

Multicultural Christian Fellowship of Australia Incorporated

CONSTITUTION

PART 1 - PRELIMINARY

1. NAME

Multicultural Christian Fellowship of Australia Incorporated

2. PURPOSE

To engage in the Worship of God, to share His love with the Community, to build up the body of Christ, and to be able to carry out His work to all people in all aspects of life.

3. MINIMUM NUMBER OF MEMBERS

The Fellowship should have at least 30 members.

4. DEFINITIONS

In this Constitution, unless the contrary intention appears –

"Act" means the Association Act 2003 and regulations under the Act.

"Fellowship" means the congregation or the church.

"Executive Board" means the Management Board of the Fellowship.

"Financial institution" means an authorised deposit-taking institution within the meaning of section 5 of the Banking Act 1959 of the Commonwealth.

"General meeting" means a general meeting of members convened in accordance with clause 20 to 20.2

"Member" means a member of the Fellowship.

"Inactive Member" means non-voting member excluded from the registered voting member.

"Register of members" means the register of the Fellowship members established and maintained under section 34 of the Act;

"Special resolution" means a resolution notice of which is given under clause 20.1.3 and passed in accordance with section 37 of the Act.

5. DOCTRINE

We believe in:

- A. One God, eternally existing in Three Persons - Father, Son and Holy Spirit
John 16: 12-15 Matt. 28:19
- B. The Lordship of Christ
Phil. 2:11 Rom: 1: 2-4
- C. The supreme and final authority of THE WORD in all matters of faith and conduct.
2 Tim. 3:16 2 Pet. 1:19-21

Deleted: I

Formatted: Justified

Deleted: financial

Deleted: general

Deleted: m

Deleted:

Formatted: Justified

Deleted: register

Deleted: special

- D. That all human beings are born with a sinful nature.
Rom. 1:18-22 Rom. 2:9-23 Eph. 4:24 Eph.2:1-2
- E. Jesus died to pay the penalty for our sins and rose again for our justification.
John 3:16 Rom. 5:1-12 1Cor. 15:1-58
- F. Fellowship membership by personal testimony that Jesus Christ is Lord and Saviour.
1 Cor. 12: 13 Gal. 3:27-29 Acts 2:38-47 Heb. 4:16
Heb. 13:15-16
- G. The priesthood of all believers
Rev. 1: 6 1 Pet. 2:9-10 Matt. 28:18-20 Acts 8:38
- H. The Lord's Supper and the baptism of believers
Rom. 6:1-5 Luke 22:19-20
- I. The bodily resurrection of man, the eternal blessedness of the saved and the eternal punishment of the lost.
John 5:28 Luke 16:19-31
- J. The personal, imminent return of Jesus Christ.
1 Cor. 15:51-57 Acts 1:11 1 Thes. 4:13-18

PART 2 - CONSTITUTION AND POWERS OF THE FELLOWSHIP

6. Powers of the Fellowship

- 6.1 For achieving its objects and purposes, the Fellowship has the powers conferred for by Section 11 and 13 of the Act.
- 6.2 Subject to the Act the Fellowship may do all things necessary or convenient for carrying out the objects or purposes and in particular may;
 - 6.2.1 acquire, hold and dispose of real or personal property
 - 6.2.2 open and operate accounts with financial institutions;
 - 6.2.3 invest its money in any security in which trust monies may lawfully appropriate;
 - 6.2.4 raise and borrow money on the terms and in the manner it considers appropriate
 - 6.2.5 secure the repayment of money raised or borrowed, or the payment of a debt or liability
 - 6.2.6 appoint agents to transact business on its behalf; and
 - 6.2.7 enter into any other contract it considers necessary or desirable

7. Effect of Constitution

This Constitution binds every member and the Fellowship to the same extent as if every member of the Fellowship had signed and sealed this Constitution and agreed to be bound by it.

Formatted: Justified

8. **Inconsistency between Constitution and Act**

If there is any inconsistency between this Constitution and the Act, the Act prevails.

