

# CONSTITUTION

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## ***CRC CHURCHES INTERNATIONAL VICTORIA INCORPORATED***

### **1. PREAMBLE**

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CRC Churches International Victoria Incorporated, formerly known as Christian Revival Crusade Victoria Incorporated, first incorporated in 1999, is affiliated with a group of autonomous churches in Australia known as the CRC Churches International Australia Incorporated (A1283). This association was first incorporated in 1999 with Pastor Mike Cronin as the Chairman. The unincorporated State Council arm was first formed, after the National body adopted a new constitution allowing this, in 1959, and Pastor Don Dawson was the first State Chairman.

The CRC is a co-operative fellowship of churches and Ministers based on mutual love, respect, loyalty, and recognition of the sovereignty of each Church and individual, as expressed in the Charter of CRC Churches International Australia.

CRC Churches International Victoria Incorporated has expression through its Ministers and Churches working together in co-operative fellowship on the same principles of mutual love and respect. Each Local Church and Minister accepts the requirements of the Charter and National Constitution of CRC Churches International Australia Incorporated and the Victorian State Constitution.

### **2. NAME**

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The name of the Incorporated Association is **CRC CHURCHES INTERNATIONAL VICTORIA INCORPORATED**, herein elsewhere referred to as CRC Churches International Victoria Incorporated or “the Association”.

The registered office of the Association shall be situated at a location in the State of Victoria as determined, from time to time, by the State Executive

Local Churches are at liberty to retain or adopt any local name they desire, with acknowledgement that the Church is affiliated with the CRC Churches International Victoria Incorporated.

### **3. DEFINITIONS**

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Words or expressions contained in this Constitution shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

Otherwise words shall have the meaning attributed to them in the Glossary, see Clause 31

### **4. PRINCIPLES AND OBJECTIVES**

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- 4.1. The State Council accepts the Vision, Mission, Values, Ministry Focus, Ethics and Beliefs set down in the "Charter of CRC Churches International", (hereinafter referred to as the 'Charter') and the approved policy documents of CRC Churches International.
- 4.2. The approved policy documents of the CRC Churches International are those documents so designated by resolution in accordance with clauses 4.3-4 & 8.4.1.1 of the National Constitution.
- 4.3. From time to time the State Executive may itself develop policies, or else adopt a document as a guideline, which may be offered and recommended for use by the Local Churches and may also develop policies and guidelines for the operation of state bodies and other sub-committees to abide by.
- 4.4. The State Council exists to represent the CRC in Victoria in the promotion of Jesus Christ and to therefore and otherwise facilitate: the training and recognition of ministers relating to the state; the ongoing provision of training opportunities for ministers, leaders and lay people; the maintenance of CRC standards of ethics; the promotion of home and overseas mission in the planting and the recognition of outreach churches and ministries through governing or sponsoring churches; the formal recognition of affiliating churches; the provision of services and departments such as youth and children, etc., to work with churches and regions accordingly; the encouragement and recognition of CRC ministry networks and activities, etc. for ministers; the representation of the CRC in other forums including representation on other bodies where there is a common interest such as interdenominational bodies and events; the promotion and support and establishment of other para-church organisations such as Christian schools, bible societies, missions societies, mercy ministries, charitable bodies etc; and cooperation with secular organisations with a public interest resonating with the Christian cause or ethics; and to therefore raise whatever resources and assets which may be required to sustain the current and future needs of the State Council in whatever capacity it may be able and may so determine in fulfilling these purposes.

## **5. LOCAL CHURCH AFFILIATION**

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### **5.1 Affiliation of Local Churches**

Local Churches may affiliate and be registered in the CRC directory by filling out the application form provided regardless of their governance arrangement to wit being legally a department or a site of an existing church or being separately incorporated or not as explained in the following clauses.

- 5.1.1 In the case of those churches affiliating as a separately constituted church the constitution must also accept the Charter, the National Constitution and this State Constitution and approved policies of the CRC Churches International and other principles highlighted in the notes to the National Council template for CRC constitutions in Australia. However where its membership comprises, in a city Church, less than a minimum of 75 regular adult attendees (of whom 40 are members) and, in a country Church, less than a minimum 50 regular adult attendees (of whom 30 are members), with a viable and competent Board as determined by the State Executive as described in these rules, then the Governance of the Church may, by State Executive direction, be required to be that of a Governing Church.
- 5.1.2 In the case of those churches affiliating as a department or site of an existing church the constitution of the Governing Church must also accept the Charter, the National Constitution and this State Constitution and approved policies of the CRC Churches International and other principles highlighted in the notes to the National Council template for CRC constitutions in Australia.
- 5.1.2 All applications for affiliation shall be submitted in writing in a form approved from time to time by the State Executive and available through the State Administrative Secretary or online.
- 5.1.3 The State Executive may accept such application on being satisfied with the suitability of the Local Church Constitution (or that of the Governing Church) and other documentation; the good faith and integrity of the applicants; the spiritual maturity of the constituted Oversight and Business Council/Finance Committee and that the applicant Church will have no affiliation with any other denomination upon acceptance into the CRC Churches International.
- 5.1.4 The State Executive shall reserve the right to approve any changes to a Local Church Constitution in that those changes do not violate the spirit or requirements of an affiliated Church, or of the Act.
- 5.1.5 Upon acceptance, by the State Executive, of a Church as an affiliate, the State Executive shall list the church in the CRC directory and issue to the Local Church Oversight a "*Certificate of Affiliation*" showing the acceptance of the Local Church as an affiliate of the Association with all the rights, privileges and responsibilities as a corporate member, such certificate being in a form approved by the State Executive from time to time.
- 5.1.6 All Churches within the State of Victoria are required to be affiliated with the State Council or where, because of closer geographical proximity, to another State Council; they may be affiliated with that State Council subject to mutual agreement.

- 5.1.7 Where, because of closer geographical proximity to this Association, a Church within another State desires to affiliate with this Association, an application may be lodged for such affiliation subject to mutual agreement with the Church concerned and the respective State Council, if any, of the CRC Churches International.

## 5.2 **International Affiliation**

- 5.2.1 Refer to the current policy document of CRC Missions Policy 2.0 Recognition of Fields and Ministry Credentials.

## 5.3 **Termination of Affiliation**

- 5.3.1 The State Council shall have the right to terminate the affiliation of any Church if such Church is considered to have violated the Charter, or the National Constitution of the CRC Churches International Australia, or this Constitution.

- 5.3.2 When the State Executive proposes to consider terminating the affiliation of any Local Church it shall follow the procedure set out in the PROCEDURE FOR AFFILIATION TERMINATION, see Appendix 1- III.

- 5.3.3 If the State Executive decides to terminate the affiliation of any Local Church, then the Local Church concerned shall have the right of appeal as set out in Affiliation Termination Policy of this Constitution.

- 5.3.4 On such termination, all rights and privileges of affiliation shall immediately cease including the right to use the names: CRC, CRC Churches International, Christian Revival Crusade, Crusade, Crusade Centre or Crusade Assembly, or similar.

- 5.3.5 Where a Local Church's affiliation is terminated, any other local outreaches, church plants and branches under its' constitution will likewise be affected. In such cases the State Executive will liaise with the ministers concerned to ascertain and assist with any support and transition either out of the CRC, to another Governing Church, or towards autonomy as may be pertinent.

## 5.4 **Rules and Regulations**

Each affiliated Local Church has authority and power to make rules and regulations to administer its local affairs, provided they are not contrary to this Constitution, the Charter or the Constitution of the CRC Churches International – Australia Incorporated.

## 5.5 **Disputes between Churches**

- 5.5.1 Disputes between Affiliated Churches shall be settled, if possible, between the Churches concerned. If this fails then an impartial mediator acceptable to both parties may be called upon to help resolve the dispute. In the absence of agreement to choose a mediator the State Executive shall appoint a mediator.

5.5.2 If the Churches involved fail to resolve the dispute by mediation, then the matter shall be discussed with the State Executive or its representatives, and the procedure for settling disputes in Appendix 1-I of this Constitution PROCEDURE FOR RESOLVING DISPUTES shall be followed.

## 5.6 Disputes between a Church and the State Executive/Council

5.6.1 Disputes between an affiliated Church and the State Executive/Council shall be settled, if possible, between the parties concerned. If this fails then an impartial mediator acceptable to both parties may be called upon to help resolve the dispute. In the absence of agreement to choose a mediator the National Executive shall be requested to appoint a mediator.

5.6.2 If the parties involved fail to resolve the dispute by mediation, then the matter shall be discussed with the National Executive or its representatives, and the procedure for settling disputes in Appendix 1-I of this Constitution PROCEDURE FOR RESOLVING DISPUTES shall be followed, excepting that where the State Executive/Council is one of the parties involved in the dispute the National Executive or its representatives, except for representatives in the dispute, shall replace the State Executive in the process of resolving the conflict.

## 5.7 Withdrawal from Affiliation

5.7.1 Any Local Church affiliated with the CRC Churches International may withdraw from the Association provided that the following requirements are met:

- (a) In the event that the Church intends to withdraw from the CRC, notice of the Church Board's decision shall be given in writing to the State Chairman to enable representatives of the State Executive of the CRC to meet with the Board of the Church before a final decision is taken by the Board to discuss the reason for their proposed action. The State Executive shall be given at least 30 days of notice of such a meeting of the Board.
- (b) the Oversight of the Local Church has voted unanimously for such withdrawal
- (c) a properly convened Special General Meeting of the Members of the Church has been called to discuss the proposed withdrawal
- (d) formal notice has been given to the Members of the Church stating the nature, date, time and place of such meeting at least four (4) weeks prior to the scheduled meeting
- (e) notification of the nature, date, time and place of such meeting has been given in writing by the Oversight to the Chairperson of the State Executive at least four (4) weeks prior to the scheduled meeting, so that representatives of the State Executive may attend and address the meeting
- (f) at such meeting a **four-fifths** majority of the currently registered members of the Church must be in agreement with any motion to withdraw.

