

**First Run
Prepared and Compiled by
Signs Church Governing Council
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**Constitution, By-Laws
& Statement of Faith
of
Signs Church, Inc
Incorporation No. IA 32477**

***Excellence in Governance &
Integrity in Business Before God***

1. WORDS AND EXPRESSIONS TO HAVE MEANING IN ACT

- 1.1. A word or expression that is not defined in these constitution, but is defined in the Association Incorporation Act, 1982 has, if the context permits, the meaning given by the Act.

2. NAME

- 2.1. The name of the incorporated entity shall be Signs Church, Inc (in this Constitution called “the Church”)

3. OBJECTS

The biblical objects for which the Church is established are to:

- 3.1. Fulfil the Great Commission of the Lord Jesus Christ in making disciples of every nation and in undoing the works of the devils (Matthews 28:19-20, Mark 16:15-20). This will be done through weekly services, crusades, believers’ conventions and outreaches and any other avenues as the Lord leads
- 3.2. Appoint or engage the service of paid Spirit-filled Shepherd/Teacher for the purpose of spiritual ministry in the Word of God and prayer to the partners of the Church.
- 3.3. Teach the believers to walk in all the promises of God by faith as revealed in the Word of God. This is only possible through the grace of God (Ephesians 2:8, Romans 1:16-17).

35. We believe that each local church fulfils its specific calling through the preaching of the Word, intercessory prayer and mighty ministry of the Holy Spirit.
36. We believe Jesus Christ gives leadership gifts to those He calls to train the local assembly to do the work of the ministry. Such gifts are apostle, evangelist, prophet, and shepherd/teacher. The leadership gifts are supplemented by the governing team of elders, overseers and deacons in the local assembly.
37. We believe every believer play a part and participate in the local church to fulfil the Great Commission of the Lord.

THE FUTURE

38. We believe in the imminent return of the King Jesus Christ and He will return for the sanctified and pure Church, which is His body of faithful believers.
39. We believe that on the last day we will be caught up to meet with the Lord in the air and will be with the Lord forever.
40. We believe that the wickedness, evils and deception of the world will increase before the Coming of the Lord as in the days of Noah and the flood. Just as the flood destroyed the old world, the coming of Jesus Christ will destroy the present wicked world.
41. We believe that hell is a real place and is originally created for Satan and his hosts as confirmed by the Lord Jesus.
42. We believe in the Lake of Fire as final eternal punishment for the unbelievers, the sinners and the backsliders
43. We believe in the New Heaven and New Earth as promised by the Lord Jesus reserved only for the born-again believers.

- 3.4. Equip the believers to minister to the dying, fearful and sick world of the Gospel of hope and peace that is only found in Jesus Christ (Ephesians 4).
- 3.5. Encourage the fellowship of like-minded believers and engender the manifestation of the gifts of the Holy Spirit among them to edify each other (Hebrews 10:25, I Corinthians 12, 14).
- 3.6. Give spiritual, resource and financial support to other effective bible-based Full Gospel/Faith ministries in reaching the unreached and lost for the kingdom of God.
- 3.7. Enter into spiritual and business partnership with like-minded churches and ministries worldwide.
- 3.8. Create and conduct any community outreach or faith projects in order to minister the Gospel to the needs. No group is excluded from the outreach.

4. POWERS

- 4.1. The Church has the powers of an individual.
- 4.2. The Church may, for example –
 - 4.2.1. Enter into contracts; and
 - 4.2.2. Acquire, hold, deal with and dispose of property; and
 - 4.2.3. Make charges for services and facilities it supplies; and

4.2.4. Do other things necessary or convenient to be done in carrying out its affairs

4.3. The Church may take over the funds and other assets and liabilities of the present unincorporated Church known as the Signs Church.

4.4. The Church may also issue secured and unsecured notes, debentures and debentures stock for the Church

5. CLASSES OF MEMBERS

5.1. The fellowship of the Church shall consist of participating partners who –

5.1.1. agree in principle to the Bible-based doctrinal statements; and

5.1.2. commit to the objects of the Church:

5.2. The number of partners shall be unlimited.

6. MEMBERSHIP

6.1. A person who, on the day the Church is incorporated, was a partner of the unincorporated Church and who, on or before a day fixed by the Governing Council, agrees in principle to become partner of the incorporated Church. The person must be admitted by the Governing Council to the same class of membership of the Church as the partner held in the unincorporated Church.

