

# Coast Church Constitution

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### **PREFACE:**

This Constitution is recommended to all Assembly of God churches by the State Executive of the Assemblies of God in Australia (Queensland Conference) and is endorsed by the National Executive Presbytery.

### **1. THE ASSEMBLY:**

- 1.1 The name of the Assembly shall be: Coast Church

(herein after referred to as the "Assembly").

Affiliation:

- 1.2 This Assembly is a member church of the Assemblies of God in Australia.

The United Constitution, National By-Laws, State By-Laws, and District Charter of the Assemblies of God in Australia are endorsed and accepted together with all National, State, and District Conference decisions.

Withdrawal from Assemblies of God:

1.3 The Assembly's affiliation with the Assemblies of God in Australia may be revoked by a resolution carried by not less than three-fourths (seventy-five percent) of the current Assembly membership.

Dissolution:

1.4 The Assembly shall be dissolved if membership shall become less than three persons or the members may, at a meeting called only for that purpose, resolve to dissolve the Church if such resolution is carried by a three-quarters majority.

1.5 If the Assembly should be dissolved and there be any property or assets after satisfaction of its liabilities, the same shall not be paid to or distributed among the members of the Assembly, but shall be paid forthwith, without demand to the State Executive Presbytery of the Assemblies of God in Australia, but if such Executive Presbytery is not in existence, or unwilling to receive such payment, then to such other organisation with similar objects as the members present at the meeting to dissolve the Assembly shall determine or in default thereof as determined by the State Supreme Court PROVIDED ALWAYS THAT such payment or distribution shall only be made to such Executive Presbytery or other organization that is not carried on for the purposes of profit and gain to its individual members and where that entity is able, at the time of such payment or distribution, to satisfy the Assembly that it holds endorsement from the Australian Taxation Office as an income tax exempt charity (ITEC) or other such qualification required under Australian law that results in the entity being exempt from income tax.

Incorporation of Assemblies of God:

1.6 The Christian religious organisation of the Assemblies of God in Australia (Queensland Conference) was duly incorporated and granted Letters Patent under the "Religious Educational and Charitable Institutions Act of 1861 and its Amendment Act of 1895" on 19th May 1955.

## **2. PRINCIPAL OBJECTS:**

2.1 To preach and teach and generally to further the cause of the Gospel of the Lord Jesus Christ and to advance the Christian Faith in Australia and other Nations and to work for the building up and extension and renewal of the Christian Church.

2.2 To meet for the worship of God, the Father, Son and Holy Spirit, the preaching and teaching of the Word of God and the administration of the Sacraments mentioned in 5 hereof.

2.3 To further and propagate the Christian Faith in Australia or elsewhere by the conduct of Evangelism or by the establishment of further Assemblies or missionary works with similar objectives.

2.4 To develop assistant ministers and to train Christian leaders to function within the Assembly and throughout the world.

2.5 To render Spiritual oversight, care and assistance (whether material or otherwise) and such other help as may be deemed appropriate to meet the needs of Assembly members, those associated with the Assembly and as far as practicable, to all persons everywhere.

2.6 To make donations to assist, undertake the oversight of or in any way co-operate with other churches, organisations, societies or individuals who have similar objects.

2.7 To provide some educational or other programs or institutions as will assist members to live whole and balanced lifestyles and to be a blessing to the society in which they live.

2.8 To be a co-operative fellowship of the Assemblies of God in Australia as defined in the United Constitution of the Assemblies of God in Australia (National Conference) from time to time.

## **3. SECONDARY OBJECTS:**

For the purpose of carrying out the Principal Objects in their spiritual and secular context, the Assembly shall have the further objects and powers as follows:

3.1 To collect and raise moneys for the purpose of purchasing or otherwise acquiring land and buildings.

3.2 To purchase, take on, lease, hire, exchange or acquire by gift or otherwise and to manage, sell, transfer, lease, hire, mortgage or otherwise dispose of, invest or deal with any real or personal property or any estate or interest therein.

3.3 To borrow or raise or secure the payment of money for the purposes of the Assembly whether the same shall have been borrowed or is intended to be borrowed on overdrawn account or otherwise in such manner and upon such terms and whether with or without security as may seem expedient.

3.4 The buying, selling, and/or supplying of, and dealing in, goods of all kinds.

3.5 The construction, maintenance, and alteration of buildings or works necessary or convenient for any of the objects or purposes of the church.

