

## **Constitution**

### **Community Church Warragul Inc.**

An association incorporated under the *Associations Incorporation Act 1981* (Vic)  
Registered number A0035075H

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### 1. General

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#### 1.1 Name

The name of the Association is **Community Church Warragul Incorporated Registered number A0035075H** hereinafter referred to as the Association.

#### 1.2 Definitions

In this constitution, unless the context otherwise requires.

**ACNC** means the Australian Charities and Not-for-Profits Commission.

**ACNC Legislation** means the *Australian Charities and Not-for-Profits Commission Act 2012 (Cth)* and the *Australian Charities and Not-for-Profits Commission (Consequential and Transitional) Act 2012 (Cth)*.

**Act** means the *Associations Incorporation Reform Act 2012 (Vic)*.

**Association** means the **Community Church Warragul Incorporated Registered number A0035075H**.

**Board** means the committee of Elders having management of the business of the Association and appointed from time to time in accordance with clause **Error! Reference source not found.**

**Board Member** means a member of the Board.

**Chairperson** means a Board Member appointed to that office by the Board under this Constitution.

**Deputy Chairperson** means a Board Member appointed to that office by the Board under this Constitution.

**Financial Year** shall be from 1 January to 31 December of each year.

**General Meetings** unless stated otherwise, general meetings refer to all general, special and annual general meetings.

**Member** means a natural person who has been approved by the Board as a member of this Association in accordance with this Constitution.

**Secretary** means a Board Member appointed to that office by the Board under this Constitution.

**Subscriber** means a Member of the Association under this Constitution.

**Treasurer** means Member of the Association appointed to that office by the Board under this Constitution.

#### 1.3 Interpretation

(a) In this constitution, unless the context otherwise requires:

(i) headings are for convenience only, and do not affect interpretation;

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- (ii) a reference to:
    - (A) legislation (including the Act and subordinate legislation) is to that legislation as amended, modified or waived in relation to the Association or re-enacted, amended or replaced, and includes any subordinate legislation issued under that legislation;
    - (B) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
    - (C) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person;
    - (D) anything (including a right, obligation or concept) includes each part of it;
    - (E) a function includes a reference to a power, authority and duty; and
    - (F) the exercise of a function includes, if the function is a duty, a reference to the performance of the duty;
  - (iii) a singular word includes the plural, and vice versa;
  - (iv) a word which suggests one gender includes the other genders;
  - (v) if a word is defined, another part of speech has a corresponding meaning;
  - (vi) if an example is given of anything (including a right, obligation or concept), such as by saying it includes something else, the example does not limit the scope of that thing;
  - (vii) the word agreement includes an undertaking or other binding arrangement or understanding, whether or not in writing;
  - (viii) a power to do something includes a power, exercisable in the like circumstances, to revoke or undo it;
  - (ix) a reference to a power is also a reference to authority or discretion;
  - (x) a reference to something being written or in writing includes that thing being represented or reproduced in any mode in a visible form; and
  - (xi) a word which is defined by the Act has the same meaning in this document where it relates to the same matters as the matters for which it is defined in the Act.
- (b) The provisions of the *Interpretation Act* 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

## 2. Objects and Powers

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- (a) The objects for which the Association is established is generally in accordance with Acts 2:42 and specifically to fulfil its mission (see Appendix 1) within the parameters of its adopted Distinctives, Statement of Faith, and Doctrinal Statement (Appendix 2).
- (b) The assets and income of the Association shall be used solely in the pursuit of the abovementioned objects.

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- (c) Subject to the Act, the Association has the capacity and powers of an individual and may do all things incidental or conducive to achieve its objects.

### 3. Membership

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#### 3.1 First Members

The subscribers to this Constitution will be the first Members of the Association and they:

- (a) must consent in writing to become a Member of the Association;
- (b) shall be deemed to have complied with the requirements of clause 3.2(a); and
- (c) will not be required to apply for membership.

#### 3.2 Eligibility

- (a) Any natural person committed to the objects of the Association may apply to become a Member provided they:
  - (i) are at least 18 years of age, unless applying to become an associate member;
  - (ii) are nominated in writing by a Board Member;
  - (iii) have received Christ as personal Lord and Saviour and give clear testimony of this (John 1:12-13; John 3: 3-8; Romans 10:9-11);
  - (iv) formally accept and accord with the CCW-adopted Distinctives, Statement of Faith, and Doctrinal Statement (Appendix 2);
  - (v) undertake to accept and support the Governance functioning within CCW, accepting both the privileges and areas of responsibility (Acts 20: 27-30; Hebrews 13:17);
  - (vi) express willingness to contribute regularly to the financial support of CCW (Malachi 3:10 and Luke 6:38);
  - (vii) do not hold membership in any other organisation in conflict with CCW;
  - (viii) have been consistently attending CCW for at least 6 months, unless the Board has good reasons to decide otherwise.

#### 3.3 Application for membership

- (a) An applicant for membership must: submit a properly completed membership application form to the Secretary which:
  - (i) demonstrates that they meet the eligibility criteria in clause 3.2(a);
  - (ii) states that the applicant wishes to become a Member of the Association;
  - (iii) states that the applicant supports the objects of the Association and agrees to comply with this Constitution; and
  - (iv) is signed by the applicant.
- (b) As soon as practicable after receiving an application for membership, the Board must decide whether to accept or reject it.

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- (c) The Board may decline any application for membership and is not bound to give reasons why the application for membership was declined.
- (d) The Secretary must, on approval by the Board, enter the applicant's name in the register of Members and, on the applicant's name being so entered, the applicant becomes a Member.