## **5.8 Affiliate Church Assistance**

- 5.8.1 The State Executive may, according to approved CRC policies and guidelines and constitutions of Local Churches, provide assistance in the following areas:
- (a) Inability of a Board to resolve a dispute by assistance with regard to constitutionality and conflicts of interest;
  - (b) Incapacity, or concerns about the constitutional behavior of a Senior Pastor;
  - (c) Change of Senior Minister where the Church should consult the State Chair who will consult the National Chairman regarding any change or appointment of a new Senior Minister;
  - (d) Resolution of disputes with the Board of a constitutional matter or a matter relating to the constitutional behavior of the Board with regard to Affiliation or Credential standards;
  - (e) When the Church is considering a major divestment of property to assist in determining its constitutionality that no specific or implicit trust is being violated;
  - (f) When the number of members on the Board becomes unviable the State may approve other Ministers to assist or approve a Governing Church according to CRC policies;
  - (g) When membership strength declines below CRC policy guidelines for a viable Church, the State may approve a Governing Church to assist the Church back to health and numerical strength;
  - (h) When a Church winds up in an unviable state, to ensure the Constitution and CRC standards are maintained.

## **5.9 Affiliation Fees**

Affiliation fees are determined and defined from time to time by the delegates and members entitled to vote at a properly convened National Council meeting.

## **6. MEMBERSHIP OF THE ASSOCIATION**

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### **6.1 Application for Membership**

- 6.1.1 Persons shall apply for Membership by way of application for a National, Minister, Specialist, Affiliated or Retired Minister's Credential of CRC Churches International being a resident in Victoria (or by approval of the State Executive another place) on the application documents approved from time to time by the State Executive and available through the State Administrative Secretary.
- 6.1.2 Upon the granting of a Credential or upon the moving of an already Credentialed Minister of the CRC Churches International, in good standing, to Victoria, the

Secretary shall enter the Nominee's name in the Register of Members and upon the name being so entered the Nominee becomes a Member of the Association.

6.1.3 A right, privilege, or obligation of a person by reason of Membership of the Association is not capable of being transferred or transmitted to another person; and terminates upon the cessation of Membership whether by death or resignation or otherwise.

6.1.4 Persons granted Trainee Minister's Credentials shall be Associate Members of the Association with those rights, privileges and responsibilities as specifically laid out in this Constitution for those holding Trainee Minister's Credentials; see clause 9.6.

## 6.2 **Entrance Fee and Annual Subscription**

6.2.1 The entrance fee or annual Credential fee payable by every Member is determined by the National Council and the fees for Trainee Ministers are determined by the State Executive.

6.2.2 In the event of a Credential fee not being paid within 6 months of the date of invoice, the Membership will cease to be in good standing with lost voting rights (see clause 24.7) until it is paid. If it remains unpaid for 6 months the State Executive or their appointed representatives may also contact the Minister concerned to ascertain the ongoing commitment of the Minister to Ministry within CRC Churches International. The State Executive may ultimately lapse the Credential according to the Credential Lapse Policy approved from time to time by the State Executive.

## 6.3 **Register of Members**

The Secretary shall keep and maintain a register of Members and Associate Members in which shall be entered the full name, residential address and other available details such as facsimile, telephone number, email address, date of entry of the name of each Member, the date that Credential fees are paid each year; and the date any Member ceases to become a Member. The register shall be available for inspection and copying by Members upon request. A full register of Credentialed Ministers is included in the National CRC Pastor's List produced from time to time by the CRC National Office.

## 6.4 **Resignation of Members**

6.4.1 A Member of the Association may resign from the Association by giving notice in writing to the Secretary of their resignation and the Member shall cease to be a Member effective from the date the letter is received by the Secretary.

6.4.2 The non-payment of Credential fees shall eventually cause a Membership to lapse according to the Credential lapse policy, see clause 6.2.2.

6.4.3 Should a Credentialed Minister fail to attend any State or National Council Meetings for more than 18 consecutive months the State/National Executive or their appointed

representatives may request an interview with the Minister concerned to ascertain the ongoing commitment of the Minister to ministry within CRC Churches International. The failure to attend four successive State Council Meetings will result in a loss of voting privileges (see clause 24.7).

## 6.5 **Expulsion and Suspension of Members**

As all Members of the Association must hold a Ministry Credential according to clause 6.1.1 of this Constitution the procedure by which Members may be expelled or suspended is set out under Forfeiture of Credential in clauses 11.1(a)(b)(c)(d); 11.2; and Appendix 1-II of this Constitution PROCEDURE FOR FORFEITURE OF CREDENTIALS.

## 6.6 **Disputes between Members**

6.6.1 All disputes between Members should be resolved on the basis of the following Scriptures – Matthew 18:15-20; 5:23-26; Galatians 6:1-5, 1 Corinthians 6:1-8, and James 4:1-12.

6.6.2 Any disputes shall be settled, if possible, between the Members concerned. If this fails then, in the case of two National Credential holders in dispute, refer to the Constitution of CRC Churches International Australia Incorporated Appendix 1, otherwise an impartial mediator, acceptable to the Members involved, may be called to help the parties resolve their dispute. In the absence of agreement by the parties to choose a mediator, the State Executive shall appoint a mediator.

6.6.3 If the Members concerned fail to resolve the dispute by mediation, then the matter shall be discussed with the State Executive or persons appointed by them, and the procedure for settling disputes set out in Appendix 1-I of this Constitution PROCEDURE FOR RESOLVING DISPUTES shall be followed. The decision shall then be final and binding on the disputants, save and except any legal rights or obligations at law.

## 6.7 **Disputes between a Member and the State Executive/Council**

6.7.1 All disputes between a Member and the State Executive/Council should be resolved on the basis of the following scriptures – Matthew 18:15-20; 5:23-26; Galatians 6:1-5 , 1 Corinthians 6:1-8, and James 4:1-12.

6.7.2 Any disputes shall be settled, if possible, between the Members concerned. If this fails then an impartial mediator, acceptable to the Members involved, may be called to help the parties resolve their dispute. In the absence of agreement by the parties to choose a mediator, the National Executive shall be requested to appoint a mediator.

6.7.3 If the parties concerned fail to resolve the dispute by mediation, then the matter shall be discussed with the National Executive or its representatives, and the procedure for



settling disputes set out in Appendix 1-I of this Constitution PROCEDURE FOR RESOLVING DISPUTES shall be followed, excepting that where the State Executive/Council is one of the parties involved in the dispute the National Executive or its representatives shall replace the State Executive in the process of resolving the conflict. The decision shall then be final and binding on the disputants, save and except any legal rights and obligations at law.

## **7. MINISTRY GIFTS**

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- 7.1 CRC Churches International recognises the various Ministry Gifts that are given to the Body of Christ to enable it to function effectively. These gifts, at their various levels of maturity and expression, are duly recognised according to the nature of their function.
- 7.2 They who are recognised as expressing these ministries shall be members of: a Local Church affiliated with the State Council; or a Local Church acceptable to the State Council; or a "Para-Church" organisation acceptable to the State Council.
- 7.3 They are to have the requisite proven natural and spiritual qualifications of elders as described in 1 Timothy 3:11-13, Titus 1:5-16, 1 Peter 5:1-10.
- 7.4 They should: display the characteristics of stability, wisdom and spiritual maturity in their Christian walk; express a ministry gift in accordance with Ephesians 4:11; and show integrity, loyalty and commitment to the State Council and concepts and the ethos of the CRC Churches International.
- 7.5 They must agree to abide by the requirements of: the Charter of the CRC Churches International; the National Constitution, this State Constitution; and the Constitution of the respective Local Church as applicable.
- 7.6 In the case of divorced persons, the relevant Credentialing authority must be guided by the statement in the National Constitution on "*Marriage, Divorce and Remarriage in relation to Credentials*" and the "*Statement on Divorce and Remarriage*", in the Minister's Manual of the CRC Churches International.
- 7.7 The Association understands that the Biblical model of marriage relationships is to have one monogamous, legally performed marriage between a man and a woman, in which there is freedom of love, mutual respect and submission and sexual intimacy. In such a context children may be born and raised in an atmosphere of loving care, training and discipline. Recognition is also given to the validity of remarriage for a person whose spouse has died or a divorced person who meets the requirements outlined in the CRC Churches International "Statement on Divorce and Remarriage". Fornication, adultery, de facto relationships, homosexuality or any other forms of sexual deviancy condemned by Scripture are deemed unacceptable and consequently no recognition as an Officer or leader or Member of the Association can be given to such persons who continue in, or condone as acceptable, such practices.