3.6 To guarantee, indemnify, or receive payment, or act as Trustee on behalf of another body, association, company or person, as the Board deems appropriate.

3.7 To engage, conduct, enter into joint venture, partnership or contract with another body, association, company or person for such purpose as the Board deems appropriate.

3.8 To act as Trustee in respect of any trust, as the Assembly in general meeting may deem expedient.

3.9 The accepting of any gift whether subject to a special trust or not, for any one or more of the objects or purposes of the Assembly.

3.10 The taking of such steps from time to time as the Board or the Assembly in general meeting may deem expedient for the purposes of procuring contribution to the funds of the Assembly whether by way of donation, subscriptions or otherwise.

3.11 The printing and publishing of such newspapers, periodicals, books, leaflets or other documents as the Board or the Assembly in general meeting may think desirable for the promotion of the objects and purposes of the Assembly.

3.12 The making of gifts, subscriptions or donations to any fund, authority or institution or individual as determined by the Board.

3.13 The establishment and support or aiding in the establishment and support of associations, institutions, funds, trust schemes, and conveniences, calculated to benefit servants or past servants of the Assembly and their dependents, and the granting of pensions, allowances, or other benefits to servants or past servants of the Assembly and their dependents and the making of payments towards insurance to any of those purposes.

3.14 The establishment and support or aiding in the establishment or support of any other association formed for any of the basic objects of the Assembly.

3.15 Purchase or acquisition and undertaking of all or any part of the property, assets, liabilities and engagements of any church or association with which the Assembly may at any time become amalgamated.

3.16 Subject to the provisions of the current State Trust Act, the investment of any moneys of the Assembly not immediately required for any of its objects or purposes in such manner as the Board may from time to time determine.

3.17 The doing of all such other lawful things as are incidental or conducive to the attainment of the objects.

#### **4. DOCTRINAL BASIS:**

The Assembly shall have such Doctrines as are expressed in the United Constitution of the Assemblies of God in Australia Article 5 from time to time.

#### **5. MINISTRATIONS AND CEREMONIES:**

The following shall be observed as a church ordinance or as commanded by the Holy Scriptures:-

5.1 Baptism by single immersion in the name of the Father, of the Son and of the Holy Spirit in respect to all those who have repented and believed in the Lord Jesus Christ.

5.2 The Lord's Supper or Holy Communion.

5.3 The Dedication of infants and children.

5.4 Prayer for the sick upon their request with the anointing of oil and laying on of hands by the Eldership.

5.5 The ministry of the Baptism of the Holy Spirit to those seeking the power of God.

5.6 The institution of marriage.

5.7 Funeral services shall be conducted.

## **6. MEMBERSHIP:**

Conditions of Membership:

6.1 The Board may grant membership of the Assembly if such applicant shall:

1. be a Born Again Believer in the Lord Jesus Christ and exhibit positive evidence of a consistent Christian Life.

2. be baptised in water in accordance with 5.1 hereof.

3. accept the doctrinal basis set out in 4 hereof.

4. have attained the age of 17 years.

5. except as herein after provided, attend the assembly regularly for a period of three months prior to the date of such application.

6. apply in writing to the board.

7. express willingness to attend regularly and to support the Assembly.

Probational Membership:

6.2 Notwithstanding the provisions of 6.1 and 6.3 hereof, the Board may accept a member subject to such period of probation or other condition as it sees fit. A probational member shall have no right to vote at any meeting of the Assembly.

Evidence of Membership:

6.3 Inclusion of the name of a person in the Assembly Roll shall be prima facie evidence of membership.

Office Holders:

6.4 All Office holders shall be members of the Assembly.

Staff Membership:

6.5 1. A full time or part time paid staff appointee or the spouse of such a person may be given full membership of the Assembly whether or not the condition imposed by 6.1.5 has been complied with.

2. Any person appointed to the Ministry Team shall immediately be granted membership in the Assembly. In appropriate circumstances such membership shall equally apply to his/her spouse.

Membership Transfer:

6.6 1. Upon the receipt of a letter of transfer of a member from one assembly in fellowship with the Assemblies of God in Australia (National Conference), and a written application, the Board may grant membership to such an applicant whether or not the condition imposed by 6.1.5 has been complied with.

