

RICHMOND STREET COMMUNITY CHURCH

Church of the Nazarene Maryborough Incorporated

CONSTITUTION

DATE: 30TH JUNE 2000

INCORPORATION NUMBER IA29275

Richmond Street Community Church
Church of the Nazarene Maryborough Inc

PREAMBLE

- (1) Subject to the provisions of the Associated Incorporations Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
- (2) However, an amendment, rescission or addition is valid only if it has been previously submitted to and approved by the Chief Executive.
- (3) Notwithstanding the provisions of Clause (1) and (2), the Rules of the Local Church shall always be in harmony with the provisions of the current *Manual of the Church of the Nazarene*.

Rules of Association

NAME

1. The name of the incorporated association shall be Richmond Street Community Church Church of the Nazarene Maryborough Inc (in these rules called the "Local Church"). This local church is affiliated with the International Church of the Nazarene with headquarters in Kansas City, Mo. USA.

OBJECTS

2. The objects for which the Local Church is established are:-
 - (1) To establish and maintain at Richmond Street in the City of Maryborough in the State of Queensland or in the vicinity thereof a Local Church as provided for by the *Manual of the Church of the Nazarene*.
 - (2) To incorporate such Local Church as authorised by law and for this purpose the pastor of his/her representative shall be duly authorised to apply for himself and his successors in office for ever for the incorporation of the Local Church in accordance with the provisions of the Associations Incorporation Act 1981 in Queensland.
 - (3) To co-operate with any other Local Church of the Nazarene within Australia and in any part of the world.
 - (4) To raise funds for the purposes of the said Church.
 - (5) To build upon, pull down, rebuild, add to, repair and improve any buildings or premises for the use of the said Church.

- (7) To purchase, own, sell, exchange, mortgage, hypothecate, convey, lease and hold in trust and in any other manner acquire and dispose of any property real or personal as the trustees may consider necessary or convenient for the purposes of the Local Church.
- (8) To borrow monies upon such terms and conditions as the trustees may think fit for the purposes of the Local Church and upon the security of the Local Church's property or otherwise and to execute mortgages and other securities for the purpose of securing the repayment of such monies and of interest and otherwise securing the performance of the covenants of the said securities.
- (9) To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them it being hereby expressly declared that each sub-clause of this clause shall be construed independently of other sub-clauses hereof and that none of the objects mentioned in any sub-clause shall be deemed to be merely subsidiary to the objects mentioned in any other sub-clause.

POWERS

3. The powers of the Local Church are:-

- (1) To take over the funds and other assets and the liabilities of the present unincorporated Local Church known as the "Richmond Street Community Church Church of the Nazarene Maryborough";
- (2) To subscribe to, become a member of and co-operate with any other Local Church, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Local Church provided that the Local Church shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Local Church under or by virtue of rule 20 (11);
- (3) In furtherance of the objects of the Local Church to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Local Church or persons frequenting the Local Church's premises;
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real or personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Local Church: Provided that in case the Local Church shall take or hold any property which may be subject to any trusts the Local Church shall only deal with the same in such manner as is allowed by law having regard to such trusts:

- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Local Church; to obtain from any such Government or Authority any rights, privileges and concessions which the Local Church may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (6) To appoint, employ, remove or suspend such pastors, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Local Church;
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated Local Church, or in or about the incorporated Local Church or promotion of the incorporated Local Church or in the furtherance of its objects;
- (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Local Church's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (9) To invest and deal with the money of the Local Church not immediately required in such manner as may from time to time be thought fit;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the objects of the Local Church to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Local Church's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Local Church;

- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Local Church's property of whatsoever kind sold by the Local Church, or any money due to the Local Church from purchasers and others;
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Local Church but subject always to the proviso in sub-rule (4);
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Local Church, in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Local Church may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Local Church to amalgamate with any one or more incorporated Local Churches having objects altogether or in part similar to those of the Local Church and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Local Church under or by virtue of rule 20 (11);
- (20) In furtherance of the objects of the Local Church to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated Local Churches with which the Local Church is authorised to amalgamate;
- (21) In furtherance of the objects of the Local Church to transfer all or any part of the property, assets, liabilities and engagements of the Local Church to any one or more of the incorporated Local Churches with which the Local Church is authorised to amalgamate;
- (22) To make donations for charitable or community purposes;
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Local Church.

CLASSES OF MEMBERS

4. (1) The membership of the Local Church shall consist of full members, and any of the following classes of members:-
 - (a) Associate members;
 - (b) Inactive members.
- (2) The number of members for all classes of membership shall be unlimited.