25. We believe that all believers are delivered from the curse of the Law and wrath of God and that divine healing is part of the atonement.

26. We believe that God wills to heal and transform us so that we can live healthy and prosperous lives in order to minister the Gospel and extend His kingdom.

27. We believe the grace of God empowers the believer to live in righteousness and minister in the power of God.

28. We believe the believer as part of local church has a commission to make disciples of every person on earth. Therefore, it is responsibility of every believer to fulfil life's calling.

29. We believe it is duty of every believer to remain in daily fellowship with God and with the fellow believers in godly fellowship and not forsake the assembling together.

30. We believe in the lifestyle of faith and that believers are to live by the uncompromising faith in God's Word, not by feeling or sight.

31. We believe believers are called to worship God in spirit and truth, a worshipping lifestyle that is not limited to certain day or place.

THE LOCAL CHURCH

32. We believe in the universal Church, which is the Body of Christ on earth. It consists of every believer born anew by the Spirit of God.

33. We believe in local assembly, which is one part of this universal body of Christ, ministering locally and culturally.

34. We believe Jesus Christ gave to His church authority over every circumstance that is contrary to the Word of God. Therefore we, as a local assembly are commanded to enforce the will of God on earth through the Name of Jesus and intercessory prayer.

THE HOLY SPIRIT

17. We believe the present-day ministry of the Holy Spirit is to
 - glorify the Lord Jesus Christ,
 - regenerate the repentant believer (new birth),
 - guide the believer into all truth (revelation).
 - manifest Himself in all believers to minister (empowerment).
 - develop close daily fellowship with believers (communion).
18. We believe the Holy Spirit empowers all believers to live in every promise of the Bible in response to believer's ongoing faith.
19. We believe that the Pentecostal baptism in the Holy Ghost and fire is a gift from God as promised by the Lord Jesus Christ to all believers in this age and is received subsequent to the new birth.
20. We believe that the baptism in the Holy Spirit is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance.
21. We believe the baptism in the Holy Spirit is given for one purpose, that is, to empower the believers to be effective ministers of the Gospel.
22. We believe all New Testament manifestations of the Holy Spirit are available to all present-day believers and is to be appropriated by faith.

THE BELIEVERS

23. We believe righteousness is a free gift given to every believer.
24. We believe that every believer is qualified for all of the promises of God and empowered to live in righteousness.

7. MEMBERSHIP FEES

- 7.1. As is the case of the Church receiving income through scriptural tithing and offering, no membership fee is required

8. ADMISSION AND REJECTION OF PARTNERS

- 8.1. The Governing Council shall formally discuss and recognise an expression of interest to become a partner at the Council meeting held after it receives-
 - 8.1.1. An expression of interest in writing; and
 - 8.1.2. Supporting recommendations of the existing partners of the Church
- 8.2. The Governing Council must decide at the meeting whether to accept or reject an expression of interest. The Council shall consult the scriptural admonition of being born-again and the fruits of the Spirit.
- 8.3. The expression of interest for partnership of the Church shall be accepted when every member of the Council present at the meeting voted in favour.
- 8.4. The Administrator of the Church must, as soon as practicable after the Council decides to recognise or reject an expression of interest, give the application a written notice of the decision.

9. TERMINATION OF MEMBERSHIP

- 9.1. A partner may terminate partnership with the Church by giving a written notice if the termination to the Administrator.
- 9.2. The termination takes effect on-
 - 9.2.1. The day and at the time the notice is received by the Administrator; or
 - 9.2.2. If a later day is stated in the notice – the later day.
- 9.3. The Governing Council may terminate a partner's connection with the Church if the partner –
 - 9.3.1. Fails to participate in the activities/services of the Church after 12 months
 - 9.3.2. Does not comply with any of the provisions of these rules; or
 - 9.3.3. Conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Church and the character of Christ.
- 9.4. Before the Governing Council terminates a partner's connection, the Council must give the partner a full and fair opportunity to show why the partnership should not be terminated.

