

CORPORATIONS ACT
A COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL
CONSTITUTION
CHURCH OF THE FOURSQUARE GOSPEL (AUSTRALIA) LIMITED
ACN: 000 195 960

1. INTERPRETATION

1.1 Replaceable rules inapplicable

Any Replaceable Rules contained in the Corporations Act or any former enactment relating to companies which are inconsistent with this Constitution do not apply to this Company.

1.2 Definitions

In this Constitution unless the context otherwise requires:

“**Advisory Council**” means a committee formed pursuant to clause 16.1;

“**Area Presbytery**” means a committee formed pursuant to clause 35.2;

“**Area Supervisor**” is an officer elected pursuant to clause 35.3;

"**Board**" means the Board of Directors;

"**Board Meeting**" means a duly convened meeting of the Board of Directors;

"**Business Day**" means a day that is not a Saturday, Sunday or public holiday in New South Wales;

“**Churches**” mean Churches of the Foursquare Gospel;

“**Church Delegate**” means a person elected in accordance with clause 11.1;

"**Committee**" means a committee formed pursuant to clause 25.6;

"**Company**" means Church of the Foursquare Gospel (Australia) Limited (ACN 000 195 960);

"**Corporations Act**" means the Corporations Act 2001 (C’lth) and any modification, amendment or re-enactment of it, and any regulations made pursuant thereto;

"**Director**" means a Director of the company;

“**Executive Officer**” means an Officer of the Company pursuant to clause 31; 32;

“**The Executive**” means the committee formed pursuant to clause 32;

“**District Supervisor**” is an executive officer elected in accordance with clause 30.1;

“**Member**” means a person who is admitted as a Member under clause 3.1;

"**Membership**" means membership of the Company;

“**Minister**” means a minister of the Foursquare Gospel pursuant to clause 10;

"Office" means the registered office for the time being of the Company;

"Officer" means persons holding the following offices: President, Vice President, General Superintendent, Overseas Mission Director, Area Supervisor, District Supervisor, and persons holding such other offices within the Company as the Board may from time to time designate for the purposes of this definition;

"Ordinary Majority" means:

- (a) in relation to a Board Meeting, more than 50% of the total voting power of those persons present and entitled to vote;
- (b) in relation to a Members' Meeting, more than 50% of the total number of votes exercised by those Members present in person or by proxy, attorney or representative and entitled to vote; and
- (c) in any other case, more than 50% in number of those persons from whom authorisation or instruction is required to be obtained;

"Ordinary Resolution" means a resolution approved by Ordinary Majority of a duly convened meeting at which a quorum is present;

"Presbytery" means a committee formed pursuant to clause 33;

"President" is the chief executive officer of the company. (clause 31.1)

"Register" means the register of Members to be kept pursuant to the Corporations Act;

"Secretary" includes the assistant or acting secretary of the Company and any substitute for the time being for the secretary.

"Senior Minister" is a person appointed by Presbytery and approved by the Directors to oversee a local church and who currently holds either an Interim, Licenced or Ordained Minister's Credential.

1.3 Construction

In this Constitution unless the context otherwise requires:

- (a) words (including defined expressions) importing the singular include the plural and vice versa;
- (b) words (including defined expressions) importing any gender include the other gender;
- (c) words (including defined expressions) importing persons shall include corporations, incorporated and unincorporated associations and bodies politic;
- (d) a reference to a statute ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- (e) references to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telegram, telex and facsimile transmission;
- (f) reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month;

(g) references to this Constitution include its schedules and annexures.

1.4 Headings

Headings do not affect the interpretation of this Constitution.

2. ESTABLISHMENT

2.1 Name

The name of the company is Church of the Foursquare Gospel (Australia) Limited.

2.2 Legal capacity

Subject to the Corporations Act, the Company has the legal capacity of a natural person including, without limitation, the capacity to exercise the powers set out in section 124 of the Corporations Act.

It is the intention that this constitution of the Company will not restrict or prohibit the exercise by the Company of any of the powers referred to in this Clause.

2.3 Objects

The objects for which the Company is established are:

- (1) The advancement of religion, the relief of poverty and the advancement of education;
- (2) To propagate and make known the Foursquare Gospel as set forth in "**The Declaration of Faith**" attached as Appendix "A" to this constitution.
- (3) To supervise, establish and initially operate churches for the conduct therein of public worship and religious services in accordance with the doctrines, forms, rites and ceremonies of the Church of the Foursquare Gospel.
- (4) To license and ordain Ministers of the Church of the Foursquare Gospel.
- (5) To supervise, establish and operate schools and colleges to provide sound religious and general education.
- (6) To supervise establish and operate schools, colleges and institutions for instructing and training persons desirous of becoming Ministers of the Foursquare Gospel and lay leaders.
- (7) To supervise, establish and operate community centres, youth centres, youth camps, hostels, accommodation houses, restaurants, hospitals, convalescent homes, rest homes, orphanages, homes for destitute or indigent persons, homes for the aged, homes and other accommodation for employees of the Company on leave or retired.
- (8) To give relief by means of pecuniary or other assistance to necessitous persons.
- (9) To co-operate with all Foursquare Gospel Church organisations, both in Australia and overseas, and other Christian churches, as the Company may determine for the attainment of these objects.

2.4 Income and property

The income and property of the Company must be applied solely towards the promotion of the objects of the Company as set out in this Constitution and no portion of it is to be paid or transferred directly or indirectly by way of profit to Members. This does not prevent the payment in good faith:

- (a) of remuneration to any directors, officers or employees of the Company in return for services rendered to the Company;
- (b) of out of pocket expenses incurred by a Director, officer or employee in the performance of any duty as a director, officer or employee of the Company.

2.5 Liability

The liability of the Members is limited.

2.6 Contribution upon winding up

Every Member undertakes to contribute an amount not exceeding fifty dollars (\$50.00) to the assets of the Company in the event of it being wound up while they are a Member or within one year afterwards for:

- (a) payment of the debts and liabilities of the Company contracted before the time when they ceased to be a Member;
- (b) the costs charges and expenses of winding up; and
- (c) for an adjustment of the rights of contributories among themselves.

2.7 Transfer of property

If upon the winding up or dissolution of the Company and after satisfaction of all its debts and liabilities any property remains, this property is to be given or transferred to an institution or institutions having objects substantially similar to the objects of the Company and which prohibit the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Company pursuant to clause 2.4.

2.8 Accounts

True accounts must be kept of.

- (a) all money received and expended by the Company;
- (b) the matter in respect of which those receipts or expenditures takes place; and
- (c) the property credits and liabilities of the Company.

Those accounts are to be available for inspection by the Members subject to any reasonable restrictions as to time and manner of inspection that may be imposed in accordance with the regulations of the Company for the time being.

3. MEMBERS

3.1 Classes of Members

The following persons are eligible to be Members of the Company: -

- (a) Ministers with current credential cards.
- (b) Directors and Officers of the Company.
- (c) Church Delegates elected under clauses 11.1; 11.2

3.2 Admission of Members

Only a person who is eligible to become a Member under clause 3.1 and who is:

- (a) appointed by the Presbytery as a minister;;
- (b) elected as a Director or appointed an officer of the company; ;
- (c) elected as a church delegate by the membership of a chartered church;

may be admitted or continue as a Member.

3.3 A person who is entitled to be admitted as a Member must apply in writing to the Secretary to be admitted as a Member.

The Secretary must refer all applications for membership to the Board which must approve the application and authorise entry of the name of the applicant in the register of Members if it is satisfied that the applicant is entitled to be admitted as a Member under clause 3.2.

