

This prohibition does not apply if the use or disclosure of the information is approved by the Church Council, or Members at a General Meeting.

7.6. Resignation from Membership

A Member of the Church may resign his Membership at any time by giving written notice to the Secretary of the Church.

If a Member of the Church moves to another location at least 100 Km away and is considered by the Church Council to be unlikely to return to the Church within one year or unlikely to desire Absentee Membership, he shall be deemed to have resigned his membership.

If regarding a Member of a Church:

- he does not attend the corporate worship services of the Church at least twice per month for a period of six or more consecutive months, AND
- his reason for absence from Sunday services, if provided, is considered by the Church Council to not be reasonable, AND
- he is considered by the Church Council to be unlikely to return to regular attendance of the services within one year or unlikely to desire Absentee Membership,

he shall be deemed to have resigned his membership.

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If an Absent Member fails to communicate with a member of the Church Council at least once in every six months following the change of classification of his membership to **Absent Member** or his reason for absence from Sunday services of the Church is considered by the Church Council to be not reasonable, he shall be deemed to have resigned his membership.

If a Church ceases to be a Church of the Association (as described in clause 5.6 or clause 5.7) the District Branch membership and Association membership of a Member of that Church shall also cease at the time the Church ceases to be a Member of the Association.

Resignation from membership takes effect on:

- the day and time the resignation is received or considered by the Church Council; or
- if a later date is stated in the notice of resignation – the later date.

7.7. Termination or Suspension of Membership

If in relation to any Member of the Church:

- he shall fail to comply with the requirements of this Constitution; OR
- he shall no longer subscribe to and accept the **Objects** or **Statement of Faith and Practices** contained in this Constitution; OR
- he shall in the opinion of that Church Council be guilty of conduct which is injurious or prejudicial to that Church, to the Association, to any District Branch, or to any other Member Church.

the Church Council may by unanimous resolution terminate the membership of such a Member or suspend the membership of that Member for a period not exceeding 12 months, provided that the Church Council must not resolve to terminate or suspend the membership of any Member without first giving such Member the opportunity to be heard in his own defence and where the Church Council considers it desirable to do so without first exercising its powers pursuant to clause 4 of this Constitution.

The Church Council before resolving to terminate or suspend the membership of any Member may in its absolute discretion refer the matter to a General Meeting of the Church for the consideration and advice of that meeting.

If, after considering all representations made by the Member, the Church Council decides to terminate or suspend the membership, the Secretary of the Council must give the Member a written notice of the decision.

Note: If a membership is terminated, the Church should inform other Member Churches of this decision as the applicant may subsequently apply to another Member Church. Due to privacy concerns, the reasons for termination should not be communicated unless the applicant subsequently does apply to another Member Church and an Elder of that Member Church requests the reasons.

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7.8. Appeal against Termination or Suspension of Membership

When a Member is notified by the Church Council that it is considering the termination or suspension of his membership the Member may appeal in order to the Church Council and then to a General Meeting of the Members of the Church.

If the Secretary of the Church receives a notice of intention to appeal to a General Meeting, the Secretary must, within 1 month after receiving the notice, call a General Meeting to decide the appeal.

If a person's membership of the Church is terminated or suspended he may not reapply for membership of any Church of the Association for a period of six months unless a shorter term is recommended by the Elders Board of the Church.

Note: During this period the former Member may discuss his termination or suspension with a Pastor or Elder of the Church and receive any instruction which may assist the former Member to regain or resume membership at the next time of application or after the period of suspension.

7.9. General Meeting to decide Appeal

The General Meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.

At the meeting, the applicant must be given a full and fair opportunity to show why the membership should not be terminated or suspended.

Also, the Church Council must be given a full and fair opportunity to show why the membership should be terminated or suspended.

An appeal must be affirmed by the percentage of votes as prescribed in clause 9.8.

7.10. Restoration of Membership

When a former Member of the Church reapplies and is accepted into membership he shall be welcomed back into membership in the same way as a new Member is welcomed.

8. Church Management

The Church shall be managed by the **Church Council** and any subcommittees appointed by the **Church Council**.

8.1. Membership of the Church Council

The **Church Council** shall consist of all the Pastors, all the Elders, and all the Deacons of the Church.

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Note: Pastor, Elders, and Deacons are elected to the Church Council as shown in clauses 8.3.3, 8.4.3, and 8.5.3.

Within one month following the Annual General Meeting of the Church, the Council shall inform the Church of the names and roles of the Council Members.

8.2. Jurisdiction of the Church Council

Jurisdiction of the Church Council is defined in subclause 8.2.3 of the Constitution of the Association, and is repeated here.