MEMBERSHIP

5. (1) Every person who at the date of incorporation of the Local Church was a member of the unincorporated Local Church shall be admitted by the Local Church Board to the same class of membership of the Local Church as the member held in the unincorporated Local Church.
- (2) Every applicant for any class of membership of the Local Church (other than the members of the unincorporated Local Church referred to in sub-rule (1)) shall be received in accordance with the provisions of the current *Manual of the Church of the Nazarene*.

MEMBERSHIP FEES

6. (1) Members in the Local Church are urged to support the financial needs of the Local Church and its programs by the practice of tithing and freewill offerings.
- (2) Notwithstanding the provisions of sub-rule (1), the Local Church shall not levy fees of any kind upon its members.

CHURCH MEMBERSHIP COMMITTEE

7. (1) The Church Board shall provide a church membership committee of no fewer than three persons whose duty it shall be to act in the capacity of an advisory committee.
- (2) The church membership committee shall seek out and recommend to the pastor such persons as shall qualify for full membership in the Church of the Nazarene.
- (3) No person shall be received into full membership of the Local Church until the pastor first consults with the church membership committee concerning that person's reception.

- 8
- (1) Transfer. The pastor, when requested by a member, may grant a transfer of church membership to any local church of the Church of the Nazarene that may be named in the transfer, but such transfer shall be valid for three months only. When the receipt of the transfer is acknowledged by the receiving local church, the said person's membership in this Local Church shall cease.
 - (2) Commendation. The pastor, when requested by a member, may grant a certificate of commendation to any evangelical church that may be named, after which the said person's membership in this Local Church shall cease immediately.

TERMINATION OF MEMBERSHIP

- 9.
- (1) Inactive Membership. A member of the Local Church who has moved to another community and ceases to be active at the church should be urged to attend the Church of the Nazarene there and to request a transfer of membership to that church. The pastor of the nearest church should be notified of this change of residence. After one year, if a member fails to request a transfer of membership or if that member's address is unknown, the membership may be declared inactive by recommendation of the Church Membership Committee and action of the Church Board. After such action, the pastor shall write opposite the member's name "Placed on the Inactive Membership Roll by the Church Board (date)". If this person re-establishes residence in the community where his membership was declared inactive, full membership may be granted by recommendation of the Church Membership Committee and action of the Church Board.
 - (2) When a member of a church has been absent from all religious services of the church for six successive months without a reason deemed justifiable by the Church Board, and attempt has been made to encourage him or her to become active when possible, that person's membership may be declared inactive upon recommendation of the Church Membership Committee and action of the Church Board. The person shall be informed by a redemptive letter from the pastor within 7 days of the action of the Church Board. After such action of the Church Board, the pastor shall write opposite the member's name "Placed on the Inactive Membership Roll by the Church Board (date)". A 120-day waiting period including prayer and supplication shall follow these actions. An inactive member may request in writing the Church Board return his or her name to the active role of the Church. The request must include a reaffirmation of the vows of membership and renewed participation in the worship activities of the Local Church. The Church Board shall respond to the request within 60 days. Full membership may be restored to such a person by recommendation of the Church Membership Committee and action of the Church Board.
 - (3) After two years from the date when a person's membership was declared inactive, his or her name may be removed from the church roll by action of the Church Board. After such action of the Church Board, the pastor shall write opposite the member's name, "Removed by the Church Board (date)".

- (4) Release from Membership. The pastor, when requested by a member, may grant a letter of release, thus terminating such person's membership of this Local Church immediately.
- (5) Ministers. When a licensed or an ordained minister has united with the church membership or ministry of another denomination, his membership in the Local Church shall, because of that fact, immediately cease, and there shall be written opposite his name, "Removed by uniting with another denomination."
- (6) Laypersons. When a lay member of the Local Church has accepted membership, license to preach, or ordination from any other religious organisations, or is engaging in independent church or missionary work, his membership in the Local Church shall, because of that fact, immediately cease except in case that person shall secure the annual written approval of the Local Church Board of the church in which he holds his membership and the annual written approval of the District Advisory Board of the district in which that church is located.
- (7) Church Discipline. The object of church discipline is not the punishment of offenders, but vindication of the truth, purification of the church, warning of the careless, and reformation and salvation of the guilty. Members of the church who do violence to the General or Special Rules, or who wilfully and continuously violate their membership vows, should be dealt with kindly yet faithfully, according to the grievousness of their offences. Holiness of heart and life being the New Testament standard, the Church of the Nazarene insists upon a clean ministry and requires that those who bear its credentials as ministers be orthodox in doctrine and holy in life. Thus the purpose of the discipline of a minister is not punitive or retributive but is to determine the ministerial standing and church relations of a minister accused of misconduct.
- (8) Discipline of a Lay Member. If a request is made for investigation of a lay member accused of unchristian conduct, such charges shall be placed in writing and signed by at least two members who have been in faithful attendance for at least six months. The pastor shall appoint an investigating committee of three members of the Local Church, subject to approval of the District Superintendent. The committee shall make a written report of its investigation. This report must be signed by a majority and filed with the Church Board.