4. REGISTER OF MEMBERS

The Secretary shall keep the Register of Members and shall enter in it the full names and addresses of Members, the date upon which Members became Members and the date upon which any Member ceased to be a Member. The Register must not be used for any other purpose and is to be open for inspection by Members at the determination of the Directors.

5. CESSATION OF MEMBERSHIP

5.1 Lapse

A Member automatically ceases to be a Member if they cease to be eligible to be a Member under clause 3.1 or they cease to satisfy the requirements of any of paragraphs 3.2 (a) (b) or (c) above.

5.2 Cease Membership

A Member may resign their membership by notice in writing to the Secretary and upon receipt of such notice by the Secretary the Member ceases to be a Member.

5.3 Rights of Member following cessation of Membership

Any person who ceases to be a Member shall forfeit all rights and privileges of Membership and shall have no claim upon the Company except rights or claims as a creditor (if any).

6. MEMBERS' LIABILITIES

The liability of a Member to contribute towards the payment of the debts and liabilities of the Company or the costs, charges and expenses of the winding up of the Company is limited to the amount set out in clause 2.6.

7. DISCIPLINING OF MEMBERS

7.1 A dispute arising between Members shall be dealt with in accordance with Matthew 18:15-17. If a dispute arises between Members, the matter shall be heard by the Area Presbytery. No person involved in the dispute shall be entitled to hear the matter. Should the Area Presbytery be unable to resolve the dispute within 30 days or such other period that they may agree upon, the dispute then shall be referred to the Presbytery.

7.2 If any Member:

- (a) wilfully refuses, fails or neglects to comply with the provisions of this Constitution, including the Declaration of Faith, and such refusal, failure of neglect continues thirty (30) days after notice has been given by the Presbytery to the Member or;
- (b) is guilty of any conduct which in the opinion of the Presbytery is prejudicial to the interests of the Company and the conduct cannot be or is not remedied after thirty (30) days notice has been given by the Presbytery to the Member;

the Presbytery shall call the Member to explain his/her conduct. If the accusation is satisfactorily established then the Presbytery may censure or suspend the Member from the Company for a period up to three (3) months provided that at least one week before the meeting of the Presbytery at which such a resolution is passed the Member shall have had notice of such meeting and what is alleged against him and of the intended resolution and that he shall at such meeting and before the passing of such resolution have had a opportunity of giving orally or in writing any explanation or defence he may think fit.

7.3 At the end of the suspension period the Presbytery shall determine whether the suspended Member will be reinstated to the Company or whether the suspension period will be extended or whether the Presbytery resolves to proceed to expel the Member.

7.4 Subject to the approval of the Directors, the Presbytery may proceed to expel the Member from the Company. The notice of meeting convening the Directors' meeting shall state that the meeting is to consider the expulsion of the particular Member and the Member must be given the opportunity at the Directors' meeting to put forward his or her case. Following approval of a Member's expulsion at a Directors' meeting the Secretary must remove that Member's name from the Register.

8. TRANSFER OF MEMBERSHIP

A right, privilege or obligation which a person has by reason of being a Member:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates on cessation of the person's Membership.

9. CHURCHES

- 9.1** The company shall have general oversight of Foursquare Gospel Churches within New South Wales, and other Australian states and territories as determined by the Presbytery.
- 9.2** The Directors may at any time, upon the recommendation of the Presbytery, decide to charter a Foursquare Gospel Church or to commence an outreach church.
- 9.3** If, in the opinion of the Presbytery, any chartered church fails to comply with the constitution, including the Declaration of Faith, the Directors may revoke, on the recommendation of the Presbytery, the charter of such church, after providing an opportunity to the Senior Minister and leadership of that church to appear before a meeting of the Directors, after giving seven (7) days notice of such meeting.
- 9.4** If, in the opinion of the Directors a church business council fails to carry out its duties in accordance with this constitution or that of the local church constitution or has caused dissension, disunity or dissatisfaction in the church, the Directors may, at their discretion, remove any or all of the business council.
- 9.5** The Directors may at any time, upon the recommendation of the Presbytery, permit, as an interim status, a non chartered church to be in fellowship with the company as an associated church. This status is to be reviewed annually by the Presbytery.

10. MINISTERS

- 10.1** Ministers of the Foursquare Gospel shall be those persons who have been licensed or ordained by the Presbytery and who hold a current credential card.
- 10.2** Persons ordained or licensed as ministers will be classified as ordained ministers, licensed ministers, ministers emeritus, authorised ministers and interim ministers.
- 10.3** An ordained minister is a minister who has been set apart in an ordination service and who is currently appointed by the Presbytery to a church or to a ministry position within the denomination.
- 10.4** A licensed minister is a minister preparing for ordination and who is currently appointed by the Presbytery to a church or to a ministry position within the denomination.
- 10.5** A minister emeritus is an ordained minister without any particular appointment but has been permitted by the Presbytery to retain the standing of a minister as a result of previous service.
- 10.6** An authorised minister is the spouse of an ordained minister. The ministry appointment of the spouse lapses upon the death of the ordained minister.
- 10.7** An interim minister is a probationary minister who has been appointed by the Presbytery to work under a Senior Minister of a chartered church or Area Supervisor until he is approved for licence.

(a) CHURCH DELEGATES

- 11.1** The Members of each chartered church shall be entitled to elect one (1) delegate for each fifty (50) Members or part of fifty (50) Members of that chartered church. Such delegates become Members of the company in accordance with clause 3.1 from the date that the Secretary receives notice of their appointment.
- 11.2** A church delegate so elected remains a Member of the Company until the next Annual General Meeting of the Company or until the Secretary receives notice from the relevant chartered church of the Member's resignation or the Member becomes ineligible to be a Member of the Company.

12. GENERAL MEETINGS

12.1 Annual general meeting

An annual general meeting of the Company must be held in accordance with the Corporations Act.

12.2 Holding of general meetings

Other regular general meetings are to be held at the times and places prescribed by the Company in general meeting or if no time or place is prescribed as are determined by the Directors.

12.3 Convening of general meetings

The Directors may whenever they think fit, and must upon a requisition made by Members in accordance with section 249D of the Corporations Act, convene a general meeting of the Company.

12.4 Notice of meetings

At least 21 days' notice of a general meeting must be given to Members in accordance with this Constitution. The notice must specify the place, day and hour of the meeting and in the case of special business the general nature of that business and in the case of an election of Directors, the names of the candidates for election.

12.5 Omission to give notice

The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice does not invalidate the proceedings at the meeting.

12.6 Special business

All business will be special that is transacted at:

- (a) a general meeting not being an annual general meeting; or
- (b) an annual general meeting with the exception of.
 - (i) the confirmation of the minutes of the preceding meeting;
 - (ii) the receipt and consideration of the balance sheet, the profit and loss statement and the reports of the Treasurer and the auditors;
 - (iii) the election of Directors; and
 - (iv) the transaction of any business which under the Corporations Act or this Constitution is required to be transacted at an annual general meeting.

12.7 Resolutions by Members without a general meeting

Any written resolution of Members (whether in one document or in several copies) signed by each Member entitled to vote is as valid and effectual as a resolution duly passed at a general meeting of the Company unless the Corporations Act requires a resolution to be passed at a general meeting of the Company.

13. PROCEEDINGS AT MEETINGS

13.1 Quorum

A majority personally present or represented by a proxy of those Members entitled to vote shall be a quorum. No business is to be transacted at any general meeting unless a quorum is present at the time the meeting proceeds to business.

