

Constitution of Inglewood Community Church Inc June 2019

Name of Association

- 1) The name of the association is Inglewood Community Church Inc hereinafter referred to as “The Church”.

Objects of The Church

- 2) The objects of The Church are to help people say yes to Jesus by walking with them on their journey of faith through the following:
 - a) Pointing people to Jesus
 - b) Equipping people to grow closer to Jesus and serve Him in The Church, the community and their own family
 - c) Serving people; meeting the needs of the world around us, and addressing injustice
 - d) Encouraging each other as we follow Jesus together

Affiliation

- 3) The Church shall be an affiliated member of The Baptist Union of Western Australia Incorporated (BUWA), also known as, Baptist Churches Western Australia (BCWA). As such The Church shall participate in training and support programs and help promote the regional ministry of the BCWA. This membership shall be a voluntary, covenant relationship among like-minded congregations that remain legally autonomous while interdependent in mission.
- 4) The Church shall maintain a heritage link with Churches of Christ WA (COCWA). As such, The Church shall promote an ongoing working relationship between BCWA and COCWA.

Membership of The Church

Eligibility

- 5) Membership of The Church;
 - a) is open to those who repent and confess their faith in the Lord Jesus Christ as the Son of God and their personal Saviour and who are seeking to be obedient to Him,
 - b) is open to those who support water baptism,
 - c) is open to those who support the objects (as per rule 2), vision and mission of The Church,
 - d) requires ongoing approval by the Leadership Team,
 - e) is open to those eighteen years of age and over,

f) requires ongoing adherence to the rules of this constitution.

Admission of Members

- 6) A person who wishes to become a member must apply for membership to the Leadership Team.
- 7) The Leadership Team must consider each application made at a Leadership Team meeting. The decision to approve or reject the application must be made by the completion of the next non-electronic Leadership Team meeting. The Leadership Team must advise the applicant of the decision within 14 days of the decision being made.
- 8) An applicant for membership of The Church becomes a member when the Leadership Team approves the application.
- 9) If the Leadership Team rejects the application, the Leadership Team is not required to give the applicant its reasons for doing so.
- 10) If an applicant, whose application for membership of The Church is rejected, wishes to appeal against that decision, they must give notice to the Leadership Team of their intention to do so within a period of 14 days from the date they were advised of the rejection.
- 11) Membership of The Church is free, but members are encouraged to give regularly and in accordance with their means in general and special offerings to support the ministry and mission of The Church.

Register of Members

- 12) A membership register shall be kept by The Church which shows the member's;
 - a) name,
 - b) residential, postal or email address,
 - c) date of acceptance of membership, and
 - d) date of conclusion of membership.
- 13) The membership register shall be updated with the date of conclusion of membership when membership ceases.

Expulsion of Members

- 14) Members of The Church will be removed from membership upon decision of the Leadership Team. Factors influencing this decision include;
 - a) disqualification under Biblical principles,
 - b) lack of attendance,
 - c) death
- 15) Any person removed from membership in The Church may appeal the decision by lodging an appeal in writing to the Leadership Team within four weeks of the removal.
- 16) The Leadership Team must provide the appellant an opportunity to present their case within four weeks of receipt of the membership removal appeal.

- 17) The appellant may engage a representative from the BCWA to mediate in the presentation of the appellant's case.
- 18) The Leadership Team must advise the appellant of the outcome of the appeal within two weeks of the appellant presenting their case.

Leadership Team

- 19) The Leadership Team, as the management committee of The Church, are accountable for upholding the objects (as per rule 2) and policies of The Church as the fundamental principles upon which The Church is guided.
- 20) The Leadership Team have a responsibility to model the objects (as per rule 2), values, vision and mission of The Church and maintain the highest personal standards of participation, service, and supportiveness.
- 21) The Leadership Team, shall consist of a minimum of four members, including the Senior Pastor (who shall be the only paid member of staff on the Leadership Team).
- 22) The Leadership Team shall develop and maintain policies which provide the controls and boundaries for the operation of The Church.
- 23) A Leadership Team member is entitled to be paid out of the funds of The Church for any out of pocket expenses properly incurred with connection with The Church's operation. Such payments must be authorised by decision of the Leadership Team.
- 24) A Leadership Team member is not liable in respect of the liabilities of The Church.

Appointment of Leadership Team Members

- 25) The existing Leadership Team shall decide on a nominee from the membership of The Church to join the Leadership Team. Only members who have held membership for a minimum of 12 months may be nominated.
- 26) Leadership Team nominees are to be announced to the membership over a period of at least three weeks. During this time the members may express any concerns in writing to the Leadership Team.
- 27) The appointment of a Leadership Team member will be decided by a 75% secret ballot vote of the members of The Church present at a general meeting.