After the investigation and pursuant thereto, any two members in good standing in the Local Church may sign charges against the accused and file same with the Church Board. Thereupon the Church Board shall appoint, subject to the approval of the District Superintendent, a Local Board of Discipline of five members, who are unprejudiced and able to hear and dispose of the case in a fair and impartial manner. This board shall conduct a hearing as soon as practicable and determine the issues involved. After hearing the testimony of witnesses and considering the evidence, the Board of Discipline shall either absolve the accused or administer discipline as the facts shall establish to be proper. The decision must be unanimous. Discipline may take the form of reprimand, suspension, or expulsion from membership in the local church.

church board.

- (b) When a layperson has been expelled from membership in the Local Church by a Local Board of Discipline, he or she may reunite with the Church of the Nazarene on the same district only with the approval of the District Advisory Board. If such consent is granted, he or she shall be received into the membership of that local church using the approved form for the reception of church members.
- (9) Discipline of a Minister. If an elder, deacon or licensed minister is accused of conduct unbecoming a minister, or of teaching doctrines out of harmony with the doctrinal standard of the Church of the Nazarene, or of serious laxity in the enforcement of the General or Special Rules of the church, such accusations shall be placed in writing and shall be signed by at least two members of the Church of the Nazarene who are at that time in good standing. Accusations of immorality cannot be signed by any person involved in the alleged misdeed. The written accusation must be filed with the District Advisory Board of the district where the accused has ministerial membership. The accusation will be dealt with by the District Advisory Board according to its own procedure.

REGISTER OF MEMBERS

- 10. (1) The Church Board shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Local Church and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Church Board or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

MANAGEMENT COMMITTEE - THE CHURCH BOARD

- 11. (1) The Local Church shall have a management committee hereinafter called the Church Board.
- (2) Membership. The Church Board shall be composed of the pastor, the Sunday School superintendent, the president of the Nazarene Youth International, the president of the Nazarene World Mission Society, the stewards and the trustees of the church and the members of the Sunday school Ministries Board when elected as the Education Committee of the Church Board by the annual church meeting. Ordained ministers unassigned by the district are not eligible to serve on the Local Church Board.

- (3) Term of Office. The term of office for all members of the Church Board shall be for one year commencing at the time of adjournment of the District Assembly.
- (4) Election of Board members. Where the procedure and the number to be elected are approved by a majority vote of the church members present, the church board may be elected, and then appropriate proportions designated as stewards and trustees.
 - (a) Election of Stewards. The stewards of the church shall be no fewer than three nor more than thirteen in number. They shall be elected by ballot at the annual or a special church meeting, from among the members of the church, to serve for the next church year and until their successors have been elected and qualified.
 - (b) Election of Trustees. The trustees of the church shall be no fewer than three nor more than nine in number. They shall be elected by ballot at the annual or a special church meeting, from among the members of the church, to serve for the next church year and until their successors have been elected and qualified.
- (5) Election of the Sunday School Superintendent. The annual church meeting shall elect by majority vote by ballot, from among its full members, a Sunday School Superintendent to serve for one year, or until his or her successor is elected. The Sunday School Ministries Board, with the pastor's approval may call for an incumbent Sunday School Superintendent to be elected by a yes or no vote. A vacancy shall be filled by the Local Church at a duly called church meeting. The Sunday School Superintendent, newly elected, shall be a member ex officio of the District Assembly, the Local Church Board and the Sunday School Ministries Board.
- (6) Ex Officio Members. The president of Nazarene Youth International and the president of the Nazarene World Mission Society are elected by the members of the respective auxiliaries in accordance with the provisions of the *Manual of the Church of the Nazarene*. They serve as members of the Church Board in an ex officio capacity.
- (7) Pastor. An elder or licensed minister may be called to pastor a church by two-thirds favourable vote by ballot of the church members of voting age present and voting at a duly called annual or special meeting of the church, provided that such elder or licensed minister shall have been nominated to the church by the Church Board, which, after having consulted with the district superintendent, made such nomination by majority vote by ballot of all its members; and provided the nomination shall have been approved by the district superintendent.