8. We believe in His death and resurrection and that by His death and resurrection, He conquered sin, death and Satan. He entered the heavenly Holy of Holies to make the final offering for sin and all of its effects.
9. We believe in the finished work of Jesus Christ. Jesus Christ, having sat down at the right hand of God, has completed the work of salvation. There is nothing we can add to His finished work.
10. We believe the New Covenant to be unchangeable because Jesus Christ and His present-day priesthood are unchangeable.
11. We believe Jesus Christ is the only Way, the only Life and the only Truth and no person can access God the Father apart from Jesus.

SALVATION

12. We believe that the only sin that condemns human beings today is the sin of unbelief - that is, not accepting the finished work of the Cross.
13. We believe God made peace with the world through the propitiation of the Lord Jesus Christ.
14. We believe people are only saved by grace through faith in the finished work of the Lord Jesus Christ, not on our own merit of good work or moral refinement.
15. We believe that the Gospel is open to every person to participate in this New Covenant through faith in the Jesus Christ as Lord and Saviour.
16. We believe salvation can be lost therefore it is duty of every believer to abide in Jesus Christ and live by every Word of God daily. There's no place in heaven for backsliders or the double-minded.

THE WORD OF GOD

1. We believe the Scriptures to be the God-breathed Word of God.
2. We believe the Scriptures are the complete, total and final revelation of His will for the salvation of human beings.
3. We believe the Scriptures are the final authority for all Christian faith, life and service.
4. We believe the Lordship of Jesus Christ is expressed through the written Word, therefore, departure from the written Word is a departure from true Christian faith.
5. We believe the Scriptures was inspired and written in original languages (Hebrew and Greek), thus all practical applications for living must be developed within the original languages as interpreted in their times and within their social and historical context.

GODHEAD

6. We believe in one God, Creator of all good things, infinitely perfect and eternally existing in a Godhead composed of three distinct persons - the Father, Son, and the Holy Spirit.

LORD JESUS CHRIST

7. We believe that the Man Jesus Christ was conceived of the Holy Spirit, born through virgin Mary and was the only begotten, incarnate Son of God who died on the cross as in our place.
(please note that we believe Mary is mother of the Man Jesus, not mother of the divine Christ or God therefore Mary needs salvation as much as we do).

- 9.5. If, after considering all representations made by the partner, the Council decides to terminate the connection, the Administrator must give the partner a written notice of the decision

10. APPEALS

- 10.1. A person whose expression of interest to become a partner has been rejected, or whose partnership has been terminated, may give the Administrator written notice of the person's intention to appeal against the decision.
- 10.2. A notice of intention to appeal must be given to the Administration within a month after the person receives written notice of the decision.
- 10.3. If an Administrator receives a notice of intention to appeal, the Administrator must, within three months after the day of receipt, call a general meeting to decide the appeal.
- 10.4. At the meeting, the person must be given a full and fair opportunity to show why the expression of interest should not be rejected or the partnership not be terminated.
- 10.5. Also, the Governing Council and the Council members who rejected an expression of interest or terminated the partnership must be given an opportunity to show why an expression of interest should be rejected or a partnership should be terminated.
- 10.6. An appeal must be decided by a vote of the partners present at the meeting.

11. REGISTER OF MEMBERS

- 11.1. The Governing Council shall cause a register to be kept in which shall be entered-
- 11.1.1. the names and residential addresses of all persons formally considered as partners of the Church; and
 - 11.1.2. Their date of admission as a partner; and
 - 11.1.3. The date of death or termination of the partner; and
 - 11.1.4. Details about the termination or reinstatement of the partnership; and
 - 11.1.5. Any other particulars the Governing Council or the members at a general meeting decide,
- 11.2. The register must be open for inspection at all reasonable times.
- 11.3. However, before the partner may inspect the register, the partner must apply to the Administrator to inspect it.

12. ADMINISTRATOR

- 12.1. If the Church has not elected an interim office as administrator for the Church before its incorporation, the members of the Governing Council must ensure an administrator is appointed for the Church within a month after incorporation.



What we believe is derived from the Scriptures which is God's Word to every human being.