## **8. APPLICATIONS FOR CREDENTIALS**

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- 8.1 All applications for Ministry Credentials shall be submitted in writing on an up to date form as determined by the State Executive from time to time; which shall be available from the Administrative Secretary of the Association or places provided like a CRC website, and lodged with the State Credential Body as directed on the application.
- 8.2 A nominator who personally knows the applicant, and is a Member of the Association holding a National Minister's Credential must sign each application. Another Member holding a National Minister's Credential who knows the applicant personally must also be a referee.
- 8.3 As soon as is practicable after the receipt of a completed application for Ministry Credentials, according to current guidelines, the Administrative Secretary shall refer it to the State Executive or its delegated Credentialing team.
- 8.4 Upon an application being referred by the State Executive the State Executive or its delegates shall interview the person who has applied for a Credential and shall recommend whether to approve or reject the nomination.
- 8.5 The State Executive shall approve all Trainee Minister, Minister, Specialist and certain Affiliated Credentials equivalent to a Minister's Credential. They shall make recommendation to the National Executive for Affiliated Credentials equivalent or expected to become National Credentials and National Credentials.
- 8.6 Upon an application being approved or otherwise by the State Executive the Secretary of the Association shall respond to any request from the covering or coaching Ministers or the nominee with the result and in any case ensure the nominee is notified of the result with as little delay as possible.

## **9. DEFINITION OF CREDENTIALS**

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### **9.1 National Minister's Credentials**

- 9.1.1 The issuing authority of the National Minister's Credential is the National Executive after approval and recommendation by the State Executive.
- 9.1.2 The National Minister's Credential is the recognition of a Ministry, which extends beyond the particular area of service concerned and is valid throughout the CRC Churches International.
- 9.1.3 This Credential is ordinarily recommended by the State Executive (see also clause 9.2.7) and is issued by the National Executive and may be given to such persons who have a proven Ephesians 4:11 Ministry Gift and who meet the Credential requirements of this Constitution including:
- (a) Appropriate training and competencies for a National Minister's Credential;

- (b) Have the capability to lead an average sized Australian Church of 80 to 100 people by providing the leadership, preaching Ministry, pastoral care, organisational and associated duties of that office; or, in the case of the Minister being a Missionary, Itinerant Ministry, Teaching Ministry, etc., the Minister displays a level of Ministry capability, leadership and organisational capability commensurate with leading an average sized Church;
- (c) That the person concerned has made the decision to step aside from their secular vocation and devote their full time efforts to the Ministry of Christ as defined in the Ministry Guidelines and Policies approved by the State Executive from time to time;
- (d) Fulfils any other sundry criteria in application forms approved by the State Executive from time to time.

9.1.4 Any person issued a National Minister's Credential shall then be a Member of the State Council with full voting rights and is expected to attend all State and National Council Meetings and Conferences; and be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant.

## **9.2 Minister's Credential**

9.2.1 The issuing authority of the Minister's Credential is the State Executive.

9.2.2 This Credential may be issued by the State Executive and given to such persons who completed the appropriate training courses and competencies required for a Minister's Credential and are functioning as:

- (a) The Senior Minister or Assistant/Associate Minister of a Local Church: while still gaining experience; or
- (b) The Senior Minister or Assistant/Associate Minister of a Local Church who continues to perform an effective ministry solely related to a particular locality; and
- (c) Devote at least one day of effort to the ministry of Christ in their Local Church. This does not prejudice Ministers who, because they are personally pioneering a new Local Church or new ministry venture, may need to be in secular employment for a season; and
- (d) Fulfil any other sundry criteria in applications forms approved by the State Executive from time to time; and
- (e) Who have a nominated and approved covering Minister to work under per Ministry Guidelines.

9.2.3 This Credential is recognition of an effective and fruitful ministry being performed in a local area of service and applies only to the office or position concerned.

9.2.4 Upon cessation of this work, the Credential normally lapses per Ministry Guidelines, unless to continue other work similarly commensurate with a Minister Credential as determined by the covering Minister and or Church and or the State Executive.

- 9.2.5 The Minister may be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant in Victoria, or another state, as required.
- 9.2.6 Any person issued with a Minister's Credential will be a Member of the State Council with voting rights, and is expected to attend all State and National Council Meetings and Conferences subject to the exemptions outlined in clause 13.3.
- 9.2.7 A Minister's Credential may be held for the duration of one's ministry life notwithstanding the provisions of clause 11, but should normally be held for at least three years before the person can be considered for a National Minister's Credential. In the case of being the leader of a Church, formal coaching toward a National Minister's Credential may be commenced on issuance of a Minister's Credential and in other cases, when recommended by the State Executive, or else by a covering Minister or potential coach to the State Credentialing body on the required form, approved by the State Executive from time to time, who may then invite the Minister to begin formal preparation under an approved coach.
- 9.2.8 The State Executive or its nominated Officers have the right to waive the training requirements although completion of the competencies and relevant training is the normal minimum requirement for Minister's Credential.

### **9.3 Specialist Minister's Credential**

- 9.3.1 The issuing authority of a Specialist Minister's Credential is the State Executive.
- 9.3.2 The State Executive may issue this Credential to persons involved in specialist areas of Ministry, or is functioning as an itinerant ministry, or to a person functioning in a Ministry role within a Local Church who is not covered by other Credential classifications but:
- (a) Fulfil any other sundry criteria in application forms approved by the State Executive from time to time; and
  - (b) Have a nominated and approved covering Minister to work under as per Ministry Guidelines.
- 9.3.3 It is recognition of an effective and fruitful Ministry being performed in a specialised area of service and applies only to the office or position concerned.
- 9.3.4 Upon cessation of this work, the Credential normally lapses.
- 9.3.5 Any person issued a Specialist Minister's Credential shall work under the covering of a National Minister or coach appointed by the State Executive. The objective being that the appointed Minister has a close 'mentoring relationship' with the Specialist Minister.
- 9.3.6 The Specialist Minister may, in certain circumstances, be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant in Victoria. Such applications are to be considered by the State Executive or its nominated Officers and will be viewed in regard to the following criteria: the need in the Local Church concerned for a licensed person to conduct marriages; the

character and stability of the applicant; and the applicant having normally held a Specialist Minister's Credential for a period of at least 12 months.

- 9.3.7 The Specialist Ministry may include such areas as Prison Chaplaincy Hospital Chaplaincy, Youth Ministry, Evangelistic Ministry, Education, World Missions, etc.
- 9.3.8 The designation on the Credential will read as follows: Specialist Minister – Chaplain; Specialist Minister – Youth; Specialist Minister – Evangelist; Specialist Minister – Education; Specialist Minister – Missionary, etc.
- 9.3.9 The Specialist Minister would normally have completed three years as a Trainee Minister and have completed the competencies appropriate for a Minister's Credential, especially those that are relevant to the Minister's area of ministry, prior to being granted the Credential, unless otherwise determined by the State Executive.
- 9.3.10 Any person issued a Specialist Minister's Credential shall be a Member of the State Council with voting rights except for Constitutional matters and is expected to attend all State and National Council Meetings and Conferences notwithstanding the exemptions outlined in clause 13.3.
- 9.3.11 A Specialist Minister's Credential may be held for the duration of one's ministry life.

#### **9.4 Affiliated Minister's Credential**

- 9.4.1 The issuing authority of the Affiliated Minister's Credential is the State Executive for Ministers at or transitioning to State Level and, in other cases, the National Executive after approval and recommendation by the State Executive. The prospective Affiliated Minister is required to:
- (a) Fulfil any other sundry criteria in application forms approved by the State Executive from time to time; and
  - (b) Have a nominated and approved covering Minister to work under.
- 9.4.2 This Credential may, as the case may be, be approved or else recommended by the State Executive to the National Executive for approval for a Minister who is:
- (a) Holding (or has recently held) a Credential in another movement or denomination and is moving into permanent Ministry with the CRC Churches International; or
  - (b) Credentialed with CRC Churches International, but whose ministry prevents the applicant from being closely involved in a CRC Churches International Church or State Council (eg an Australian working overseas or a national in a country not yet with national CRC Credential provisions); or
  - (c) In a Para-Church ministry not covered by other categories; or
  - (d) In a Local Church considering becoming an affiliate Church of CRC Churches International or a group becoming a Church in fellowship with CRC Churches International.
- 9.4.3 The applicant must be in good standing with their previous Credentialing authority.

- 9.4.4 The applicant must be coming into the CRC Churches International to fulfill a Ministry role and function endorsed by the State Executive or its nominated Officers.
- 9.4.5 The applicant must exhibit a clear desire to be identified with the CRC Churches International and be committed to the vision, philosophy, ethics of the CRC Churches International as outlined in the Charter and Constitutional documents at State and National level.
- 9.4.6 A person issued an Affiliated Minister's Credential as a transitioning Credential shall work under the covering of a Coach approved by the State Executive for at least one year and to complete CRC related competencies at the requisite level to function as a responsible CRC Minister and coach, but may be indefinitely held while a person is not able to relate closely to a CRC Church or the State Council.
- 9.4.7 In the case of a person who has held an Affiliated Credential for geographical reasons, who subsequently moves address to Victoria, the Credential will either lapse or convert or revert to either a Specialist Minister's Credential, Minister's Credential or National Minister's Credential depending on the circumstances of prior Credentials held, training details, and the new ministry situation details that are relevant to the case.
- 9.4.8 A person issued with an Affiliated Minister's Credential shall be a Member of the State Council with voting rights except for constitutional matters and is expected to attend all State and National Council Meetings and Conferences notwithstanding the exemptions outlined in clause 13.3.
- 9.4.9 A person issued with an Affiliated Minister's Credential may be registered with the Australian Government as a Minister of Religion and an Authorised Marriage Celebrant in Victoria, if they have previously been registered and or complete the relevant CRC competency, if the State Executive so determines.