13.2 Lack of quorum

If within 15 minutes after the time appointed for the meeting a quorum is not present, the meeting will stand adjourned to the same day in the next week at the same time and place or to such other day time and place as the Directors determine. If at the adjourned meeting a quorum is not present within 15 minutes after the time appointed for the meeting those Members (present in person or by proxy or representative and entitled to vote) will be a quorum.

13.3 Chairperson

The President or in his absence the Vice President will preside as chairperson at every general meeting. If neither is present within 15 minutes after the time appointed for the meeting or if they are both unwilling to act as chairperson of the meeting the Directors must choose another Member of the Company to be chairperson.

13.4 Adjournment

The chairperson of a general meeting may with the consent of a meeting of Members at which a quorum is present (and must if directed by the meeting) adjourn the meeting from time to time and place to place but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

13.5 Notice of adjourned meeting

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting, unless the meeting is adjourned for 30 days or more in which case notice of the adjourned meeting is to be given as in the case of an original meeting.

13.6 Decision by Ordinary Resolution

At a general meeting a resolution put to the vote of the meeting is to be decided by Ordinary Resolution on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the chairperson or (other than on the election of the directors of a meeting or the adjournment of a meeting) by not less than 5 Members having the right to vote at the meeting.

13.7 Minutes as evidence of result

Unless a poll is duly demanded, a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously or carried by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book containing the minutes of the proceedings of the Company signed by the chairperson will be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

13.8 Taking of poll

If a poll is duly demanded it must be taken in the manner and at the time and place as the chairperson of the meeting directs. The result of the poll will be deemed to be the resolution of the meeting at which the poll was demanded provided that a poll on the election of a chairperson of a meeting or on any question of adjournment must be taken at the meeting and without adjournment.

The demand for a poll will not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded. The demand for a poll may be withdrawn. In the case of a dispute as to the admission or rejection of a vote on a show of hands or on a poll the chairperson shall determine the dispute and the determination made in good faith will be final and conclusive.

14. VOTES OF MEMBERS

14.1 Entitlement to vote

Every Member present in person has one vote, on a show of hands and every Member present in person or represented by a proxy has one vote on a poll.

14.2 No Member may vote at any general meeting until he has registered prior to the commencement of the meeting with the Secretary of the Company or his authorised representative.

14.3 Casting vote

In the case of an equality of votes whether on a show of hands or on a poll the chairperson of the meeting at which the show of hands is taken or at which the poll is demanded is not entitled to a casting vote in addition to the vote or votes to which he or she may be entitled as a Member or a proxy as a Member.

14.4 The election of the Directors, shall be made by secret ballot and no Member shall be elected to any office unless he receives a majority of the votes of those present and entitled to vote.

15. PROXIES

15.1 Appointment of proxy

A Member may appoint one proxy only, who must be another Member and that proxy is entitled to vote on a poll. A Member may not appoint a Member as their proxy if the intended proxy has already been appointed as a proxy for three other Members.

15.2 Instrument of proxy

The instrument appointing a proxy must be in writing signed by the appointor or of their attorney duly authorised in writing. The appointment of a proxy may be a standing appointment. The appointment of a proxy may direct the way that the proxy is to vote on a resolution.

15.3 Proxy to be deposited at office

The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or executed or a certified copy of that power or authority (or a copy certified in another manner acceptable to the Directors) must be either deposited at or faxed to the Secretary (or other electronic, fax or physical address specified for that purpose in the notice convening the meeting) or delivered to the chairperson of the relevant at least 48 hours before the time for holding of the meeting or adjourned meeting or taking of the poll at which the person named in the instrument proposes to vote and in default the instrument of proxy will not be treated as valid.

15.4 Form of proxy

Every instrument of proxy whether for a specified meeting or otherwise must as nearly as circumstances will admit be addressed to the Company in the following form:

I

of

being a Member of the Company appoint

of

*as my proxy to vote for me and on my behalf at the general meeting of the Company to be held on the
day of 20 and at any adjournment thereof.*

*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 or she thinks fit.*

As witness my/our hands this day of 20

Signed by the said

in the presence of.:

or in such other form as the Directors from time to time prescribe or in a particular case accept.

15.5 Power to demand poll

The instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a poll.

15.6 Votes of proxies

A vote given in accordance with the terms of an instrument of proxy is valid notwithstanding the previous death or unsoundness of mind of the appointor or revocation of the instrument or of the authority under which the instrument was executed provided that no intimation in writing of the death or unsoundness of mind or revocation has been received by the Company before the meeting or adjourned meeting at which the instrument is used. A proxy is not revoked by the appointor attending and taking part in any meeting but if the appointor votes on a resolution either on a show of hands or on a poll the person acting as proxy for that appointor has no vote as proxy on that resolution.

15.7 Identification of proxy

The chairperson of a meeting may require a person acting as a proxy to establish to the satisfaction of the chairperson that they are the person nominated as proxy in the form of proxy lodged under this Constitution and failing compliance that person may be excluded from voting either upon a show of hands or upon a poll.

16. ADVISORY COUNCIL

16.1 There shall be an Advisory Council and it will consist of ministers with current credential cards and directors and Officers who may not be ministers.

16.2 The Advisory Council may submit to the Presbytery and directors from time to time recommendations for the welfare and benefit of the company.

16.3 The Advisory Council shall meet at least once each year prior to the annual general meeting at such time and place as shall be determined by the Presbytery. At least 21 days notice of an Advisory

Council meeting must be given to the relevant Members and in the case of special business the general nature of that business and in the case of an election of the District Supervisor, the names of the candidates for the election.

17. DIRECTORS

17.1 Composition

The Board will consist of the President, Vice President, District Supervisor and the Overseas Mission Director and sufficient ordinary Directors elected by the Members, to comprise a minimum Board of five and up to a maximum Board of nine.

17.2 Directors' Qualifications

A person is not qualified to be a Director unless the person is a member in good standing with a chartered church or outreach authorised by the directors for a minimum continuous period of two years prior to nomination.

17.3 Remuneration

The Directors will be paid or reimbursed such travelling and other expenses as may be properly incurred by them in attending and returning from meetings of the Directors or any committee or otherwise in connection with the carrying out of their duties. Unless approved by the Directors or the company in general meeting a Director is not entitled to be paid any other amount as remuneration for their services as Directors.

18. POWERS AND DUTIES OF DIRECTORS

18.1 Management of the Company

- (a) The management of the business and affairs of the Company is vested in the Directors who in addition to the powers and authorities conferred by this Constitution or otherwise may exercise all powers and do all acts and things as can be exercised or done by the Company and are not required to be exercised or done by the Company in general meeting.
- (b) The powers of the Directors are subject to the Corporations Act, this Constitution, and to any regulations (not being inconsistent with this Constitution) from time to time made by the Company in general meeting.
- (c) No regulation made by the Company in general meeting will invalidate any prior act of the Directors which would have been valid if that regulation had not been made.

19. NOMINATION OF DIRECTORS

No person is eligible for election as a Director at any general meeting or Advisory Council meeting unless, they are qualified for appointment under clause 7.2 and at least thirty days before the meeting, the following has been given to the Company:

- (a) a written notice from the person consenting to his or her candidature for the office; and
- (b) a written notice signed by or on behalf of any two other Members proposing the person as a candidate for election as a Director.