2. Members of this Assembly in good standing who wish to terminate their membership and affiliate with another Assembly of God shall be entitled to receive a letter of recommendation to that church.

Discipline and Cancellation of Membership:

6.7 1. The Board may, by resolution, remove the name of a member from the membership roll or endorse such roll to the effect that such membership is probational for such period as it thinks fit or that such membership is otherwise conditional, if it is of the opinion that such member no longer fulfils the conditions of membership in Clause 6 hereof, provided always that before so resolving, the Board shall give opportunity to such member to be heard before it after reasonable notice has been given to such member of such hearing.

2. The Board may, by resolution, remove the name of a member from the membership roll if such member has moved his/her place of residence away from the community and no longer attends the Assembly or if in their opinion a member has failed to attend the services of the Assembly without legitimate excuse (in the terms of 15.5 for a period of six months).

3. The Board may maintain a roll of inactive members for those persons unable to participate in the activities of the Assembly but who desire to maintain their association with the Assembly.

## **7. SENIOR MINISTER:**

### **Nomination:**

7.1 The Board of the Assembly shall constitute a Nominating Board for the purpose of recommending a suitable person/s holding Assemblies of God credentials to fill the position of Senior Minister whenever such a vacancy shall occur. The Assembly by secret ballot may choose a Senior Minister from among the nominees or the nominee so recommended at a special general meeting announced to be held no less than fourteen (14) days after the Nominating Board has met to recommend such nominee or nominees.

Should the Nominating Board, after due deliberation, refuse to recommend to the Assembly any person proposed as Senior Minister, the Assembly at such special general meeting shall be given a satisfactory answer and reason for this decision within three months of the Senior Minister leaving.

### **Remuneration:**

7.2 The Board shall negotiate and determine the remuneration and conditions of the Senior Minister's appointment.

### **Resignation:**

7.3 The Senior Minister may resign his appointment by giving the Board at least three (3) months written notice. A lesser resignation period shall only be by the mutual consent of the Senior Minister and the Board.

### **Powers and Duties of Senior Minister:**

7.4 1. The Senior Minister shall be responsible to conduct himself with godliness and dignity befitting his position and to be an example. He shall give himself to prayer and the Word of God in order to be effective in preaching and administering the sacraments.

2. The Senior Minister shall be a person who qualifies for membership of the Assembly and is Baptised with the Holy Spirit according to Acts 2:4.

3. The Senior Minister shall preside at all meetings of the Assembly and be Chairman of the Board and be entitled to chair all Business Meetings and every board committee or department meeting as he shall think fit.

4. No meeting shall be held by any committee, board or department without prior notice having been given to the Senior Minister informing him of the time, place and purpose of the meeting. This requirement may be waived by the Senior Minister if he shall see fit.

5. No leader, committee, board or department shall depart from the established policies of the Church without prior consultation with the Senior Minister.

6. The Senior Minister may vote on any question arising at any meeting of the Assembly or of any board, department or committee with the exception of any voting to set the level and manner of remuneration of the Senior Minister.

7. The Senior Minister shall be in charge of all meetings of the Assembly with full power, subject to this constitution, to decide who shall participate in them and in what manner.

8. The Senior Minister, after consultation with the Board, may create special groups within the assembly and appoint Departmental leaders in consultation with the Board for whatever purpose or term at his sole discretion.

9. The Senior Minister shall have the power to employ and dismiss staff members and assistant ministers at his sole discretion after consultation with the Board. Remuneration in all cases shall be set by the Board.

10. The Senior Minister shall have such other powers and duties as is set out by this Constitution.



11. The expression "Senior Minister" means the person acting in that position for the time being.

## **8. ASSOCIATES AND ASSISTANTS:**

### **Associate Appointment:**

8.1 Upon the recommendation of the Senior Minister (but not otherwise) the Board may appoint an Associate Minister. Such an office shall only be created as the need arises and at the request of the Senior Minister who shall nominate to the Board of the Assembly a suitable candidate. If the proposed Associate Minister is approved by the Board, the same shall be appointed.

### **Powers and Duties of Associate Ministers:**

8.2 1. Upon the recommendation of the Senior Minister (but not otherwise) the Board may empower the Associate Minister to function in any or all of the responsibilities and exercise any or all of the powers of the Senior Minister as defined in 7.4.