## **9.5 Retired Minister's Credential**

- 9.5.1 The issuing authority of the Retired Minister's Credential is the National Executive after approval and recommendation by the State Executive.
- 9.5.2 The Retired Minister's Credential is a recognition given to a person who has provided at least ten years of faithful service as a Minister in the CRC Churches International whilst holding a Credential other than a Trainee Minister's Credential and whose involvement at a State and/or National organisational level is no longer appropriate (e.g. due to advanced age or ill health).
- 9.5.3 Nevertheless, the holder of a Retired Minister's Credential may still be somewhat active in ministry.
- 9.5.4 In the case of nationally Credentialed Ministers the National Executive may issue this Credential after consideration of a recommendation from the State Executive.
- 9.5.5 Any person issued with this Credential may remain registered with the Australian Government for the purpose of conducting marriages.

- 9.5.6 The holder of a Retired Minister's Credential is no longer required to pay the annual Credential Fee, or attend Conferences and State Council Meetings; and if they do attend they are not permitted to vote.
- 9.5.7 Those Ministers who have retired from regular active ministry with a Retired Minister's Credential will be reinstated if they become the lead minister in an assembly and in any other case on application upon review by the State Executive in consultation with the relevant assembly.

## **9.6 Trainee Minister's Credential**

- 9.6.1 The issuing authority of the Trainee Minister's Credential is the State Executive.
- 9.6.2 This Credential may be issued by the State Executive to those in a training/apprenticeship role, for the purpose of giving official recognition to a person who:
- (a) Fulfills regular pastoral ministry and platform responsibilities in a Local Church as a Minister in training while fulfilling a viable form of ministry and is obviously a developing Ministry Gift, or
  - (b) Has been given the responsibility for an outreach, or is pioneering a Local Church with the objective of it becoming a recognised CRC Churches International Local Church; and
  - (c) Fulfils any other sundry criteria in applications forms approved by the State Executive from time to time; and
  - (d) Has a nominated and approved covering and coaching Minister to work under per the Ministry Guidelines.
- 9.6.3 Upon cessation of this work, the Credential normally lapses.
- 9.6.4 This Credential is normally to be held for a duration of at least three years before an application for a Minister's Credential or Specialist Minister's Credential or Affiliated Minister's Credential is to be considered.
- 9.6.5 The Trainee Minister shall work under the covering of a National Minister approved by the State Executive; the objective being that the appointed Minister has a close 'mentoring relationship' with the Trainee Minister.
- 9.6.6 A person holding this Credential is an Associate Member of the State Council and has no voting rights, but is expected to attend all State Council and National Council Meetings and Conferences as part of their training.

## 9.7 **Title of Reference**

Ministers holding the following Credentials may be referred to as "Pastor":  
National Minister; Minister; Specialist Minister; Affiliated Minister; Retired Minister;  
Trainee Minister.

## **10. APPOINTMENT AND MOVEMENT OF MINISTERS**

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- 10.1 While it is recognised that the appointment of a new Senior Minister to any Local Church in the CRC Churches International is the responsibility of the relevant Local Church Oversight, such a move should be made in conjunction with the State Chairman and State Executive or its nominated officers in consultation with the National Chairman.
- 10.2 When a recognised Minister proposes to re-establish in a new location, such a move should be made in conjunction with the State Chairman, the relevant Regional or Network coordinators, and the Oversight of the respective Local Churches that may be affected in consultation with the National Chairman.
- 10.3 In the case of interstate moves the relevant State bodies and Church Oversight should be consulted for advice.

## **11. FORFEITURE OF CREDENTIAL**

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- 11.1 Should the State Executive determine that a recognised Minister or Leader of a Church has violated the basic requirements of Scripture, the Charter, National Constitution or this Constitution in the areas of the use of finance, ministerial ethics, personal morality or doctrine then that Minister or Leader shall be required to:
- (a) Surrender his or her Credential immediately;
  - (b) Resign from the leadership of their Local Church immediately;
  - (c) Resign from any position of leadership or ministry in CRC Churches International; and then
  - (d) Accept a reasonable period of restoration and rehabilitation as may be prescribed by the State/National Executive. *"Guidelines for Discipline and Restoration of Ministers"* are found in the Minister's Manual of the CRC Churches International.
- 11.2 The procedure for the State Executive to follow in making such determination and the right of the Minister concerned to appeal against the determination, and the establishment of a Board of Appeal, are outlined in Appendix 1-II PROCEDURE FOR FORFIETURE OF CREDENTIALS clause 2 of this Constitution.
- 11.3 The State Chairman together with the National Chairman shall have the power to suspend a Minister's Credentials and require immediate relinquishment of the



person's leadership duties in the CRC Churches International, pending an investigation and judgment thereon by the relevant Issuing Authority.

- 11.4 The State Chairman and National Chairman may together take such action when they determine that a suspension is appropriate given the circumstances of the case, and notwithstanding that the person concerned may not at that time have had sufficient opportunity to respond to the allegations.
- 11.5 The State Executive is to fully consult and work with the Local Church Oversight. It is also expected that the State Executive will make provision for ministry and counseling support to be given to the Local Church, its Oversight and any other aggrieved parties.

## **12. PARA-CHURCH ORGANISATIONS AND MINISTERS**

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- 12.1 While it is understood that any group claiming to be a para-church organisation should be working with and alongside Local Churches for mutual benefit and advancement of all concerned, it is nevertheless recognised that there are certain standards that must be established and maintained.
- 12.2 For the purpose of this Constitution it is deemed necessary that all para-church organisations seeking association with the CRC Churches International be accepted by the State Executive.
- 12.3 This acceptance is to be based on the nature and viability of each para-church organisation's ministry and function and the suitability of their constitution.
- 12.4 Acceptance of persons as Ministers from para-church organisations shall be based on their ability to meet the same Credential requirements as those applying to Ministers of Local Churches affiliated with the CRC Churches International.

## **13. STATE CONFERENCE**

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- 13.1 A Conference of all Credentialed Ministers and other registered Church Delegates and leaders of Local Churches shall be held at least once every two (2) years or annually if the State Executive so decides. The Conference shall be held on such days as the State Executive determines.
- 13.2 The Conference program shall be arranged by the State Executive and shall be for spiritual fellowship, education and training, giving ample opportunity for discussion, sharing and mutual encouragement.
- 13.3 All Credentialed Ministers and registered Church Delegates are expected to attend the State Conference, unless secular employment, sickness or overseas travel and ministry impede their attendance. The State Executive may invite other recognised Church Leaders to attend Conferences whenever it deems this appropriate.

## **14. ANNUAL MEMBERS' MEETING**

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- 14.1 The Association shall in each calendar year convene an annual general meeting of its Members. The annual general meeting shall be specified as such in the notice convening it.
- 14.2 The ordinary business of the annual general meeting shall be:
- (a) to confirm the minutes of the preceding annual general meeting and of any general meeting held since that meeting;
  - (b) to receive from the State Executive reports upon the transactions of the Association during the last preceding financial year;
  - (c) to confirm the appointment of officers of the Association and the ordinary Members of the State Executive; and
  - (d) in respect of each trust of which the incorporated association was trustee during a period, being the whole or any part of the last financial year of the incorporated association—
    - (i) the income and expenditure of the trust during that period;
    - (ii) the assets and liabilities of the trust during that period; and
    - (iii) the mortgages, charges and securities of any description affecting any of the property of the trust at the end of that period; and
  - (e) in respect of any trust, held on behalf of the incorporated association by a person or body other than the incorporated association, in which funds or assets of the incorporated association are placed —
    - (i) the income and expenditure of the trust during that period;
    - (ii) the assets and liabilities of the trust during that period; and
    - (iii) the mortgages, charges and securities of any description affecting any of the property of the trust at the end of that period.
- 14.3 The annual general meeting may transact special business of which notice is given in accordance with these rules.
- 14.4 The annual general meeting shall be in addition to any other general meetings or special general meetings that may be held in the same year.
- 14.5 All Credentialed Ministers and other registered delegates and the leader of Local Churches are expected to attend the Annual Members' Meeting, unless secular employment, sickness or overseas travel and ministry impede such attendance. It is expected that Credentialed Ministers make every effort to attend Members' meetings, however, and that overseas travel be avoided on the dates of pre-advertised meetings wherever possible. Secular employment is generally not considered an acceptable reason for non-attendance by Ministers holding a National Credential.

## **15. GENERAL MEETINGS**

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General meetings are those State Council Meetings programmed in the State Calendar in addition to the Annual General Meeting and any Special General Meetings.

## **16. SPECIAL GENERAL MEETINGS**

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- 16.1 All meetings of the State Council, other than the Annual General Meeting and those programmed in the State Calendar, shall be called Special General Meetings.
- 16.2 The State Executive may, whenever it thinks fit, convene a Special General Meeting of the Association and, where, but for this sub-clause, more than fifteen (15) months would lapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period.
- 16.3 State Executive shall, on the requisition in writing of Members representing not less than ten per cent (10%) of the total number of Members, convene a Special General Meeting of the Association.
- 16.4 The requisition for a Special General Meeting shall state the objects of the meeting and shall be signed by the Members making the requisition and be sent to the address of the Secretary. The requisition may consist of several documents in a like form each signed by one or more of the Members making the requisition.
- 16.5 The State Executive shall cause a Special General Meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary. If the Executive fails to convene such a meeting then the Members making the requisition may call a Special General Meeting in the proper manner and be reimbursed for any reasonable expenses incurred.

