

Sojourn Bible Church Incorporated rules

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PART 1 PRELIMINARY

1. Preamble

An incorporated association, Sojourn Bible Church Incorporated, has been established under the Associations Incorporation Act 1981 of the State of Queensland to run the affairs of Sojourn Bible Church. The following rules describe the way in which the incorporated association is governed.

2. Interpretation

(1) In these rules—

Act means the Associations Incorporation Act 1981.

board of elders means the elders meeting as a group.

council of reference means persons appointed in accordance with subrule 67(2).

elder means a member of the association appointed in accordance with rule 25.

exercise a function includes perform a duty.

financial year means the year ending on 30 June each year.

function includes power, authority and duty.

general meeting means a general meeting of the association.

lead pastor has the same meaning as the term “president” for the purposes of the Act.

member means a member, however described, of the association.

mission means the mission of the association set out in rule below.

pastor means the lead pastor and staff members who are appointed as pastors.

present—

(a) at an administration committee meeting, see rule 33(6); or

(b) at a general meeting, see rule 48(3).

secretary means the secretary of the association.

selection group means the members appointed or elected in accordance with rule 18.

special resolution has the meaning given by rule 49(3).

staff includes employees of the association and voluntary workers

statement of beliefs means the beliefs set out in rule 5.

the administration committee means the administration committee of the association.

the association means Sojourn Bible Church Incorporated.

the church means Sojourn Bible Church, except in the statement of beliefs, the statement of mission and rule 17(1)(b).

the Regulations means the *Associations Incorporation Regulations 1982* or any regulation made in substitution for that Regulation.

treasurer means the treasurer of the association.

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

(3) The provisions of the *Acts Interpretation Act 1954* apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

3. Name

The name of the incorporated association is Sojourn Bible Church Incorporated (**the association**).

4. Objects

The association is established with the principal purpose of conducting the affairs of the church.

5. Statement of beliefs

The fundamental beliefs of the association are:

(a) The divine inspiration and trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.

(b) The unity of the Father, Son and Holy Spirit in the Godhead.

(c) The sovereign work of God in creation, revelation, redemption, judgment and establishing his kingdom.

(d) The creation of men and women together in the image of God and together having dominion over the created order.

(e) The universal sinfulness and guilt of human nature since the fall, rendering all people subject to God's wrath and condemnation, and unable to turn themselves to God without the prior regenerating work of God's Spirit, who convicts the world of sin, righteousness and judgment.

- (f) The conception of Jesus Christ by the Holy Spirit, and his birth of the virgin Mary. He is both God and sinless man.
- (g) Redemption from the guilt, penalty and power of sin, only through the sacrificial death, as our representative and substitute, of Jesus Christ, the incarnate Son of God, demonstrating God's love to us most perfectly and his victory over Satan and his forces.
- (h) The physical resurrection of Jesus Christ from the dead in flesh, bones and body.
- (i) The necessity of the work of the Holy Spirit to make the death of Christ effective in individual sinners, granting them repentance towards God and faith in Jesus Christ, so that salvation is entirely of God's grace and not of their merit or good works.
- (j) The indwelling and baptising of all believers in, by and with the Holy Spirit, illuminating their minds to grasp the truth of Scripture, producing in them his fruit, granting to them his gifts, and empowering them for service.
 - (i) The ministry as belonging to the whole congregation, each member being encouraged and trained to develop and implement God-given gifts for service to others and not for self-indulgence.
 - (ii) The ministry of the Word of God, especially in the proclamation of the Cross, the Resurrection, sin and repentance, as of primary importance for the well-being of the church.
 - (iii) Tongues, miracles and healings as legitimate spiritual gifts, yet secondary to the ministry of the Word of God, and not usual or necessary signs either of salvation or Spirit filling.
 - (iv) The gift of apostleship as the only spiritual gift to have died out with the apostles.
- (k) The expectation of the personal return of the Lord Jesus Christ in glory to judge the living and the dead.
- (l) The church as the body of Christ called out from the world to be his people, united to himself and each other in love, commissioned to proclaim the Good News to all and to make them his disciples.
- (m) The oversight of the church by men i.e. males exercising sacrificial leadership in the role described as pastor and elder, exercising authoritative direction of the congregation by the Word of God.
- (n) The ministry of women in all other areas of congregational life, including prayer, prophecy and the diaconate, and especially the ministry to other women and children.

6. Statement of mission

The mission of the association is to build Christ's church by prayerfully proclaiming the Word of God to one another and everyone else.

7. Powers

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

PART 2 MEMBERSHIP OF THE ASSOCIATION

8. Membership qualifications

- (1) The membership of the association consists of full members who, subject to these rules, have voting rights and are eligible to hold office.
- (2) The number of full members shall be unlimited.
- (3) A person is qualified to be a member if:
 - (a) the person, being not less than 18 years of age:
 - (i) has applied for membership in accordance with subrule 9(1);
 - (ii) acknowledges in writing his or her faith in and submission toward Jesus Christ as Lord, Saviour and God;
 - (iii) agrees in writing to promote the mission of the association;
 - (iv) has been in regular attendance at meetings of the church for a period of not less than six (6) months, unless waived by the administration committee;
 - (v) is not a member of another church, except where the administration committee determine that extenuating circumstances apply; and

- (vi) has been approved for membership of the association by the administration committee, following their consultation with the board of elders; or
 - (b) the person is a pastor.
- (4) For as long as the Act requires, a person who applies for membership cannot have their application approved unless they have been given a notice confirming whether the association has public liability insurance, and if so, the amount of public liability insurance the association has.