9. **Altering the Constitution**

9.1 The Fellowship may alter this Constitution by special resolution (see section 20.1.3) but not otherwise

9.2 If the Constitution is altered, the public officer must ensure compliance with section 23 of the Act.

PART 3 - MEMBERS

10. **Membership**

10.1 **Qualification**

10.1.1 ~~Members shall be persons who demonstrate a sincere profession of faith in the Lord Jesus Christ, have been baptised as believers by immersion and agree to hold to the doctrines set forth in this Constitution under the heading "Section 5 Doctrine".~~

10.1.2 ~~Members must be at least eighteen (18) years of age.~~

10.2 **Admission for Membership,**

10.2.1 **Admission Process,**

(a) ~~Applicants must submit a completed Membership application form (approved by the Executive Board) to the Pastor/Elders.~~

(b) ~~Applicants must meet with at least two members of the Executive Board (with at least one Pastor/Elder) to discuss their testimony to faith in Jesus Christ, Membership responsibilities, the Church Constitution, By Laws, as well as the ministries of the Church.~~

(c) ~~Applicants must complete the membership class(es).~~

(d) ~~The responsible Pastor/Elder shall report on the status of the Applicant for the Executive Board's approval.~~

11. **Responsibilities of Members**

11.1 ~~Members are expected to:~~

(a) ~~Remain faithful in all the duties essential to the Christian life.~~

(b) ~~Regularly attend the worship services of the Church.~~

(c) ~~Regularly attend the General meetings (AGM & SGM) of the Church.~~

(d) ~~Give consistent support the Church's work and mission.~~

(e) ~~Actively participate in its organized efforts to carry out the ministry of the Lord Jesus Christ.~~

Formatted: Justified

Formatted: Justified

Formatted: Justified, Indent: First line: 1.25 cm

Deleted: Any person who accepts the views of faith and practice as outlined in the DOCTRINE of this Constitution may be accepted into membership. ...

Deleted: give evidence

Deleted: who

Deleted: Members must be 18 years old and above.¶

Formatted: Justified, Indent: Left: 2.5 cm, Hanging: 1.25 cm

Deleted: Application

Deleted: ¶

Formatted: Justified, Indent: First line: 1.25 cm

Deleted: 10.2.1 To apply to become a member of the Fellowship a person must;

Formatted: Justified, Indent: Left: 1.23 cm, First line: 1.27 cm

Formatted: Justified

Deleted: A

Deleted: :

Deleted: and

Deleted: its various ministries

Deleted: must

Deleted: inform

Deleted: submit a written application for membership to the Fellowship ¶

Deleted: (b) in a form approved by the Fellowship's Executive Board ...

Formatted: Font: Bold

12. **Rights of Members**

- 12.1 a member may exercise the rights of membership when his or her name is entered in the register of members.
- 12.2 a right to membership of the Fellowship is not capable of being transferred or transmitted to another person and terminates on the cessation of the membership by death, or by 5 conditions set forth in clause 16 subclauses (i) to (v) of this Constitution.

Deleted: ¶

Deleted: is entered

13. **Members' Voting Rights**

- 13.1 all members who are eighteen (18 yrs. old) or over have the right to vote at General meetings.
- 13.2 each member has one vote at General meetings.
- 13.3 a member is not eligible to vote until one month after his or her application for membership has been accepted.
- 13.4 all members who meet the age qualification and the criteria set forth in Section 10 under subclause 10.1 to 10.2 have the right to run for office during the election at the MCF Annual General Meeting.
- 13.5 members who cannot attend meetings may cast vote by proxy provided the proxy produces signed authorisation from the authorising absent member.

Deleted: g

Deleted: ¶

Deleted: ¶

14. **Access to information on Fellowship**

- 14.1 The following must be available for inspection by members
 - (i) a copy of this Constitution
 - (ii) minutes of general meetings
 - (iii) annual reports and annual financial reports

Deleted: Parishioners

Commented [JM1]: To be removed on the next Board meeting

Deleted:

Deleted: who is still making up his/her mind whether to become a member must not vote, but may have other rights as determined by the Executive Board or by resolution at a general meeting. ¶

Deleted:

Deleted: will

Formatted: Justified, Indent: Left: 1.25 cm, Hanging: 1.25 cm

Deleted: ¶

Formatted: Font: Not Bold

Deleted: M

Deleted: s

Deleted: to discontinue

Deleted: the

Deleted: through

Deleted: If a

Formatted: Indent: Left: 2.5 cm

Deleted: b

Deleted: they

15. **Visiting/Regular Attendees**

15.1 A regular or visiting attendee to the Fellowship service and activities who cannot vote and hold leadership roles.

16. **Discontinuance of Membership**

- 16.1 The Executive Board shall prayerfully review the register of members every 12 months or as required.
- 16.2 Any member may request discontinuation of membership by submitting a written request to the Executive Board.
- 16.3 Exclusion/disciplinary action subject to Section 17.
- 16.4 Absenteeism
 - 16.4.1 Any member who is continually and/or unreasonably absent from Sunday worship services for a period of more than 6 months without prior notification to the Executive Board, may be removed from membership.

~~(a) In such cases, the Pastor/Elders shall make reasonable efforts to contact the member and seek resolution of the situation (Ezek 34:4). Should these efforts be unsuccessful, the Pastor/Elders shall recommend to the Executive Board, that the member be removed from membership.~~

~~(b) If the Executive Board consents to the discontinuance of membership, the Pastor/Elders shall notify the individual that their membership has been discontinued.~~

~~(c) Pastor/Elders may recommend to the Executive Board that the member shall be classified as an inactive member.~~

~~(i) Inactive members have to request to the Pastor/Elder for their membership to be reactivated and subject to Section 10.2.1(d).~~

~~16.5 If a member dies or the whereabouts of a member is unknown, the Executive Board shall cancel the member's membership.~~

17. Fellowship discipline and restoration of members

17.1 If the Executive Board considers that a member's conduct is unbecoming of a Christian or for any other cause promotes discord and injures the unity and effectiveness of the Fellowship, the following steps shall apply.

- (i) before any step towards expulsion or suspension may be considered, counselling and discipline by the eldership of the Fellowship will first be tried.
- (ii) if counselling did not work and a suspension or expulsion is considered:
 - (a) the Executive Board must give the member a written notice that ~~includes~~ the time, date and place of the Executive Board meeting at which the question of that suspension or expulsion will be decided and
 - (b) particulars of the member's conduct and
 - (c) this notice must be given to the member not less than 30 days before the date of the Executive Board meeting referred to in paragraph 17.1 (ii) (a) shall take place.

17.2 At the meeting the Executive Board must afford the member a reasonable opportunity to be heard or to make representation in writing.

17.3 The Executive Board may suspend or expel or decline to suspend or expel the member from the Fellowship and must give a written notice of the decision and the reason for it to the member.

17.4 The decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.

18. Appeals against suspension or expulsion

Deleted: S

Deleted: will try

Formatted: Indent: First line: 0 cm

Deleted: person

Deleted: resolve

Deleted: However, if these efforts fail,

Deleted:

Deleted: wil

Deleted: l

Deleted: b

Deleted: person

Deleted: b

Deleted: express their

Deleted: p

Deleted: e

Deleted: will

Deleted: person

Deleted: they are no longer a member.

Deleted: will

Formatted: Justified, Indent: Left: 5.25 cm

Deleted: (i) by letter of transfer to another church¶
(ii) by written request¶
(iii) exclusion/disciplinary action

Deleted: (iv) notice of resignation addressed and posted to the Fellowship or given personally to the Secretary or another Executive Committee member¶

Deleted: (v)

Deleted: i

Deleted: Committee

Formatted: Justified

Deleted: includes;

Deleted: e

- 18.1 A member who is suspended or expelled may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Executive Board's decision.
- 18.2 The appeal must be considered at a general meeting of the Fellowship and the member must be afforded a reasonable opportunity to be heard at the meeting to make representations in writing prior to the meeting for circulation at the meeting.
- 18.3 The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Executive Committee to suspend or expel the member.
- 18.4 The member is not suspended or does not cease to be a member until the decision of the Executive Board to suspend or expel him or her is confirmed by a resolution of the members.