## **17. STATE COUNCIL**

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- 17.1 The State Council is the legally identified body registered as the “CRC Churches International Victoria Incorporated” and is comprised of all persons holding a ministry Credential as stated in clause 6.1.1 of this Constitution.
- 17.2 All Credentialed Ministers of the State Council and registered Church Delegates are expected to attend all properly convened meetings of the Council notwithstanding the exemptions outlined in clause 13.3.
- 17.3 Voting rights are as defined for: those in good standing or not in clause 6.2.2; those not suspended 6.5 who hold a Credential being either National Ministers as in clause 9.1.4; or Ministers in clause 9.2.6; Specialist Ministers clause in 9.3.10; Affiliated Ministers in clause 9.4.8; or Retired Ministers in clause 9.5.7; and Church Delegates in clause 30.1 of this Constitution; and Trainee Ministers have no voting rights unless they are a registered Church Delegate per clause 30.1.
- 17.4 The State Council shall offer spiritual direction and encouragement, and develop practical guidelines for its Members.

- 17.5 The State Council shall be advised of all Credential applications, and all requests by Churches for affiliation with the CRC Churches International in Victoria, so they may make any relevant comments to the State Executive.
- 17.6 Meetings shall be held at least twice each year and the State Administrative Secretary shall forward a copy of the minutes of each meeting to all Members.
- 17.7 The State Council shall have power to appoint a State Executive as a Management Committee and such committees as considered desirable to carry out the functions as delegated by the State Council.
- 17.8 The State Council shall elect suitable persons to the Office of Chair, Vice-Chair, Administrative Secretary, Treasurer, Association Secretary, Membership of the State Executive and any other Office the State Council deems necessary.
- 17.9 As an Incorporated Association the State Council shall have all power to raise finance, to make rules and regulations for the administration of its affairs, the management and disposal of all monies, and the power of property ownership as stated in clause 26.1 of this Constitution.

## **18. STATE EXECUTIVE**

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- 18.1 The State Executive shall be elected by the State Council in accordance with these rules to act as the Management Committee of the Association.
- 18.2 Subject to these rules, the Regulations and the Act, the Executive shall control and manage the business affairs of the Association. It shall exercise all the powers and functions as may be exercised by the Association other than those that are required to be exercised by General Meetings of the Members of the Association.
- 18.3 Subject to these rules, the Regulations and the Act, the Executive has power to develop policies and perform all such acts and things as appear to them to be essential for the proper management of the business and affairs of the Association.
- 18.4 Subject to the Act, the State Executive shall consist of the Officers of the Association and not less than four (4) ordinary Members.
- 18.5 Subject to clause 17.8 and 18.4 of this Constitution the State Executive shall determine each year the number of Ordinary Member positions to be filled on the State Executive at the Annual General Meeting and the State Council may direct the State Executive regarding the number of positions by a motion from the floor duly seconded and carried.
- 18.6 Each ordinary Member of the State Executive shall, subject to these rules, hold office for one year, but is eligible for re-election.
- 18.7 In the event of a casual vacancy occurring in the office of an ordinary Member of the State Executive, the State Executive may appoint a Member of the Association to fill the vacancy. The Member so appointed shall hold office, subject to these rules, until the conclusion of the current year of office.

- 18.8 The year of office shall be from the conclusion of the Annual General Meeting, or any other date predetermined by the State Executive.
- 18.9 The State Chair in conjunction with the State Executive shall appoint a Secretary for the Association as required by the Act.
- 18.10 The State Executive may recognise Regional and Network Coordinators or other leadership ministries as is considered appropriate, from time to time, for the function of the Association.
- 18.11 If the circumstances require it, the State Executive may hold a meeting by telephone or other form of audio, video or digital communication. All the normal requirements of notice of meeting, quorum and recording of minutes of the meeting shall be observed.
- 18.12 If the circumstances require it, the State Executive may confirm decisions out of session individually, provided that no Executive Member should disagree with the decision and require a meeting, and the resultant wording of the decision is circulated to all Executive Members and retained by the Administrative Secretary and confirmed as necessary at the next meeting of the Executive.

## **19. OFFICERS OF THE ASSOCIATION**

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- 19.1 The Officers of the Association shall be Chair, Vice Chair, and any other officers the State Council considers necessary for the effective function of the Association. The Chairman shall be Association Secretary unless otherwise determined by the State Executive. The roles of Administrative Secretary and Treasurer, as described in this constitution, may be delegated by the Executive to a member(s) of the Executive or to a person(s) outside of the Executive to perform such duties on behalf of the Executive and the Council. Such a person need not hold a Credential. These person(s) may be addressed by other names such as Administrator, Assistant et cetera to describe their function; as the Executive may determine.
- 19.2 All appointments to office, except the Chair, are made on an annual basis, but all office bearers may be eligible for re-election. The Chair shall hold office for 2 years. Nomination for election to office is provided for in clause 20 of this Constitution.
- 19.3 In the event of a casual vacancy in any office the State Executive may appoint one of its Members to the vacant office. The Member so appointed may continue in office until the vacancy is filled in accordance with the rules of this Constitution.
- 19.4 All Officers may, by notice in writing to the State Executive, resign their Office at any time. Such Office shall be considered vacant from the date of receipt of such notice, unless otherwise determined by the State Executive.
- 19.5 The State Council may, in accordance with this Constitution, terminate the appointment of any Officer at any time, should that person be considered by the Council to have violated the requirements of Scripture or this Constitution, or by reason of inadequate performance in the role.

- 19.6 The office of an officer of the Association, or the position of an ordinary Member on any committee, becomes vacant if the officer or Member; ceases to be a Member of the Association; or becomes an insolvent under administration within the meaning of the Corporations Law; or resigns from office by notice in writing to the State Executive.
- 19.7 Eligible State Executive officers for the offices of Chair and Vice Chair shall be National Minister Credential holders and have held a CRC Credential for at least 10 years. All other State Executive officers who are Ordinary Members will hold a National (any available ordinary seats) or Minister Credential (up to half the available ordinary seats).
- 19.8 Officers and appointments of the State Council and State Executive other than State Executive members may be any person for any department or organisation approved by the Council or State Executive.

## **20. NOMINATION FOR ELECTION**

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- 20.1 Nominations of candidates for election as Chairman of the Association or as ordinary Members of the State Executive shall be made in writing, authorised by two (2) Members of the Association and accompanied by the consent of the candidate. The nomination shall be in the prescribed form and manner of the State Executive and forwarded to the Secretary of the Association not less than twenty-one (21) days before the date fixed for the holding of the annual general meeting.
- 20.2 If insufficient nominations are received to fill all vacancies on the State Executive, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 20.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 20.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 20.5 The ballot for the election of officers and ordinary Members of the State Executive shall be conducted at the annual general meeting in such usual and proper manner as the State Executive may direct.
- 20.6 A nomination of a candidate under this clause will be valid even if that candidate has been nominated for another office for election at the same election.

## **21. DUTIES OF STATE EXECUTIVE MEMBERS**

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The following is a list of the duties to be undertaken by State Executive Members:

### **21.1 Chair**

- 21.1.1 To accept the position of being the senior officer of the Association.
- 21.1.2 To provide the faith vision and give the overall spiritual direction for the movement.
- 21.1.3 To develop guidelines of operation and set out the general objectives and specific goals for the State Council.
- 21.1.4 To co-ordinate the duties of Executive Members and their leadership contribution.
- 21.1.5 To call meetings, ensure agendas are prepared, chair, and review the minutes of meetings of the State Council and the State Executive, and to preside at the State Conference.
- 21.1.6 To implement decisions or directives given by the State Council.
- 21.1.7 To exercise on a larger scale whatever the Chair's ministry and calling enables the Chair to do.
- 21.1.8 To represent the Association to the outside world or appoint a representative of the State Council for such purpose.
- 21.1.9 To undertake other such duties as may be determined from time to time by the State Executive and State Council.
- 21.1.10 To, as may be required, co-ordinate assistance and direction being given to pastors and Churches with any regional leaders and any other overseers as may be appropriate, and with the National Chairman, as may be required, including natural justice provisions and, with all, as required under CRC policies and guidelines and Local Church constitutions.
- 21.1.11 To represent the State Council on the National Executive and vice versa, and to participate therein in the greater goals and objectives of the CRC.
- 21.1.12 To lead or delegate the Credential body of the State.
- 21.1.13 To oversee the State calendar.

## 21.2 **Vice-Chair**

- 21.2.1 To act in the place of the State Chair when required.
- 21.2.2 To assist the State Chair.
- 21.2.3 To assume full leadership upon the Chairman's decease, his voluntary resignation or a decision of the State Council to remove him from office.
- 21.2.4 To deputise for the State Chairman at various State Committees, etc.
- 21.2.5 To exercise on a larger scale whatever the Vice-Chair's ministry and calling enables the Vice-Chair to do.
- 21.2.6 To undertake other such duties as may be determined from time to time by the State Executive and State Council.
- 21.2.7 To lead or assist with the State Credential Team as required.

### **21.3 Administrative Secretary**

- 21.3.1 To act as administrative secretary for the State Executive and State Council to solicit, collate, make, file and distribute where directed accurate records and reports of the activities and proceedings of all meetings of the State Executive and the State Council, and to receive, make, file and distribute as directed, statutory records, official correspondence, original application templates and completed applications of various kinds under the State Chairman.
- 21.3.2 To maintain State Communications by electronic and physical means. These may include (but are not limited to) mail-outs, maintenance of document library platforms such as a state web page, and advertising and information platforms such as social media sites and the state calendar.
- 21.3.3 To issue "Certificates of Affiliation" for Churches that affiliate with the CRC Churches International Victoria and "Credential Certificates" and to keep all the respective records.
- 21.3.4 To issue the required annual Credentials as detailed in these rules.
- 21.3.5 To provide a State Register of all Ministers who are "Authorised Celebrants" registered with the Attorney General's Department, and a Register of all Members and Associate Members and other functions as required by the Associations Incorporation Reform Act, see 21.4.
- 21.3.6 To assist the State Chairman and the National Office as required in the running of the State.