### 3.4 Membership entitlements

- (a) A Member of the Association has the right:
  - (i) to vote at a general meeting;
  - (ii) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by this Constitution;
  - (iii) to submit items of business for consideration at a general meeting;
  - (iv) to attend and be heard at general meetings;
  - (v) to have access to the minutes of general meetings and other documents of the Association as provided under clause 15; and
  - (vi) to inspect the register of Members as provided under clause 3.9.
- (b) A right, privilege or obligation which a person has by reason of being a Member:
  - (i) is not capable of being transferred or transmitted to another person (excepting in relation to voting by proxy); and
  - (ii) terminates on cessation of the person's membership.

### 3.5 Cessation of membership

A person ceases to be a Member if the person:

- (a) dies;
- (b) resigns from membership of the Association; or
- (c) is expelled from the Association.

### 3.6 Resignation of membership

A Member may resign from membership of the Association by giving one month's written notice to the Secretary and, on the expiration of the period of notice, the Member ceases to be a Member.

### 3.7 Registration of cessation of membership

If a Member ceases to be a Member pursuant to clause 3.5 or 3.6, the Secretary is to make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

### 3.8 Register of Members

- (a) The Secretary shall establish and maintain a register of Members specifying the name, postal or electronic address, and class of membership of each Member and the date on which the Member joined the Association.

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- (b) The register of Members must be kept at the main premises of the Association.
- (c) The register of Members must be open for inspection, free of charge, by any Member during business hours.
- (d) A Member must not use information about a person obtained from the register to contact or send material to the person, other than for:
  - (i) the purposes of sending the person a notice in respect of a meeting or other event relating to the Association or other material relating to the Association; or
  - (ii) any other purpose necessary to comply with a requirement of the Act or the Regulation.
- (e) Members are prohibited from using information about a person obtained from the register for promotional or personal purposes.

### 3.9 Members' liabilities

The liability of a Member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of the Member's membership of the Association.

## 4. Suspension or expulsion of Members

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### 4.1 Suspension or expulsion of Members

If the Board is of the opinion that a Member has refused or neglected to comply with this Constitution, or has been guilty of conduct unbecoming of a Member or prejudicial to the objects of the Association, the Board may by a special resolution:

- (a) suspend that Member from membership of the Association for a specified period; or
- (b) expel that Member from the Association.

### 4.2 Notice to Member

Prior to convening a meeting of the Board to consider a special resolution contemplated under clause 4.1, the Secretary must give notice to the relevant Member, not earlier than 14 days prior to the proposed meeting and not later than 28 days prior to the proposed meeting, stating:

- (a) the resolution to be considered by the Board and the grounds on which it is based;
- (b) the date, place and time of the meeting at which the resolution is to be considered;
- (c) that the Member may address the Board at the meeting or give to the Board prior to the meeting a written statement seeking that the resolution not be passed.

### 4.3 Process of Board

- (a) At a meeting of the Board to pass a special resolution contemplated under clause 4.1, the Board must:
  - (i) give the Member, or his or her representative, an opportunity to be heard;
  - (ii) give due consideration to any written statement submitted by the Member;



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- (iii) act at all times as an unbiased decision maker; and
- (iv) determine whether the proposed resolution is passed as a special resolution.
- (b) If the Board resolves to expel or suspend a Member, the Secretary must, within two days after the action is taken, give written notice to the Member of the action taken and the reasons given by the Board for taking that action.
- (c) The expulsion or suspension takes effect from the date the relevant resolution is passed by the Board.

### 4.4 No right of appeal

For the avoidance of doubt, a Member will not have a right of appeal at a general meeting of the Association.

### 4.5 Consequences of suspension or expulsion of membership

If a Member is expelled from the Association, that Member:

- (a) will immediately cease to be a Member of the Association; and
- (b) must deliver to the Board any confidential information of the Association which is in the Member's possession, power or control, plus all copies and summaries of such confidential information on or as soon as reasonably practicable after the date the expulsion takes effect.

### 4.6 Re-admittance to membership

Any Member expelled from the Association may not, within 3 months of being expelled, apply to the Board to be readmitted as a Member but any such Member can re-apply at any time thereafter.

## 5. Powers and General Duties of the Board

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- (a) The Board:
  - (i) is to control and manage the affairs of the Association;
  - (ii) may exercise all such functions as may be exercised by the Association, other than those functions that are required by this constitution to be exercised by a general meeting of Members; and
  - (iii) has the power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.
- (b) The Act imposes duties on the Board and other office holders of the Association, which the Board (and other office holders) should be aware of and comply with.
- (c) In addition to the duties imposed by the Act, the Board must ensure that the Association complies with its duties under the ACNC Legislation, so far as the ACNC Legislation applies.

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### 6. Board

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#### 6.1 Composition of the Board

- (a) The Board shall consist of not less than four and not more than eight Board Members.
- (b) Each Board Member is, subject to clause 6.1(c) and this Constitution, to hold office until the conclusion of the annual general meeting which is held three years after the date of the Board Member's election, but is eligible for re-election by an ordinary resolution of Members at that annual general meeting.
- (c) If, at an annual general meeting, more than one third of the Board Members are due to retire from office, the relevant Board may agree on the Board Members that will retire at that annual general meeting or, failing such agreement, the Board Members who will actually retire will be determined by lot so that not more than one third of the Board shall retire from office at any given annual general meeting.
- (d) The Senior Pastor and other staff as the Board may determine shall attend Board meetings and participate in an advisory, ex-officio and non-voting capacity.
- (e) Only Board Members elected in accordance with clause 6.2 shall have voting rights at Board meetings.

#### 6.2 Election of Board

- (a) The Members may, by an ordinary resolution passed at a general meeting of the Association, elect the Board Members provided that any such candidate for election to the Board must be:
  - (i) a Member of the Association; and
  - (ii) nominated in writing by a Member with such nomination having been delivered to the Secretary at least 21 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (b) The election of the Board Members is to be conducted at the annual general meeting in such usual and proper manner as the Board may direct.
- (c) Notwithstanding 6.2 (b), the election of new Board Members will be made initially by majority (75%) agreement of the Board, followed by a 75% endorsement by secret ballot of membership present at the annual general meeting.