2. The Associate Minister may not assume any of the powers or responsibilities of the Senior Minister unless first requested to do so by the Senior Minister and approved to do so by the Board.

3. The Associate Minister shall fulfil the conditions as set out in 7.4.1 and 7.4.2.

### **Appointment of Assistant Ministers:**

8.3 Assistant Ministers shall be selected and appointed to the Ministry Team of the Assembly at the sole discretion of the Senior Minister provided always that such appointments are ratified by the Board.

### **Powers and Duties of Assistant Ministers:**

8.4 1. Assistant Ministers shall function only within the specific portfolio assigned to them by the Senior Minister and shall be responsible directly to him in all matters relating to their ministry.

2. Assistant Ministers shall have no legal or administrative powers except those specifically assigned to them by the Senior Minister. Notwithstanding, they may be elected to the Board of the Assembly and exercise such powers and duties as are consistent with that office.

3. Assistant Ministers shall fulfil the conditions as set out in 7.4.1 and 7.4.2.

## **9. DISCIPLINE OR DISMISSAL OF MINISTERS:**

### **Grounds:**

9.1 Any complaint against the Senior Minister on the following grounds:-

1. Moral Failure
2. Doctrinal Error
3. Financial misappropriation, mismanagement, or illegalities

shall be attested to where possible by at least two witnesses and addressed in writing to the Secretary.

### **Procedure:**

9.2 1. Upon receipt of the complaint, the Secretary shall bring the matter before a meeting of the Board in the presence of the Senior Minister and consider whether the grounds have been established. The Senior Minister shall not be Chairman of any meeting in which this complaint is to be discussed.

2. If the Board considers the complaint to be groundless, the Secretary shall notify the complainant accordingly.

3. Should the complaint be on grounds other than in 9.1 and the Board consider the grounds upon which the complaint has been made to be established, it shall deal with the matter in its sole discretion. If the Board considers the matter to be of sufficient consequence, it shall be referred to a meeting of members.

### **Termination:**

9.3 The Assembly may terminate the Senior Minister's appointment at any meeting of the Assembly providing that:-

1. Fourteen (14) days notice of the meeting is circulated to each member in writing.
2. The notice of motion to terminate the Minister's services is contained in the Notice of Meeting.
3. Such notice of motion is recommended by the Board.
4. Notwithstanding the provisions of 15.9.3 and the motion to terminate is carried by at least 60 per cent of the current members.
5. Such termination shall be effected three (3) months from the date of the meeting, or the Minister may be dismissed forthwith and receive three (3) months' salary in lieu of continuing in the Assembly's employment providing that the termination was not for moral failure or financial misappropriation. In such a case the Board in their absolute discretion, may terminate the Minister's employment without further financial reimbursement except holiday pay, long service and superannuation reimbursements.

**Appeal:**

9.4 If the Senior Minister is aggrieved by the decision of the Board in the matter, he may appeal to the State Executive Presbytery of the Assemblies of God in Australia by notice in writing to the State Secretary thereof (a copy of such notice shall be given to the Assembly Secretary).

**State Discipline:**

9.5 Should the Board find that a charge against a Senior Minister be substantiated in the terms of 9.1 they shall refer the matter immediately to the District Superintendent who, together with the State Executive Presbytery of the Assemblies of God shall deal with the matter at their sole discretion.

Should the State Executive Presbytery find the charge against the Minister substantiated, they may:

1. Reprove him, in which case the Board of the Assembly may invoke the provision set out in 9.2 at its sole discretion.
2. Suspend or remove State credentials or recommend the removal or suspension of National credentials in which case the Board shall terminate his appointment forthwith.

**Appeal Costs:**

9.6 In the event of an appeal to the State Executive Presbytery of the Assemblies of God in Australia, the expenses of the said State Executive Presbytery in determining the appeal shall be met by the Assembly.

Notice of the determination of the question by the said State Executive Presbytery shall be transmitted to the Minister and to the Church Secretary who shall refer the matter to the Board.

**Discipline of Associates and Assistants:**

9.7 A complaint against any action, decision, or teaching of an Associate or Assistant Minister shall be referred in writing to the Senior Minister who shall deal with the matter at his discretion. Should he find that disciplinary action is necessary, the matter shall be referred to the Board of the Assembly for appropriate action.