Formatted: Justified

PART 4 - GOVERNMENT STRUCTURE

19. Management and Eldership

Formatted: Justified

19.1. Qualification should be based on 1 Timothy 3:1-7 and Titus 1:5-9 -

- (i) Tim. 3:1-7 (NKJV)
 - v.2 must be blameless, the husband of one wife, temperate, sober-minded, of good behaviour, hospitable, able to teach;
 - v.3 not given to wine, not violent, not greedy of money but gentle, not quarrelsome, not covetous;
 - v.4 one who rules his own house well, having his children in submission with all reverence,
 - v.5 not a novice, lest being puffed up with pride he fall into the same condemnation as the devil
 - v.7 he must have a good testimony among those who are outside, lest he fall into reproach and the snare of the devil.
- (ii) Titus 1:5-9 (NKJV)
 - v.5 Elders
 - v.6 blameless, husband of one wife, having faithful children not accused of dissipation or insubordination.
 - v.7 steward of God, not self-willed, not quick-tempered, not given to wine, not violent, not greedy for money
 - v.8 hospitable, lover of what is good, sober-minded, just, holy, self-controlled
 - v.9 holding fast the faithful word as he has been taught, that he may be able, by sound doctrine, both to exhort and convict those who contradict.

19.2 Form of Government

19.2.1 The government of this Fellowship shall be congregational in form, autonomous in nature, and therefore self-governing, self-supporting, self-propagating and responsible directly to the spiritual Head - Jesus Christ.

19.2.2 The only authority for faith and conduct is the Bible, the Word of God.

19.2.3 The Fellowship is governed through its Pastors working as part of the Executive Board

19.2.4 The Pastor and any Assistant Pastors, as needed

- (i) The Pastors shall be elected by the congregation with a special resolution (see 20.1.3) after recommendation by the Executive Board. The election shall be done by secret ballot. The congregation shall diligently and in faith seek the guidance of the Holy Spirit.
- (ii) A Pastor shall continue his office until he resigns or until his resignation is requested at a special meeting called for the purpose.
- (iii) Thirty days' notice must be given to the Pastor or the Fellowship if a contract is to be terminated, unless waived by mutual consent

19.3 The Executive Board

The Executive Board consists of Elders (including Pastors), the Secretary, the Treasurer and the Deacons who were elected at Annual General Meetings or Special General meetings.

19.3.1 Delegation

- (1) The Executive Board may delegate to a subcommittee or member or staff any of its powers and function other than:
 - (i) the power of delegation
 - (ii) a duty imposed on the Executive Board by the Act or any other law
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Executive Board considers appropriate,
- (3) The Executive Board may, in writing revoke wholly or in part the delegation.

19.3.2 Duties of the Members of the Executive Board

19.3.2.1 Pastors and Elders

- (i) To the overseeing, shepherding, teaching, serving, and ministering to all members
- (ii) They shall supervise the evangelistic outreach of this Fellowship
- (iii) They shall examine all candidates for baptism and Fellowship membership

Deleted: ¶

Deleted: ¶

Formatted: Justified, Indent: Left: 0 cm

Formatted: Justified

- (iv) They shall visit members frequently for the purpose of encouragement.
- (v) They shall visit the sick and the needy.
- (vi) Pastors shall conduct Sunday and Holy Day service, weddings, baptism, dedications, funeral services and deliver sermons.
- (vii) They shall administer church discipline
- (viii) In the absence of the Pastor, the Elders shall assume his duties and responsibilities.

Deleted:
Deleted: the
Deleted: his/her

19.3.2.2 Collective Responsibility of the Executive Board

- (viii) The Executive Board may exercise all the powers of the Fellowship except those matters that the Act or this Constitution requires the Fellowship to determine through general meeting of members.
- (ix) The Executive Board may appoint or remove staff or appointees.
- (x) The Executive Board may establish one or more subcommittees consisting of the members of the Fellowship the Executive Board considers appropriate.
- (xi) Elect or appoint one member or one Executive Board member as Public Officer if the elected secretary is not willing to take on the job of public officer.
- (xii) Delegate if needed any of its powers and function to a subcommittee subject to the limitations specified in clause 19.3.1 subclause 1 to 3.
- (xiii) As soon as possible after being elected to the Executive Board, a member must become familiar with the Act and regulations made under the Act.
- (xiv) Ensure that the Fellowship complies with the Act and regulations made under the Act.