All Scripture is God-breathed, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be perfected, thoroughly furnished to every good work. 2 Timothy 3:16-17

And we are commanded to **devote ourselves to reading, to exhorting, and to instruction and training.** 1 Timothy 4:13

35. FINANCIAL YEAR

35.1. The financial year of the Church shall close on ~~30 June~~
31 December (amended 14 December 2003) in each year.

36. DISTRIBUTION OF SURPLUS ASSETS

36.1. If the Church shall be wound up under part 10 of the Act and there remains, after satisfaction of all its debts and liabilities, any surplus assets whatsoever, the same shall not be paid to or distributed among the partners of the Church. It shall be given to another Church/mission –

36.1.1. having objects similar to the objects of the Church in the service of the Gospel of salvation; and

36.1.2. which prohibit the distribution of the entity's income and assets to its members?

36.2. In this section, "surplus assets" has the meaning given by section 92 (3) of the Act.

12.2. If a vacancy happens in the office of Administrator, the members of Governing Council must ensure an Administrator is appointed for the Church within a month after the vacancy happens.

12.3. An Administrator must be an individual residing in Queensland, or in another state but not more than 65 km from the Queensland border, who is

12.3.1. A partner of the Church appointed by the Governing Council as an Administrator

12.3.2. Any of the following persons appointed by the Governing Council –

12.3.2.1. A member of the Church's Governing Council

12.3.2.2. A partner of the Church

12.3.2.3. Another person, providing scriptural qualification is adhered to

12.4. The Governing Council may appoint and remove the Church's Administrator at any time

13. MEMBERSHIP OF THE GOVERNING COUNCIL

13.1. The Governing Council shall consist of a President, Administrator, and Treasurer, all of who shall be born-again and Spirit-filled Christians. Subject to by-laws, such number of other persons as the partners at the annual general or any general meeting may elect.

- 13.2. The Shepherd/Teacher shall act in the ex-officio position on the Governing Council of the Church; however the Shepherd/Teacher shall have no casting vote at any meeting.
- 13.3. A member of the Governing Council, other than an Administrator, must be a partner of the Church
- 13.4. At each annual general meeting of the Church, the members of the Governing Council must retire from the office, but are eligible for re-election

14. APPOINTMENT OF THE GOVERNING COUNCIL

- 14.1. A member of the Governing Council may only be elected as follows-
 - 14.1.1. The partners may, at any annual general meeting of the church recommend any partner for the membership of the Governing Council,
 - 14.1.2. Providing biblical qualifications for such leadership position is wisely followed, namely
 - 14.1.2.1. Having made Jesus Lord and Saviour
 - 14.1.2.2. Being baptised in the Spirit according to Acts 2.4
 - 14.1.2.3. Having committed to serve God in faith and God's Word

- 33.8.1. the income and expenditure for the financial year just ended; and
- 33.8.2. the assets and liabilities at the close of that year.; and
- 33.8.3. of all mortgages, charges and securities affecting the property of the Church at the close of that year.
- 33.9. All such statements shall be examined by an independent auditor who shall present his report upon such audit to the administrator for presentation at the Annual General meeting.
- 33.10. If the Church is incorporated within three months before the end of the Church's financial year, subsection 33.8 does not apply for the financial year in which the Church is incorporated.
- 33.11. The income and property of the Church must be used solely in promoting the Church's objects and exercising the Church's powers; and
- 33.12. no portion of income or assets shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or among the partners of the Church.

34. DOCUMENTS

- 34.1. The Governing Council shall provide for the safe custody of books, documents, instruments of title and securities of the Church.

33. FUNDS AND ACCOUNTS

- 33.1. The funds of the Church shall be deposited in the name of the Church or its sub-entity in such bank or permanent building society as the Governing Council may from time to time direct;
- 33.2. 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 Church and the particulars usually shown in books of a like nature;
- 33.3. All moneys shall be deposited as soon as practicable after receipt thereof;
- 33.4. All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the President, administrator, treasurer or other partner authorised from time to time by the Governing Council;
- 33.5. Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open;
- 33.6. the Governing Council shall determine the amount of petty cash, which shall be kept, on the imprest system;
- 33.7. All expenditure shall be approved or ratified at the Governing Council meeting;
- 33.8. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of :

14.1.2.4. Not a newly converted

- 14.1.3. Experience in governing and possess business skills is recommended but not necessary

15. RESIGNATION AND TERMINATION OF OFFICE OF THE GOVERNING COUNCIL

- 15.1. Any Governing Council member may resign from the Council by giving written notice of resignation to the Administrator.
- 15.2. The resignation takes effect on –
 - 15.2.1. The day and at the time the notice is received by the Administrator; or
 - 15.2.2. If a later day is stated in the notice – the later day.
- 15.3. A member may be removed from the office at a general meeting of the Church if a majority of the partners present at the meeting vote in favour of removing the member of the Governing Council.
- 15.4. Before a vote of partners is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from the office.
- 15.5. A member has no right of appeal against the partners' removal from the office under this section.