Should a complaint against an Associate or Assistant Minister be in the terms of 9.1 and be substantiated, the Senior Minister shall refer the matter to the State Executive Presbytery for the review of such Minister's credential.

Should such a complaint addressed to the Senior Minister be ignored, the complainant may refer the matter in writing to the church Secretary who shall bring it to the attention of the church Board.

## **10. ELDERS AND DEACONS:**

**Appointment:**

10.1 The Senior Minister may with the approval of the Board, appoint persons from among the members of the Assembly who are of evident maturity, spirituality, and ability as Elders or Deacons or Deaconesses to assist the Ministers in the spiritual oversight of the Assembly or in the carrying out of any of the objects of the Assembly as the Senior Minister may see fit.

**Term of Office:**

10.2 All such appointments shall be for whatever term or upon whatever conditions the Senior Minister may specify.



Termination:

10.3 The termination of such appointments shall be at the discretion of the Senior Minister.

## **11. SECRETARY:**

Term:

11.1 The Secretary of the Assembly shall be nominated by the Senior Minister for election by the Assembly at the Annual General Meeting to serve for a term of twelve (12) months.

Powers and Duties:

11.2 1. It shall be the duty of the Secretary of the Assembly to record and keep on file the minutes of all meetings of the Assembly.

2. To keep on file all records of legal transactions such as Deeds, Mortgages, and Contracts which have been entered into by the Assembly.

3. To maintain an up to date Roll of Members of the Assembly.

4. To write such letters as he is directed to write by the Assembly, retaining duplicate copies for permanent file and to receive and place on file any correspondence received.

5. To notify in writing the members of the Assembly of any General Meeting thereof when so instructed.

6. The records, documents, official stamps and seal and correspondence placed in the care of the Secretary of the Assembly are not his personal property nor under his personal control, but are the property of the Assembly and are under the control of the Assembly as directed by the vote of the Assembly or by the authority of the Board of the Assembly in accordance with this Constitution.

7. The Secretary of the Assembly shall have no power to act in office without special authority from the Senior Minister, Assembly or Board, except in so far as the provisions of this Constitution provides.

## **12. TREASURER:**

Term:

12.1 The Treasurer of the Assembly shall be nominated by the Senior Minister for appointment by the Assembly at the Annual General Meeting, to serve for a term of twelve months.

Duties:

12.2 The Treasurer shall have such duties as are set out in this Constitution.

The Assembly, on the recommendation of the Board, may combine the offices of Secretary and Treasurer.

## **13. THE BOARD:**

Appointment:

13.1 1. The Board shall be elected by the Assembly at the Annual General Meeting upon the nomination of the Senior Minister. Board members so elected shall hold office for one year, but may be re-elected.

2. The Board shall include: The Senior Minister who is not elected, but holds the position of Chairman of the Board by virtue of his office.

Other Board Members shall be selected from the:

\* Associate Minister/s.

\* Assistant Minister/s.

\* Elders.

\* The Secretary of the Assembly.

\* The Treasurer of the Assembly.

\* Such other Assembly Members at the discretion of the Senior Minister.

3. The Board shall consist of a minimum of three (3) members and a maximum of nine (9) members.

Powers of the Board:

13.2 1. Management of the affairs of the Assembly shall be vested in the Board which may exercise all such

power and functions as may be exercised by the Assembly other than those powers and functions required by this Constitution to be exercised by the Assembly in General Meeting or those required to be exercised by the Senior Minister.

2. The Board or its nominee shall have power to draw upon the Treasurer for such amounts as they shall decide to be necessary for the proper conduct of the affairs of the Assembly.

3. The Board may delegate such powers or functions as it sees fit from time to time.

4. Should the Senior Minister be incapacitated by prolonged illness, or insanity or be otherwise prevented from exercising the oversight of the Assembly, the Board shall be empowered to appoint an Acting Senior Minister who shall be responsible for the oversight of the Assembly until the return of the Senior Minister (providing that his absence was not due to certified insanity) or until the appointment of the Acting Senior Minister is revoked by the Board.

5. In the event that the Board shall cease to exist or be reduced to a number below that required for a quorum, a Special General Meeting of the Assembly shall be called for the purpose of electing sufficient members to provide a quorum.

#### Meetings of the Board:

13.3 1. The Board shall meet at least once in every two (2) months to exercise its functions. Seven days notice shall be given for all general Board Meetings.