9. Application for membership

- (1) An application by a person for membership of the association must be made to the administration committee in writing in the form proscribed by the administration committee.
- (2) As soon as is practicable after receiving an application for membership, the administration committee shall determine whether to approve or to reject the application, and the secretary shall notify the applicant of the decision.
- (3) If the application is approved, the secretary shall enter the applicant's name in the register of members as soon as is practicable after the approval has been granted.
- (4) The applicant becomes a member once his or her name is entered in the register.
- (5) The administration committee's decision made under this section shall be final and there shall be no right of appeal.

10. Membership fees

No entrance fee or annual membership fee is payable to the association.

11. Members' liabilities

A member of the association is not liable to contribute towards the payment of debts and liabilities of the association or the costs, charges and expenses of the winding up of the association.

12. Membership entitlements not transferable

A right, privilege or obligation that a person has by reason of being a member of the association:

- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.

13. Cessation of membership

A person ceases to be a member of the association if the person:

- (a) dies;
- (b) resigns from the association by giving a written notice of resignation to the secretary; or
- (c) is removed from membership of the association by the administration committee.

14. Resignation and removal of membership

- (1) The administration committee will not accept a resignation from membership of the association except in accordance with this rule.
- (2) A member may resign from membership of the association by giving notice in writing to the administration committee of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.
- (3) The administration committee shall remove a person from membership of the association where a person ceases to be in regular attendance at meetings of the church for a period of not less than six (6) months or becomes a member of or actively involved in another church, except where the administration committee, following their consultation with the board of elders, determines that extenuating circumstances apply.
- (4) The administration committee shall remove a person from membership, at the request of the board of elders, if he or she:
 - (a) professes that he or she no longer has faith in, or submission toward, Jesus Christ as Lord, Saviour and God; or
 - (b) professes that he or she no longer agrees to promote the mission of the association.
 - (c) engages in gross misconduct which brings, or may bring, in the view of the board of elders, the Christian faith, the church or the association into disrepute.
- (5) Where a person ceases to be a member, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member, and notify or seek to notify the person of the action taken.
- (6) The administration committee's decision made under this section shall be final and there shall be no right of appeal.

15. Register of members

- (1) The administration committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of cessation of membership.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the administration committee may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection if the administration committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

16. Prohibition on use of information on register of members

- (1) A member of the association must not—
 - (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

PART 3 THE LEAD PASTOR

17. Lead pastor

- (1) The lead pastor must:
 - (a) be a male who qualifies as an overseer according to 1Timothy 3:1-7 and be known for his maturity of faith and Christian character; and
 - (b) have demonstrated by his life and teaching that he is well qualified to lead and teach the church in accordance with the mission of the association and the statement of beliefs;
 - (c) agree in writing to teach and uphold the statement of beliefs; and
 - (d) agree in writing to promote the mission of the association.
- (2) The lead pastor is authorised and has responsibility:
 - (a) to lead and teach the church in accordance with the mission of the association and the statement of beliefs; and
 - (b) for the oversight of all such matters as are vital to the spiritual welfare of the church, including the ministries of the church.
- (3) The lead pastor, by virtue of office, shall be:
 - (a) the chairman of and first among equals in the board of elders (and he may delegate the right to preside at meetings of the board of elders to another elder), and
 - (b) the chairman and a member of the administration committee (and he may delegate the right to preside at meetings of the administration committee to another elder or member of the administration committee), and
 - (c) the chairman of any general meetings (and he may delegate the right to preside at general meetings to another member), and
 - (d) the chairman of any sub-committee appointed by the administration committee (and he may delegate the right to chair the sub-committee to another member).
- (4) The lead pastor is authorised and has responsibility for the appointment, oversight and removal of both pastoral and non-pastoral staff, in consultation with elders who are not staff members.
- (5) The lead pastor shall participate in a process of on-going review, as determined by the elders who are not staff members, where this is not possible the administration committee is to consult with the council of reference and establish an appropriate process of on-going review.
- (6) The lead pastor shall be employed by the association without specifying any length of tenure.
- (7) The terms of remuneration for the lead pastor shall be set by the administration committee and the level set shall be reasonable having regard to the terms and conditions prevailing from time to time for like responsibilities in Christian churches following broadly similar spiritual aims and beliefs as the church.
- (8) By virtue of office the lead pastor is a member of the association.

- (9) On incorporation of the association, Wez Coffey is taken to have been appointed in accordance with these rules as the lead pastor.

18. The selection group

- (1) The selection group shall consist of:
 - (a) up to three members appointed by and from the board of elders; and
 - (b) a number of members elected at the annual general meeting of the association to bring the membership of the selection group to six (6) in total.
- (2) A member of the selection group holds office, subject to these rules, until the conclusion of the annual general meeting following the date of his or her approval or appointment as a member of the selection group and, if otherwise qualified, is eligible to hold office for subsequent terms.
- (3) In order to be eligible for nomination to the selection group, a person must
 - (a) be known for his or her maturity of faith and Christian character; and
 - (b) have a sound understanding of the mission of the association and the statement of beliefs;
 - (c) agree in writing to uphold the statement of beliefs; and
 - (d) agree in writing to promote the mission of the association; and
 - (e) be a person in whom the board of elders are confident to entrust the task of pastoral leadership in the congregation.
- (4) A member of the selection group:
 - (a) must have been a member of the association for at least six (6) months, and be a member at the time of his or her election; and
 - (b) must not be the spouse of another member of the selection group.
- (5) The administration committee shall publish the members of the selection group appointed from the board of elders and ask the members of the association to submit in writing the names of members who are able to meet the conditions set out in subrule (2) and subrule (3) as members of the selection group.
- (6) The administration committee shall (with the agreement of the board of elders) nominate persons who are qualified for appointment as members of the selection group.
- (7) The names of all nominees must be submitted to the members at least 14 days before the annual general meeting.
- (8) The election of selection group members shall occur at the annual general meeting in such manner as the administration committee may direct in accordance with subrule 52(9).
- (9) If the requisite number of selection group members are not elected, then the administration committee shall repeat the process in subrules (3)-(6) and call a subsequent general meeting.
- (10) If after a subsequent general meeting the requisite number of selection group members are not elected, then the lead pastor may appoint a duly qualified person or persons to fill the vacancy or vacancies.