20. APPOINTMENT AND REMOVAL OF DIRECTORS

20.1 Appointment by general meeting

With the exception of the District Supervisor who will hold office as a Director ex officio, all of the Directors must be appointed by the Company in general meeting by Ordinary Resolution. No person shall be elected unless they receive a majority of votes of Members present or entitled to vote.

20.2 One-third retirement

- (a) At every annual general meeting one-third of the Directors for the time being, or, if their number is not multiple of 3, then the number nearest to but not exceeding one-third, shall retire from office.
- (b) A retiring Director is eligible for re-election.

20.3 Order of Retirement of Directors

At the adoption of this Constitution in 2006, to establish a staggered retirement model for the Directors holding an Executive Office position of either President, Vice-president, District Supervisor, or Overseas Mission Director, those Directors will retire as follows:

- (a) President to serve a three year term, unless a casual vacancy occurs in that office.
- (b) District Supervisor to serve a two year term, unless a casual vacancy occurs in that office
- (c) Vice President to serve a one year term, unless a casual vacancy occurs in that office
- (d) Overseas Mission Director to serve a one year term, unless a casual vacancy occurs in that office.

Thereafter, following the establishment of the staggered retirement model of the Directors holding an Executive Office position of either President, Vice-President, District Supervisor, or Overseas Mission Director, pursuant to clause 20.3 (a); 20.3 (b); 20.3 (c);, the Directors to retire at an annual general meeting are those who have been longest in office since their last election, but, as between persons who became Directors on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.

20.4 Casual vacancies or additional appointments

- (a) The Directors may at any time appoint any qualifying Member to fill a casual vacancy but so that the total number of Directors does not at any time exceed the number determined in accordance with clause 17.1.
- (b) Any person appointed to fill a casual vacancy holds office only until the next following annual general meeting and is then eligible for re-election but shall not be taken into account in determining the Directors who are to retire by rotation at that meeting.

20.5 Removal of Directors

The Company in general meeting may remove a Director from office by Ordinary Resolution subject to compliance with the requirements of the Corporations Act.

21. DISQUALIFICATION OF DIRECTORS

The office of a Director must ipso facto be vacated if.

- (a) the Director ceases to be or is removed as a Director pursuant to the Corporations Act;

- (b) the Director ceases to be a Member; or a member of a chartered church or outreach authorised by the Directors.
- (c) the Director becomes an insolvent under administration or makes any composition or arrangement with his or her creditors or any class of them;
- (d) the Director becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (e) the Director resigns from office by notice in writing to the Company;
- (f) the period for which the Director is appointed expires;
- (g) the Director, without the permission of the other Directors, is absent from the meetings of the Directors for more than half of the meetings of the Directors in any six(6) month period.

22. DIRECTORS CONTRACTS

22.1 Directors' interests

Subject to the Corporations Act:

- (a) no Director or proposed Director is disqualified by that office from:
 - (i) entering into a contract, agreement or arrangement with the Company;
 - (ii) becoming or remaining a Director of any company in which the Company is in any way interested or which is in any way interested in the Company;
- (b) no contract, agreement or arrangement in which a Director is in any way interested, entered into by or on behalf of the Company can be avoided; and
- (c) no Director who:
 - (i) enters into a contract, agreement or arrangement in which the Director has an interest; or
 - (ii) is a director of the other company with which the Company has entered into the contract, agreement or arrangement,

is liable to account to the Company for any profits or remuneration realised by that Director as a result of their being interested or being a director of the other company.

22.2 Declaration of interest

- (a) The nature of a Director's interest in any contract agreement or arrangement must be declared by that Director at a meeting of the Directors in accordance with the Corporations Act as soon as practicable after the relevant facts have come to his or her knowledge.
- (b) A general notice that a Director is a Member of any specified firm, partnership, entity or corporation and is to be regarded as interested in all transactions with that firm or corporation is a sufficient declaration under this Clause as regards the Director and the

transactions. After giving the general notice it is not necessary for the Director to give any special notice relating to any particular transaction with that firm or corporation. It is the duty of the Secretary to record in the minutes any declaration made or any general notice given by a Director in pursuance of this Clause.

22.3 Votes by interested Directors

Subject to the Corporations Act, a Director who has a material personal interest in a matter that is being considered at a meeting of Directors:

- (a) must not vote on the matter (or in relation to a proposed resolution under paragraph (ii) of this Clause in relation to the matter, whether in relation to that or a different Director); and
 - (b) must not be present while the matter (or a proposed resolution of that kind) is being considered at the meeting,
- unless:
- (c) the matter applies to an interest that the Director has as a Member in common with the other Members; or
 - (d) the Directors have passed a resolution that specifies the Director, the interest and the matter, and states that the Directors voting for the resolution are satisfied that the interest should not disqualify the Director from considering or voting on the matter.

23. DIRECTOR'S CONFLICTS OF INTEREST

A Director who holds an office or possesses a property whereby duties or interests might be created whether directly or indirectly in conflict with their duties or interests as Director must, declare at a meeting of the Directors the fact and the nature, character and extent of the conflict.

24. PROCEEDINGS OF DIRECTORS

24.1 Meetings

The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit. The quorum necessary for the transaction of business is an ordinary majority of the Directors present in person.

24.2 Calling of meetings

A Director may at any time and the Secretary must upon the request of a Director, convene a meeting of Directors.

24.3 Notice of meetings

Not less than 5 Business Days Notice of a meeting is to be given to relevant Directors except to a Director whom the Secretary when giving notice to other Directors reasonably believes to be outside Australia.

24.4 Chairperson of meetings

The President or in his absence the Vice President will preside as chairperson at every general meeting. If neither is present within 15 minutes after the time appointed for the meeting or if they are both unwilling to act as Chairperson of the meeting the Directors must choose another Director of the Company to be Chairperson.

24.5 Decision of questions

Subject to clause 25.9, questions arising at any meeting of Directors are to be decided by a majority of votes. Each Director has one vote and a determination by a majority of the Directors will for all purposes be deemed a determination of the Directors. In case of an equality of votes at a meeting at which more than two Directors are present the Chairperson has a second or casting vote.

24.6 Delegation to Committees

The Directors may delegate any of their powers to Committees consisting of Directors or other persons as the Directors think fit. Any Committee formed must in exercise of the powers delegated, comply with the regulations that may be imposed on it by the Directors.

24.7 Procedure of committees

The meetings and proceedings of Committees consisting of more than 1 person are to be governed by the provisions of this Constitution regulating the meetings and proceedings of the Directors so far as they are applicable and are not superseded by any regulations made by the Directors under this Constitution.

24.8 Validation of irregular acts

All acts done by any meeting of the Directors or by a Committee or by any person acting as a Director will, even if it is later discovered that there was some defect in the appointment or continuance in office of a Director or person acting as aforesaid or that they or any of them were disqualified or had vacated office or were not entitled to vote, be as valid as if every person had been duly appointed or had duly continued in office and was qualified and had continued to be a Director and had been entitled to vote.

24.9 Written resolutions

A resolution in writing signed by all relevant Directors for the time being in Australia (not being less than a quorum) is as valid and effectual as if it had been passed at a meeting of Directors duly called and constituted. That resolution may consist of several copies of a document each signed by one or more relevant Directors.

24.10 Voting authority

A Director who is unable to attend a meeting of the Directors may authorise another Director to vote at that meeting and the Director authorised will have a vote for each Director by whom they are so authorised in addition to their own vote. Any such authority must be in writing or by facsimile transmission which must be produced at the meeting at which it is to be used and be left with the Secretary for retention with the Company's records.