#### 6.3 Casual vacancy

- (a) In the event of a vacancy or vacancies in the office of the Board, the remaining Board Members may act but, if the number of remaining Board Members is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Board Members to a number sufficient to constitute such a quorum or for convening a meeting of the Board for that purpose.
- (b) The Board will have the power to, by an ordinary resolution of the Board, appoint a new Board Member to fill a casual vacancy and any Board Member so appointed will hold office only until the next annual general meeting of the Association and will then be eligible for reappointment.

#### 6.4 Defects in appointment of Board Members

All acts done by any meeting of the Board or by any person acting as a Board Member are, notwithstanding that it is afterwards discovered that there was some defect in the appointment of a person to be a Board Member or to act as, a Board Member, or that a person so

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appointed was disqualified, as valid as if the person had been duly appointed and was qualified to be a Board Member.

### 6.5 Loss of office

- (a) For the purposes of this Constitution, the office of a Board Member becomes vacant if the relevant Board Member:
- (i) dies;
  - (ii) ceases to be a Member;
  - (iii) becomes a bankrupt or an insolvent under administration within the meaning of the *Corporations Act 2001* (Cth);
  - (iv) resigns office by notice in writing given to the Secretary;
  - (v) becomes a mentally incapacitated person;
  - (vi) is absent without the consent of the Board from all meetings of the Board held during a period of 12 months;
  - (vii) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three months;
  - (viii) is prohibited from being a director of a company pursuant to the *Corporations Act 2001* (Cth);
  - (ix) is prohibited from being a Board Member by the ACNC Commissioner under the provisions of the ACNC Legislation, and the ACNC Legislation applies to the Association; or
  - (x) is determined, by a special resolution of the Board (excluding the vote of the relevant Board Member), to have brought the Board or the Association into disrepute.
- (b) If the office of a Board Member becomes vacant under this clause 6.5, the Board Member must deliver to the Board any confidential information of the Association which is in the Board Member's possession, power or control, plus all copies and summaries of such confidential information on or as soon as reasonably practicable after the date the loss of office takes effect.

### 6.6 Delegation by Board to committee

- (a) The Board may, by a mandate, delegate to one or more committees (consisting of at least one Board Member and such other Members or persons as the Board determines) the exercise of such functions of the Board as are specified in the mandate, other than:
- (i) this power of delegation; and
  - (ii) a function which is a duty imposed on the Board by the Act, or the ACNC Legislation or by any other law.
- (b) A function which has been delegated to a committee under this clause 6.6 may, while the delegation remains unrevoked, be exercised from time to time by the committee in accordance with the terms of the mandate.

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- (c) The delegation under this clause 6.6 may be made subject to such conditions or limitations as determined by the Board.
- (d) Despite any delegation under this clause 6.6, the Board may continue to exercise any function delegated.
- (e) Any act or thing done or suffered by a committee acting in the exercise of a delegation under this clause 6.6 has the same force and effect as it would have if it had been done or suffered by the Board.
- (f) The Board may, by instrument in writing, revoke wholly or in part any delegation under this clause 6.6.
- (g) Unless otherwise stated in the relevant mandate, a committee may meet and adjourn as it thinks proper.
- (h) At a meeting of a committee, each member of the committee has one vote unless otherwise stated in the relevant mandate.
- (i) Matters arising at any committee meeting must be determined by a majority of votes of the members of the committee present, and in the case of an equality of votes, the chair of the committee shall have a second or casting vote.

## 7. Meetings of the Board

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### 7.1 Frequency of Board meetings

- (a) The Board must meet at least six times in each period of 12 months at such place and time as the Board determines.
- (b) Additional meetings of the Board may be convened by the Chairperson or by any Board Member.

### 7.2 Notice of Board meetings

- (a) Written notice of a meeting of the Board must be provided by the Secretary to each member of the Board at least 7 days (or such other period as may be unanimously agreed by the Board) before the time appointed for the holding of the meeting.
- (b) The notice of meeting must include an agenda of the business to be transacted at the meeting.

### 7.3 Quorum

- (a) Any four Board Members constitute a quorum for the transaction of the business of a meeting of the Board.
- (b) No business is to be transacted by the Board unless a quorum is present and if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.
- (c) If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting is to be dissolved.

### 7.4 Office Bearers

- (a) The office bearers of the Association shall be:
  - (i) Chairperson;

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- (ii) Deputy Chairperson;
  - (iii) Treasurer; and
  - (iv) Secretary.
- (b) Each office bearer of the Association:
- (i) shall be elected annually (at the first Board meeting to follow the annual general meeting at which the Board members are elected) by the Board Members for the ensuing 12 months; and
  - (ii) may hold only one office at any one time.
- (c) Each office bearer of the Association shall hold office for the full year provided that they:
- (i) continue to be a member of the Board;
  - (ii) do not resign from the position of office; and
  - (iii) are not removed from the position of office by resolution of the Board or under any circumstances identified in 6.5.
- (d) The office bearers of the Association must perform all duties or functions imposed by this constitution and by the various Board-approved policies of the Association.
- (e) At a meeting of the Board:
- (i) the Chairperson is to preside; or
  - (ii) if the Chairperson is absent or unwilling to act, then the Deputy Chairperson is to preside and, if the Deputy Chairperson is also absent or unwilling to act, the remaining Board may choose one of their number to preside over the meeting.