In the furtherance of a Church's Objects, the Church Council is responsible for the following areas of management of the Church:

- Planning activities and programmes for the Church
- Coordinating the relationship of the Church with other Churches in the Association and with external organisations
- The management of employment contracts of Pastors and other staff employed by the Church
- Administration of the affairs of the Church
- Management of the assets and liabilities of the Church
- Management of the income and expenditure of the Church
- Any legal issues (e.g. interpretation of this Constitution)
- Such other issues as are deemed appropriate by the Church Council

The Church Council has the authority to interpret this Constitution and to decide on any other matter relating to the Church on which this Constitution is silent.

The Church Council has the authority to exercise the Powers of the Church as described in clause 6.

8.3. Pastors¹

8.3.1. Role

A Pastor is a spiritual leader of the Church and must shepherd the Church in accordance with scriptural teaching and the **Objects and Statement of Faith and Practices** of the Church.

He is charged with the duties of caring for the spiritual well-being of Members and adherents of the Church, teaching and exhortation, and the visitation of Members and adherents of the Church. (1 Peter 5:1-3; Titus 1:6-9)

¹ Theologically a Pastor is an Elder. However, a distinction is made between full time paid staff and those serving in a voluntary non-salaried capacity. Apart from this distinction (which is considered in the manner of appointment and duties) the two shall be considered to have the same role and authority. Hence, unless otherwise indicated, the term **Elder** will include Pastors.

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Note: Other Ministry Staff may be employed by the Church Council either to assist the Pastors in ministry or to be trained in ministry. Their role and conditions of employment shall be detailed in their Service Agreement.

8.3.2. Eligibility

A person who:

- is a male and has fitness as a spiritual leader and possessed of the attributes specified in 1 Timothy 3:1-7; and
- upholds the **Objects** and **Statement of Faith and Practices** of the Church; and
- has the approval of two thirds of the Elders of the Church

may be considered as a candidate Pastor of the Church.

8.3.3. Appointment or Reappointment

The initial appointment or reappointment of a Pastor of the Church and the term and conditions of office shall be recommended by the Church Council to a General Meeting of the Church which shall make a decision on such a recommendation.

Approval of the appointment or reappointment of a Pastor shall be by the percentage of votes as prescribed in clause 9.8.

Appointment as a Pastor is deemed to be election to the Church Council of the Church for the duration of his appointment.

A Pastor shall also be an advisor to all committees and groups in the Church.

A Pastor may be appointed to only one Church in the Association, though he may be called upon to minister to other Churches of the Association at times.

8.3.4. Term of Office

The initial term of appointment of a Pastor shall be two years.

The Council must advise the Pastor at least three months before the end of his initial term whether or not it intends to offer a renewal of his contract.

A subsequent reappointment shall be permanent, subject to clauses 8.3.5 and 8.3.6.

8.3.5. Resignation

The Pastor may resign his appointment by giving at least three months' notice in writing, or such other period as may be agreed with the Church Council.

8.3.6. Suspension or Termination of Appointment

If a Pastor:

- fails to comply with the requirements of the Constitution of the Church; OR

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- no longer subscribes to and accepts the **Objects** and **Statement of Faith and Practices** contained in the Constitution of the Church; OR
- is, in the opinion of the Church Council, guilty of conduct which is injurious or prejudicial to the Church

the Church Council may by two thirds majority vote suspend all duties of that Pastor for a period of three months, provided that the Church Council must not resolve to suspend the duties of any Pastor without first giving that Pastor the opportunity to be heard in his own defence. However, if the Pastor is guilty of very serious misconduct, the Church Council may by unanimous consent terminate his appointment immediately.

The Church Council before resolving to suspend the duties of any Pastor may, in its absolute discretion, refer the matter to a General Meeting of the Church for the consideration and advice of that meeting.

If within that three-month period the Pastor is able to resolve the issues causing suspension to the satisfaction of the Church Council on the advice of the Elders of the Church, the Pastor must be reinstated in his duties.

However, if the Pastor is unable to resolve the issues causing suspension within three months, the Church Council must put a proposal to a General Meeting of the Church for immediate dismissal of the Pastor.

In all other cases the Church may terminate the appointment of the Pastor after a vote of a General Meeting of the Church by giving the Pastor at least three months' notice in writing.

Approval by a General Meeting for the suspension or dismissal of a Pastor shall be by the percentage of votes as prescribed in clause 9.8.

8.4. Elders

8.4.1. Role

An Elder is a spiritual leader of the Church and must shepherd the Church in accordance with scriptural teaching and the **Objects** and **Statement of Faith and Practices** of the Church.

He is charged with the duties of caring for the spiritual well-being of Members and adherents of the Church, teaching and exhortation, and the visitation of Members and adherents of the Church. (1 Peter 5:1-3; Titus 1:6-9)

An Elder may be called upon to minister to other Churches of the Association at times.