25. MEETINGS OF DIRECTORS BY TELEPHONE

25.1 Telephone meetings

- (a) The Secretary may convene a meeting by the contemporaneous linking by telephone or live audio-visual transmission (or similar) of a number of Directors not less than a quorum provided that:
- (i) **notices:** each Director entitled at the relevant time to receive notice of a meeting receives prior notice that the meeting will be by telephone or live audio-visual transmission (which notice may be given by telephone or live audio-visual transmission);
 - (ii) **facilities:** each Director entitled to receive notice is reasonably able to be linked to the other entitled Directors by telephone or live audio-visual transmission (as the case may be) for the purpose of the proposed meeting;
 - (iii) **hearing:** each Director participating in the meeting is able to hear each other participating Director at the commencement of the meeting;
 - (iv) **acknowledgement:** at the commencement of the meeting each Director acknowledges his or her presence for the purpose of the meeting to all other participating Directors;
 - (v) **absence:** no Director leaves the meeting by disconnecting his or her telephone or audio-visual equipment unless the chairperson of the meeting has previously given express consent and for this purpose a Director is conclusively presumed to have been present and to have formed part of the quorum at all times during the meeting unless the chairperson has previously given express consent to the Director leaving the meeting; and
 - (vi) **minute:** a minute of the proceedings of the meeting by telephone or audio visual transmission is certified to be correct by the chairperson for the purpose of providing sufficient evidence of those proceedings and of the observance of all necessary formalities.

26. BORROWING POWERS

The Finance Committee may exercise all the powers of the Company to borrow money and to mortgage or charge all or part of its undertaking assets and to issue debentures debenture stock and other securities outright or as security for any debt contract guarantee engagement obligation or liability of the Company or of any third party and on the terms and conditions as the Directors think fit.

27. NO ALTERNATE DIRECTORS

No Director may appoint an alternate Director.

28. MINUTES

The Directors shall cause minutes to be kept in accordance with the Corporations Act:

- (a) of the names of the Directors present at each meeting of the Directors and of any Committee; and

- (b) of all resolutions and proceedings of general meetings and of meetings of Directors and of Committees.

The minutes are to be signed by the chairperson of the meeting at which the proceedings were held or by the chairperson of the next succeeding meeting.

29. EXECUTIVE OFFICERS

- 29.1** The District Supervisor is appointed by the Advisory Council by a resolution passed by the affirmative vote of a majority of Members of that Council. Before the Annual General Meeting of the company at which the District Supervisor is due to retire, the Advisory Council shall meet to appoint a person to fill the office of District Supervisor for the ensuing three years. A retiring District Supervisor shall be eligible for re-election. This appointment will not require ratification at the Annual General Meeting.
- 29.2** Before the Annual General Meeting at which the President and Vice President are due to retire the Advisory Council shall nominate not more than three candidates to contest the election at the Annual General Meeting for each of these executive officers. A person shall not be nominated for these offices unless their nomination is approved by a resolution of the Advisory Council passed by the affirmative vote of a majority of Members of that Council .
- 29.3** The Directors shall fill any mid-term vacancy occurring in the executive office of President, Vice President, District Supervisor and Overseas Mission's Director by the appointment to such executive office of one of their number. The person so appointed shall complete the original term of the former executive officer.
- 29.4** The Members may remove a person from the executive office of President and Vice President under clause 20.5.

30. CHIEF EXECUTIVE OFFICER

- 30.1** The Chief Executive Officer of the Company is the President.

31. THE EXECUTIVE

31.1 Executive

The Executive will comprise:

- (b) President
- (c) Vice-president
- (d) District Supervisor
- (d) Overseas Mission Director

31.2 Vacancies

The continuing Executive may act notwithstanding any vacancy in their numbers until such time that a casual vacancy of an Executive Officer is filled by the Directors. The person appointed by the Directors to fill the casual vacancy of the Executive Officer shall serve until the next annual general meeting of the Company.

31.3 Role of the Executive

The Executive will oversee administrative matters relating to the Company. It will present recommendations to the Board of Directors for consideration.

32. PRESBYTERY

32.1 Function

The Presbytery will provide spiritual oversight to the churches and ministry activities within its district. It will be responsible to the Directors for chartering of churches, minister appointments, minister ordination and licensing, training and development in conjunction with Area Supervisors.

32.2 Composition

The Presbytery will comprise:-

- (a) District Supervisor who will be elected by the Advisory Council from among the Members of the Advisory Council and;
- (b) President;
- (c) Vice-president;
- (d) Overseas Mission Director
- (e) Two Area Supervisors who are appointed by the District Supervisor annually.

32.3 Vacancies

The continuing Members of the Presbytery may act notwithstanding any vacancy in their numbers. Any casual vacancy caused by the resignation, death or retirement of an Area Supervisor may be filled by the Presbytery appointing a replacement minister from that area to the position of Area Supervisor until the next meeting of the Advisory Council.

32.4 Removal

The Advisory Council may remove the District Supervisor and any appointed Area Supervisor from office by Ordinary Resolution. However, no resolution for the removal from office is to be put to a Advisory Council meeting unless notice signed by a minister duly qualified to vote at that meeting and signifying the intention of that minister to propose that resolution is received by the Company not less than thirty (30) days before the date appointed for holding the meeting.

33. Finance Committee

33.1 Function

The Finance Committee will provide financial advice and recommendations to the Board of Directors of the Company

33.2 Composition

The Finance Committee will comprise:

- (a) The Executive, pursuant to clause 32.1; 32.2; 32.3
- (b) 2 to 3 other Members recommended by the Executive and appointed by the Board annually.

33.3 Vacancies

The continuing Finance Committee may act notwithstanding any vacancy in their numbers until such time that a casual vacancy of an Executive Officer is filled by the Directors. The person appointed by the Directors to fill the casual vacancy of the Executive Officer shall serve until the next annual general meeting of the Company.

33.4 Role of the Finance Committee

The Finance Committee will meet when needed and will oversee fiscal matters relating to the Company. It will present recommendations to the Directors for consideration.

34. AREAS**34.1 Composition**

The Presbytery will divide the district into areas solely on their determination. All chartered churches will be allocated to an area either geographically or through relationship with another chartered church.

34.2 Area Presbytery

An Area Presbytery will consist of the Senior Minister of each chartered church assigned to that area. The function of the Area Presbytery is in that area, to provide ministry thrust and vision, oversee chartered churches, co-ordinate outreach and evangelism, co-ordinate youth and other combined activities, organise ministry development, recommend to the Presbytery minister status and appointments.

34.3 Area Supervisor

The Area Supervisor will be elected by all Senior Ministers of chartered churches of that area. The person elected will function as the chair and convenor of the Area Presbytery. They will carry out the duties in that area that are delegated to them by the District Supervisor.

35. SECRETARY

A Secretary or Secretaries must be appointed by the Directors in accordance with the Corporations Act for the terms at the remuneration and upon the conditions as the Directors think fit. Any Secretary so appointed will be subject to the same qualifications as a director in accordance with clause 17.2 and may be removed by the Directors.

36. TREASURER

A Treasurer must be appointed by the Directors and will be subject to the same qualifications as a Director in accordance with clause 17.2.

37. ACCOUNTS**37.1 Accounting and other records**

The Directors must cause proper accounting and other records to be kept and distribute copies of balance sheets if required by the Corporations Act. The Directors must from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the

accounting and other records of the Company or any of them are to be open to the inspection of Members not being Directors. No Member (not being a Director) has a right of inspecting any account or book or paper of the Company except as conferred by statute or authorised by the Directors or by the Company in general meeting.