16. NUMBERS OF THE GOVERNING COUNCIL

- 16.1. The initial minimal number of the Governing Council shall be no less than 3 and shall increase from time to time as both the Church's membership and functions expand.
- 16.2. The Governing Council shall at each meeting agree to increase the number of the Council, as the demands require. The Governing Council shall appoint such member/s providing the biblical qualification criteria are met.

17. VACANCIES ON THE GOVERNING COUNCIL

- 17.1. The Governing Council shall have power at any time to appoint any biblically qualified Christian to fill any casual vacancy on the Governing Council until the next annual general meeting;
- 17.2. The members of the Governing Council may act notwithstanding any casual vacancy in the Governing Council,
- 17.3. However, if and so long as their number is reduced below the number fixed by or pursuant to the Constitution as the necessary quorum of the Governing Council, the Governing Council may act only to
- 17.3.1. increase the number of members of the Governing Council to that number; or
- 17.3.2. call a general meeting of the Church.

31. ALTERATION OF CONSTITUTION

- 31.1. Subject to the provisions of the Associations Incorporation Act 1981, this Constitution may be amended, rescinded or added to from time to time a special resolution carried at any general meeting: partners in line with the objects of the Church and within the framework of biblical principles.
- 31.2. However, no such amendment, repeal or addition shall be valid only if it is registered by the chief executive.

32. COMMON SEAL

- 32.1. The Governing Council must ensure the Church has a common seal
- 32.2. The common seal must be –
- 32.2.1. Kept securely by the Governing Council; and
- 32.2.2. used by the authority of the Council
- 32.3. Each instrument to which the seal is affixed shall be signed by a member of the Council and shall be countersigned by –
- 32.3.1. the administrator; or
- 32.3.2. another member of the Council or
- 32.3.3. someone appointed by the Council for the purpose.

29.1.17. For the purposes of ensuring the accuracy of the recording of such minutes,

29.1.18. the minutes of every Governing Council meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Governing Council meeting verifying their accuracy.

29.1.19. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting; and

29.1.20. the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

30. BY-LAWS

30.1. The Governing Council may from time to time make, amend or repeal by-laws, not inconsistent with the Constitution, for the internal management of the Church; and

30.2. the partners at any general meeting of the Church may set any by-law aside.

18. FUNCTIONS OF THE GOVERNING COUNCIL

18.1. Except as otherwise provided by these Constitution and By-laws and subject to resolutions of the Governing Council of the Church carried at any meeting the Governing Council:

18.1.1. shall have the general control and management of the administration of its affairs, property and funds of the Church; and

18.1.2. Shall have authority to prayerfully interpret the meaning of the Constitution and any matter relating to the administration and governance of the Church on which the Constitution are silent.

18.1.3. Shall function in matters separately from the spiritual/shepherding ministry of the Word and Prayer

18.2. The Governing Council may exercise the powers of the Church –

18.2.1. To borrow, raise or secure the payment of amounts in a way the Church partners decide; and

- 18.2.2. To secure the amount mentioned in subsection 18.2.1 or the payment or performance of any debts, liability, contract, guarantees or other engagement incurred or to be entered into by the Church in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Church's property, both present and future; and
- 18.2.3. To purchase, redeem or pay off any securities issued; and
- 18.2.4. To borrow amounts from members and pay interest on the amounts borrowed; and
- 18.2.5. To mortgage or charge the whole or part of its property; and
- 18.2.6. To issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Church; and
- 18.2.7. To provide and pay off any securities issued; and
- 18.2.8. To invest in a way the partners of the Church may from time to time decide.
- 18.2.9. For the subsection 18.2.4, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by –

I, _____ of, being a partner of the Church, hereby appoint of, or failing him, of _____, as my proxy to vote for me on my behalf a the (annual) general meeting of the Church, to be held on the _____ day of _____, 20____, and at any adjournment thereof.