8.4.2. Eligibility

A male Member of the Church who

- is over the age of twenty-five years, and
- has been a Member of the Church for at least two years, and

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- has fitness as a spiritual leader and is possessed of the attributes specified in 1 Timothy 3:1-7, and
 - upholds the **Objects** and **Statement of Faith and Practices** of the Church
- may be considered for formal recognition as an Elder of the Church.

8.4.3. Formal Recognition

Where a suitably qualified man is already generally recognised as fulfilling the role of an Elder in the Church, the Elders Board may put his name to a General Meeting of the Church for formal recognition as an Elder.

The formal recognition of an Elder shall consist of the percentage of votes as prescribed in clause 9.8.

His formal recognition as an Elder shall be deemed to be election to the Church Council of the Church for the duration of his term as an Elder.

8.4.4. Term of Office

An Elder shall serve for a three-year term of office, or such other period decided by the Church Council.

His term of office shall begin at the date of his recognition, or at such other time as decided by the Church Council at the time of the approval of his nomination.

Following his period of service, his term of office shall conclude at the end of the first Church Council meeting which follows the Annual General Meeting of the Church. His term of office may conclude at an earlier date and time if he resigns from office or is removed from office.

Note: It is recommended that an Elder serve a maximum of six years after which he should take a one-year sabbatical before serving another term.

8.4.5. Resignation

An Elder may resign or retire from office at any time by giving a minimum of four weeks' notice in writing to the Church Council.

8.4.6. Suspension or Termination from Office

If a majority of the Elders believe that one of the Elders is not suitable to continue as an Elder, they may ask that Elder to stand down for a period of time or to resign. If he refuses to do so the remaining Elders may take his case to a General Meeting of the Church and if the Elder does not receive a vote of confidence as prescribed in clause 9.8, his appointment as an Elder shall terminate. The Elder must be given an opportunity to be heard at such a meeting before the vote is taken.

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8.5. Deacons

8.5.1. Role

A Deacon shall serve the Church in such administrative or other duties as are decided by the Church Council.

8.5.2. Eligibility

A male or female Member of a Church who

- is over the age of eighteen years, and
- has been a Member of the Church for at least one year, and
- has generally the qualifications for office as specified in 1 Timothy 3:8-13, and
- upholds the **Objects** and **Statement of Faith and Practices** of the Church

may be nominated for the position of Deacon of the Church.

8.5.3. Election

The nomination for the office of Deacon of the Church shall be via a consultative process among the members of the Church Council.

The suitability of the candidate shall be reviewed by the Elders Board and if the nomination has the approval of at least two thirds of the members of the Elders Board it may be put forward to the Members of the Church at a General Meeting of the Church.

The election of a Deacon shall consist of the percentage of votes as prescribed in clause 9.8.

His appointment as a Deacon shall also be understood to be election to the Church Council of the Church for the duration of his term as a Deacon.

8.5.4. Term of Office

A Deacon shall serve for a two-year term of office or such other period decided by the Church Council.

His term of office shall begin at the date of his election, or at such other time as decided by the Church Council at the time of the approval of his nomination.

Following his period of service, his term of office shall conclude at the end of the first Church Council meeting which follows the Annual General Meeting of the Church. His term of office may conclude at an earlier date and time if he resigns from office or is removed from office.

Note: It is recommended that a Deacon serve a maximum of six years after which he should take a one-year sabbatical before serving another term.

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8.5.5. Resignation

A Deacon may resign from office at any time by giving a minimum of four weeks' notice in writing to the Church Council.

8.5.6. Suspension or Termination from Office

If the majority of the members of the Church Council or of the Elders of the Church believe that a Deacon is not suitable to continue serving as a Deacon, the Elders may ask that Deacon to stand down for a period of time or to resign. If he refuses to do so the Church Council may take his case to a General Meeting of the Church and if the Deacon does not receive a vote of confidence as prescribed in clause 9.8, his appointment as a Deacon shall terminate. The Deacon must be given an opportunity to be heard at such a meeting before the vote is taken.

8.6. Officers of the Church Council

The officers of the Church Council consist of the Chairman, the Secretary, the Treasurer, and such other officers as the Church Council deems appropriate.

8.6.1. Chairman

The Church Chairman or his delegate must represent the Church in formal dealings with external organisations and government bodies.

The Church Chairman must normally preside at all meetings of the Church Council and all General Meetings of the Church.

8.6.2. Secretary

The Secretary must call and give notice of General Meetings as described in clauses 8.8 and 9.4.

The Secretary must ensure that an agenda is prepared and published as appropriate for each meeting of the Church Council and for each General Meeting of the Church.