37.2 Time for Accounts

The interval between the close of a financial year of the Company and the issue of the printed Annual Report and audited accounts relating to it must not exceed the period (if any) prescribed by the Corporations Act.

37.3 Auditors

An auditor or auditors are to be appointed and may be removed and their remuneration, rights and duties regulated in accordance with the Corporations Act.

38. NOTICES

38.1 Modes of giving notice

A notice may be given by the Company to any Member either personally or by sending it by post to them at their registered address. Where a notice is sent by post, service of the notice is deemed to be effected by properly addressing prepaying and posting a letter containing the notice and to have been effected at the time at which the letter would be delivered in the ordinary course of post. If the Directors determine, a notice may be given by facsimile transmission and service of the notice is deemed to be effected at the time at which in the ordinary course the facsimile transmission would be delivered. If the Directors determine, a notice may be sent by e-mail to the e-mail address provided by a Member for the purposes of service and service of the notice is deemed to be effected at the time specified in a delivery confirmation report received by the sender, or, if such a confirmation report is not received (and in the absence of a delivery failure notification), on the following Business Day after the date of sending the message.

38.2 Persons entitled to give notice of general meeting

Notice of every general meeting must be given in the manner authorised to:

- (a) every Member;
- (b) the Auditor for the time being (if any) of the Company.

No other person is entitled to receive notices of general meetings.

38.3 Signature to Notice

The signature to any notice to be given by the Company may be written or printed or stamped.

39. OFFICERS INDEMNITY AND INSURANCE

39.1 Indemnity

Subject to clause 37.2, the Company shall indemnify to the relevant extent each person who is an Officer of the Company out of the assets of the Company against any liability incurred by the Officer in his or her capacity as an Officer, save in relation to:

- (a) a liability owed to the Company or a related body corporate of the Company;

- (b) a liability for a pecuniary penalty order under section 1317G of the Corporations Act or a compensation order under section 1317H of the Corporations Act; or
- (c) a liability that is owed to someone other than the Company or a related body corporate of the Company and which did not arise out of conduct in good faith.

39.2 Legal Costs

The Company shall indemnify to the relevant extent every person who is an Officer of the Company against any liability for legal costs and expenses incurred by that person in his or her capacity as such unless the costs are incurred:

- (a) in defending or resisting proceedings in which the person is found to have a liability for which they could not be indemnified under clause 37.1;
- (b) in defending or resisting criminal proceedings in which the person is found guilty;
- (c) in defending or resisting proceedings brought by ASIC or a liquidator for a court order if the grounds for making the order are found by the court to have been established (provided that the Company shall indemnify the person in respect of costs incurred in responding to actions taken by ASIC or a liquidator as part of an investigation before commencing proceedings for the court order); or
- (d) in connection with proceedings for relief to the person under the Corporations Act in which the court denies the relief.

39.3 Past Officer and Auditor

The Company may indemnify to the relevant extent any person who:

- (a) has been an Officer of the Company;
- (b) is or has been an Auditor of the Company,

out of the assets of the Company against any liability incurred by that person in his or her capacity as an Officer or Auditor save in relation to a liability specified in clauses 39.2(a), 39.2(b), 39.2(c) or 39.2(d).

39.4 Past Officer and Auditor: Legal Costs

The Company may indemnify to the relevant extent every person who:

- (a) has been an Officer of the Company; or
- (b) is or has been an Auditor of the Company,

against any liability for legal costs and expenses incurred by that person in his or her capacity as such, unless the costs are incurred in any of the circumstances specified in clauses 39.1(a), 39.1(b), 39.1(c) or 39.1(d).

39.5 Definition

In this clause 39:

- (a) "to the relevant extent" means:

- (i) to the extent that the Company is not precluded by law from doing so;
 - (ii) where the liability is incurred in the conduct of the business of another corporation or in the discharge of the duties of the Officer in relation to another corporation, to the extent and for the amount that the Officer is not entitled to be indemnified and is not actually indemnified out of the assets of the corporation; and
 - (iii) to the extent and for the amount that the Officer is not otherwise actually indemnified, including an indemnity under any insurance policy or contract;
 - (vii) where the indemnity consists of a payment or an agreement to make a payment (whether by way of advance, loan or otherwise) in respect of legal costs incurred by the person in defending an action for a liability incurred as an Officer of the Company, the indemnity may only be provided on the condition that the Officer agrees to repay the amount if the costs become costs for which the Company is prohibited under this clause 40 from giving the Officer such an indemnity, unless the Directors resolves otherwise;
- (b) the outcome of proceedings is the outcome of the proceedings and any appeal in relation to the proceedings.

39.6 Amendment

The benefit of any indemnity given under this clause 39 continues, despite any amendment to or deletion of this clause 40, in respect of liability arising from acts or omissions occurring before the amendment or deletion.

39.7 Insurance

Except to the extent precluded by the Corporations Act, the Company may pay or agree to pay a premium in respect of a contract insuring a person who is or has been an Officer or auditor of the Company or a related body corporate against any liability:

- (a) incurred by the person as such an Officer or auditor which does not arise out of conduct involving a wilful breach of duty in relation to the Company or a contravention of sections 182, 183 and 184 of the Corporations Act; or
- (b) for costs and expenses incurred by the person in defending proceedings as such an Officer or auditor, whether civil or criminal and whatever their outcome.

CHURCH OF THE FOURSQUARE GOSPEL (AUSTRALIA) LIMITED

COMPANY BY-LAWS

(By-laws last Amended 12 August 2009)

40. Officers

The By-Laws of this Company may provide for such officers, agents and employees as may be desired. The powers and duties of the respective officers shall be as follows: -

41. President

The President shall be the Chief Executive Officer and shall perform all necessary duties and have all necessary and usual powers of President of a religious Company.

The President shall have power to employ upon the Directors' recommendation such persons as may be necessary for the carrying out of the Company's objects and purposes.

The President shall preside at all Annual and Interim Conferences and at all Directors meetings or designate some other person to so act.

The President shall sign the following documents in connection with the furtherance of the objects and purposes of the Company: -

- (a) All charters of Foursquare Churches granted in accordance with provisions of these By-Laws.
- (b) All certificates of license and ordination of ministers granted under provisions of these By-Laws.
- (c) All certificates of appointment of Pastors of Foursquare Churches.
- (d) All certificates of appointment of Missionaries issued in accordance with provisions of the Articles and these By-Laws.
- (e) All certificates of appointment of Evangelists issued in accordance with provisions of the Articles and these By-Laws.
- (f) All credential cards indicating those ordained, licenced, authorized or interim ministers are in good standing for the current year annually
- (g) All other documents upon which the signature of the President shall be required as the Chief Executive Officer of the Company

42. Vice-president

The Vice-president in the absence or upon disability of the President shall perform the duties of the President.

43. District Supervisor

The District Supervisor shall be in charge of the activities of all Area Supervisors and subordinate officers subject to the Directors.

The District Supervisor shall perform duties to advance and fulfill the objectives of the Company and act as Area Supervisor in territory wherein no Supervisor is appointed.

The District Supervisor shall directly and through the auspices of the Area Supervisors, minister to and encourage all ministers in their role and appointment.

The District Supervisor shall transmit monthly to the Company Treasurer all District Tithes and such other offerings and funds as may be designated by the Directors and perform other duties as may be required and have other powers granted by the President or Directors, which are not inconsistent with other expressed provisions of these By-Laws.