### 7.5 Board meetings by technology

- (a) Each Board Member, by consenting to be a member of the Board (or by reason of the adoption of this Constitution), agrees to the use of each of the following technologies for holding a Board meeting:
- (i) video conference;
  - (ii) landline, VOIP, or mobile telephone;
  - (iii) any other technology which permits each Board Member to communicate with every other Board Member at the same time; or
  - (iv) any combination of the above.
- (b) Where the Board Members are not all in attendance at one place and are holding a meeting using any of the technology described in clause 7.5(a) and each Board Member is able to communicate with the other Board Members:
- (i) the participating Board Members are, for the purpose of every provision of this Constitution concerning meetings of the Board, taken to be assembled together at a meeting and to be present at that meeting;

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- (ii) a Board Member may not leave the meeting by disconnecting the technology being used to hold the meeting unless the Board Member first notifies the Chairperson of the meeting;
- (iii) a Board Member shall be presumed to have been present and to have formed part of the quorum at all times during the meeting unless the Board Member has otherwise notified the Chairperson of the meeting and such absence is noted in the minutes of the Board meeting;
- (iv) all proceedings of the Board meeting conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were physically present in one location; and
- (v) a minute of the proceedings of the meeting duly signed by the Chairperson of the meeting shall be sufficient evidence of such proceedings and of the observance of all necessary formalities.

### 7.6 Written resolutions

- (a) All Board Members entitled to receive notice of a Board meeting may vote on the resolution by signing a document containing a statement that they are in favour of the resolution set out in the document.
- (b) The resolution may consist of several documents in the same form each signed by one or more of the Board Members.
- (c) A resolution passed in accordance with this clause 7.6 is passed at the time when the last Board Member signs the relevant document.

### 7.7 Voting and decisions

- (a) Unless otherwise stated in this Constitution, matters arising at a meeting of the Board are to be determined by a minimum of two-thirds of the votes of Board Members present and entitled to vote at the meeting.
- (b) Decisions pertaining to significant matters (as defined in Appendix 3) require a minimum of three-quarters (75%) of the votes of Board Members present and entitled to vote at the meeting. Such significant matters, as amended, shall be approved by resolution of the Association at its annual general meeting or special general meeting.
- (c) Each Board Member present at a meeting of the Board is entitled to one vote.
- (d) The Board may act despite any vacancy on the Board.
- (e) Any act or thing done or suffered, or purporting to have been done or suffered, by the Board, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any Board Member.

### 7.8 Secretary

- (a) The Secretary holds office on such terms and conditions, as to remuneration and otherwise, and for such term, as the Board may determine. Without limit to the foregoing, the Board may remove a person as Secretary and appoint another Member of the Association in his or her place by resolution of the Board.
- (b) The Secretary shall keep minutes of:
  - (i) all appointments of Board Members;

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- (ii) the names of Board Members present at a Board meeting and Members present at a general meeting, and
  - (iii) all proceedings at Board meetings and general meetings.
- (c) Minutes of proceedings at a meeting must be confirmed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.

### 7.9 Material personal interest

- (a) Each Board Member is required to disclose a material personal interest which might create duties or interests in conflict with their duties or interests as Board Member of the Board.
- (b) If a Board Member has a material personal interest in the subject matter of a resolution being considered by the Board, the disclosure must be made before the Board vote on the relevant resolution which deals directly or indirectly with the material personal interest.
- (c) Where a Board Member has disclosed his or her material personal interest in a matter, the Board Member at any Board meeting at which such matter is to be considered shall not be entitled to be present while the matter is being considered nor vote on any matter pertaining to the matter unless those Board Members who do not have a material personal interest in the matter have passed a resolution stating that those Board Members are satisfied that the interest should not disqualify the said Board Member from voting or being present.
- (d) If the matter is approved by the Board that matter may proceed, notwithstanding the Board Member's conflict and the said Board Member shall not be liable to account to the Association for any profit or loss realised by any such transaction.

## 8. Meetings of the Association

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### 8.1 Annual General Meetings

- (a) The Association must hold its annual general meetings:
  - (i) within five months after the close of the Association's Financial Year; or
  - (ii) within such later time as may be allowed under the Act.
- (b) Subject to clause 8.1(a) and the Act, the annual general meeting of the Association must be convened on such date and at such date, place and time as the Board determines.
- (c) In addition to any other business which may be transacted at an annual general meeting, the business of an annual general meeting is to include the following:
  - (i) to confirm the minutes of the previous annual general meeting and any special general meeting held since that meeting;
  - (ii) to receive from the Board reports on the activities of the Association during the previous Financial Year;
  - (iii) to elect the Board Members; and
  - (iv) to receive and consider any financial statement or report required to be submitted to Members under the Act.
- (d) An annual general meeting must be specified as such in the notice convening it.

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### **8.2 Special General Meetings**

The Board may, whenever it thinks fit, convene a special general meeting of the Association and all general meetings of the Association other than the annual general meeting shall be special general meetings.

### **8.3 Notice**

- (a) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 7 days before the date of the general meeting, cause notice to be given to each Member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- (b) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary must, at least 21 days before the date of the general meeting, give notice to each Member specifying, in addition to the matters prescribed in 8.3(a), the full, proposed resolution and the intention to propose the resolution as a special resolution.
- (c) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting.

### **8.4 Quorums**

- (a) The quorum at general meetings of the Association shall be present in person or by proxy at least twenty (20) Members of the Association, or, if less than forty members exist, 50% of all Members of the Association.
- (b) No item of business is to be transacted by the Members unless a quorum of Members entitled under this constitution to vote is present during the time the meeting is considering that item of business.
- (c) If within half an hour after the appointed time for the commencement of a meeting, a quorum is not present, the meeting is to stand adjourned to the same day in the following week at the same time and (unless another time, day or 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.

### **8.5 Chairperson of General Meetings**

- (a) The Chairperson or, in the Chairperson's absence, the Deputy Chairperson is to preside as Chairperson at each general meeting of the Association.
- (b) If the Chairperson and the Deputy Chairperson are absent or unwilling to act, the Members present must elect one of their number to preside as Chairperson at the meeting.

### **8.6 Adjournment**

- (a) The Chairperson of 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.
- (b) Unless a general meeting is adjourned for 14 days or more, notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given to Members.