The Secretary must ensure that minutes are taken and preserved for all meetings of the Church Council and all General Meetings of the Church as described in clauses 8.9 and 9.7.3.

The Secretary must ensure that the attendees of the Church are appropriately informed of the ongoing and planned affairs of the Church.

The Secretary is responsible for all formal or legal correspondence between the Church and other entities within the Association and between the Church and external organisations, including the Queensland Government. He must also ensure that records of all such correspondence are preserved in the Church archives.

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8.6.3. Treasurer

The Treasurer must ensure that proper records of accounts are kept for the budgets, income and expenditure, and assets and liabilities of the Church.

The Treasurer must maintain appropriate bank accounts in the name of the Church.

At the end of each financial year the Treasurer must ensure that the financial records of the Church are audited, and that proper statements of the financial affairs of the Church are prepared for presentation to the Annual General Meeting of the Church.

8.7. Appointments and Elections of Church Council Members

8.7.1. Election and Term of Office

The Chairman, Secretary, and Treasurer of the Church Council shall be elected from among its members by its members at its first meeting following the Annual General Meeting of the Church.

The Secretary of the Church must be a resident of Queensland.

The Church Council may appoint other officers as needed from among the Church Council members.

The Church Council has the power to appoint one of its members to fill any vacancy caused by the resignation or removal of one of its officers.

If the office of Secretary becomes vacant the Church Council must appoint one of its members to this office within one month after the vacancy occurs.

All officers of the Church Council shall serve in their position from the time of their election or appointment until the conclusion of the first Church Council meeting after the next Annual General Meeting of the Church. They are eligible for re-election provided they are again elected to the Church Council.

8.7.2. Resignation or Removal from Office

If a Pastor, Elder, or Deacon resigns or is removed from his position he shall cease to be a member of the Church Council at the time his resignation or removal takes effect.

Where a Pastor, Elder, or Deacon has been suspended from the Church and subsequently reinstated in his position, his membership of Church Council shall also be reinstated at the same time as his reinstatement to his position.

8.7.3. Vacancies on the Church Council

If a vacancy occurs in the Church Council during the year due to the resignation or removal of a member, the Church Council has the power to appoint another Church Member to serve in the Church Council only up until the conclusion of the first Church Council meeting after the next Annual General Meeting of the Church.

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8.8. Meetings of the Church Council

The Church Council must meet together to discuss the affairs of the Church at least four times per year with not more than four months between meetings.

Meetings must be called and notice of meetings given in ways decided by the Church Council.

If the Secretary receives a written request signed by at least one third of the members of the Church Council, or a request in electronic form from at least one third of the members of the Church Council, the Secretary must call a special meeting of the Church Council.

A request for a special meeting must state why the meeting is being called and the nature of the business to be conducted at the meeting.

At any meeting of the Church Council the quorum shall be at least three Council Members who are eligible to vote at the meeting, at least one of whom must be an Elder.

If a quorum is not present within thirty minutes after the time fixed for a meeting, the meeting shall be adjourned to the same day, time, and place in the next week, or to a day, time, and place decided by the Church Council. If at the adjourned meeting a quorum is not present within thirty minutes after the time fixed for the meeting, the members present shall form a quorum.

If the Chairman is unable or unwilling to preside at any meeting, then the Church Council must appoint another member of the Church Council to act in his place for that meeting.

Decisions of the Church Council shall be by consensus of those present unless any member of the Church Council calls for a vote. If the Chairman of the meeting deems it appropriate, he may decide that the vote shall be cast by secret ballot.

Where a vote is required on any issue, each Council Member shall exercise one vote, and others present may not vote. Decisions shall be affirmed by more than one half of the votes cast.

If a member of the Church Council has a material personal interest in any matter being considered by the Church Council, he must report that interest to the Church Council as soon as he becomes aware of that interest and to the Members of the Church at the next General Meeting of the Church. The Council Member is not permitted to vote on such a matter when a vote is taken, and if he does vote his vote shall not be counted.

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8.9. Minutes of Meetings of the Church Council

The Secretary must ensure that full and accurate minutes of all questions, matters, resolutions, and other proceedings of each meeting of the Church Council are recorded in an appropriate form (written or electronic) and preserved in the archives of the Church.

To ensure the accuracy of the minutes of each meeting the minutes of the meeting of the Church Council must be signed by the Chairman of the meeting or the Chairman of the next meeting, verifying their accuracy.

8.10. Acts not affected by Defects or Disqualifications

If ratified by the Church Council, an act performed by the Church Council, a subcommittee, or a person acting as a member of the Church Council shall be taken to have been validly performed, even if:

- There was a defect in the election of a member of the Church Council, subcommittee, or person acting as a member of the Church Council; or
- A member of the Church Council or subcommittee or a person acting as a member of the Church Council was disqualified from being a member.