2. A Special Meeting of the Board shall be convened by the Secretary on the requisition in writing of not less than three (3) members of the Board which requisition shall clearly state the reason why such Special Meeting is being convened and the nature of the business to be conducted thereat. Except in the case of 9.2, the Senior Minister shall be the Chairman of all meetings.

3. At every meeting of the Board, one more than a simple majority shall constitute a quorum.

4. The Board may meet together and regulate its proceedings as it thinks fit PROVIDED THAT questions arising at any meeting of the Board shall be decided by a majority of votes and in the case of equality of votes on any question or at any meeting of the Board the question shall be deemed to be decided in the negative.

5. Not less than forty-eight (48) hours notice shall be given to members of the Board of any Special Meeting of the Board. Notwithstanding a meeting of the Board may be held at any time providing all members are in agreement to meet.

6. The Board may conduct its business by memorandum on such conditions as it shall see fit.

7. The duly recorded minutes of a Board Meeting shall be prima facie evidence of a decision or resolution of the Board, which decision or resolution shall be constituted by a majority vote of those present.

#### By-Laws:

13.4: The Board may make By-Laws and amend and vary same from time to time for the administration of the Assembly or any part or department thereof.

### **14. DISCIPLINE OR DISMISSAL OF OFFICE BEARERS:**

14.1 The Senior Minister shall have the power to withdraw his endorsement of, or call for the recall from office of any Board members of the Assembly at any time whatsoever. The Board shall then consider the Senior Minister's reasons and decide the matter by a majority of its votes.

14.2 Should any member of the Assembly consider that any person elected or appointed to office in the Assembly, other than the Senior Minister, be incompetent or in any way unworthy to remain in office they shall report the same to the Senior Minister in writing. If he considers it necessary he may convene a meeting of the Board giving at least seven (7) clear days notice in writing of such meeting and the purpose thereof to the person concerned. The Board at such meeting shall hear the charges and shall permit the person concerned to make answer to the allegations of the petitioners. If the allegations of the petitioners have been substantiated and the answer of the person concerned is unsatisfactory, the Board shall call upon such person to resign their office or on failing to do so, the Board may cancel their appointment, and/or implement whatever restorative process it sees fit.

14.3 Should the Board find the allegations of the petitioners unsubstantiated it shall counsel, rebuke or discipline the petitioners as the case shall require.

## **15. GENERAL MEETING:**

Notification of AGM:

15.1 The Annual General Meeting of the Assembly shall be held each year at a time determined by the Board after at least fourteen (14) days notice to the congregation. Accidental omission to give notice to any member shall not invalidate the meeting.

The Business:

15.2 The business of the Annual General Meeting shall be:-

1. Presentation of Reports for the previous twelve (12) months from the Senior Minister, Secretary, Treasurer and from all Departments of the Assembly.
2. To appoint or re-appoint to office for the ensuing twelve months:
  - \* The Secretary of the Assembly.
  - \* The Treasurer of the Assembly.
  - \* Other Board members with the exception of the Senior Minister.
  - \* The Auditor.
3. To present the auditor's report upon the books and accounts of the Assembly for the preceding financial year.
4. To attend to all other business set down on the Agenda by the Senior Minister and Board.

Agenda:

15.3 The Agenda for a General Meeting shall be determined by the Senior Minister and the other members of the Board. Any member of the Assembly may submit matters to the Board which shall be included on the Agenda, provided such submission:

- \* be in writing in the form of a draft resolution.
- \* include details of the mover and seconder.
- \* be submitted to the Secretary at least seven clear days prior to such meeting.

Extraordinary General Meeting:

15.4 1. An Extraordinary General Meeting may be held when considered necessary from time to time by the Board after seven (7) days notice to the congregation or such shorter notice as may subsequently be ratified by a resolution of that meeting. Accidental omission to give notice to any member shall not invalidate the meeting.

2. An Extraordinary General Meeting shall be called in any emergency as the Senior Minister and the Board may decide, or upon a notice in writing of an appeal against a decision of the Board or upon requisition in writing signed by not less than one third of the members of the Assembly and clearly stating the purpose for which the Extraordinary General Meeting is desired.