Deleted: ¶
¶

19.3.2.3 The Secretary

- (i) Keeps a careful record of all the minutes of Fellowship meetings, reading them to correction and approval when called for.
- (ii) Takes, prepares and distributes minutes of the officers' meetings and Fellowship business meetings.
- (iii) Record and notify any incoming correspondence and write outgoing correspondence as requested by the Executive Board.
- (iv) Keep records, on file of all important documents of the Fellowship.
- (v) If willing, act as the Public Officer of the Fellowship. Duties will be according to the Association Act (NT) 2003.

(vi) Maintain the register of members in accordance with section 34 of the Act.

Deleted:

19.3.2.4 The Treasurer

Deleted: ¶

(i) Oversee and maintain the church's financial records, ensuring adherence to Executive Board policies, accounting standards, and proper stewardship of financial assets.

Deleted: Keeps an account of all monies received from the Fellowship and all monies expended, taking receipts for all disbursements and keeping a ledger of such.

(a) The Treasurer shall nominate a Bookkeeper, either from the Fellowship or outsourced, who agrees to the duties and confidentiality of the role in accordance with the approved guideline. The nomination must be approved by the Executive Board and recorded in the minutes to ensure segregation of duties, thereby preventing any single individual from having control over both transaction authorisation and record-keeping.

Formatted: Justified

Deleted: according

Deleted: to

Deleted: one

Deleted: controlling

(ii) Ensure that necessary insurance (e.g., property, worker(s) compensation, officer's liability with indemnification) is secured, regularly reviewed, and maintained.

Deleted: Oversees the process and delegates the counting of the regular offering, recording in the original book of entry (signed by at least 2 authorised members counting the offering) and the depositing into a bank account.

(iii) Establish and maintain clear policies, internal controls, and practices governing the collection, handling, recording, receipting, use, and reporting of church funds.

Deleted: Prepares and submits the financial records for audit as directed by the Executive Board and as required by the external Auditor.

(iv) Oversees the process and delegates the counting of the regular offering, recording in the original book of entry (signed by at least 2 authorised members counting the offering) and the depositing into a bank account.

Deleted: ¶

(v) Prepares and submits the financial records for audit as directed by the Executive Board and as required by the external Auditor.

Deleted: Prepares and submits annual church budget for Executive Board's approval and then to members of the congregation for approval at a special general meeting.

(vi) Prepares and submits annual church budget for Executive Board's approval and then to members of the congregation for approval at a special general meeting.

Deleted: i

Formatted: Justified

Deleted: (v)

Deleted: ix

Deleted: (vi)

(vii) Gives treasurer's report at all regular meetings of the Executive Board.

Deleted: Ensure cheques are signed by him/her and at least one other approved signatory. This also applies to electronic payments. Ensure cheques are signed by him/her and at least one other approved signatory. This also applies to electronic payments. ¶

¶
(vii)

(viii) The Treasurer shall ensure that all cheques, as well as electronic payments, are executed with the signatures of both the Treasurer and at least one other authorised signatory, who must be a member of the Executive Board, with the exception of the bookkeeper.

Deleted: excluding

Deleted: the

Deleted: b

Deleted: ¶

19.3.2.5 The Diaconate

The Deacons are elected by the congregation.

Responsibilities:

Deleted: The Treasurer is automatically a member of the Diaconate....

(i) Take charge of all properties of the Fellowship and the maintenance of the same.

Deleted: (ii) The Treasurer, shall exercise general supervision over the financial affairs of the Fellowship. ¶

(ii) Together with the Eldership shall administer, all legal affairs of the Fellowship.

Deleted: i

- (iii) Work harmoniously and coordinate with the Eldership in the overall ministry of the Fellowship.