## Constitution

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### 8.7 Making of decisions

- (a) Any resolution submitted to a general meeting of the Association is to be decided by a show of hands unless:
  - (i) the Chairperson; or
  - (ii) not less than one third of the Members present at the meeting, either in person or by proxy),requires that the resolution be made by a written ballot.
- (b) If the resolution is to be made by a show of hands, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost shall be recorded in the minute book of the Association as evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (c) If the resolution is to be made by a written ballot, the ballot is to be conducted in accordance with the directions of the Chairperson.

### 8.8 Voting

- (a) On any matter arising at a general meeting of the Association, a Member who is entitled to vote has one vote only.
- (b) All votes must be given personally or by proxy.
- (c) Unless otherwise stated in this Constitution, matters arising at a meeting are to be determined by a majority of the votes of Members present at the meeting either in person or by proxy.
- (d) In the case of an equality of votes on a matter at a general meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.

### 8.9 Appointment of proxies

- (a) A Member who is entitled to attend and cast a vote at a meeting of the Association may appoint a person approved by the Association (whether or not a Member of the Association) as the Member's proxy to attend and vote for the Member at the meeting.
- (b) A form of appointment of a proxy is valid if it:
  - (i) is duly authorised by the appointing Member with the written approval of that Member's nominating Associate;
  - (ii) includes the name, address and contact details of the proxy;
  - (iii) is deemed to confer authority to demand or join in demanding a ballot;
  - (iv) is otherwise in accordance with the Act; and
  - (v) is in the form which the Board may prescribe or accept.
- (c) The form identified in Appendix 4 is considered a valid instrument in terms of 8.9 (b).
- (d) An instrument appointing a proxy shall not be treated as valid unless the instrument is deposited not less than 24 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote at the

## Constitution

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registered office of the Association or at such other place as is specified for that purpose in the notice convening the meeting.

- (e) A vote exercised in accordance with the terms of an instrument of proxy, a power of attorney or other relevant instrument of appointment is valid notwithstanding:
  - (i) the death or unsoundness of mind of the appointing Member;
  - (ii) the revocation of the appointment of the proxy; or
  - (iii) the revocation of the instrument (or of the authority under which the instrument was executed) or the power,if no notice in writing of the death, unsoundness of mind or revocation (as the case may be) has been received by the Association at its registered office at least 48 hours (or any shorter period as the Committee may permit) before the commencement of the meeting, or adjourned meeting at which the instrument is used or the power is exercised.
- (f) A proxy may be required to provide identification establishing their identity to the satisfaction of the Secretary prior to entering a meeting and/or voting on a resolution.
- (g) A proxy is not revoked by the appointing Member attending and taking part in the meeting unless the appointing Member actually votes at the meeting on a resolution for which the proxy is proposed to be used.
- (h) A proxy may vote as the proxy thinks fit on any motion or resolution where no manner of voting is indicated in the form of proxy.
- (i) No person present at a meeting of the Association may hold more than one proxy.

### 8.10 Regulation of General Meetings

- (a) The Chairperson has discretion to regulate the conduct of general meetings, subject to any resolution of the Members at the meeting.
- (b) The Chairperson of a general meeting should provide a reasonable opportunity for Members to ask questions of the Board, and any of the Board Members. In all cases, the Chairperson should have regard to the following in determining what is reasonable:
  - (i) the purpose of the meeting;
  - (ii) the time available at the meeting, and the need to ensure that there is sufficient time allocated to conduct the business included in the notice of meeting;
  - (iii) the desirability of the meeting closing on time;
  - (iv) the relevance of the questions being asked to the business included in the notice of meeting;
  - (v) the desirability of ensuring that Members have an adequate opportunity to raise concerns about the governance of the Association; and
  - (vi) any other matter considered relevant by the Chairperson.

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### 8.11 Use of Technology

- (a) A Member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
- (b) For the purposes of the Part, a Member participating in a general meeting as permitted under sub-rule (a) above is taken to be present at the meeting and, if the Member votes at the meeting, is taken to have voted in person.

### 8.12 Minutes

- (a) The Secretary shall keep record of minutes of all general meetings of the Association which minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (b) In addition, the minutes must include:
  - (i) the names of the Members attending the meeting;
  - (ii) The financial statements submitted to the Members in accordance with the Act;
  - (iii) The certificate signed by two Board Members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - (iv) Any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## 9. Insurance

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To the extent permitted under the Act, the Association may pay or agree to pay:

- (a) a premium in respect of a contract insuring the Board Members or other officers of the Association (**Applicable Persons**) against any liability incurred by the Applicable Persons in their capacity as a Board Member or other officer of the Association; and
- (b) any costs and expenses incurred by the Applicable Persons in defending proceedings relating to their role as a Board Member or officer of the Association, whatever the outcome of the proceedings.

## 10. Funds of the Association

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### 10.1 Source and Management of Funds

- (a) The funds of the Association are to be derived from such sources as the Board determines.
- (b) All money received by the Association must be deposited within five (5) working days of receipt and without deduction to the credit of the Association's bank account.
- (c) The funds of the Association are to be used in pursuance of the objects of the Association in such manner as the Board determines, subject to any restrictions imposed by a general meeting of the Association.
- (d) All payments by the Association (including payment by cheque) must be authorised and/or signed by:

## Constitution

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- (i) two (2) Board Members; or
  - (ii) their appointed delegates who are employees of the Association.
- (e) The Board may authorise the Treasurer to expend funds on behalf of CCW (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (f) With the approval of the Board, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

### 10.2 Financial Records

- (a) The Association must keep financial records that:
- (i) correctly record and explain its transactions, financial position and performance; and
  - (ii) enable financial statements to be prepared as required by the Act and ACNC Legislation.
- (b) The Association must retain the financial records for 7 years after the transactions covered by the records are completed.
- (c) The Treasurer must keep in their custody, or under their control:
- (i) the financial records for the current financial year; and
  - (ii) any other financial records as authorised by the Board.