8.11. Resolutions of the Church Council without a Meeting

A resolution shall be valid and effectual as if it had been passed at a meeting of the Church Council that was properly called and held if:

- It is in the form of a written document or set of documents in like form signed by each member of the Church Council; OR
- It has been communicated in electronic form to each member of the Church Council and less than 50% of the members have responded to the Secretary within the time specified for responses (no less than one week) disagreeing with the resolution.

For either a written resolution or an electronically communicated resolution, the details of the resolution must be recorded in the minutes of the following Church Council Meeting.

8.12. Subcommittees of the Church Council

The Church Council may delegate any of its authority to a subcommittee made up of Members and other adherents of the Church. Such subcommittees must report their activities and decisions to the Church Council at the frequency and with the detail required by the Council.

Note: As the purpose of Grow Groups within the Church is the study of the Bible rather than administration or service, Grow Groups are not considered subcommittees of the Church Council.

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Only Ordinary Members of the Church may serve as Chairman of any Church subcommittee.

A subcommittee may exercise its delegated powers only in the way the Church Council decides.

A subcommittee may run its meetings in any way it deems appropriate.

A subcommittee may meet and adjourn as it considers appropriate.

Any subcommittee may not incur any expenditure of Church funds in excess of the monthly limits set in the Church By-Laws unless such expenditure is approved by a meeting of the Church Council.

8.13. The Elders Board

8.13.1. Membership

The Elders Board consists of all Pastors and Elders of the Church.

8.13.2. Jurisdiction

The Elders Board is a subcommittee of the Church Council and has authority delegated to it by the Council. In particular it has primary responsibility for the spiritual consistency and direction of the Church, particularly through the ministry of the Word of God and through prayer for the Church.

The Elders Board also has authority in the management of the affairs of the Church as detailed in other parts of this Constitution, including:

- Review and approval of the appointment of Pastors of the Church as well as administrative staff and other staff employed to minister to the spiritual needs of the Church
- Review and approval of nominations for Elders and Deacons
- Interpretation of and proposal of revisions to the **Objects** of the Church (clause 2) and the **Statement of Faith and Practices** (clause 3)
- Review of the relationships of the Church with other Churches in the Association and with external organisations

8.13.3. Meetings

The Elders Board shall meet at least once every two months.

Decisions in the Elders Board shall be by consensus of those present unless any member of the Elders Board calls for a vote. At such times a 2/3 majority of votes cast is required to decide an issue.

A member of the Elders Board must not vote on any issue if the member has a material interest in the issue, and if the member does vote his vote shall not be counted.

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8.14. Appointment of Representatives of the Association Management Committee and District Branch Management Committee

Within four weeks following the Church's Annual General Meeting the Church Council must appoint at least two of its members to serve on the Management Committee of the Association.

Within four weeks following the Church's Annual General Meeting the Church Council must appoint at least two of its members to serve on the Management Committee of its District Branch.

9. General Meetings

9.1. Annual General Meeting

An Annual General Meeting of the Members of the Church must be held:

- at least once in each calendar year; and
- within 6 months after the end of the Church's previous financial year.

The Annual General Meeting shall be held at such time and place as the Church Council decides.

9.2. Business to be conducted at the Annual General Meeting

The following business must be conducted at each Annual General Meeting:

- receiving the annual report from the Church Council;
- receiving the statement of income and expenditure, assets, liabilities and mortgages, charges, and securities affecting the property of the Church for the last financial year²;
- receiving the auditor's report on the financial affairs of the Church for the last financial year;
- presenting the audited statement to the Church for adoption;
- appointing an auditor for the present financial year. (The auditor may be, but need not be, a Member of the Church, provided that no Member of the Church Council may be appointed as auditor.)

Other business specified in the Notice of Meeting may also be conducted. This may include:

- the appointment of a Pastor to the Church as described in clause 8.3.3.
- formal recognition of Elders as described in clause 8.4.3.

² This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and Statement).

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- electing the Deacons as described in clause 8.5.3.

9.3. Special General Meeting

The Secretary must call a Special General Meeting of the Church within 14 days after:

- being directed to call the meeting by the Church Council; or
- being given a written request stating why the meeting is being called and the business to be discussed at it signed by:
 - at least 33% of the current Members of the Church Council; or
 - at least the number of Ordinary Members of the Church equal to double the number of Members presently on the Church Council plus 1; or
- being given written notice of an intention to review or to appeal against the decision of the Church Council to suspend or to terminate a person's membership.

9.4. Notice for a General Meeting

The Secretary must give at least 14 days' notice of a General Meeting and at most 8 weeks' notice for a Special General Meeting.