Deleted: v

Deleted:

19.3.2.6 The Pastor Emeritus

Formatted: Font: Bold

Formatted: Font: Bold

(i) Eligibility

(a) A Pastor who has faithfully served MCFA for many years and retires while retaining active membership, with his agreement, may be honoured with the title Pastor Emeritus

Formatted: Indent: Left: 4.5 cm, Hanging: 0.75 cm

(b) Appointment shall be initiated by the Senior Pastor and Executive Board, and confirmed by congregational approval at a General Meeting.

(ii) Nature of the Title

(a) The title Pastor Emeritus is honorary, distinct from the active responsibilities and leadership of the Senior Pastor and Associate Pastors.

Formatted: Indent: Left: 4.5 cm, Hanging: 0.75 cm

(b) It carries no governing authority or decision-making powers within the church.

(iii) Scope of Involvement

At the invitation and direction of the Senior Pastor and with Executive Board concurrence, the Pastor Emeritus may contribute through:

(a) Occasional participation in special services (weddings, funerals, guest preaching, teaching, shepherding, counselling visiting).

Formatted: Indent: Left: 4.5 cm, Hanging: 0.75 cm

(b) Mentorship or advisory input if requested by leadership.

(c) Presence at church events as a respected elder.

(iv) Review

The Senior Pastor and Executive Board may periodically review the role to ensure it serves both the congregation and the support of current leadership.

(v) Governance

The Pastor Emeritus may attend Executive Board meetings in an advisory capacity but shall not possess voting rights or be counted toward quorum requirements.

Formatted: Justified, Indent: Left: 5 cm, First line: 0 cm

Deleted: Executive Executive ¶

19.3.2.7 The Public Officer

Formatted: Font: (Default) Arial

Deleted: 6

- (i) Subject to the Executive Board's decision a Public Officer may be elected or appointed.

Formatted: Justified

- (ii) Duties of the Public Officer shall be in accordance with section 23, 28 and 45 of the Act.

- (iii) The Public Officer must keep a current copy of the Constitution of the Fellowship.

Deleted:

PART 5 - MEETINGS

Deleted: ¶

20. MEETINGS

Formatted: Justified

20.1 Annual General Meeting (AGM)

- (A) The Fellowship shall hold its annual general meetings within 5 months after the end of the Fellowship's financial year.
- (B) Notice of the meeting shall be posted and announced three weeks prior to the meeting specifying date, venue and particulars of the meeting.
 - (i) Candidates shall be nominated in writing by two voting members with the consent of the nominee, submitting their nomination to the secretary no less than three week before the election.
 - (ii) Election shall be by secret ballot.
 - (iii) Elders, Deacons, Treasurer, and Secretary (numbers to be decided by the Fellowship from time to time), shall be elected for a term of two years. On completion of a term of service he/she is eligible for re-election.
 - (iv) Interim vacancies (Elders, Deacons, Treasurer, and Secretary) maybe filled as determined by the Executive Board via election through a special general meeting.

Deleted: one

Deleted: and

Deleted: (

Commented [JM2]: To be amended next AGM 2026 "Whether Deacon's terms need to be extended"

Deleted:

Deleted: soon as possible

Deleted: by

20.1.1 The order of business for each annual general meeting is as follows:

- (i) first - the financial reports and reports of the Pastor and the various relevant subcommittees
- (ii) second - the election of new Executive Board members
- (iii) third - any other business requiring consideration by the Fellowship at the meeting.

20.1.2 Quorum

A quorum shall consist of at least 50% of the voting members of the congregation.

20.1.2.1 Lack of quorum

If within 30 minutes after the time specified time in the notice for the holding of a general meeting a quorum is not present

- (a) for an annual general meeting or special general meeting the meeting stands adjourned to the same time on the same day in the following week and to the same place.

- (b) if within 30 minutes after the time appointed by subclause (1) (a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of the general meeting as if a quorum were present

20.1.3 Special Resolution

A resolution of an incorporated Fellowship must be taken to be a special resolution if;

- (i) it is passed in a general meeting of the Fellowship, being meeting of which at least 21 days' notice, accompanied by notice of intention to propose the resolution as a special resolution, has been given to the members of the Fellowship; and
- (ii) it is passed by at least three quarters 75% of the votes of those members of the Fellowship who, being entitled to vote, vote in person or, by proxy at the meeting.