### 10.3 Financial statements

- (a) For each financial year, the Board must ensure that:
- (i) the requirements under the Act relating to the financial statements of the Association are met; and
  - (ii) the requirements of the ACNC Legislation are met.
- (b) Without limiting sub-rule (a), those requirements include:
- (i) the preparation of the financial statements;
  - (ii) if required, the review or auditing of the financial statements;
  - (iii) the certification of the financial statements by the Board;
  - (iv) the submission of the financial statements to the annual general meeting of the Association;
  - (v) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

## 11. Dispute resolution

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### 11.1 Grievance procedure

The grievance procedure set out in this clause 11 applies to disputes under this Constitution between:

## Constitution

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- (a) a Member and another Member;
- (b) a Member and the Board and/or Association.

### 11.2 Parties to meet

The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

### 11.3 Mediation

- (a) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within a further 14 days, hold a meeting in the presence of a mediator.
- (b) The mediator must be:
  - (i) a person chosen by agreement between the parties; or
  - (ii) in the absence of agreement, a person who is appointed or employed by the Association of Christian Community Churches in Victoria and Tasmania.
- (c) The mediator cannot be a Member who is a party to the dispute.
- (d) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (e) The mediator must:
  - (i) give the parties to the mediation process every opportunity to be heard;
  - (ii) allow due consideration by all parties of any written statement submitted by any party; and
  - (iii) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (f) A decision of the mediator will not be binding on the parties.

## 12. Not for profit

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- (a) The assets and income of the Association shall be applied solely in furtherance of its objects as set out in clause 1.1 of this Constitution.
- (b) No portion of the assets or income of the Association shall be distributed directly or indirectly to individual Members by way of profit in their capacity as members.
- (c) Despite sub-rule 12(b), payment may be made in good faith to any Member of the Association as bona fide compensation for services rendered or for reimbursement for expenses incurred.
- (d) This rule 12 does not prohibit indemnification of, or payment of premiums on contracts of insurance for, any committee member to the extent permitted by law and this Constitution.

## Constitution

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### 13. Dissolution

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- (a) The Association shall be dissolved by special resolution at a general meeting of Members, with 21 days' written notice of the proposed resolution having been given to all Members.
- (b) If on dissolution of the Association there remains after satisfaction of all its debts and liabilities, any assets or funds, those assets or funds:
  - (i) must not be paid or distributed to the Members; and
  - (ii) unless otherwise decided by the special resolution, shall be given or transferred to the Christian Brethren Trust provided that the Christian Brethren Trust:
    - (A) prohibits the distribution of profit or gain to its individual members in their capacity as members; and
    - (B) is charitable at law.

### 14. Alteration to the constitution

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This constitution may only be altered in accordance with the Act and only by special resolution at a general meeting.

### 15. Books and records

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- (a) Except as otherwise provided by this constitution, the Secretary must keep in his or her custody or under his or her control all records, books and other documents relating to the Association.
- (b) Subject to sub-rule (c), the following documents shall be open to inspection, free of charge, by a Member at any reasonable hour:
  - (i) this Constitution; and
  - (ii) minutes of all general meetings of the Association.
- (c) Members shall not have access to the financial records, books, securities, minutes of Board Meetings and any other document of the Association unless otherwise permitted by this Constitution, the law or the Board.

### 16. Notices

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- (a) For the purpose of this Constitution, a notice may be serviced or given to a person:
  - (i) by delivering it to the person personally; or
  - (ii) by sending it by pre-paid post to the address of the person; or
  - (iii) by sending it by some form of electronic transmission to an address specified by the person for giving or serving the notice.
- (b) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:
  - (i) in the case of a notice given or served personally, on the date on which it is received by the addressee; and

## **Constitution**

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- (ii) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post; and
- (iii) in the case of a notice sent by electronic transmission, on the date it was sent provided no notice is received by the sender that the notice was not delivered to the intended recipient.

## **17. Seal**

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### **17.1 Custody of common seal**

- (a) The Association may, by resolution at its Annual General Meeting, have a common seal.
- (b) If the Association has a common seal:
  - (i) the name of the Association must appear in legible characters on the common seal; and
  - (ii) the common seal must be kept in the custody of the Secretary.

### **17.2 Use of common seal**

The common seal must not be affixed to any instrument except by the authority of the Board and affixing the common seal must be attested by the signatures of two Board Members.

Dated this                      day of    2016

## **Appendix 1**

### **Mission of Community Church Warragul**





## MISSION

### CCW MISSION

***“Every follower of Jesus seeking to know Christ and make Him known  
in all aspects of life, 24/7”***

### METRICS

Measurements of outcomes towards our mission. They are divided into Vital Signs and Standards

#### VITAL SIGNS:

Measures that indicate progress towards fulfilling our mission

- **Increasing number of new believers\***  
\*as counted at the 6 month mark of their continuing faith journey
- **Increasing number of baptisms**
- **Increasing number of total CCW people\***  
\*believers who cite CCW as their home church

#### STANDARDS:

Measures that indicate CCW's health and vitality in the pursuit of our mission

- **15-20% of all CCW believers to be new believers\***  
\*people who began their faith journey less than two years ago
- **40-50% of total people involved in CCW activities\* to be unchurched people**  
\*CCW activities includes every environment we run wherein participants (i) are invited to discover more about Jesus, and (ii) have an opportunity to be prayed for.

(also note that the average is taken from every occasion of activity; we are measuring the average proportion of unchurched people engaged across all our grass roots activity)

## **Appendix 2**

### **Distinctives, Statement of Faith and Doctrinal Statement**

## CCCVaT DISTINCTIVES

### **Movement not a denomination**

CCCVaT is a movement of like-minded local churches, from a Christian Brethren heritage, that have united under a common vision and mission, set of beliefs and core values.