The District Supervisor shall preside over all committees established under his authority, such as Building and Property, LIFE Bible College, Men's Ministry, Women's Ministry, Youth Ministry and Publications.

44. The Secretary

The Secretary shall perform the usual and ordinary duties of Secretary of a religious Company.

The Secretary shall keep or cause to be kept accurate minutes of all Conferences and Directors' meetings.

The Secretary shall be custodian of all Company records books documents and communications held in hard copy or electronically except such books of account as are required to be kept in the Treasurer's custody.

The Secretary shall receive and preserve all reports rendered to the Company by Officers Committee Chairman and Foursquare Churches.

The Secretary shall supervise the taking of any vote by mail.

The Secretary shall attest signatures of the other Company Officers whenever necessary.

The Secretary shall perform other duties not inconsistent with his office which the Directors may require.

The Secretary may have such assistant Secretaries as the Directors may determine.

45. The Treasurer

The Treasurer shall keep true and accurate books of the Company's financial proceedings in form authorised and directed by the Directors.

The Treasurer shall be custodian of the Company's funds and books of account and shall preserve same in the place and manner approved by the Directors.

The Treasurer shall disburse the Company's monies by either general or special authorisation of the Directors.

The Treasurer shall render at each Annual Conference and at Directors' meetings when requested a report of the Company's financial condition and financial transactions since the last preceding report.

The Treasurer shall make such other reports and statements as may be required by law.

The Treasurer shall or may be bonded with a Surety Company.

The Treasurer shall provide a current financial statement one week prior to declared dates of Director's meetings

46. Overseas Missions Director

46.1 The Overseas Mission Director shall supervise and direct all Overseas Mission Activities. The Director together with the Missions Committee shall present an annual Missions Budget for approval by the Directors.

All yearly spending shall remain within the approved budget, unless otherwise approved by the Directors.

The Overseas Missions Director shall advise the Directors, of the Missions Committee's recommendations for overseas staff appointments and approval by the Directors.

46.2 Overseas Mission's Committee

The Overseas Mission Director shall choose such members as desired, to be ratified by the Directors.

The Committee shall function together with the Overseas Missions Director on all matters relating to Overseas Missions.

46.3 Overseas Missionary

All Overseas Missionary personnel shall be recommended by the Missions Director on behalf of the Missions Committee and approved by the Directors. All Overseas Missionaries shall be directly accountable to the Missions Director, unless a Field Director is functioning in that country.

A Missionary may also be recommended by the Missions Committee and appointed by the Directors to specialize in Medical, Educational, Social and Mechanical or Building areas of Field Ministry.

All approvals are dependant upon Missionaries signing the approved Guidelines, together with provision of Medical and Police reports prior to departure.

46.4 Field Director (or Representative)

An Overseas Missionary may be called upon, and appointed by the Directors, to fill the position of Field Director, for the purpose of overseeing personnel, property and other assets of the Company in that Country. They shall sign the Field Directors Guidelines and function in such.

They shall maintain residence at a fixed abode therein and shall perform duties and exercise powers designated in the field of appointment when requested. They shall be directly accountable to the Overseas Missions Director.

46.5 All appointed and approved Missionaries shall be deemed to be members of the Company while on the field, and as such will be issued with a Ministers/Missionary Credential Card for the duration of their assignment overseas. The Credential Card would remain current during

their involvement and appointment, and be issued by the Overseas Missions Director annually, upon the approval of the Directors.

Should a Missionary be forced to prematurely leave a Country because of Political danger or extreme threat to life, but is still actively involved in their country of appointment, they shall retain their Ministers/Missionary Credential Card until he no longer has involvement there, or their term is terminated by the Directors of the Company.

Upon returning to his home Country on completion of approved and appointed assignments, a Missionary may retain his Ministers/Missionary Credential Card for two years to allow sufficient time for re entry, personal family adjustment, and also allow time to seek Godly direction for other Ministry.

Financial responsibility shall cease following any accumulated furlough

47. Area Supervisor and Areas

47.1 Area Supervisor

Duties of Area Supervisors

The Area Supervisor will:

- 47.1.1 Represent the District Supervisor to the local church Pastors in the Area, whether from a chartered church or an outreach
- 47.1.2 Communicate (by phone or electronically) at least once a month with every church Senior Pastor
- 47.1.3 Conduct Area fellowship meeting/gathering at least once every three months for Metro Areas, and once every six months for Country Areas
- 47.1.4 Initiate and facilitate programs relating to fostering unity and cooperation in the Area
- 47.1.5 Develop with Area local Pastors programs relating to training, church growth and church planting
- 47.1.6 Assist the District Supervisor in encouraging Senior Pastors to comply with their obligations as Pastors of Foursquare churches, in respect to timely submission of monthly financial reports, quarterly spiritual reports, and to the remittance of district tithes, missions contributions, insurance premiums and loan repayments
- 47.1.7 Assist the District Supervisor in the assessment of ministerial credential applications
- 47.1.8 Assist the District Supervisor in the monitoring and maintenance of the Ministerial Code of Conduct
- 47.1.9 Communicate with the District Supervisor at least once a month on the ongoing morale and happenings in the Area
- 47.1.10 Attend the Presbytery Meeting as required, if appointed. Appointment will be on an 18 month rotational basis with other Area Supervisors.
- 47.1.11 Attend and participate at the semi-annual conference of Area Supervisors
- 47.1.12 Be elected every three years at an Area meeting with the date set the closest to the National Convention as is practical.

Eligible Candidates for position of Area Supervisor:

Candidates for the position of Area Supervisor are to be the Senior Minister of a Chartered Church in an Area, representing one nomination per Chartered Church.

A pastor of senior standing, emeritus credential, with more than ten years of acknowledged service to the denomination as a pastor of a Foursquare church, may be invited to stand as candidate when

deemed appropriate by the District Supervisor, and endorsed by the Presbytery. This pastor may not even reside in the Area.

An Area Supervisor will be elected by a vote cast by the Senior Minister of a Chartered Church in an Area, representing one vote per Chartered Church.

The Area Supervisor will be directly accountable to the District Supervisor and report when requested.

47.2 Area

An Area shall include such territory as recommended by the District Supervisor and approved by the Directors.

47.3 Internship Program

Each chartered church of up to 100 members shall be entitled to one intern for two days per week or two interns one day a week. Churches with members numbering above 100 shall be entitled to two interns two days a week or up to four interns four days a week. Upon request churches with greater than 500 members may be entitled to further interns.

47.3.1 Time to be spent with Snr Minister and a time sheet or written report each quarter to Area Supervisor copy District Supervisor.

47.3.2 The interns serve and receive payment per day from District Supervisor's office, to be paid monthly (in advance) for a maximum of two year term and to be adjusted in tandem with CPI adjustments.

47.3.3 Interns are required to undertake study with L.I.F.E. or Vision Colleges, or other training institutions as agreed to by the local church Senior Pastor and the District Supervisor.

47.3.4 It is desirable for Interns to serve the church for a further twelve (12) months at the conclusion of their two year Internship.

47.4 Internship Appointments

An Area Supervisor for the area from which an Internship application comes is to assist the District Supervisor in the appointment of interns to churches in that area in the following way:

47.4.1 Interview candidate – with Senior Pastors of the church

47.4.2 Recommend to District Supervisor if the applicant is suitable

47.4.3 Ensure the local church has met the requirements of 47.3

48. Youth Ministry Coordinator

The Youth Ministry Coordinator shall promote and oversee activities to advance the youth program of the Company.