20.2. Special General Meeting

20.2.1 A Special General Meeting follows the same rules as the Annual General Meeting except that:

- (i) The Pastor and a member of the [Executive](#) Board with the endorsement of five (5) other members may convene a Special General Meeting.
- (ii) After the written endorsement is received, the members shall be given 21 days notice before the meeting is held.
- (iii) The meeting shall deal only with matters specified in the notice of the meeting.

20.2.2 The secretary must give notice of all general meetings by

- (i) serving it personally or
- (ii) sending it by ordinary post to a member at his address stated in the register of members
- (iii) By sending through electronic mail

20.3 Executive Board Meetings

20.3.1 The Executive Board shall meet every 6 weeks or as the Executive Board sees fit.

20.3.2 The meeting shall be chaired by an appointed chairperson (usually the Pastor) or by an appointed vice-chairperson, the latter chairing the meeting in the absence of the former.

20.3.3 There should be a quorum of [at least](#) 50% before a meeting could proceed.

20.3.4 Each member present at the meeting has a deliberative vote.

20.3.5 Decisions on issues should be decided by a majority vote.

20.3.6 If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.

20.3.7 A written record/minutes of the meeting shall be taken by the Secretary.

20.3.8 The Congregation shall be notified of the outcome of the meeting either verbally or in writing.

21. Disclosure of Interest

(1) An Executive Board member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Fellowship must disclose the nature and extent of the interest to the Executive Board in accordance with section 31 of the Act.

Deleted: e

Deleted: b

Deleted: e

(2) The secretary must record the disclosure in the minutes of the meeting.

(3) The chairperson must ensure of an Executive Board member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.

Deleted: e

Deleted: b

Deleted:

Formatted: Justified

PART 6 - GRIEVANCE & DISPUTES

22. Grievance and Disputes

Formatted: Justified

22.1 This clause applies to disputes between –

- (i) a member and another member; or
- (ii) a member and the Executive Board

22.2 Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible resolve the dispute.

22.3 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 10 days after the meeting, hold another meeting in the presence of a mediator.

22.3.1 A mediator must be –

- (A) a person chosen by agreement between parties; or
- (B) in the absence of an agreement
 - (i) for a dispute between a member and another member, a person appointed by the Executive Board or
 - (ii) for a dispute between a member and the Executive Board, a person who is a mediator appointed or employed by the department administering the Act

22.3.2 A member of the Fellowship can be a mediator

22.3.3 The parties to the dispute must in good faith, attempt to settle the dispute by mediation.

22.3.4 The mediator in conducting the mediation 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 natural justice is accorded to the parties to the dispute throughout the mediation process.

22.3.5 The mediator must not determine the dispute.

22.3.6 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 7 - FINANCIAL MANAGEMENT

23. Financial Year

23.1 The financial year of the Fellowship shall be from the first day of July to the thirtieth (30th) day of June of the following year.

23.2 Funds and Accounts

23.2.1 The Fellowship shall open an account with a financial institution from which all expenditure of the Fellowship is made and into which all the Fellowship's income is deposited.

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

23.2.3 Subject to the restrictions imposed by the Fellowship at a general meeting, the Executive Board may approve expenditure on behalf of the Fellowship within the limits of the budget.

23.2.4 Ensure cheques are signed by him/her and at least one other approved signatory. This also applies to electronic payments.

23.2.5 All funds of the Fellowship must be deposited into the financial account of the Fellowship no later than 5 working days after receipt or as soon as practicable after that day.

23.3 Accounts and Audits

23.3.1 The members of the Executive Board have collective responsibility that compliance of the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to;

- (i) the keeping of accounting records
- (ii) the preparation and presentation of the Fellowships' annual statement of accounts and

Deleted: ¶

Deleted:Page Break.....

Deleted: ¶

Formatted: Justified

(iii) auditing of the Fellowship's accounts.

23.3.2 Copies of the audited Financial Statements of the Fellowship shall be distributed to the congregation two weeks prior to the Annual General Meeting.

Formatted: Justified

PART 8 - MISCELLANEOUS

24. Dissolution

Deleted: ¶

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

10 October 2020