### **Leadership by influence**

Leadership of CCCVaT is via relationship, trust and influence rather than hierarchical authority and enforced compliance of organizational obligations, liturgy, leadership validation and behavioural expectations.

### **Autonomy of church affiliates**

CCCVaT church affiliates are fully autonomous and self-governed.

### **Priesthood of all believers**

CCCVaT churches celebrate and practice the priesthood of all believers (1 Peter 2:4, 5,9; Revelation 1:6, 5:10). We believe that through Christ we have been given direct access to God (1 Timothy 2:5), God is equally accessible to all the believers, and every follower of Christ has equal potential and validity to minister for God in all aspects of faith and church, according to the gifts God has given them (Romans 12:3-8 & 1 Corinthians 12:7-13)

### **Evangelism and discipleship focus**

The CCCVaT movement is driven by the Great Commission of Jesus Christ (Matthew 28:18-20). We are committed to take the Gospel of Jesus Christ to all people and to provide a ministry of discipleship for each new believer, that they will become all that God has designed them to be.

### **Plurality of leadership**

CCCVaT churches practice plurality of leadership where each local church is led by a defined group of leaders with equal authority, with the pastor being viewed as one among equals.

### **Scriptural Foundation**

CCCVaT is committed to the Bible as the foundation and final authority for life and ministry. We encourage all in our movement to study it diligently, apply it daily, and teach its truth to others.

### **Prayer**

The CCCVaT movement is committed to prayer as the means by which we communicate with God and He communicates with us. We view prayer as the 'powerhouse' of the Church and essential to effective ministry and mission. We are dedicated to pray for the salvation of the lost, the advancement of God's Kingdom in the world, and for the empowerment of God's Holy Spirit of all in our movement so that they may live by the commands and teachings of Jesus Christ.

### **Ordinances**

Two ordinances are observed in CCCVaT churches, full immersion baptism and communion. We practice full immersion baptism as a public declaration and representation of a Christian's spiritual union with Christ in His death, burial and resurrection (Romans 6:3-8). We regularly celebrate communion in our local churches, usually weekly, following Christ's instruction to do this to remember Him (1 Corinthians 11:23-26).



## Statement of Faith

### Christian Community Churches of Australia

We believe the Bible as originally given by God is divinely inspired, infallible, entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

1. There is one true eternal creator God – Father, Son and Holy Spirit.
2. God created all things, making man and woman in His own image and for relationship with Him.
3. Sin entered into the world through human disobedience following the rebellion of Satan against God.
4. The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus, to save all people from sin. Christ rose from the grave defeating the power of sin.
5. The death and resurrection of Christ brings salvation by grace through faith to those who repent; seek forgiveness; and believe in Him.
6. The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.
7. Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and, as such, have the responsibility to:
  1. Encourage other Christians through meeting together for worship and fellowship;
  2. Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others.
  3. Share the good news to all the world;
  4. Be active in expressing God's love through social justice.
8. Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.
9. Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.

Source: <http://ccaust.org/about-us/statement-of-faith/> 11<sup>th</sup> October, 2016



## **DOCTRINAL STATEMENT: V2 01.01.16**

### **1. The Godhead**

We believe in one God, Creator of all things, infinitely perfect, eternally existing in three Persons: Father, Son and Holy Spirit (Deut 6:4; Psalm 90:2; 2 Cor 13:14; Matt 28:18-19).

### **2. The Bible**

We believe the 66 books of the Bible as originally given by God, are divinely inspired, infallible, entirely trustworthy; and the supreme authority and sufficient in all matters of Christian doctrine, faith and life (2 Tim 3:15-17; 2 Pet 1:20-21; Jude 3).

### **3. The Person and Work of Christ**

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures, having been conceived by the Holy Spirit and born of a virgin. Jesus lived a sinless life on earth, died on the cross as the perfect sacrifice for our sins, was buried and rose bodily from the dead. Further, He ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate (Luke 1:34; John 1:1, 14, 18; Acts 1:9-11; 4:10-12; Rom. 1:4; 3:24-25; 5:8-10; 8:34; 1 Cor. 15:3-4; Eph 1:7; 1 Tim 2:5; Heb 1:3; 4:14-16; 6:19-20; 7:24-25; 9:24; 1 John 2:1-2).

### **4. The Person and Work of the Holy Spirit**

We believe that the Holy Spirit is co-equal with the Father and the Son. The ministry of the Spirit is to glorify Christ, convict people of sin, righteousness and judgment, regenerate the believing sinner, and at the point of conversion, baptize those who believe into the body of Christ. The Holy Spirit then indwells, guides, instructs, sovereignly gifts Christians for the common good of the church and empowers the believer for Christ-like living and service (John 14:16-17; 16:7-15; Acts 5:3-4; Rom 8:9; 1 Cor 3:16; 6:19; 12:7, 11-13, 18; 2 Cor 13:14; Gal 5:22-23; Eph 1:13-14; 5:18).

### **5. Angels, Fallen and Unfallen**

We believe that God created spirit beings known as Angels. We believe the Bible teaches that Satan is a personal angelic being, the highest of all angelic creatures. Satan sinned through pride and with him other angels known now as demons joined Satan's rebellion against God. Satan through his revolt became the author of sin. Satan is the open and declared enemy of God and humankind and he shall be eternally punished in the Lake of Fire (Gen 3:1-19; Isa 14:12-17; Ezek 28:11-19; Matt 4:2-11; 25:41; 2 Pet 2:4; Jude 6; Rev 20:10).

## **6. Creation and Fall of Humankind**

We believe that humankind was created in the image and likeness of God. The first man Adam fell into sin, and as a consequence every person is spiritually lost or dead. Each person is born with a sinful nature and needs the miracle of new birth before he/she can enter the Kingdom of God (Gen 1:25-27; John 3:16-18, 36; 5:24; 10:27-29; Acts 10:43; Tit 3:4-7).