The pastor of a church that has been organised for less than five years, or has less than 35 members voting in the previous annual church meeting, or is receiving regular financial assistance from the district, may be appointed or reappointed by the district superintendent, with the consent of the District Advisory Board.

shall serve as its chairman and will hereinafter be referred to as the president. The pastor shall have full voting rights on the Church Board.

- (8) Secretary. The Church Secretary is elected by the Church Board from among the members of the Board at the first meeting of the Board each year. The secretary shall serve until the close of the church year and until a successor has been elected and qualified. The secretary shall have full voting rights on the Church Board.
- (9) Treasurer. The Church Treasurer is elected by the Church Board from among the members of the Local Church at the first meeting of the Board each year. The treasurer is a non-voting member of the Church Board unless already a voting member in some other capacity and shall serve until the close of the church year and until a successor is elected and qualified.
- (10) Vacancies. An individual's membership of the Church Board shall cease if the individual ceases to be a member of the association or tenders his resignation in writing to the pastor or church secretary.
- (11) Notwithstanding the provisions of sub rule (10), Church Board members may not be removed from office during their term (except by special general meeting). There is no right of appeal against removal.
- (12) Vacancies on the Church Board shall be filled at a duly called church meeting in accordance with the provisions of sub rules (3), (4), (5), (6), (7), (8) and (9).
12. Meetings. The Church Board shall have a regular meeting within the first 15 days of each calendar month and shall meet specially when called by the pastor, the District Superintendent, the secretary only with the approval of the pastor, or the District Superintendent when there is no pastor. The Church Board shall determine the method of notification of meetings which best suits its needs for the time being. Between the annual church meeting and the District Assembly the newly elected Church Board may meet for organisation purposes, at which time it shall elect a church secretary and a church treasurer as provided hereafter and any other officer which it shall be their duty to elect.
13. Quorum. At every meeting of the Church Board, a simple majority of a number equal to the number of members of the Church Board shall constitute a quorum.
14. Procedure. If within half an hour from the time appointed for the commencement of a Church Board meeting, a quorum is not present, the meeting, if a regular meeting, shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Church Board may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse. If a quorum is not present within half an hour of the time appointed for a special meeting of the Church Board, the meeting shall lapse.

15. Business. The business of the Church Board shall be:

- (1) To care for the interests of the church and its work, not otherwise provided for, in harmony with the pastor/president.
- (2) To nominate to the church, after having consulted with the District Superintendent, any elder or licensed minister whom it may deem the proper person to become pastor/president, provided the nomination be approved by the District Superintendent.
- (3) To cooperate with an incoming pastor in the development of a written statement of goals and expectations.
- (4) To conduct at least once every two years, along with the pastor, a self-study for the purpose of developing a clear understanding of expectations, goals and performance.
- (5) To arrange for pastoral supply, after conference with the District Superintendent, until such time as a pastor/president shall be regularly called by the church.
- (6) To provide for the development and adoption of an annual budget for the church, all auxiliaries, any day-care/preschool/weekday schools projecting income and expenditures.
- (7) To assign a committee of the Board responsible for: (a) monitoring the church budget, (b) reporting to the board on the financial conditions and concerns of the church.
- (8) To determine the amount of compensation the pastor/president shall receive, and to review it at least once a year.
- (9) To provide ways and means for the support of the pastor/president, the pastoral supply, or any other paid workers of the church; to give attention to the continuing educational needs of the pastor/president and staff.
- (10) To determine the financial support and housing allowance an evangelist should receive and notify the person of such minimum support at the time of the call by the Church Board.
- (11) To give proper attention to the support of the District Superintendent and the General Superintendents in accordance with the authorised plans.
- (12) To license, or renew the license of, at its discretion, any person who has been recommended by the pastor/president for (a) local minister, or (b) lay minister.

pastor/president, any person who desires to receive a certificate for any of the assigned roles of ministry, including all lay and ministerial candidates aspiring to be recognised for ministries beyond the Local Church, if such recommendation is required by the *Manual of the Church of the Nazarene*