19. Vacancy and appointment of lead pastor

- (1) For the purposes of these rules, a vacancy in the office of the lead pastor occurs, if the lead pastor:
 - (a) dies; or
 - (b) resigns from office; or
 - (c) is removed from office pursuant to rule 22; or
 - (d) becomes an insolvent under administration within the meaning of the Corporations Law; or
 - (e) is disqualified from office under Sub-section 64(2)(d) or Sub-section 64(2)(e) of the Act.
- (2) A man qualified in accordance with subrule 17(1), may be appointed to the role of acting lead pastor for a period of up to three (3) months:
 - (a) by the lead pastor, in consultation with the elders, during the temporary absence of the lead pastor; or
 - (b) by the board of elders:
 - (i) during temporary absence or incapacity of the lead pastor, when the lead pastor has not made provision for an acting lead pastor; or
 - (ii) when the office has become vacant under subrule (1).
- (3) An acting lead pastor has all the powers provided by these rules to the lead pastor, excepting the powers described in subrule 17(4), until the position is filled.
- (4) When the position of lead pastor is vacant, or the existing lead pastor has given notice of his resignation, the administration committee shall notify the selection group, appointed in accordance with rule 18, to seek a new lead pastor.
- (5) The board of elders:
 - (a) must consult with the council of reference in accordance with rule 67(5)(a).
 - (b) must provide the selection group with guidelines to be followed in selecting a lead pastor.
- (6) The selection group:

- (a) shall conduct whatever discussions, investigations and interviews are necessary until unanimous agreement is reached on one person to be approached;
 - (b) may co-opt other members of the association to be involved in the process, these members will not have voting privileges in the decision of the committee; and
 - (c) must consult with the council of reference in accordance with rule 67(6).
- (7) The selection group will communicate privately with this nominee to ascertain whether he would be willing for his name to be placed before the association.

20. Appointment of nominee

- (1) A man who is willing for his name to be placed before the association, in order to be appointed as the lead pastor, must be approved by a special resolution of the association in accordance with subrule 49(1)(b)
- (2) If the required majority vote is not obtained at any stage, the procedure under subrules 19(6) and 19(7) and this rule is to be repeated until that vote is obtained.

21. Commissioning of lead pastor

- (1) As soon as practicable after his appointment, the lead pastor is to be commissioned as lead pastor at a meeting of the church.
- (2) At his commissioning, the lead pastor is to publicly declare his agreement:
 - (a) to teach and uphold the statement of beliefs, and
 - (b) to promote the mission of the association.

22. Removal and retirement of lead pastor

- (1) The first resort shall be that of persuasion by the Word with a call to repentance.
- (2) The only grounds for removal of a lead pastor are:
 - (a) gross misconduct that brings the Christian faith, the church or the association into disrepute, or
 - (b) persistent and wilful teaching of that which is contrary to the statement of beliefs, or
 - (c) persistent unwillingness to promote the mission of the association, or
 - (d) irreversible mental or physical incapacity leaving him incapable of fulfilling his responsibilities, as certified by two suitably qualified medical practitioners who are not members of the association, or
 - (e) chronic laziness or ineffectiveness in promoting the mission of the association, or
 - (f) loss of confidence in the lead pastor by the board of elders and membership of the association.
- (3) The lead pastor cannot be removed except a special resolution of the association in accordance with subrule 49(1)(b) following consultation with the council of reference as stipulated in subrule 67(5)(b).
- (4) Despite the other provisions of these rules, the chairman of a meeting at which a motion for the removal of the lead pastor is or is to be moved must be a member appointed by the members present at the general meeting.
- (5) If a decision has been reached to remove the lead pastor:
 - (a) the chairman of the meeting must declare the position of lead pastor immediately vacant; and
 - (b) the board of elders may appoint an acting lead pastor in accordance with rule 19(2)(b); and
 - (c) the association must:
 - (i) provide payment of any outstanding annual leave, any study leave and any long service leave; and
 - (ii) honour any relevant conditions prescribed in the lead pastor's contract of employment with the association.
- (6) If a decision has been reached to remove the lead pastor on the ground set out in subrule (2)(f), the association must, in addition to the provisions of subrule (5), provide a minimum payment of 12 weeks salary from the date the position is declared vacant, plus 2 weeks current salary for each year of service, to a maximum of 12 weeks.
- (7) On attaining the age of 65 years, the lead pastor must retire at the end of the year, but may remain in office from year to year, after that age, if he receives a majority of the votes cast by the members present and voting at the annual general meeting of the association.