### **21.4 Association Secretary**

- 21.4.1 The State Executive shall appoint a Secretary for the Association as stated in clause 18.9 of this Constitution. The Chairman may be the Association Secretary.
- 21.4.2 The Secretary shall notify the Registrar of their appointment and any change of address within 14 days of such appointment or change.
- 21.4.3 The Secretary shall notify the Registrar of any alterations to the Constitution within one (1) month and make application for approval of any change of name within the prescribed time.
- 21.4.4 The Secretary shall lodge with the Registrar, the documents required by the Act in respect of the Annual General Meeting within one (1) month of the date of the meeting.
- 21.4.5 The Secretary shall produce any book or reveal its location to the Registrar or his authorised Officer immediately he is requested to do so.
- 21.4.6 The Secretary shall not hinder or obstruct the Registrar or his authorised Officer whilst he is exercising power of inspection in accordance with the Act.



21.4.7 The Secretary shall, in conjunction with the Administrative Secretary, maintain an up to date Register of Members and Associate Members as required by the Associations Incorporation Act.

21.4.8 The practical functions of this role may be performed by a person on behalf of the Association Secretary except that any signatures required shall be that of the Association Secretary.

## **21.5 Treasurer**

21.5.1 Shall act in conjunction with the State Executive in utilising approved methods of banking, drawing, recording and reporting of monies placed in the Treasurer's care

21.5.2 To frame the yearly budget in consultation with the Executive in respect to affiliation fees and other charges and levies.

21.5.3 The Treasurer shall collect and receive all monies due to the Association and deposit such monies as soon as practical and without deduction to the credit of the Association's Bank Account. He or she shall make all payments authorised by the Association in a timely manner, keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.

21.5.4 The Treasurer shall prepare a statement of receipts and payments for each State Executive and State Council Meeting.

21.5.5 The Administrative Secretary may be the Treasurer under the State Chairman.

## **21.6 State Executive Ordinary Members**

21.6.1 To be available to attend and effectively serve on the State Executive as it undertakes its various activities.

21.6.2 To work in dedicated unity for the general welfare and continued growth of the movement.

21.6.3 To exercise on a larger scale whatever their ministry and calling enables them to do.

21.6.4 To undertake other such duties as may be determined from time to time by the State Executive and State Council including but not limited to the acceptance of a portfolio as may be required and agreed.

## **22 NOTICE OF MEETINGS**

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22.1 The State Administrative Secretary shall give formal notice to all Members, Associate Members and Registered Church Delegates of the Association at least

fourteen (14) days prior to the scheduled date of any General Meeting of the Association.

- 22.2 In the case of Special General Meetings, State Executive Meetings and Committee Meetings, at least seven (7) days of notice shall be given.
- 22.3 Such notice shall state the date, time and place of the meeting and the nature of the business to be transacted at the meeting. No other business other than that set out in the notice convening the meeting shall be transacted at the meeting, except that business allowed by the Chair.
- 22.4 Such notice shall be sent to each Member at the address appearing in the register of Members by post, facsimile or electronic mail.

## **23 QUORUM OF MEETINGS**

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- 23.1 Subject to clause 29.4 a properly convened meeting of the Association shall require that a quorum of not less than **one-third** of currently registered Members who are eligible to attend is present.
- 23.2 For the purposes of calculating the quorum only, the number of Members eligible to attend shall be reduced by the number of Members in the following categories:
- (i) those who are excluded from active Membership by virtue of clauses 6.2.2, 6.5, 11.1(a)(b)(c)(d), 11.3;
  - (ii) those who are ministering overseas;
  - (iii) those who are serving in an active ministry role or resident in another State of Australia;
  - (iv) those who hold a Retired Minister's Credential and those not eligible to vote per clause 9.5.7.
- 23.3 Church Delegates shall not be used in calculating quorum requirements.
- 23.4 A quorum for all State Executive and sub-committee meetings shall be a simple majority of Members appointed to the Executive or sub-committee.
- 23.5 No item of business is to be transacted at any meeting unless a quorum of Members is present at that meeting. If within half an hour of the appointed time of the commencement of any meeting, a quorum is not present, the meeting shall be re-convened at another time and date giving proper notice to all Members eligible to attend.
- 23.6 All business meetings must be conducted according to standard meeting procedures, with a prepared agenda, minutes, and attendance's recorded.

## **24 VOTING AT MEETINGS**

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- 24.1 While it is felt consistent with Scripture that there should be total unity in the passing of resolutions and in appointments to Office, for the purpose of this Constitution, and unless otherwise stated, decisions shall be passed by a simple

majority of currently registered Members who are present and eligible to vote on the matter.

- 24.2 A resolution pursuant to clause 29 or a resolution of a Special General meeting shall be passed if three-fourths of the Members present and eligible to vote at the meeting are in favour of the resolution.
- 24.3 Questions arising at any meeting shall be determined on a show of hands or, if requested by a Member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 24.4 Each Member present at any meeting is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
- 24.5 Subject to the Act no committee member shall vote on any matter in which they have a direct or indirect pecuniary interest. The member must disclose such interest immediately they are made aware of it.
- 24.6 All votes shall be given personally. No Member is entitled to an absentee or proxy vote.
- 24.7 Where a Member does not attend 4 successive meetings of the Association, or is not current with Credential fees, or is under suspension, according to this Constitution and current policies, that Member shall be considered to be an inactive Member of the Association and shall forfeit all voting rights. Voting rights shall be re-established after the Minister has again attended two consecutive meetings of the Association, Credential fees have been paid and any suspension lifted as the case may be.
- 24.8 Church Delegate Voting
- 24.8.1 Each registered Church Delegate shall be entitled to one vote in matters other than Constitutional amendments unless otherwise stated in the National Constitution.
- 24.8.2 Church Delegates may vote at meetings for which they are in attendance and where entitled to vote.

## **25 FINANCE OF THE ASSOCIATION**

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- 25.1 The Association shall be financed by fees, levies, donations and gifts from its Members, affiliated Churches & Outreaches and such other sources as the State Executive may determine. Any sum or sums of money borrowed for purposes relevant to the objectives of the Association may be secured by mortgage charge or pledge of assets of the Association as the State Executive sees fit.
- 25.2 The income and property of the Association shall be applied solely towards the promotion of the objects and purposes of the Association and must not distribute any surplus, income or assets directly or indirectly towards its members, however this does not prevent the association from reimbursing members for expenses properly incurred or goods and services provided by a member
- 25.3 Wherever possible, all accounts rendered on the Association shall be paid by cheque and all cheques, bills of exchange, promissory notes and other negotiable

instruments given by the Association shall be signed by any two of four Members of the State Executive; their names having been approved by the Executive and registered with the Bank as signatories to the Association's Account. Where electronic banking is available the Treasurer may pay accounts and transfer monies as directed by the State Executive.

- 25.4 The Treasurer shall administer the finances of the association in accordance with his role as stipulated in clause 21.5.
- 25.5 The State Executive may establish and manage accounts, trusts and investments established for reserve funds and various projects.
- 25.6 The State Executive shall appoint a qualified Auditor for the Association. This appointment shall be reviewed annually by the State Executive and confirmed at the Annual General Meeting of Members. The Auditor shall not be an officer of the Association or a Member of the State Executive.
- 25.7 The auditor shall have power at all times to examine the books and documents of the Association. After the close of the financial year, and prior to the Annual General Meeting each year, the auditor shall prepare a balance sheet and statement of receipts and expenditure. The report shall set forth the financial business of the Association since the end of the preceding year. Any report of the auditor shall be submitted to the Annual General Meeting.
- 25.8 If a vacancy occurs in the position of Auditor, during a financial year of the Association, then the State Executive shall appoint another qualified person to the position until the Annual General Meeting of Members.

## **26 PROPERTY OWNERSHIP**

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- 26.1 The Association shall have all power of property ownership and may hold, purchase or take on lease any land, and may sell, exchange, mortgage, lease or build upon the same, (with power to alter and pull down buildings and again rebuild). They shall deal with the same as fully and effectively as a private person may do.
- 26.2 The State Executive shall have authority and power to make by-laws consistent with this Constitution for the administration and management of all monies, trusts, investments, property, business and spiritual affairs of the Association. All by-laws shall be entered by the Secretary in a book to be kept for this purpose and shall be available for inspection by Members. These by-laws may be altered, amended or rescinded, from time to time, for the efficient working of the Association.
- 26.3 In the event of the winding up or dissolution of the Association, after the satisfaction of all its debts and liabilities, there remain any property or funds whatsoever, the same shall not be paid to, or distributed among the Members of the Association. They shall be transferred or donated to the National Council of the CRC Churches International. If no such body exists then they shall be donated to another organisation, which has similar objects and prohibits the distribution of its income and property among its Members, and is exempt from income tax, after consultation with those persons who were Members of the Association at the time

of dissolution or winding-up. If this is not possible then application shall be made to the Supreme Court for a determination.

- 26.4 The liability of a Member of the Association to contribute toward the payment of the debts and liabilities of the Association or the costs, charges and expenses, of the winding-up of the Assembly is limited. It is limited to the amount, if any, unpaid by the Member in respect of any fees or charges owing to the Association by that Member.

## **27 CUSTODY OF RECORDS**

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- 27.1 The custody of all Association records, books, minutes, documents and securities shall be under the control of the State Executive and kept by the Administrative Secretary and Treasurer at their addresses as applicable. The Association Secretary shall maintain the records required of him by the Act.
- 27.2 The Members may inspect the records and books of the Association by arrangement with the respective Administrative Secretary, Treasurer and Association Secretary, but always with the Chair's approval.