Conclusion of Leadership Team Members

- 28) An individual will be removed from the Leadership Team by decision of the Leadership Team.
- 29) An individual may resign from the Leadership Team by a written resignation to the Leadership Team.

Filling a Vacancy of the Leadership Team

- 30) In the event of the vacancy of a Leadership Team position, the Leadership Team may appoint a person from the membership of The Church, to temporarily fill the vacancy on the Leadership Team. Only members who have held membership for a minimum of 12 months are eligible.
- 31) All temporary Leadership Team members are concluded from their position on the Leadership Team at Annual General Meetings (AMG). Alternatively, they could be

appointed to the Leadership Team according to rules 25 through 27 (Appointment of Leadership Team Members).

Senior Pastor

- 32) The Senior Pastor will be entitled to payments as stipulated in the terms of the Senior Pastor's employment contract.
- 33) Beyond the accountabilities and responsibilities of a Leadership Team member, the Senior Pastor will set the values, vision and mission of The Church, with approval of the Leadership Team.
- 34) The Senior Pastor will create an annual plan, with approval of the Leadership Team, to achieve the objects of The Church (as per rule 2). The plan shall include the goals, strategies and resource requirements.
- 35) The Senior Pastor shall be accountable to the Leadership Team for the execution of the strategies in the annual plan.
- 36) The Senior Pastor appoints and oversees paid and unpaid staff to assist in the operations of The Church. These staff appointments are made in consultation with the Leadership Team.

Appointment of a Senior Pastor

- 37) The Leadership Team shall decide on a nominee for the role of Senior Pastor.
- 38) The Senior Pastor nominee is to be announced to the membership, including payment terms and conditions of the appointment, over a period of at least three weeks. During this time the members may express any concerns in writing to the Leadership Team.
- 39) The Senior Pastor is appointed by a 75% secret ballot vote of the members of The Church present at a general meeting.

Conclusion of a Senior Pastor

- 40) Three months notice shall be given by the Leadership Team or the Senior Pastor before the Senior Pastor's position is concluded, unless another period is negotiated.
- 41) The Senior Pastor shall be terminated by a 50% secret ballot vote of the members of The Church present at a Special General Meeting called for that purpose.
- 42) The Church and the Leadership Team shall treat the Senior Pastor with fairness and dignity upon the conclusion of the Senior Pastor's position.

Meetings of The Church

Meeting Minutes

- 43) The Leadership Team ensures proper minutes of all proceedings of General Meetings and Leadership Team meetings are recorded and kept with the records of The Church.

Leadership Team Meetings

- 44) The Leadership Team will meet to decide on all things necessary or convenient for the proper management of The Church that are not subject to the Act or these rules. This may be done electronically.

- 45) The Leadership Team shall appoint a Chairperson. If the Chairperson is not available to perform their duties, the Leadership Team shall appoint an acting Chairperson.
- 46) The Quorum required for meetings of the Leadership Team is an attendance of at least 60% of the Leadership Team members. Meetings and decisions may also be made through electronic means.
- 47) Decisions of the Leadership Team shall be made based on a majority vote of Leadership Team members present at that meeting. In the event of a split vote, further discussion will be called for, after which another vote shall be taken. In the event of a continuing split vote, the matter shall be deemed unresolved and open for discussion at the next Leadership Team meeting. Should the matter require resolution because of time deadlines, then the Leadership Team Chairperson shall cast their vote thus resolving the decision. The Chairperson will not vote unless he or she is resolving a split decision.
- 48) Decisions of the Leadership Team shall be recorded in writing and where appropriate, policies adjusted to reflect the decision.
- 49) All conflicts of interest must be declared before discussion, minuted and the relevant member may be barred from discussion and/or voting by a decision of the remaining Leadership Team.

Annual General Meeting (AGM)

- 50) The AGM shall be convened annually at a time decided by the Leadership Team who shall give at least two weeks' notice of the time and place to all members of The Church. The AGM must be convened within 4 months of the end of The Church financial year.
- 51) The Agenda of the AGM shall include, but not be limited to:
 - a) Approval of the minutes from the previous AGM and any subsequent SGMs.
 - b) An annual report from the Senior Pastor.
 - c) A financial report for the preceding financial year.
 - d) Approval of the budget for the current financial year.
- 52) The AGM agenda is to be compiled by the Leadership Team and members may propose items by submitting them in writing to the Leadership Team at least one week prior to the meeting.
- 53) Discussion at the AGM will be limited to the items appearing on the agenda at the discretion of the Chairperson.
- 54) No item, which is raised without notice, will be put to a vote until the Leadership Team has had reasonable time to consider it.