PART 4 BOARD OF ELDERS

23. The board of elders

The board of elders are:

- (a) to lead and teach the church in accordance with the mission of the association and the statement of beliefs; and

- (b) to give pastoral leadership in the church, including giving a lead to those who in various capacities shoulder administrative and pastoral responsibilities.

24. Composition of the board of elders

- (1) The elders shall consist of:
 - (a) the lead pastor; and
 - (b) up to five (5) members of the association appointed according to rule 25 such that not more than 50% of the board of elders shall be members of the paid staff.
- (2) On incorporation of the association (despite rule 25(2)) the first members the board of elders are taken to be:
 - (a) Wez Coffey, as lead pastor; and
 - (b) Jin Kim
- (3) The board of elders may invite other members of the association (including pastors) to participate in their meetings but the other members shall not vote on any decisions.

25. Nomination and appointment of elders

- (1) An elder must:
 - (a) be a male who qualifies as an overseer according to 1 Timothy 3:1-7 and be known for his maturity of faith and Christian character; and
 - (b) have demonstrated by his life and teaching that he is well qualified to lead and teach the church in accordance with the mission of the association and the statement of beliefs;
 - (c) agree in writing to teach and uphold the statement of beliefs; and
 - (d) agree in writing to promote the mission of the association.
- (2) In order to be nominated a man must have been a member of the association for at least six (6) months.
- (3) Nomination and appointment shall be according to the following process:
 - (a) a man is commended to the board of elders by an elder or other member of the congregation or asks that he be considered.
 - (b) the board of elders weigh the possibility in the light of the scriptures and ensure that the candidate meets the requirements of these rules and has a clear understanding of the responsibility to be undertaken.
 - (c) with the candidate's written agreement, his name shall be put before the church inviting comments:
 - (i) indicating support of the appointment; or
 - (ii) raising concerns regarding the appointment.
 - (d) following a period of not less than one month, the board of elders shall consider issues raised and if satisfied that it is wise to proceed appoint the candidate to serve in the congregation as an elder.
- (4) In order to allow proper investigation according to 1 Timothy 5:19, anonymous comments will not be accepted by the board of elders under subrule (3)(c).

26. Term of office and renewal

- (1) The elders hold office, subject to these rules, for a term of 36 months following the date of his appointment as an elder and, if otherwise qualified, is eligible to hold office for subsequent terms.
- (2) Not less than two (2) months prior to the completion of a term of service, where an elder has indicated that he wishes to continue to serve in that capacity:
 - (a) the remaining elders shall put his name before the church inviting comments:
 - (i) indicating support of his continuing as an elder; or
 - (ii) raising concerns regarding his continuing as an elder.
 - (b) following a period of not less than one month, the remaining elders shall consider issues raised and, if satisfied that it is wise, appoint the elder to serve for a further term of 36 months.
- (3) In order to allow proper investigation according to 1 Timothy 5:19, anonymous comments will not be accepted by the board of elders under subrule (2)(a).

27. Board of elders meetings and quorum

- (1) The board of elders shall ordinarily meet not less than monthly and at least every two calendar months at such place and time as the elders shall determine.
- (2) The board of elders shall determine a mechanism for keeping a record of decisions and communication with others within the association.
- (3) Oral or written notice of a meeting of the board of elders shall be given to each elder at least 48 hours (or such other period as may be unanimously agreed upon by the board of elders) before the time appointed for the holding of the meeting.

- (4) Notice of a meeting given under subrule (3) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which a majority of the board of elders present at the meeting agree to treat as urgent business.
- (5) The lead pastor or his appointed representative and at least fifty per cent (50%) of the remainder of the board of elders shall constitute a quorum.
- (6) The board of elders may hold meetings, or permit an elder to take part in its meetings, by using any technology that reasonably allows the elder to hear and take part in discussions as they happen.
- (7) An elder who participates in the meeting as mentioned in subrule (6) is taken to be present at the meeting.

28. Voting and decisions

- (1) Every effort should be made by the board of elders to reach significant consensus when making decisions.
- (2) When the board of elders is satisfied that such consensus cannot be reached, questions arising at the meeting of the board of elders are to be determined by a majority of the votes of the board of elders.
- (3) Each elder present at a meeting of the board of elders (including the man presiding at the meeting) is entitled to one vote.

PART 5 ADMINISTRATION COMMITTEE

29. The administration committee

The administration committee is the management committee (within the meaning of the Act) of the association.

30. Powers of the administration committee

- (1) The administration committee, subject to the Act, the Regulations, and to these rules is:
 - (a) to promote the mission of the association and to uphold the statements of beliefs, and
 - (b) authorised and has responsibility to administer the financial affairs of the association, including implementing of the annual budget developed by the treasurer under the direction of the board of elders; and
 - (c) authorised and has responsibility to manage the real and personal property of the association, and
 - (d) authorised and has responsibility to perform all such acts and do all such things not elsewhere regulated by these rules as appear to the administrative committee to be necessary or desirable for the proper management of the affairs of the association.

31. Composition and membership

- (1) The administration committee shall consist of:
 - (a) the lead pastor as chairman of the committee, who is elected and appointed to this role by virtue of the provisions in subrules 17(3)(b) and 20(1); and
 - (b) four (4) persons who are elected by the members in accordance with rule 32 or who are appointed in accordance with subrule 32(9).
- (2) A member of the administration committee holds office, subject to these rules, until the conclusion of the second annual general meeting following the date of his or her election or appointment as a member of the administration committee and, if otherwise qualified, is eligible to hold office for subsequent terms.
- (3) An administration committee member may resign from office by giving notice in writing to the administration committee of the administration committee member's intention to resign and upon the expiration of the period of notice the administration committee member ceases to be a member of the administration committee.
- (4) In the event of a vacancy in the number of administration committee members that occurs otherwise than by the completion of a term of office, the administration committee may appoint a member of the association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting following the date of the appointment and the congregation shall be notified.
- (5) The administration committee may invite other members of the association to participate in their meetings but the other members shall not vote on any decisions.