## **28 COMMON SEAL**

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- 28.1 The Association may have a Common Seal, which in that instance shall be kept by the Association Secretary at their address and it shall be available to the State Executive for use.
- 28.2 The Common Seal shall not be affixed to any deed or instrument except by a three fourths majority resolution of the State Executive, and the affixing of the Common Seal shall be attested by the signatures of the Chair and two (2) other Members of the State Executive.
- 28.3 Upon the production of a signed minute from a properly convened meeting of the State Executive authorising the execution of any deed or instrument, the Chair and those authorised to do so, shall comply therewith and affix the Common Seal in accordance with sub-clause 28.2 of this Constitution.

## **29 ALTERATIONS TO CONSTITUTION AND OBJECTIVES**

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- 29.1 All alterations or amendments to this Constitution and the Objectives of the Association must be passed by special resolution of the Members, and comply with all requirements of the Act.

- 29.2 Notice of any proposed alteration to this Constitution or the Associations Objectives shall be conveyed in writing to the Secretary who shall place the notice before the next meeting of the State Executive.
- 29.3 The proposed alteration may only be placed before the Association Members if the State Executive decides by a three fourths majority to do so, in which case the Secretary shall give the proposed alterations, in writing, to all Members of the Association at least four (4) weeks prior to any meeting called to consider the proposal.
- 29.4 A quorum for a meeting called to consider alteration of this Constitution or the Objectives of the Association shall comprise four tenths of the total number of Members entitled, under these rules, to vote. The quorum shall be decided after considering the reductions referred to in clause 23.2 (i) (ii) (iii) (iv) of this Constitution.
- 29.5 Any proposed alteration must be approved by a three-fourths majority of all Members present, and eligible to vote, at a properly convened meeting.
- 29.6 The Association Secretary shall, within twenty-eight (28) days of the resolution being passed, notify the Registrar of the alteration as required by the Act. The alteration does not take effect until the Registrar approves it.

## **30 CHURCH DELEGATES**

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- 30.1 Each associated Local Church in good standing, and each registered Outreach Church in good standing may be represented at the State Council through a Local Church Delegate who shall be entitled to one vote as described under rule 24.8.
- 30.2 These delegates shall be recipients of general correspondence.
- 30.3 Delegates are not Members of the association.
- 30.4 Instructions for the appointment and/or variation of Local Church Delegates is prescribed in Appendix 2 of the National Constitution along with other relevant matters.

## 31 GLOSSARY

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In these rules, unless the context otherwise requires:

- 31.1 **“Act”** means the Associations Incorporations Reform Act 2012.
- 31.2 **“Regulations”** means regulations under the Act.
- 31.3 **“Constitution”** means the rules of the Association.
- 31.4 **“Member”** means a member of the Association unless used in the phrase “Member Church” wherein it means affiliated Member Church..
- 31.5 **“Associate Member”** means a non-voting Member of the Association who holds a Trainee Minister’s Credential.
- 31.6 **“Church Delegate”** means a registered Local Church representative able to attend and vote on certain matters at Council and General Meetings although not a Member.
- 31.7 **“Local Church”** means a local church affiliated under these rules.
- 31.8 **“Affiliated Member Church” or “Affiliated Church” or “Member Church” is a corporate Member Church as described in this constitution.**
- 31.9 **“Para-Church”** means an organisation which is not a local church, but one that operates alongside and with churches for their mutual benefit. **“State Council”** means the Association.
- 31.10 **“State Executive”** means the elected Committee of Management of the Association.
- 31.11 **“Ordinary Member of the State Executive”** means a member of the State Executive who is not an officer of the Association.
- 31.12 **“Annual General Meeting”** means that meeting of Members of the Association called according to clause 14 of this Constitution.
- 31.13 **“General Meeting”** means general meeting of Members programmed throughout the calendar year.
- 31.14 **“Special General Meeting”** means a meeting of Members of the Association called according to clause 16 of this Constitution.
- 31.15 **“Financial Year”** means the year ending 31<sup>st</sup> December.
- 31.16 **“National Council”** means the National body corporate of the CRC Churches International Australia Incorporated.
- 31.17 **“National Executive”** means the elected Executive of the National Council.
- 31.18 **“National Constitution”** means the rules of the National Council of the CRC Churches International Australia Incorporated.
- 31.19 **“Charter”** means the document of principles and ethics produced by the National Council of the CRC Churches International Australia Incorporated.
- 31.20 **“CRC Churches International”** and **“CRC”** means a reference to the “family of” CRC Churches Internationally, the Association and the associated Churches and ministries as the context determines;
- 31.21 **“Sponsoring Church”** means a Church responsible for an international work, group, Outreach Church, or Local Church;
- 31.22 **“Governing Church”** means a Local Church accepting the some or all of the governance responsibilities of an Outreach Church or Local Church;
- 31.23 **“good standing”** means the a minister current with a credential fees or a church that participates in the CRC levy program;
- 31.24 **“Administrative Secretary”** means State Executive administrative secretary as per clause 21.3;
- 31.25 **“Association Secretary”** means the position of First Secretary as described in the Act ; and
- 31.26 **“State Calendar”** means the calendar distributed by the State Executive from time to time

## **APPENDIX 1**

### **I. PROCEDURE FOR RESOLVING DISPUTES**

#### **1. THE PROCEDURE**

If a matter cannot be settled according to the scriptural and mediation basis referred to in clauses 5.6.1-2 – 5.7.1-2, 6.6.1-3 and 6.7.1-3 of this Constitution then the following procedure shall be adopted by the State Executive.

- 1.1 The State Executive shall give 30 days of notice in writing that it proposes to consider the matter in dispute. The notice shall require the parties to the dispute to make written submissions concerning the matter. The submissions must be forwarded to the State Executive and the other party, or parties, to the dispute within 14 days prior to the proposed meeting of the State Executive.
- 1.2 Should the State Executive deem it appropriate it may invite the parties to submit responding written submissions, and/or to present oral submissions.
- 1.3 In the event that there is a dispute as to the material allegations of fact, then the State Executive shall make such inquiries, as it deems fit and make findings of fact thereon. Provided that the parties shall be given reasonable opportunity to present further evidence, in such a manner as the State Executive shall determine.
- 1.4 Nothing herein shall require the State Executive to hear oral evidence or to allow the person/s concerned to be represented by legal counsel.
- 1.5 Nothing herein shall require the State Executive to be bound by the rule of evidence, but the State Executive shall act according to equity, good conscience and the substantial merits of the case without regard to technicalities and legal forums.
- 1.6 The decision of the State Executive shall be recorded in writing and a copy thereof provided to the parties of the dispute.

#### **2. THE RIGHT OF APPEAL**

Any of the parties to the dispute may appeal to the National Executive whose decision thereon shall be final and binding upon the parties, provided always that the only grounds of such appeal shall be that the decision was arrived at in breach of natural justice or that the decision was manifestly unfair.

- 2.1 The appeal to the National Executive shall be heard by a Disputes Committee, comprised of three (3) Ministers appointed by the National Chairman, such Ministers to have each held a National Minister's Credential for not less than 10 years.
- 2.2 The Disputes Committee shall institute the appeal within 14 days of their appointment giving written notice to the State Executive of the appeal and the grounds on which it is asserted the State Executives decision was in error.
- 2.3 The Ministers hearing the appeal shall make such inquiries as they deem fit in the circumstances, provided always that the State Executive and the parties to the dispute shall have a reasonable opportunity to make written submissions in respect of the matters raised in the appeal.



- 2.4 The appeal shall be determined by a simple majority.
- 2.5 In the event that the appeal is allowed, the matter shall be remitted to the State Executive to be determined in accordance with such directions as may be given by those Ministers who heard the appeal and comprised majority.
- 2.6 If any of the parties to the dispute fails to abide by the decision of the State Executive, or where there has been an appeal, the outcome of the appeal, such person or persons shall be deemed to be in breach of this Constitution, and the Charter of the CRC Churches International Australia Incorporated. They shall then be liable to disciplinary action, which may include the forfeiture of that person's Credential, or in the case of an Affiliated Church the cancellation of their affiliation.
- 2.7 There is no right of appeal once the Disputes Committee has made a determination.

## **II. PROCEDURE FOR FORFEITURE OF CREDENTIALS**

### **1. THE PROCEDURE**

When a Minister of the CRC Churches International is required to forfeit their Credential according to clause 11.1(a)(b)(c)(d) of this Constitution, the following procedure shall be adopted by the State Executive.

- 1.1 The person concerned shall be given thirty (30) days of notice in writing of the proposal and such written notice shall provide general particulars of the allegations made against them.
- 1.2 The person concerned shall have the right to make written submissions responding to the allegations, which written submissions must be forwarded to the State Chairman within seven (7) days prior to the proposed meeting.
- 1.3 Should the State Executive or its representatives deem it appropriate it may invite the person concerned to present oral submissions.
- 1.4 In the event that there is a dispute as to material allegations of fact, then the State Executive or its representatives may make such inquiries as it deems fit, and may make findings of fact, which findings shall be binding upon the person concerned. Provided that they shall be given reasonable notice of the evidence against them and a reasonable opportunity to present evidence on their behalf, in such a manner as the Executive or its representatives shall determine.
- 1.5 Nothing herein shall require the Executive or its representatives to hear oral evidence, or to allow the person concerned to be represented by legal counsel.
- 1.6 Nothing herein shall require the Executive or its representatives to be bound by the rules of evidence, but they shall act according to equity, good conscience and substantial merit of the case without regard to technicalities and legal forums.