- (14) To recommend, at its discretion, to the District Assembly, upon nomination by the pastor/president, any person who desires the Licensed Minister's Credential or its renewal.
- (15) To elect, upon nomination of the Sunday School Ministries Board, with the approval of the pastor/president, a director of children's ministries and a director of adult ministries.
- (16) To approve the NYI president elected by the NYI organisation of the Local Church, as provided in the NYI constitution.
- (17) To approve the selection of the administrators of Nazarene day-care/preschool/weekday schools
- (18) To elect a secretary at the first meeting of the new board, to serve until the close of the church year and until a successor has been elected and qualified.
- (19) To elect a treasurer at the first meeting of the new board, to serve until the close of the church year and until a successor has been elected and qualified.
- (20) To cause careful accounting to be kept of all money received and disbursed by the church, including any weekday schools and all auxiliaries, and make report of the same at its regular monthly meetings and to the annual meeting of the church.
- (21) To provide a committee, no fewer than two members of which shall count and account for all money received by the church.
- (22) To appoint an auditing committee which shall audit, at least annually, the financial records of the treasurer of the church, the Nazarene Youth International, the Sunday School Ministries Board, Nazarene day-care/preschool/weekday schools, and any other financial records of the church.
- (23) To provide an evangelism and church membership committee of no fewer than three persons.
- (24) To function, if advisable, as the Sunday School Ministries Board in a church of no more than 75 members.
- (25) To appoint a trial committee of five in case written charges are pending against a church member.

- (26) To elect, with the written approval of the District Superintendent and upon the nomination of the pastor/president, such paid assistants as assistant pastors, directors of Christian education, directors of youth work, directors of music and directors of weekday schools.
- (27) (a) To elect a local minister or a licensed minister as an unpaid assistant pastor only if approval is given annually by the District Superintendent.
(b) To elect unpaid directors of Christian education, directors of youth work, directors of music and directors of weekday schools.
- (28) To provide for a long-range planning committee for the church with the pastor/president as ex officio chairman.
- (29) The Church Board, together with the pastor, shall follow plans adopted by the General Assembly and agreed to by the District Assembly for raising apportionments of World Evangelism funds and District Budgets funds made to the Local Church and shall raise and regularly pay these apportionments.
- (30) The Church Board shall perform the duties of a Sunday School Ministries Board in a newly organised church until such board has been regularly elected.
- (31) The Church Board and pastor of the newly organised church shall decide when a Sunday School Superintendent will be elected.
- (32) The Church Board may remove from the membership roll the name of an inactive church member after a period of two years has elapsed from the date when his or her name was declared inactive.
- (33) The Church Board may suspend or revoke the license of any locally credentialed person.

CHURCH MEETINGS

- 16. Annual General Meeting. An annual church meeting shall be held within 60 days prior to the meeting of the District Assembly. Public notice of the annual meeting must be given from the pulpit on at least two Sundays before the meeting. This annual meeting may be conducted on more than one day or in more that one service upon approval by the Church Board.
- 17. Special Meetings. Special church meetings may be called at any time by the pastor/president, or by the Church Board after having obtained the consent of the pastor/president or of the District Superintendent or of the General Superintendent having jurisdiction. Public notice of special church meetings shall always be given from the pulpit in at least two preceding regular services.

Youth International, the president of the Nazarene World Mission Society, the local ministers, the stewards, the trustees, the secretary and the treasurer of the Church Board

- (2) Nominating Committee. A nominating committee shall be used to nominate officers, boards and district assembly delegates, whose nominations are not provided for elsewhere.

The nominating committee shall consist of not fewer than three nor more than seven members of the church, including the pastor, nominated by the pastor/president and approved by the Church Board, or appointed by the District Superintendent. The pastor/president shall be chairman of the committee. All persons nominated by the committee shall affirm that they fulfil qualifications required by the *Manual of the Church of the Nazarene*.
- (3) Elections. At the annual church meeting there shall be an election, by ballot, of the stewards, the trustees, the Sunday School Superintendent and the members of the Sunday School Ministries Board, to serve for the next church year and until their successors are elected and qualified. All those elected as church officers shall be members of the Local Church.
- (4) Delegates to the District Assembly. At the annual church meeting, there shall be an election, by ballot, of lay delegates to the District Assembly on the basis of representation fixed by the General Assembly as provided for in the *Manual of the Church of the Nazarene*.
- (5) The Church Year. The administrative year shall run congruently with the statistical year of the Local Church and shall be recognised as the church year.
- (6) The Statistical Year. The statistical year shall close within 60 days prior to the opening of the district assembly; and the new statistical year shall begin the day following its close. The exact date of the beginning and close of the statistical year within these bounds shall be set by the District Advisory Board.
- (7) Financial Year. The financial year shall close on 31 October in each year.
- (8) Quorum. A quorum for a church meeting is constituted as being a number equal to 60% of the number of full voting members, including proxy, of the Local Church.
- (9) Voting Rights and Eligibility for Holding Office. Only full members who have reached the age of eighteen years are eligible to vote at annual general and special meetings and to hold office in the Local Church.