Signed this _____ day of _____, 20_____

Signature _____

This form is to be used * in favour of/against the resolution

Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit).

29.1.15.the administrator shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Governing Council meeting and general meeting to be entered in a book

29.1.16. the administrator shall ensure the minute book for each general meeting is open for inspection at all reasonable times by partner who previously applies to the administrator for that inspection.

29.1.10. the instrument appointing a proxy shall be in writing, and -

29.1.10.1. in the common or usual form, under the hand of the appointer or of his attorney duly authorised in writing; or

29.1.10.2. if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised.; and

29.1.11. a proxy may but need not be a partner of the Church; and

29.1.12. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; and

29.1.13. where it is desired to afford partners an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or like form -

29.1.14. the instrument appoint a proxy shall be deposited with the administrator prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

18.2.9.1. The financial institution for the Church; or

18.2.9.2. If there is more than one financial institution for the Church –the financial institution nominated by the Church

19. LIMITATION OF THE GOVERNING COUNCIL

19.1. A Governing Council member shall declare any vested interests in the discussion before a vote is carried.

19.2. A Governing Council member shall not vote in respect of any contract or propose contract with the Church in which he is interested, or any matter arising thereout, and unless decided otherwise by the Governing Council, if he does so vote his vote shall not be counted;

20. MEETINGS OF THE GOVERNING COUNCIL

20.1. Subject to subsections 20.2 – 20.18, the Governing Council may meet and conduct its proceedings as it considers appropriate.

20.2. The Governing Council shall meet at least once every 4 calendar month to exercise its functions;

20.3. The Council must decide how a meeting is to be called.

20.4. Notice of a meeting is to be given in the way decided by the Council.

- 20.5. If the administrator received a written request signed by at least 33% of the Governing Council members, the administrator must call a special meeting of the Council.
- 20.6. A request for a special meeting must state-
- 20.6.1. Why the special meeting is being called; and
- 20.6.2. The business to be conducted at the meeting.
- 20.7. At every meeting of the Governing Council, a simple majority of a number equal to the number of members appointed to the Governing Council at the last general meeting shall constitute a quorum.
- 20.8. A questions arising at any meeting of the Governing Council shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative;
- 20.9. The administrator shall give not less than fourteen days notice to the members of any special meeting of the Governing Council.
- 20.10.A notice of a special meeting must state –
- 20.10.1.The day, time and place of the meeting; and
- 20.10.2.The business to be conducted at the meeting.
- 20.11.The President shall preside as Chairperson at every meeting of the Governing Council.

- 29.1.4. each question, matter or resolution must be decided by a majority of votes of the partners present; and
- 29.1.5. each partner present is entitled to one vote only and if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
- 29.1.6. voting may be by show of hands or a division of partners, unless not less than 20% of the partners present demand a ballot; and
- 29.1.7. if secret ballot is held. the Chairperson shall appoint two partners to conduct the secret ballot in such manner as he shall determine; and
- 29.1.8. the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting of which the ballot was demanded; and
- 29.1.9. a partner may vote in person or by proxy or by attorney and –
- 29.1.9.1. on a show of hands every person present who is a partner or a representative of a partner shall have one vote; and
- 29.1.9.2. in a secret ballot every partner present in person or by proxy or by attorney or other duly authorised representative shall have one vote; and

28.7. If the meeting is adjourned under subsection 28.6 no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

28.8. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

28.9. For the purpose of this rule “partner” includes a person attending as a proxy or as representing a corporation, which is a partner;

29. PROCEDURE AT GENERAL MEETING

29.1. Unless otherwise provided by these Rules, at every general meeting:

29.1.1. the President shall preside as Chairperson, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairperson; or

29.1.2. if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting;

29.1.3. the chairperson must conduct the meeting in a proper and orderly way; and

20.12. The member of the Council may choose one of their number to be Chairperson of the meeting if -

20.12.1. there is no President; or

20.12.2. at any meeting he is not present within ten minutes after the time appointed for holding the meeting.

20.13. If within half an hour from the time appointed for the commencement of the Governing Council meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Governing Council, shall lapse.