Special General Meetings (SGM)

- 55) A SGM may be called by the Senior Pastor or Leadership Team.
- 56) A SGM may also be called by the membership provided that:
 - a) A minimum of 25% of members of The Church request that the SGM be held, in writing to the Leadership Team on a document signed by the members requesting the meeting, and;

- b) Prior to any SGM being called, the matter to be taken to The Church must be presented to the Leadership Team for consideration.
- 57) The party that called the SGM will provide at least two weeks' notice of the time, place and agenda for a SGM is to be given to the members of The Church.

Quorum and Proceedings at General Meetings

- 58) The Quorum at any General Meeting shall be 20% of active members or 15 members, whichever is the lesser amount, who must be physically present. Any meeting that fails to achieve a quorum is to be postponed for at least seven (7) days. If the quorum is not achieved at the second meeting, the business shall be referred to the Leadership Team for a decision.
- 59) The Leadership Team will appoint the Chairperson for the general meeting.
- 60) All members are entitled to one vote on any motion put to a vote at a General Meeting. A motion is carried by a 50% vote of the members of The Church present at a general meeting, unless specified otherwise.
- 61) Voting may be by a show of hands, at the discretion of the Chairperson, except where the vote is regarding any individual person, or group of persons. Under these circumstances a secret ballot must be conducted.
- 62) The following matters must be decided by a General Meeting:
- a) The appointment of a Leadership Team member
 - b) The appointment of a Senior Pastor
 - c) Approval of the Church Budget
 - d) The purchase, sale or significant development of land and property
 - e) The change to any part of this Constitution
 - f) The dissolution of The Church

Business Procedures

- 63) The Church shall always operate as a not for profit organisation.
- 64) The property and income of The Church must be applied solely towards the promotion of the objects (as per rule 2) and purposes of The Church and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects.
- 65) Payment may be made to a member out of the funds of The Church only if:
- a) The payment in good faith to the member as a reasonable remuneration for any services provided to The Church, or for goods supplied to The Church, in the ordinary course of business; or
 - b) The payment of interest, on money borrowed by The Church from the member, at a rate not greater than the secured lending rate of the financial institution with which The Church conducts its financial affairs.
 - c) The payment of reasonable rent to the member for premises leased by the member to The Church; or

- d) The reimbursement of reasonable expenses properly incurred by the member on behalf of The Church.
- 66) The Church must have a Common Seal, which shall be held in the custody of the Leadership Team and shall not be applied to any document without the express authorisation of the Leadership Team and in the presence of at least two members of that team.

Financial Considerations

- 67) The financial year of The Church shall begin on February 1st and conclude on January 31st.
- 68) The Leadership Team will create fiscal policies to govern the financial operation of The Church.
- 69) Accurate records are to be maintained of all income and expenditure accounts within The Church. These records are to be reviewed annually.
- 70) Financial donations given to The Church may not be put to any use other than that specified, without the approval of the donor or, in the event that the donor's approval cannot be reasonably obtained, the Leadership Team may redirect the use of such funds and the members shall be advised of the outcome.

Church Records

- 71) The records of The Church shall be held in the custody of the Leadership Team.
- 72) The records of The Church shall be made available for inspection by any member who;
 - a) Makes a request in writing to the Leadership Team, and
 - b) The records requested are not of a confidential nature.
- 73) Personal records of staff members (paid or unpaid) are confidential and shall only be made available to lawfully authorised persons under the supervision of the Senior Pastor.

Constitution of The Church

- 74) The Church may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in the Act.
- 75) Changes to this constitution shall be approved by a 75% vote of the members of The Church present at a general meeting. The full text of the proposed changes shall be made available to all members at least two weeks prior to the meeting at which the proposal will be presented.

Dispute Resolution

- 76) A dispute under or relating to the rules of this constitution can occur between members or between members and The Church. These disputes will be managed according to rules 77 through 80 unless resolved.
- 77) The first step towards dispute resolution is for the parties of a dispute to meet and discuss the matter in dispute.
- 78) The second step towards dispute resolution is for either party to take a witness to a meeting with the other party.

- 79) The third step towards dispute resolution is for either party to take the dispute to the Leadership Team for discussion. This step is not applicable if the Leadership Team is a party of the dispute.
- 80) The fourth step toward dispute resolution is for either party to take the dispute to Baptist Church Western Australia for a decision. The decision will be binding on both parties to the dispute.

Dissolution

- 81) The Church may be dissolved by a 75% vote of the members of The Church present at a general meeting.
- 82) If upon the winding up or dissolution of The Church there remains after satisfaction of all its debts and liabilities any property whatsoever, the same must not be paid to or distributed among the members, or former members. The surplus property must be given or transferred to another church or association incorporated under the Act which has similar objects and which is not carried out for the purposes of profit or gain to its individual members, and which association shall be determined by resolution of the members of The Church.
- 83) In the event of no decision being made by The Church then the Baptist Churches Western Australia Incorporated may make such a decision on behalf of The Church.