Notice shall be given by:

- being announced during the Sunday worship service of the Church; and
- being emailed to Members of the Church who have registered their email address with the Secretary of the Church, or
- by such other means as the Church Council decides.

The notice must specify the place, date, and time of the meeting and the business to be conducted at the meeting. The Church Council must take reasonable steps to ensure that the Members are adequately informed regarding each item of business at the time notice is given.

Note: The Secretary should make an effort (but is not obliged to) to provide notice to Members who are not at Sunday services due to illness or travel on Church related affairs.

9.5. Proxies

Where an Ordinary Member of the Church will be unable to attend a General Meeting of the Church for reasons such as serious illness or distant travel the Member may appoint another Ordinary Member of his Church to represent him at the General Meeting.

Note: It is not the intention of the Church that proxies be used as a convenience to avoid attending General Meetings. If a Member is available to attend a General Meeting it is expected that he will endeavour to attend.

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An instrument appointing a proxy must be in writing and be in a form (or similar form) approved by the Church Council. The instrument must contain the name of the Member, the name of the proxy, the date and time of the General Meeting, and the signature of the Member and the date of signing of the instrument.

The instrument appointing a proxy is taken to confer authority to demand or to join in demanding a secret ballot.

Each instrument appointing a proxy must be given to the Secretary before the meeting or before the adjourned meeting at which the Member named in the proxy proposes to vote.

Unless otherwise instructed by the appointer, the proxy may vote as he considers appropriate.

Note: It is not the intention of the Church Council to administer the appointer's instructions as to how the proxy is to vote.

9.6. Quorum for and Adjournment of a General Meeting

Twenty percent of the Ordinary Members of the Church (either present or represented by proxy) shall constitute a quorum for a General Meeting of the Church except for an adjourned meeting.

For an adjourned meeting twenty percent of the Ordinary Members of the Church (either present or represented by proxy) shall constitute a quorum, or if twenty percent of the Ordinary Members of the Church are not present or represented by proxy after 25 minutes from the time fixed for the meeting, then a quorum shall be the lesser of:

- the number of Ordinary Members of the Church (either present or represented by proxy) equal to double the number of members presently on the Church Council plus 1, OR
- ten percent of the Ordinary Members of the Church (either present or represented by proxy).

No business may be conducted at a General Meeting unless a quorum is present when the meeting proceeds to business.

If a quorum is not present within 30 minutes after the time fixed for a General Meeting, the meeting shall be adjourned to:

- the same day, time, and place in the next week; or
- a day, time, and place decided by the Church Council, such time being at least one week after the meeting from which the adjournment took place.

The Chairman of the meeting may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

If a meeting is adjourned only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

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The Secretary is not required to give the Members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way as notice is given for an original meeting.

9.7. Procedure at a General Meeting

9.7.1. Location of a General Meeting

The Church Council shall appoint one or more locations at which the General Meeting is to be held. If more than one location is to be used, appropriate technology must be used to enable Members in each location to see and hear the Chairman of the meeting and presenters and presentations to the meeting, and to contribute to discussions of the meeting.

9.7.2. Order at Meetings

The Chairman must preside as Chairman at each General Meeting of the Church, or if he is not present within 15 minutes after the time fixed for the meeting, or if he is unwilling to act, the members of the Church Council must appoint one of their members to be the Chairman of the meeting.

The Chairman must conduct the meeting in a proper and orderly way.

9.7.3. Minutes of Meetings

The Secretary must ensure that full and accurate minutes of all questions, matters, resolutions, and other proceedings of each General Meeting are recorded in an appropriate form (written or electronic) and preserved in the archives of the Church.

The Secretary must ensure that the minutes of each General Meeting are available for inspection at all reasonable times by any Member of the Church who previously applies to the Secretary for the inspection.

Within 4 weeks of each General Meeting the minutes of the General Meeting must be emailed to all Members who have registered their email addresses with the Secretary of the Church.

At the first meeting of the Church Council which comes at least 8 weeks after the General Meeting the accuracy of the minutes of the General Meeting must be considered taking into account any feedback from Members who were present at the meeting. The Secretary must make any amendments required and the Chairman of the General Meeting or the Chairman of the Church Council meeting must sign the minutes to verify their accuracy.

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9.8. Voting at a General Meeting

Only Ordinary Members over the age of 17 years are entitled to vote.

Each Member present (or represented by proxy) and entitled to vote shall be entitled to only one vote for each ballot.

Voting for elections and Special Resolutions shall be by secret ballot. Voting for routine matters may be by show of hands unless at least 20% of the Members present demand a secret ballot.

If a secret ballot is held the Chairman of the meeting must appoint two Members to conduct the secret ballot in the way the Chairman decides.