Voting:

15.5 Members who, in the opinion of the Board, have attended the services of the Assembly for a majority of Sundays in the three month period prior to any Annual General Meeting or Extraordinary General Meeting of the assembly and have not been suspended or placed on probation shall be entitled to one vote exercised in person, by attendance at the meeting. Those members who in the opinion of the Board have been legitimately prevented from attendance at Sunday services of the Assembly by sickness, family circumstances, or travel, or any other reasonable excuse, shall be entitled to vote in any business meeting of the assembly.

Quorum:

15.6 A quorum shall be constituted by one third of those entitled to vote.

Chairman:

15.7 The Senior Minister or his nominee shall preside as Chairman of all General Meetings and extraordinary Meetings of the Assembly.

The Chairman shall conduct the meetings in a proper and orderly manner in accordance with the principles of Scripture, the provisions of this Constitution and the practices of the Assemblies of God in Australia.

#### Adjournments:

15.8 1. The Chairman with the consent of a properly constituted meeting, may adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

2. Where a meeting is adjourned for twenty-one (21) days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting.

3. If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting shall be adjourned until a date, time, and place to be fixed by those Board members present, not exceeding 30 days from the date of adjournment and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 10) shall be a quorum.

#### Transaction of Business:

15.9 1. The business of the meeting shall be transacted by motion or by resolution of the Chairman.

2. A question may be determined by secret ballot at the discretion of the Chairman or at the request of any member.

3. A question (other than the question of the purchase, sale, mortgage, or other dealing with real property) shall be determined on the show of hands by a 55% majority and a declaration by the Chairman that a resolution or motion has, on such show of hands, been carried or carried unanimously, or carried by a particular majority, or lost and an entry to that effect in the Assembly Minute Book is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution or motion.

A motion or resolution involving the purchase, sale, mortgage, or other dealing with real property shall require a three-fifths majority to be carried.

4. All elections to office in the Assembly shall be by secret ballot.

#### Notices:

15.10 A notice may be served by or on behalf of the Assembly upon any member, either personally, or by sending it through the post by a pre-paid letter addressed to the member at his usual or last-known place of abode, but notice may be given to members generally by announcement from the pulpit in a service of worship or in such bulletin or magazine which the Assembly may publish weekly or from time to time.

#### Amendment of Constitution:

15.11 No amendment shall be made to this Constitution except by motion carried by a 75% majority at an Annual General Meeting or extraordinary General Meeting held at least seven (7) days after the text of such amendment has been notified to members with notice of such meeting and PROVIDED ALWAYS THAT no amendment shall be made to this clause 15.11, clause 1.5, clause 2 or clause 16.1.

#### Interpretation of Constitution:

15.12 The Board shall be the sole authority for the interpretation of this Constitution and regulations made thereunder, and a decision of the Board upon any question of interpretation or upon any matters affecting the Assembly and not provided for by this Constitution, shall be final and binding on the members.

### **16. INCOME AND PROPERTY:**

#### Application:

16.1 The income and property of the Assembly whencesoever derived shall be applied solely towards the promotion of the objects of the Assembly as set down in clause 2 of this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Assembly or to any of them or to any person claiming through any of them PROVIDED THAT nothing herein shall prevent the payment in good faith or remuneration to any officers or servants of the Assembly or to any member thereof or other person in return for services actually rendered to the Assembly or for goods supplied in the ordinary way of business (but not for services rendered as an office bearer) nor prevent the payment of interest on borrowed money, the maximum rate of interest to be not more than the current rate charged by Banks in the State in similar circumstances or the payment of rent for premises or goods let or hired to the Assembly.



**Designated Income:**

16.2 All designated gifts and offerings whatsoever, of money or otherwise shall, except with the express permission and consent of the donor of such gifts and offerings, or their personal representative, be applied to the purpose or purposes for which they are designated. If, in the opinion of the Board, it should prove impossible to effect such designated purpose, the Board may refer the matter to the donor or, if the donor is not living, to the donor's personal representative and if no personal representative has been appointed, then the Board may apply the gift to a purpose or purposes as near as possible to the intention of the donor as the Board may determine.

**Accounts:**

16.3 True accounts should be kept in the manner determined by the Board of all sums of money received and expended by the Assembly and of the property, assets and liabilities of the Assembly and proper reports are to be delivered to the Board as it shall require.

**Financial Records:**

16.4 The Treasurer of the Assembly shall be responsible to keep all financial records in the manner and at such place as determined by the Board.