32. Nomination and appointment of administration committee members

- (1) A member of the administration committee must be a man or woman who:

- (a) is known for their maturity of faith and Christian character; and
 - (b) agrees in writing to uphold the statement of beliefs; and
 - (c) agrees in writing to promote the mission of the association.
- (2) A member of the administration committee:
- (a) must have been a member of the association for at least six (6) months, and be a member at the time of his or her election.
 - (b) must not be the spouse of another member of the administration committee; and
 - (c) must not be a member of the paid staff (except the lead pastor, see subrule 31(1)(a)).
- (3) For as long as the Act requires, a person who stands for election for their administration committee cannot be elected to the committee unless they have been given a notice confirming whether the association has public liability insurance, and if so, the amount of public liability insurance the association has.
- (4) The administration committee shall ask the members to submit in writing the names of members who are able to meet the conditions set out in subrule (1) and subrule (2) as administration committee members.
- (5) The administration committee shall (with the agreement of the board of elders) nominate persons, usually including at least one elder, who are qualified for appointment as members of the administrative committee.
- (6) The names of all nominees must be submitted to the members at least 14 days before the annual general meeting.
- (7) The election of administration committee members shall occur at the annual general meeting in such manner as the administration committee may direct in accordance with subrule 52(9).
- (8) If the requisite number of administration committee members are not elected, then the administration committee shall repeat the process in subrules (4)-(7) and call a subsequent general meeting.
- (9) If after a subsequent general meeting the requisite number of administration committee members are not elected, then the lead pastor may appoint a duly qualified person or persons to fill the vacancy or vacancies.

33. Administration committee meetings and quorum

- (1) The administration committee shall meet at least once in every four (4) calendar months in each calendar year at such place and time as the members of the administration committee may determine but shall normally meet monthly.
- (2) Oral or written notice of a meeting of the administration committee shall be given by the secretary to each member of the administration committee at least 48 hours (or such other period as may be unanimously agreed upon by the administration committee) before the time appointed for the holding of the meeting.
- (3) Notice of a meeting given under subrule (2) must specify the general nature of the business to be transacted at the meeting and no business other than that business is to be transacted at the meeting, except business which a majority of the administration committee present at the meeting agree to treat as urgent business.
- (4) The lead pastor or his appointed representative and at least fifty per cent (50%) of the remainder of the administration committee, shall constitute a quorum for the transaction of the business of a meeting of the administration committee.
- (5) The administration committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.

34. Voting and decisions

- (1) Every effort should be made by the administration committee or any sub-committee appointed by the administration committee to reach significant consensus when making decisions.
- (2) When the administration committee or any sub-committee appointed by the administration committee is satisfied that such consensus cannot be reached, questions arising at the meeting of the administration committee or subcommittee shall be determined by a majority of the votes of members of the administration committee or sub-committee present and voting at the meeting.
- (3) Each administration committee member present at a meeting of the administration committee, or sub-committee member present at a meeting of any sub-committee appointed by the administration committee (including the person presiding at the meeting), is entitled to one (1) vote.
- (4) Notwithstanding subrule (3), no decision can be made by the administration committee or any subcommittee appointed by the administration committee concerning such matters as are vital to the spiritual welfare of the church, without the approval of the board of elders.

- (5) No pastor may vote on any questions of remuneration of pastors.
- (6) A member of the administration committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.
- (7) Subject to subrule 17(3)(b), the administration committee may act notwithstanding any vacancy on the administration committee .
- (8) Any act or thing done or suffered, or purported to have been done or suffered, by the administration committee or by the sub-committee appointed by the administration committee , is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the administration committee or sub-committee.
- (9) In every proceeding of the administration committee , administration committee, sub-committee or General meeting any member or pastor having any material interest vested or otherwise in the outcome of a particular matter shall declare that interest openly and without reservation and abstain from voting on the matter.

35. Delegation by administration committee to sub-committee

- (1) The administration committee may, by instrument in writing, delegate to one (1) or more subcommittees (consisting of such member or members of the association as the administration committee think fit) the exercise of such of the functions of the administration committee as are specified in the instrument, other than:
 - (a) this power of delegation; and
 - (b) a function which is a function imposed on the administration committee by the Act, or by any other law of the State.
- (2) A function, the exercise of which has been delegated to a sub-committee under this rule may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- (3) A delegation under this rule may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- (4) Notwithstanding any delegation under this rule, the administration committee may continue to exercise any function delegated.
- (5) The administration committee may, by instrument in writing, revoke wholly or in part any delegation under this rule.
- (6) A sub-committee may meet and adjourn as it thinks proper.

36. Acts not affected by defects or disqualifications

- (1) An act performed by the administration committee, a subcommittee or a person acting as a member of the administration committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when:
 - (a) there was a defect in the appointment of a member of the administration committee, subcommittee or person acting as a member of the administration committee; or
 - (b) an administration committee member, subcommittee member or person acting as a member of the administration committee was disqualified from being a member.