20.14. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or

20.15. to such other day and at such other time and place as the Governing Council may determine, and

20.16. if at the adjourned meeting mentioned in subsection 20.14, a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

20.17. The Chairperson shall maintain order and conduct the meeting in a godly and Bible-based manner;

20.18. The administrator shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council meeting to be entered in a book. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Council meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding the Council meeting verifying their accuracy

21. DELEGATION OF POWERS

21.1. The Governing Council may delegate any of its powers to a project committee consisting of such partners of the Church as the Governing Council thinks fit to effectively service the whole of the Church. Any project committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Governing Council;

21.2. A project committee may elect a Chairperson of its meeting. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for holding the meeting, the participants present may choose one of their numbers to be Chairperson of the meeting.

21.3. A project committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the participants present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

21.4. A project committee shall prepare general summary of activities, financial and any relevant information to the Governing Council as requested from time to time by the Administrator of the Governing Council

28. QUORUM FOR AND ADJOURNMENT OF GENERAL MEETING

28.1. At any general meeting the number of partners required to constitute a quorum shall be double the number of members presently on the Governing Council plus one;

28.2. No business shall be transacted at any general meeting unless a quorum of partners is present at the time when the meeting proceeds to business.

28.3. If within 30 minutes from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Governing Council, shall lapse.

28.4. In any other case it shall stand adjourned to -

28.4.1. the same day in the next week at the same time and place; or

28.4.2. to such other day and at such other time and place as the Governing Council may determine.

28.5. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the partners present shall be a quorum.

28.6. The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting); adjourn the meeting from time to time and from place to place.

26.1.4. on being given a notice in writing of an intention to appeal against the decision of the Governing Council to –

26.1.4.1. reject an application for membership; or

26.1.4.2. to terminate the membership of any person.

27. NOTICE OF GENERAL MEETING

27.1. The Administrator shall convene all general meetings of the Church by giving not less than 14 days notice of any such meeting to the partners of the Church.

27.2. However, notice of the following meetings must be given in writing -

27.2.1. that notice of any meeting convened for the purpose of hearing and determining the appeal of a partner against the rejection or termination of his membership by the Governing Council; or

27.2.2. a meeting called to hear and decide a proposed special resolution of the Church.

27.3. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

22. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

22.1. All acts done by any meeting of the Governing Council, project committee or a person acting as a member of the Governing Council is taken to have been validly performed.

22.1.1. If there was some defect in the appointment of any such member of the Governing Council, project committee or person acting as aforesaid; or

22.1.2. that the members of the Governing Council, project committee or person acting as aforesaid were disqualified from being a member.

23. RESOLUTION OF GOVERNING COUNCIL WITHOUT MEETING

23.1. A written resolution signed by each member of the Governing Council for the time being entitled to receive notice of a Council meeting is as valid and effectual as if it had been passed at a Council meeting that was properly called and held

23.2. A resolution mentioned in subsection 23.1 may consist of several documents in like form, each signed by one or more members of the Council.

24. FIRST GENERAL MEETING

- 24.1. The first general meeting must be held no less than one month, and not more than three months after the day the Church is incorporated.
- 24.2. The Governing Council must decide where the meeting will be held.
- 24.3. The business to be conducted at the first general meeting must include the appointment of an auditor.

25. ANNUAL GENERAL MEETING

- 25.1. The Governing Council shall organise a first Annual General Meeting within 18 months after the day the Church is incorporated.
- 25.2. Each subsequent annual general meeting must be held
 - 25.2.1. At least once each year; and
 - 25.2.2. Within six months after the end of the Church's previous financial year.
- 25.3. The following business must be conducted at each annual general meeting -
 - 25.3.1. Receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Church for the last financial year;

- 25.3.2. Receiving the auditor's report on the financial affairs of the Church for the last financial year;
- 25.3.3. Presenting the audited statements to the meeting for adoption;
- 25.3.4. Appointing members of the Governing Council
- 25.3.5. Appointing an auditor

26. SPECIAL GENERAL MEETING

- 26.1. The administrator shall convene a special general meeting –
 - 26.1.1. when directed to do so by the Governing Council; or
 - 26.1.2. on the requisition in writing signed by -
 - 26.1.2.1. not less than one-third of the members presently on the Governing Council; or
 - 26.1.2.2. at least the number of ordinary partners of the Church which equal double the number of members presently on the Governing Council plus one.
 - 26.1.3. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or