## **7. Salvation**

We believe that the Lord Jesus Christ died for the sins of the world. His shed blood and His resurrection provide the only means of eternal salvation, and salvation is offered as a free gift of God. Only through repentance towards God and faith in the Lord Jesus Christ can an individual be forgiven, regenerated by the Holy Spirit, and thus become an eternal child of God (Luke 24:46-47; John 3:16-18, 36; 5:24; 10:27-29; Acts 10:43; Rom 5:12, 17; Eph 1:7-8; 2:8-9; Tit 3:4-7; 1 Pet 1:3-5, 13-15).

## **8. Christian Living**

We believe that our faith in Christ is to result in a godly life style. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and action. (Matt 28:18-20; Luke 24:47; 1 Cor 6:9-11; Gal 5:19-26; Eph 4:25-5:21; 1 Thess 3:12-13; Jam 1:26-27; 1 John 3:14-18).

## **9. Morality and Marriage**

Morality as prescribed in the Bible is the standard Christians are called to adopt. We believe that God only sanctifies heterosexual marriages and condemns adultery, fornication, homosexuality and a wide range of other specific sexual sins (Gen 2:23-24; Matt 19:3-6; Rom 1:26-28, 1 Thess 4:1-8; Heb 13:4).

## **10. The Church**

We believe the true universal Church is a spiritual entity composed of all individuals who have genuinely repented of their sin, who through saving faith in Jesus Christ have been forgiven, regenerated by the Holy Spirit, and are united together in the Body of Christ of which Christ is Head. We believe that only those who are thus members of the true Church shall be eligible for membership in the local church.

We believe God has called individual Christians to meet together as a local, autonomous congregation. These local churches are to be bases of evangelistic outreach, submit to Christ as Lord and Head of the Church, be guided by a recognized group of elders, acknowledge a gifted ministry, baptize converts, join together for prayer, worship, teaching, exhortation, fellowship, and the breaking of bread, and take up offerings in order to support those who

minister the Word of God, preach the Gospel, have financial needs or send relief to Christians with special needs (Acts 2:42-47; 11:27-30; 12:25; 20:7,17-38; 1 Cor 9:1-14; 12:1-28; 2 Cor 8:1-9:15; Rom 12:1-16; Eph 1:22-23; 4:11-16; Phil 1:1; 4:15-18; Tit 1:5; 1 Pet 5:1-4).

We teach that the establishment and continuity of local churches is clearly taught and defined in the New Testament Scriptures and that the members of the one scriptural body are directed to associate themselves together in local assemblies. We teach that it is scriptural for true churches to cooperate with each other for the presentation and propagation of the faith. (Acts 14:23, 27; 15:19-31; 20:17,28; 1 Cor. 5:4-7, 13; 11:18-20; Gal. 1:2; Phil. 1:1; 1 Thess. 1:1; 2 Thess. 1:1; Heb. 10:25).

#### **11. Ordinances of the Church**

We believe the Lord Jesus mandated two ordinances, the believer's baptism by immersion and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Believer's baptism is to follow personal repentance towards God and faith in the Lord Jesus Christ as Lord and Savior. Such baptism is an acted parable of a Christian's death, burial and resurrection with Christ. It is an outward sign of an inward divine work (Matt 28:19-20; Acts 8:12, 35-39; 16:31-33; Rom 6:3-4; 10:9-10; Col 2:12; 1 Pet 3:21).

The Lord's Supper is also called in the Bible, the Breaking of Bread, or the Communion. Communion is a time of worship, a celebration of the redemptive activity of God through Christ. It is a remembrance of Christ, a proclamation of His death, and a meal anticipating of the Return of Christ (Matt 26:26-29; Mark 14:22-24; Luke 22:15-20; Acts 2:42; 20:7; 1 Cor 10:16-17; 11:17-33).

#### **12. The Second Coming of Jesus Christ**

We believe in the personal return of the Lord Jesus Christ for His Church and the establishing of His Kingdom on earth. This coming is to be expected at any time and, as our blessed hope, motivates the Christian to godly living, sacrificial service and energetic mission (John 14:1-3; Acts 1:11; 1 Cor 15:51-52; Phil 3:20; 1 Thess 4:13-18; Rev 6:1-19:21; 20:1-3).

#### **13. The Resurrection of the Believer and Unbeliever**

We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace (Luke 16:19-31; John 5:28-29; 1 Cor 15:12-58; 2 Cor 5:8-10; 1 Thess 4:13-18; Rev 20:11-15).

## **Appendix 3**

### **Significant Matters for Board Decision**



## **Significant Matters for Board Decisions**

Significant issues requiring 75% majority of all current Board members and 75% approval of the membership

1. Changes to the Distinctives, Statement of Faith and Doctrinal Statement adopted by CCW.
2. Changes to the Constitution.
3. Appointment of the Senior Pastor.
4. Sale or acquisition of real estate.
5. Approval of the Annual Budget.
6. Planned expenditure (additional to budget) exceeding one quarter of the annual operating budget.

Updated 14 October 2016

## **Appendix 4**

### **Appointment of Proxy Form for Meetings of the Association**

**Meetings of the Association of Community Church Warragul Inc.**

**Appointment of Proxy Form**

I, \_\_\_\_\_ of \_\_\_\_\_

being a member of Community Church Warragul Inc. (Registered number A0035075H)

appoint \_\_\_\_\_ of \_\_\_\_\_,

being a full member of such Incorporated Association, as my proxy to vote for me on my behalf at the meeting of the Association to be held on:

\_\_\_\_\_ and at any adjournment of that meeting allowed by the Rules of the Association.

I authorise my proxy to vote on my behalf, either (mark appropriate box):

A.  At his or her discretion

OR

B.  As follows:

(i) In favour of the following resolution(s):

(ii) Against the following resolution(s):

Signed \_\_\_\_\_ Date \_\_\_\_\_