37. Resolutions of administration committee without meeting

- (1) A written resolution signed by each member of the administration committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

PART 6 OFFICE-BEARERS

38. Office-bearers of the association

The office-bearers of the association are:

- (a) the lead pastor (who is to hold the office of president under the Act),
- (b) the secretary,
- (c) the treasurer.

39. Secretary

- (1) The administration committee is to appoint a member of the association (who may or may not be a member of the administration committee) to the office of secretary of the association.

- (2) If a vacancy happens in the office of secretary, the members of the administration committee must ensure a secretary is appointed for the association within 1 month after the vacancy happens.
- (3) The secretary's functions include, but are not limited to—
 - (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
 - (b) keeping minutes of:
 - (i) all elections and/or appointments of elders, administration committee members, selection group members and pastors;
 - (ii) the names of:
 - (a) the persons present at an administration committee meeting; and
 - (b) the members present at a general meeting; and
 - (iii) all questions, matters, resolutions and other proceedings at administration committee meetings and general meetings; and
 - (c) keeping ensuring that copies of all correspondence and other documents relating to the association are kept; and
 - (d) maintaining the register of members of the association.
- (4) Minutes of proceedings at a meeting pursuant to subrule (3)(b) must be approved at the next succeeding meeting and signed by the person presiding at the next succeeding meeting.
- (5) The administration committee may appoint a member of the association to fulfil the obligations of the secretary during any absence, for any reason, of the secretary.

40. Treasurer

- (1) The administration committee is to appoint a member of the association (who may or may not be a member of the administration committee) to the office of treasurer of the association.
- (2) The treasurer is:
 - (a) to collect and receive all money due to the association and make payments authorised by the association; and
 - (b) to keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association; and
 - (c) to present financial statements of the association to the administration committee as required by the administration committee but not less frequently than quarterly; and
 - (d) to prepare, following the direction of the board of elders, the annual budget of the association.
- (3) The treasurer is to present the budget, in the form approved by the administration committee, to the members at a general meeting for the purpose of enabling the budget to be received by them.
- (4) The administration committee may appoint a member of the association to fulfil the obligations of the treasurer during any absence, for any reason, of the treasurer.

PART 7 VACANCIES AND REMOVAL OF ELDERS AND ADMINISTRATION COMMITTEE MEMBERS

41. Vacancies (board of elders and administration committee)

- (1) For the purposes of these rules, a vacancy on the board of elders or administration committee occurs if the elder or administration committee member respectively:
 - (a) dies;
 - (b) ceases to be a member of the association;
 - (c) resigns from office;
 - (d) is removed from office pursuant to rule 42;
 - (e) becomes an insolvent under administration within the meaning of the Corporations Law;
 - (f) is disqualified from office under Sub-section 64(2)(d) or Sub-section 64(2)(e) of the Act.
 - (g) is absent without the consent of the relevant group from all meetings of the board of elders or administration committee held during a period of six (6) months.

42. Removal of elders and administration committee members

- (1) The first resort shall be that of persuasion by the Word with a call to repentance.
- (2) The association in general meeting may by resolution subject to subrules (3) and (4) below and, subject to Section 71(3) of the Act, remove any elder or administration committee member from office before the expiration of their term of office.
- (3) The only grounds for removal of an elder or administration committee member shall be:
 - (a) the member's gross misconduct which brings the Christian faith and the association into disrepute;
 - or
 - (b) the member's persistent and wilful teaching of that which is contrary to the statement of beliefs; or

- (c) the member's persistent unwillingness to promote the mission of the association; or
- (d) if the member becomes a patient within the meaning of the Mental Health Act 1974.
- (4) A member cannot be removed except by special resolution of the association in accordance with subrule 49(1)(c) or 49(1)(d).
- (5) The decision of the association in general meeting made under this section shall be final and there shall be no right of appeal.

PART 8 GENERAL MEETINGS

43. First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

44. Subsequent annual general meetings

Each subsequent annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

45. Annual general meetings: calling of and business at

- (1) The annual general meeting of the association shall, subject to the act, be convened on such date and at such place and time as the administration committee thinks fit.
- (2) In addition to any other business which may be transacted at the annual general meeting, the business to be conducted at each annual general meeting of the association shall be:
 - (a) to confirm the minutes of the last preceding annual general meeting and of the last general meeting held since that meeting;
 - (b) to receive reports from the board of elders and the administration committee on the activities of the association during the last preceding financial year;
 - (c) to receive the association's financial statement, and audit report, for the last reportable financial year; and
 - (d) to present the financial statement and audit report to the meeting for adoption; and
 - (e) to appoint an approved person, an auditor or an accountant, as the act allows, for the present financial year; and
 - (f) to elect members of the administration committee; and
 - (g) to elect members of the selection group.
- (3) The names of all members of the board of elders are to be provided to the association at each annual general meeting.
- (4) The names of all persons on the council of reference are to be provided to the association at each annual general meeting.
- (5) An annual general meeting must be specified as such in the notice convening it in accordance with rule 37.
- (6) An annual general meeting is to be conducted in accordance with the provisions of this Part X 10.