COMMON SEAL

19. The Church Board shall provide for a common seal and for its safe custody. The common seal shall only be used by the authority of the Church Board and every instrument to which the seal is affixed shall be signed by the pastor of the Church and shall be countersigned by the secretary of the Church Board.

FUNDS AND ACCOUNTS

20. (1) The funds of the Local Church shall be banked in the name of the church in such bank as the Church Board may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Local Church and the particulars usually shown in books of a like nature.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) Where at all possible, electronic banking will have precedence over all other banking transaction arrangements.
- (5) In the event that payment is made by cheque, cheques must be signed by any two of the secretary, treasurer or other member authorised from time to time by the Church Board.
- (6) Signing of cheques. Cheques shall be crossed "not negotiable" except those for petty cash.
- (7) Petty cash. The Church Board shall determine the amount of petty cash which shall be kept by an appropriate system determined by the Board.
- (8) All expenditure shall be approved or ratified at the discretion of the Church Board.
- (9) Statement of accounts. As soon as practicable after the end of each church financial year, the treasurer shall cause to be prepared a statement containing particulars of:
- (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and all mortgages, charges and securities affecting the property of the Local Church at the close of that year.
- (10) Audit. All such statements shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.

and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Local Church provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Local Church or otherwise owing by the Association to him or of remuneration to any officers or servants of the Local Church or to any member of the Local Church, provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Local Church or reasonable and proper rent for premises demised or let to the Local Church.

DOCUMENTS

21. The Church Board shall provide for the safe custody of books, documents, instruments of title and securities of the Local Church.
22. Minutes. The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Church Board meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any full member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Church Board meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding Church Board meeting verifying their accuracy after adoption by the Church Board. Similarly, the minutes of every general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting; and any annual general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting or annual general meeting.

DISORGANISATION OF THE LOCAL CHURCH

23. If it seems clear to the District Superintendent that the Local Church organisation should no longer continue as such, it may be disorganised by action and formal pronouncement of the Board of General Superintendents upon recommendation of the District Superintendent and the District Advisory Board.
24. (1) In case the Local Church becomes disorganised, any church property which may exist may in no way be diverted to other purposes, but title shall pass to the District Advisory Board acting as agent for said district where such has been incorporated, or other authorised agents, for the use of the Church of the Nazarene at large, as the District Assembly shall direct; and trustees holding property for the disorganised church shall sell or dispose of the same only on the order and under the direction of the District Advisory Board or other appointed agent of the District Assembly, with the written approval of the General Superintendent in jurisdiction, either conveying said property or delivering the proceeds from the sale thereof as directed by the District Assembly or its District Advisory Board.

- (2) No trustee or trustees of the disorganised Local Church may divert property from the use of the Church of the Nazarene.
- (3) PROVIDED ALWAYS that if the Local Church becomes disorganised then any moneys or assets or funds on hand and being or representing funds or collections within the meaning of the Charitable Collections Act of Queensland for the time being in force shall after payment of all expenses and liabilities be handed over to such registered or exempted charity or charities as a majority of members present at a church meeting shall decide.
- (4) Withdrawal of Local Church. The Local Church may not withdraw as a body from the Church of the Nazarene, or in any way sever its relation thereto, except by provision of the General Assembly, and upon agreed conditions and plans.
- (5) Mergers. The Local Church may merge with one or more other local Churches of the Nazarene upon two-thirds favourable vote by ballot of the members present and voting at a specially called meeting of the churches involved, provided: the merger shall be recommended by a majority vote by ballot of all the members of the respective Church Boards, and the merger shall have been approved in writing by the District Superintendent, the District Advisory Board, and the General Superintendent in jurisdiction.

25. Distribution of Surplus Assets to Another Entity

- (1) This section applies if the association is wound up under part 10 of the Act and there are surplus assets.
- (2) The surplus assets must not be distributed among the members but must be given to the District Advisory Board of the Church of the Nazarene such body having -
 - (a) similar objects to the associations objects; and
 - (b) rules which prohibit the distribution of the entity's income and assets to its members.
- (3) In this section "surplus assets" has the meaning given by s92(3) of the Act.