The result of the secret ballot as declared by the Chairman shall be taken to be the resolution of the meeting at which the ballot was held.

9.8.1. Required Majority

Each question, matter, or resolution must be decided in the affirmative by at least the percentage of votes from Church Members present (or represented by proxy) as follows:

- Appointment or reappointment of a Pastor (clause 8.3.3)
75% of valid votes received
- Suspension or Termination of a Pastor's Appointment (clause 8.3.6)
75% of valid votes received
- Formal recognition of an Elder (clause 8.4.3)
75% of valid votes received
- Suspension or Termination of an Elder's Appointment (clause 8.4.6)
75% of valid votes received
- Election of a Deacon (clause 8.5.3)
75% of valid votes received
- Suspension or Termination of a Deacon's Appointment (clause 8.5.6)
75% of valid votes received
- Amendment of this Constitution (clause 10)
75% of Members present
- Amalgamation of the Church with another organisation (clause 13)
75% of Members present
- Dissolution of the Church (clause 14)
75% of Members present
- Any other Special Resolution
75% of valid votes received
- All other matters
more than 50%

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10. By-Laws and Amendments

The Church Council may make, amend, or repeal by-laws, not inconsistent with this Constitution, for the internal management of the Church.

A by-law may be set aside by a vote of Members at a General Meeting of the Church.

Subject to the Act, this Constitution may be amended by a Special Resolution carried at a General Meeting, provided that clauses 1, 2, 3, 5, 7, and 10 (this clause) may not be changed unless such change has the unanimous approval of the Pastors, Elders, and Deacons of the Church and 75% approval of the Association Management Committee. However, an amendment is valid only if it is registered by the chief executive of the department administering the Act.

This Constitution must be reviewed in the last year of each decade by a committee appointed by the Church Council.

11. Common Seal

Note: The Church is no longer required to have a common seal.

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12. Funds and Accounts

12.1. Financial Year

The financial year of the Church closes on the 30th day of June in each year.

12.2. Use of Income and Property

The assets and income of the Church shall be applied solely in furtherance of the **Objects** of the Church as set out in clause 2 and no portion shall be distributed directly or indirectly to the Members of the Church except as bona fide compensation for services rendered or expenses incurred on behalf of the Church.

12.3. Bank Accounts

The Church may open and maintain one or more bank accounts in the name of the Church in such financial institution or institutions as the Church Council decides. The funds of the Church must be kept in these bank accounts.

As soon as practical after receipt all amounts must be deposited into the appropriate accounts of the Church.

12.4. Payments by the Church

A payment by the Church of \$100 or more must be made by cheque or electronic funds transfer.

Cheques must be signed and electronic fund transfers must be authorised by any two of the following:

- The Chairman;
- The Secretary;
- The Treasurer;
- Another Church Council member authorised by the Church Council for that purpose.

Cheques, other than cheques for wages, allowances, or petty cash recoupment, must be crossed 'not negotiable'.

All expenditure must be approved or ratified at a meeting of the Church Council.

12.5. Documents

The Treasurer must ensure that proper records and accounts are kept in the English language showing full and accurate particulars of the financial affairs of the Church.

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The Church Council must ensure the safe custody of all financial records, instruments of title, and securities of the Church.

12.6. Audit or Review

At the end of each financial year the Treasurer must ensure that a statement containing the following particulars is prepared:

- The income and expenditure of the Church for the reportable financial year just ended;
- The assets and liabilities of the Church at the close of the year;
- The mortgages, charges, and securities affecting the property of the Church at the close of the year.

The auditor or reviewer must examine this statement and present a report about it to the Church Secretary before the next Annual General Meeting following the financial year for which the audit or review was made.

Note: The requirements for Audit or Review and reporting are specified by the Australian Charities and Not-for-profits Commission.

13. Amalgamation

In the furtherance of the **Objects of the Church**, the Church may amalgamate with any one or more incorporated organisations having objects similar to those of the Church and which is not carried on for the profit or gain of its individual Members.

No amalgamation pursuant to the preceding subclause may be effected unless a Special Resolution is passed at a duly convened General Meeting of the Church.

14. Dissolution

The Church shall be dissolved by Special Resolution upon the vote of not less than 75% of Church Members present at a General Meeting called to consider the question of dissolution of the Church.

In the event of the Church being dissolved, any assets that remain after such dissolution and the satisfaction of all debts and liabilities shall be transferred to some other incorporated organisation or organisations, having Objects and Doctrines similar to those of the Church, which is not carried on for the profit or gain of its individual Members.

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15. Meaning of Words

In this Constitution –

Act means the *Associations Incorporation Act 1981*. See:
<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1981-074>.

Adherent means a regular attendee of the Church whether or not the person has become a Member.