46. Calling of general meeting

- (1) The administration committee may call a general meeting of the association.
- (2) The administration committee must, on the requisition in writing of a simple majority of the board of elders, convene a general meeting of the association.
- (3) The administration committee must, on the requisition in writing of not less than twenty per cent (20%) of the total number of members, convene a general meeting of the association.
- (4) A requisition of members for a general meeting:
 - (a) must state the purpose or purposes of the meeting;
 - (b) must be signed by the members making the requisition;
 - (c) must be lodged with the secretary; and
 - (d) may consist of several documents in a similar form, each signed by one (1) or more of the members making the requisition.
- (5) If the administration committee fails to convene a general meeting within one (1) month after the date on which a requisition of members for the meeting is lodged with the secretary, any one (1) or more of the members who made the requisition may convene a meeting to be held not more than three (3) months after that date.
- (6) A general meeting convened by a member or members referred to in subrule (5) must be convened as nearly as is practicable in the same manner as general meetings are convened by the administration

committee and any member who thereby incurs expense is entitled to be reimbursed by the association for any reasonable expense so incurred.

47. Notice of general meeting

- (1) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must give at least 14 days notice to each member of the association of the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association (see rule 49), the secretary must, at least 21 days before the date fixed for the holding of the general meeting, notify the members of the matters required in subrule (1) specifying, in addition, the intention to propose the resolution as a special resolution.
- (3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business that may be transacted pursuant to rule 45(2).
- (4) A member who wishes to bring any business before a general meeting must give details in writing of that business to the administration committee who may include that business in the next notice calling a general meeting given after receipt of the notice from the member.
- (5) The administration committee may decide the way in which the notice must be given.
- (6) However, the notice must be given in writing for a meeting called to hear and decide a proposed special resolution of the association.

48. Quorum for, and adjournment of, general meeting

- (1) No item of business is to be transacted at a general meeting unless a quorum of members is present during the time the meeting is considering that item.
- (2) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, 20% of the current members on the register, present in person, constitute a quorum for the transaction of the business of a general meeting.
- (3) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association (rule 49), 50% of the current members on the register, present in person, constitute a quorum.
- (4) Notwithstanding subrules (2) and (3):
 - (a) the quorum for a general meeting shall be at least the number of members elected or appointed to the administration committee at the close of the association's last general meeting plus 1; or
 - (b) if all members of the association are members of the administration committee, the quorum is the total number of members less 1.
- (5) If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- (6) If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the business to be dealt with at the meeting, except business requiring a special resolution, will be dealt with by the next administration committee meeting.

49. General meetings –resolutions

- (1) The following business requires a special resolution of the association at a general meeting:
 - (a) a change in the name of the association,
 - (b) the appointment or removal of the lead pastor,
 - (c) the removal of an elder,
 - (d) the removal of a member of the administration committee;
 - (e) an alteration of these rules, or
 - (f) any other business for which a special resolution is required by or under the Act.
- (2) The following business is to be resolved at a general meeting, without the requirements for special resolution in subrule (3):
 - (a) the purchase or sale of land or buildings; and
 - (b) the approval of the association budget.
- (3) A resolution of the association is a special resolution if it is passed by a majority of at least 75% of the votes cast by the members who are present and vote at a general meeting, the quorum being 50% of the current members on the register in accord with subrule 48(3).
- (4) Any other business at a general meeting does not require a special resolution.

- (5) The administration committee, or the person presiding at a general meeting, may determine other business requiring resolution by members at a general meeting if the business has been specified in the notice convening the general meeting.

50. Presiding member

- (1) If the lead pastor or his representative is absent from the general meeting, the secretary is to preside at the meeting.
- (2) If the conditions in subrule (1) cannot be met, the meeting is adjourned as described in subrule 48(4).

51. Adjournment

The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

52. Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the person presiding is entitled to exercise a casting vote as well as a primary vote.
- (3) Voting on the questions in subrules 49(1)(b), 49(1)(c) or 49(1)(d) must be conducted by secret ballot.
- (4) A question requiring resolution, according to rule 49, at a general meeting of the association shall, except as provided by subrule (3), be determined on a show of hands and unless a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the association, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (5) At a general meeting of the association, a poll may be demanded by the person presiding or by not less than 3 members present at the meeting.
- (6) Where a poll is demanded at a general meeting, the poll shall be taken in such manner and at such time before the close of the meeting as the person presiding directs, and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.
- (7) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the person presiding decides.
- (8) The result of a secret ballot as declared by the person presiding is taken to be a resolution of the meeting at which the ballot was held.
- (9) For the election of administration committee members and selection group members at an annual general meeting each member present and entitled to vote may have as many votes as there are positions to be filled.
- (10) No proxy voting is permitted.

53. Minutes of general meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes—
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

PART 9 MISCELLANEOUS

54. Initial year

Notwithstanding the provisions made in these rules regarding:

- (a) duration of attendance prior to application for membership (subrule 8(3)(a)(iv));
- (b) duration of membership prior to appointment to the selection group (subrule 8(3)(a)(iv));
- (c) duration of membership prior to appointment of elders (subrule 25(2)); and
- (d) duration of membership prior to election or appointment of administration committee members (subrule 32(2)(a));

such requirements regarding duration shall not apply in the first twelve (12) months from the date of incorporation.

55. Resolution of internal disputes

Disputes between members (in their capacity as members) of the association, and disputes between members and the association, which have not been resolved with the assistance of the elders, are to be referred to the council of reference constituted under Part 10 of these Rules for mediation.