### **2. THE RIGHT OF APPEAL**

Should the State Executive or its representatives make a determination under this clause, the person concerned may appeal the decision according to clause 11.2 of this Constitution.

- 2.1 The person concerned shall institute the appeal within fourteen (14) days of receipt of the decision. It shall be given in written notice to the State Council or National Executive whichever is the relevant body in relation to their Credential. The only grounds of such an appeal shall be that the decision of the State Executive or its representatives was arrived at in breach of the rules of natural justice and/or that the penalty resulting from the decision was manifestly excessive.
- 2.2 Where the relevant body is the State Council or its nominated officers, the appeal shall be decided by three (3) Members of the State Council appointed by the State Chairman. In the event that the National Executive is the relevant body then three (3) Members of the National Council, appointed by the National Chairman shall decide the appeal. Only those Members who have had a National Minister's Credential for 10 years or more and who were not involved in the making of the decision which is the subject of the appeal are eligible for appointment to such Board of Appeal.

- 2.3 The body to whom the appeal is made, shall determine the appeal within a reasonable time and shall make such inquiries as it deems fit in the circumstances. Provided always that such body and the person concerned shall have reasonable opportunity to make submissions in respect of the appeal whether written or oral as the Board of Appeal may determine.

### **3. SUSPENSION OF CREDENTIAL**

When the State and National Chairman decide it is appropriate to suspend a Minister's Credential in accordance with clause 11 of this Constitution, the following procedure shall apply:

- 3.1 The relevant State Chairman and National Chairman shall notify the Minister of the decision to suspend their Credential. Suspension is to take effect immediately from the date of notification.
- 3.2 Notification may, in the first instance, be made verbally by the National Chairman. The notification must also be put in writing in a letter signed by both the relevant State Chairman and National Chairman. This notification may be in the form of two letters signed separately by the relevant State Chairman and National Chairman or, in one letter signed jointly by both the relevant State Chairman and National Chairman. A copy of the letter/s of notification are to be forwarded to the relevant State Executive and National Executive members.
- 3.3 The person concerned has no right of appeal against the suspension however the suspension must be investigated in accordance with clause 11 of the Constitution. The suspension must be reviewed by the respective State Executive, in the case of Trainee and Credentialed Ministers or by the National Executive, in the case of a National Credentialed Ministers.
- 3.4 Suspension is "temporary" until such time as the matter can be investigated and reviewed by the appropriate issuing authority. This review process would normally be completed as soon as possible, preferably within a 3 month period and generally not more than 6 months from the date of issue of the suspension. During the period of the suspension the Minister is to hand in their Credential to the State Chairman and loses the right to represent the Church, preside at public services, weddings, funerals and committee meetings: or be involved in any of the financial transactions of the Church. (E.g. signing cheques, operating credit cards).
- 3.5 After the matter has been investigated the Minister's Credential must either be forfeited under the provisions of clause 11 or the suspension lifted.
- 3.6 Where the suspension is lifted this should be notified in writing to the Minister in a letter jointly signed by the relevant State Chairman and National Chairman.

### **III. PROCEDURE FOR AFFILIATION TERMINATION**

#### **1. THE PROCEDURE**

When the State Executive proposes to consider terminating the affiliation of any Local Church according to clause 5.4 of this Constitution the following procedure shall be followed.

- 1.1 The Local Church concerned shall be given 30 days of notice in writing of the proposal to consider terminating its affiliation and such written notice shall provide general particulars of the allegations against the Local Church.
- 1.2 The Local Church shall have the right to make written submissions responding to the allegations, which written submissions must be forwarded to the State Executive within seven (7) days prior to the proposed meeting.
- 1.3 Should the State Executive deem it appropriate it may invite the Local Church to present oral submissions.
- 1.4 In the event that there is a dispute as to material allegations of fact then the State Executive can make such inquiries as it deems fit and make findings of fact which findings shall bind the Local Church, provided that the Local Church shall be given reasonable notice of the evidence against it and a reasonable opportunity to present evidence on its behalf in such a manner as the State Executive shall determine.
- 1.5 Nothing herein shall require the State Executive to hear oral evidence, or to be bound by the rules of evidence or to allow the Local Church to be represented by legal counsel.
- 1.6 The decision of the State Executive shall be recorded in writing and a copy thereof provided to the Local Church concerned.

#### **2. THE RIGHT OF APPEAL**

If the State Executive decides to terminate the affiliation of any Local Church, then the Local Church concerned shall have the right of appeal according to clause 5.4.3 of this Constitution.

- 2.1 The appeal shall be made to the State Council and shall be decided by three Members of the State Council who are nominated by the State Chairman and are not Members of the State Executive. If this fails a further right of appeal to the National Executive which shall be decided by three Members of the National Executive nominated by the National Chairman.
- 2.2 The grounds of the appeal shall always and only be that the decision was arrived at in breach of natural justice or that the decision was manifestly excessive.
- 2.3 The appeal shall be instituted by the Local Church giving written notice to the State Executive and also to the body to which the appeal is to be made within 30 days of receiving notice of the decision and shall set out precise particulars of the alleged breach or breaches of natural justice, or why they consider the decision to be manifestly excessive.

- 2.4 The body to whom the appeal is made shall determine the appeal within a reasonable time and shall make such inquiries as it deems fit in the circumstances, provided always that the State Executive and the Local Church concerned shall have a reasonable opportunity to make submissions in respect of the appeal.
- 2.5 In the event that the State Council or the National Executive allows the appeal the matter shall be remitted to the State Executive to be re-determined.

**APPENDIX 2****TABLE OF REFERENCE TO SCHEDULE  
OF ASSOCIATIONS INCORPORATIONS REFORM ACT 2012**

<b>SCHEDULE</b>	<b>CONSTITUTION</b>
<b>The Association</b>	
1 The name	2
2 The purposes	4.1-4
<b>Membership</b>	
3 The qualifications for membership	5.1.1-6, 6.1, 8, 9
4 The entrance fees, subscriptions and other amounts (if any) to be paid by members of the incorporated association	6.2, 24.7, 26.4, 5.9
5 The rights, obligations and liabilities	6.1.2 - 4, 9.1.4, 9.2.5-7, 9.3.6, 9.3.10-11, 9.4.6-9, 9.5.5-7, 9.6.5-6, 13.3, 26.4
6 Resignation or cessation of membership	5.3.1-5, 6.4
7 Procedure for the disciplining of members and the mechanism for appearances by members in respect of discipline.	6.5, 11.1-5 & Appendix 1-II
8 Grievance procedures for settling disputes under the rules between the incorporated association and any of its members or between a member and any other member.	5.5.1-2, 5.6.1-2, 6.6.1-3, 6.7.1-3, & Appendix 1-I
<b>Management and record keeping</b>	
9 The name, membership and powers of the committee or other body having the management of the incorporated association (in this paragraph referred to as the committee) and—	31.10, 18.1-3, 17.7, 21.4.8, 21.6.4
(a) the election or appointment of members of the committee;	17.8, 18.4-5, 18.9, 19.7, 20.1-6, 21.4.1
(b) the terms of office of members of the committee;	18.6-8, 19.1-2
(c) the grounds on which, or reasons for which, the office of a member of the committee becomes vacant;	11.1-3, 19.4-6
(d) the filling of casual vacancies occurring within the committee;	18.7, 19.3
(e) the quorum and procedure at meetings of the committee.	23.4-6, 24.1, 24.3-6
10 The procedures for the appointment and removal of the secretary of the incorporated association.	19.5, 19.7, 20
11 The custody of records, securities and other relevant documents of the incorporated association.	21.3, 27.1
12 Provisions for the custody and use of the common seal (if any) of the incorporated association.	28
13 Provision for members to have access to, and to be able to obtain copies of, the records, securities and other relevant documents of the incorporated association.	21.4.7, 27.2
14 The preparation and retention of accurate minutes of—	21.1.5, 21.3.1, 27.1
(a) general meetings of the incorporated association; and	17.6
(b) meetings of the committee or other body having the management of the incorporated association.	21.3.1

15 Provision for members to have access to, and to be able to obtain copies of, minutes of general meetings of the incorporated association, including financial statements submitted at a general meeting.	6.3, 17.6, 27.2
16 Right of access (if any) by members to minutes of meetings of the committee, including any terms and conditions subject to which access may be granted.	21.3.1, 25.5.4, 27.2
<b>Meetings</b> 17 The intervals between general meetings of members of the incorporated association and the manner of calling general meetings.	15,16.2-3,17.6, 21.1.5, 21.1.13, 22.1
18 The quorum and procedure at general meetings and whether members are entitled to vote by proxy at general meetings.	14.1-5, 22.3, 23.1-3, 23.5-6, 24.1-8,
19 The time within which, and the manner in which, notices of general meetings and notices of motion must be given, published or circulated.	5.8.1c,d, 22.1-4, 29.2-3,
<b>Funds</b> 20 The sources from which the funds of the incorporated association are to be or may be derived.	25.1
21 The manner in which the funds of the incorporated association must be managed and, in particular, the mode of drawing and signing cheques on behalf of the incorporated association.	21.3-6, 25.2-8, 26.2
<b>Alteration of rules</b> 22 The manner of altering and rescinding the rules of the incorporated association and of making additional rules.	4.3, 18.3, 29

**ASSOCIATIONS INCORPORATIONS REFORM ACT 2012**  
**CRC CHURCHES INTERNATIONAL VICTORIA INCORPORATED**  
**RULES**

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Constitution  
Of  
**CRC CHURCHES INTERNATIONAL**  
VICTORIA INCORPORATED