Asset Register means the record of assets defined in clause 8.3.3 of the District Branch Constitution.

Associate Church is defined in Clause 5.1 of the Association's Constitution.

The Association (defined in clause 5 of the Association's Constitution) means **Chinese Christian Church Brisbane Inc**.

Association Management Committee (defined in clause 8 of the Association's Constitution) means the Management Committee of **Chinese Christian Church Brisbane Inc**.

present means –

- at a meeting of the Church Council
- at a General Meeting

Branch (defined in clause 5 of the Association's Constitution) means a **Member Church** or a **District Branch** of **Chinese Christian Church Brisbane Inc**.

Chairman (or *Chairman of the Church*) means, for the purposes of the Act, *president*.

Church is defined in Clause 5.1 of the Association's Constitution.

Church Council means, for the purposes of the Act, *Management Committee*.

District Branch is defined in Clause 5.7 of the Association's Constitution.

The word *Elder* unless explicitly stated otherwise shall be taken to include *Pastor*.

Member Church is defined in Clause 5.1 of the Association's Constitution.

Special Resolution means a resolution passed at a General Meeting of the Church by the votes of 75% of the Members who are present or represented by proxy and entitled to vote on the resolution.

Valid vote (clause 9.8) means a vote which clearly indicates *for* or *against* a motion. An abstention is not considered to be a valid vote.

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16. Interpretation

A word or expression that is not defined in this Constitution, but which is defined in the Act has, if the context permits, the meaning given by the Act.

Words denoting males are also to be taken to include females unless expressly stated otherwise.

Where this Constitution provides for the determination of an issue by reference to a minimum percentage, whether or not the minimum percentage has been achieved shall be calculated without any numerical rounding.

Examples Clause 9.6 of this Constitution requires twenty percent of Ordinary Members to be present to form a quorum. If 15 out of 76 Ordinary Members are present at a General Meeting ($15/76 = 19.73\%$), a quorum is not present.

Clause 9.8 of this Constitution requires votes in favour of a candidate for Pastor, Elder, or Deacon to be at least 75%. If 47 of 63 valid votes cast for a candidate are in favour of the candidate ($47/63 = 74.6\%$), then the candidate is not elected.

Where a clause or subclause of this Constitution, which is stated as being repeated from the Association's Constitution, is inconsistent with the corresponding clause or subclause of the Association's Constitution, the clause or subclause in the Association's Constitution shall prevail to the extent of any inconsistency.

The English language version of this Constitution is the official version.

Note: The Constitution may be translated into other languages but only the English language version may be used for the interpretation of these rules.

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Revision History

In Revision Numbers:

- The first section refers to an extensive new Constitution.
- The second section refers to amendments which normally require approval (75%) by the members at an AGM.
- The third section refers to minor editorial changes which clarify the meaning of selected clauses or correct grammar or spelling, but do not change the intent of those clauses.

Format of Revision Numbers: V.MM.mm

V Major Version Number (requires Qld Government approval)

MM Major change to current version (requires Qld Government approval)

mm Minor (cosmetic) change not requiring submission to Qld Government

Version	Clauses	Approval	Approval Date	Description
1.00	All		Sept 2013	Initial draft based on 2009 CCCB Constitution but rewritten to suit new CCCB structure
1.00.01	3.2.2 & 3.2.6	CCCB AMC	Nov 2013	Minor editorial changes
1.01.01	Logo Prologue Revision 1 & 2 throughout 5.8 8.8	SLE AGM	June 2020	Update of Logo & Prologue; Addition of Clauses column & Format of Revision Numbers Changes to Notes Tidied spacing & punctuation Clarified which Asset Register Revised Quorum for Council Meetings
1.01.02	All			Fix revision number in Title page & footer. Improved some punctuation.

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Version	Clauses	Approval	Approval Date	Description
1.02.00	7.1.3, 7.4, 7.6 7.2.2, 8.3.2 8.1, 8.3.1 8.4.4, 8.5.4 8.5.1, 8.6.2 8.8 8.12 9.4, 9.7.3 11 12.1 12.3 12.4 12.6 13, 9.8.1 15	SLE AGM	Oct 2023	Absent Member deeming Ministry Staff are Members Council membership Term of Elders and Deacons Keeping Members informed Frequency of Council meetings Who can vote Members of subcommittees Bulletin board no longer used Common Seal not required Change of Financial Year Removed Petty Cash account EFT authorisation ACNC audit/review requirements Clarified voting for amalgamation Adherent defined
1.03.00	8.1, 8.3.3, 8.4.3, 8.5.3, 8.7.1, 8.10 8.3.4 4	SLE AGM		Election to Church Council Term of Pastor appointments Added Grievance Procedure