56. Staff members

- (1) In this rule, *staff member* means a person who is appointed as a member of the staff of the association (not being the lead pastor) and who is paid remuneration by the association.
- (2) A staff member must:
 - (a) agree to teach and uphold the statement of beliefs, and
 - (b) agree to promote the mission of the association.
- (3) A staff member is to work under the direction of the lead pastor in accordance with the mission of the association and the statement of beliefs.
- (4) All staff shall participate in a process of on-going review, as determined by the lead pastor in consultation with the elders who are not staff members.
- (5) All staff shall be employed by the association with a specified length of tenure.
- (6) All pastoral and non-pastoral staff shall be appointed or removed from office in accordance with subrule 17(4).
- (7) The only grounds for removal of pastoral staff are:
 - (a) gross misconduct that brings the Christian faith, the church or the association into disrepute, or
 - (b) persistent and wilful teaching of that which is contrary to the statement of beliefs, or
 - (c) persistent unwillingness to promote the mission of the association, or
 - (d) irreversible mental or physical incapacity leaving him incapable of fulfilling his responsibilities, as certified by two suitably qualified medical practitioners who are not members of the association, or
 - (e) chronic laziness or ineffectiveness in promoting the mission of the association, or
 - (f) loss of confidence in the staff member by the board of elders and membership of the association.
- (8) If a decision has been reached to remove a pastor, the association must:
 - (i) provide payment of any outstanding annual leave, any study leave and any long service leave; and
 - (ii) honour any relevant conditions prescribed in the staff member's contract of employment with the association.
- (9) If a decision has been reached to remove the staff member on the ground set out in subrule (7)(f), the administration committee may, at its discretion, make a payment with consideration for the length of service by the staff member and reflecting the pattern in subrule 22(6).
- (10) The terms of remuneration for all staff members are to be set by the administration committee.

57. Operating policies

- (1) The administration committee may make, amend or repeal policies, not inconsistent with these rules, for the internal management of the association.
- (2) A policy may be set aside by a vote of members at a general meeting of the association.

58. Alteration of rules

- (1) Subject to the Act, the objects of the associations and these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.
- (3) Section 47(1) of the Act does not apply to these rules or the association.

59. Common seal

- (1) The administration committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the secretary; and
 - (b) used only under the authority of the administration committee.
- (3) Each instrument to which the seal is attached must be signed by two (2) members of the administration committee

60. Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the administration committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) The funds of the association are to be derived from donations and, subject to any resolution passed by the association in general meeting, such other sources as the administration committee determines.
- (4) All money received at meetings of the church must be counted and attested by the signature of two (2) members, who are unrelated and who are not pastors, at least one being authorised to do so by the administration committee.
- (5) All money received by the association must be deposited as soon as practicable and without deduction to the association's bank account.
- (6) All electronic funds transfers, cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) members of the association, who are not pastors, and who have been authorised to do so by the administration committee.
- (7) If a payment of \$100 or more is made subject to subrule (6), it must be signed by any 2 of the following:
 - (a) the secretary;
 - (b) the treasurer;
 - (c) any one (1) of three (3) other members of the association who have been authorised by the administration committee to sign cheques issued by the association.
- (8) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (9) All expenditure must be approved or ratified at an administration committee meeting.
- (10) The funds, real property and personal property of the association of the association must be used in pursuance of the mission of the association in such a manner as the administration committee determines.

61. Documents

- (1) The administration committee must ensure the safe custody of books, documents, instruments of title and securities of the association.
- (2) The financial records, register of members, and minutes of general meetings of the association shall be open to inspection by a member of the association who previously applies for that inspection without cost at any reasonable hour.

62. Service of notices

- (1) For the purpose of these rules, a notice may be served by or on behalf of the association:
 - (a) on all members - by the making of an announcement at all meetings of the church on at least 2 Sundays before the date of the matter to which the notice relates, or
 - (b) on an individual member - either personally or by sending it by post to the member at the member's address shown in the register of members or by electronic means where the member has given prior consent to receive notices electronically.
- (2) If a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document is, unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

63. Financial year

The end date of the association's financial year is 30 June in each year.

64. Non-Profit Organisation

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

65. Distribution of surplus assets to another entity

- (1) This rule applies if the association—
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity—
 - (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
 - (c) the entity will be determined by the members at or before the time of dissolution, and so far as effect cannot be given to this clause, then churches planted from Sojourn Bible Church or in their absence to Unichurch Queensland Inc.
- (4) In this rule— **surplus assets** see section 92(3) of the Act.

PART 10 COUNCIL OF REFERENCE

66. Council of reference

There is to be a council of reference to support the association in pursuing the mission of the association.

67. Membership of the council of reference

- (1) Each person on the council of reference must:
 - (a) be known for his or her maturity of faith and Christian character, and have demonstrated, in his or her own context, a commitment to pursuing the mission of the association, and
 - (b) agree in writing to uphold the statement of beliefs of the association, and
 - (c) agree in writing to support the association in pursuing the mission of the association, and
 - (d) not be a member of the association.
- (2) The board of elders must appoint a minimum of three (3) persons to the council of reference for terms of up to five (5) years.
- (3) The board of elders have the power to remove persons from the council of reference if they no longer meet the requirements outlined in subrule (1).
- (4) The names of all persons on the council of reference are to be provided to the association at each annual general meeting.
- (5) The board of elders must consult with the council of reference when:
 - (a) the association is selecting a new lead pastor;
 - (b) there is a dispute over the continuing employment of the lead pastor; and
 - (c) the association is considering changes to the statement of beliefs or the mission of the association.
- (6) The selection group must consult with the council of reference when selecting a new lead pastor.
- (7) The elders or administration committee may consult with the council of reference on other matters as it sees fit.
- (8) Any member of the council of reference may consult with the senior pastor, board of elders or administration committee, on matters relating to the association, as he or, she sees fit.