**Banking:**

16.5 The Treasurer shall ensure that all moneys received on behalf of the Assembly are accounted for and duly banked as soon as practicable with such bank or banks in the name of the Assembly as the Board from time to time determines.

**Signatories:**

16.6 The Board shall designate signatories of all banking accounts from time to time and the Treasurer shall notify the bank or banks accordingly.

**Expenditure Authority:**

16.7 No cheque shall be drawn or a debit in any other manner incurred on the Assembly's bank account and no expenditure shall be incurred except when authorised by the Board. The Board may, by resolution, authorise designated persons to draw cheques to a limit determined by it from time to time.

**Financial Year:**

16.8 The financial year of the Assembly shall commence on the first day of July and conclude on the thirtieth day of June following or such other period as determined by the Board.

**Auditor:**

16.9 The Board shall recommend to the Assembly a person or firm as Auditor from time to time which such Auditor shall give an opinion as to the correctness of the accounts and shall report thereon to the Annual General Meeting of the Assembly.

**Trustee:**

16.10 By resolution of a duly constituted General Meeting, the Assembly may appoint a Trustee or Trustees (whether a corporate body or natural person) to hold its real property subject to trusts approved by the Board, and may in the same manner cancel or vary such appointment.

**Finance Committee:**

16.11 The Board by resolution, may appoint a Finance Committee from among its members or the general membership of the church to:-

1. Advise the Board concerning the financial administration of the Assembly.
2. Recommend the level and manner of remuneration of all staff members.

**Other Bodies:**

16.12 If the Board so determines from time to time, it may establish or join in the establishment of, or promote or constitute such other body (whether incorporated or not) or trust or entity, ancillary to or for the benefit of, or to better carry out or promote the objects of the Assembly, provided always that the documents constituting such body shall provide, inter alia, the following:-

1. that upon dissolution of the body in question, the property or assets thereof be applied to or for the benefit of the Assembly.



2. that no person who is not appointed by the Board hold office or be appointed as a director or be a member thereof.

3. any person appointed to hold office pursuant to 16.12.2 hereof may have such appointment revoked at any time by the Board.

4. a provision in similar terms to 16.1 and 16.2 hereof.

**Indemnity:**

16.13 Any Senior Minister, Associate Minister, Assistant Minister, Elder, Office-bearer or any other person acting in any authorised capacity on behalf of the Assembly is hereby indemnified and saved harmless against any claim or other action against such person arising in any way out of the proper performance of their duties on behalf of the Assembly which claim or Judgment in any action and the costs thereof shall be paid for and on behalf of such person out of the Assembly assets and funds.

**17. EXECUTIVE ASSISTANCE:**

17.1 The State Executive of the Assemblies of God in Australia may be invited to hold a meeting of members or to assist or advise in the business or affairs of the Assembly by the Senior Minister, or the Board, or by a majority of the current membership of the Assembly by written and signed request notwithstanding the contrary opinion of any of these.

17.2 Such meetings shall be chaired by an appointee of the State Executive.

17.3 The meeting shall be conducted in accordance with the provisions of 15.5, 15.6, 15.7, and 15.8 except that the Agenda shall be set by the State Executive.

17.4 All business conducted shall be in accordance with the Constitution of the Assembly, and the State or National Executive official of the Assemblies of God in Australia may not institute any rule, take any action, or make any decision affecting the Assembly unless such motions are carried by a majority of the members.

17.5 Notwithstanding the attendance at any meeting of the Assembly of members of the State or National Executives of the Assemblies of God in Australia, who are not members of this Assembly, any business conducted at any such meeting in accordance with this Constitution shall be and remain of full force and effect and be binding on the members of the Assembly.

**18. AUTONOMY:**

The Assembly shall at all times be an autonomous church of the Assemblies of God in Australia unless:

1. It is a pioneer church not having achieved Registered status with the Assemblies of God or

2. Its membership has fallen below the minimum required for Registered status.

In either case it shall come under the oversight of the District Committee until such time as its Registered status is achieved or restored.

**19. LEGAL ACTION:**

No Pastor, officer, or member of the assembly may involve or bind the assembly in legal action, whether by instigation or defence, without the written consent of the Board of officers who shall bring the matter before the members of the assembly at a special General Meeting for decision.