The Youth Ministry Coordinator shall liaise with Area Supervisors to promote and oversee the youth program of the Company within each Area.

The Youth Ministry Coordinator shall promote and oversee Youth Conferences, Youth Rallies and Youth Camps to provide programs to promote and advance the Youth Ministry of the Company.

The Youth Ministry Coordinator shall be directly accountable to the District Supervisor and report when requested.

49. Ministers

49.1 Ministerial standing

Ministers of the Foursquare Gospel are those persons pursuant to clause 10 of the Company Constitution and whose minister's credential has been approved by the Directors.

49.2 Annual Renewal of Minister's Credential

- (a)
 - (i) **Ordained, Licenced, Authorised and Interim Credential:**
All Ordained, Licenced, Authorised and Interim Credentialed Ministers are to submit a completed annual renewal application on the Company Credential Renewal Form to the District Supervisor giving proof of a minimum of twenty (20) hours of approved ministry training within the past year.
 - (ii) A person holding an Emeritus Credential is not required to complete an Annual Renewal Application Form. The credential remains active unless revoked by Presbytery.
- (b) A minister is issued an annual credential if appointed to a local church, endorsed by the Senior Pastor of that church, endorsed by Presbytery and approved by the Directors.
- (c) A minister holding a credential may apply to the District Supervisor for sabbatical leave and such leave must be approved by the Directors.

Sabbatical leave is defined as:

- (i) A maximum of one year's rest leave from ministry
 - (ii) Time away from ministry due to full-time ministry studies
 - (iii) Time away from ministry to recover from illness
 - (iv) A minister on sabbatical leave must remain a member of a local Foursquare Church unless leave is approved by Presbytery
- (d) **Local Church Credential:**
 - (i) A Local Church Ministers Credential is renewed annually by the Senior Minister of the recipient's own local church.
 - (ii) A Local Church Ministers Credential is approved only for use within the ministry of that local church.
 - (iii) A Local Church Credential does not entitle the holder to be a member of the Company but does not exclude the holder of such a credential from being a member if elected in the local church as a delegate to the annual general meeting of the Company.

49.3 Approval of a Minister's Credential

A new applicant for a minister's credential must complete the Company's official application form for submission to the District Supervisor.

The Directors will grant approval of a minister's credential to a new applicant subject to recommendation by Presbytery and one of the following:

- (a) By compliance with these requirements:
 - (i) Have at least five years preaching experience out of the last eight calendar years.

- (ii) Present letters from _____ at least two accredited ordained ministers of any denomination the applicant has known for the last three calendar years.
 - (iii) Present the recommendation of the District Supervisor.
 - (iv) Present evidence of having completed a minimum of one semester of work in an accredited Bible College.
- (b) By applying to join the Company as a pastor of an existing Church with incorporation of that Church into the Company under the following qualifications:
- (i) The Church having membership of not less than twenty-five adult members who have signed application for membership with the Company.
 - (ii) The Church having a self sufficient financial income to support that Church and Pastor unless special consideration is given by the Directors upon recommendation of the District Supervisor.
- (c) By special permission of the Directors.

49.4 Withdrawal of a Minister's Credential and Removal from Office

A Minister's Credential may be withdrawn and the minister removed from office by the Presbytery and this decision ratified by the Directors if any accusation relating to clauses 49.4 (a); 49.4 (b); 49.4 (c); 49.4 (d); 49.4 (e); 49.4 (f); 49.4 (g); 49.4 (h) of this Constitution are proven.

- (a) Heresy.
- (b) Violation of the Minister's Code of Ethics
- (c) Refuse to carry out prescribed duties.
- (d) Fraudulent illegal or immoral conduct.
- (e) Attacking the doctrines or government of the Company.
- (f) Conspiring to create divisions within the 'Company or within a Church.
- (g) Neglecting to keep or destroying records of a Church.
- (h) Becoming a credentialed minister of another denomination.

49.5 Review Process

The Presbytery will interview the minister and present a recommendation to the Directors.

The Presbytery shall have power to request attendance before it of any member of the Company and of a Church.

A minister seeking review may request attendance of a personal or legal advocate to support their request.

A full record of all evidence shall be made and forwarded to the Directors.

49.6 Appeal Process

Seven days notice will be given by the Secretary to any minister against whom an accusation has been made pursuant to clause 49.4 of this Constitution to attend a meeting of the Directors.

At any hearing or meeting of appeal:

- (a) A complete record of evidence and the recommendation of the Presbytery will be tabled.
- (b) A minister against whom an accusation has been made shall have the right to be heard by the Directors before any final decision is made.

- (c) A minister against whom an accusation has been made shall have the right to engage their own legal counsel and have them in attendance.
- (d) The Directors reserve the right to engage legal council and have them in attendance

The Directors at any time upon application by a former Foursquare Gospel credentialed minister may approve the reissue of a Minister's Credential and restoration to service in the Company.

49.7 Minister's Credential Cards

All Minister's Credential Cards remain the property of the Company.

Card Issue:

- (a) Minister's Credential Cards are issued every five years for Ordained, Licenced, Authorised and Emeritus Ministers, with the annual renewal of a minister's credential pursuant to clause 49.2(a).
- (b) Minister's Credential Cards are issued annually for Interim Ministers.
- (c) There shall be five types of cards in accordance with the classifications set out in clauses 49.7 (a); 49.7 (b).
- (d) The Directors may prescribe a fee to be paid for the issue and renewal of Credential Cards.

Card Withdrawal

If a Minister ceases to be a member of the Company pursuant to clause 49.4 of this Constitution, the Minister's Credential Card shall ipso facto be revoked and upon advice from the District Supervisor shall be immediately returned to the Company.

49.8 Emeritus Ministers

An Emeritus Minister shall be a Member retired pastor who ha served a Foursquare church and attends a minimum of once every two weeks. If for reasons such as illness or distance to the nearest Foursquare church this is not possible, special consideration may be given.

A serving minister who retires may be entitled to request a payment from the Ministers' Retirement Fund. This will be considered by the Board of Directors and if approved the payment would be paid monthly. (See amounts set by the Finance Committee (51.3) recommendation approved by Board of Directors and reviewed annually.

It would be envisaged that the Ministers' Retirement Fund would be superseded by Superannuation, as the full impact of Superannuation is available to members.

50. Local Church Pastoral Appointments

50.1 Appointment

Following consultation with the leadership of a Church the District Supervisor shall make recommendation to the Directors for approval of the appointment of a pastor.

50.2 Change of Appointment

- (a) A pastor may apply to change appointment by applying in writing to the District Supervisor.

- (b) If approved, an amicable commencement date of the new appointment is to be determined by the District Supervisor, the applicant and the Church.
- (c) A pastor is not to assume the new appointment until a successor is appointed at the Church being vacated by that pastor and a complete briefing and transition enacted under the direction of the Area Supervisor.

51. Councils and Committees

Accurate minutes are to be kept by a committee secretary for all meetings of Councils and Committees.

Temporary committees may be formed and disbanded from time to time at the direction of Directors.

51.1 Advisory Council

- (a) Composition of the Advisory Council shall be pursuant to clause 16.1 of this Constitution.
- (b) Role of Advisory Council shall be pursuant to clause 16.2 of this Constitution and to elect the District Supervisor.
- (c) The Advisory Council shall meet pursuant to clause 16.3 of this Constitution.

51.2 The Presbytery

The Presbytery shall be pursuant to clause 32.1; 32.2; 32.3; 32.4 of this Constitution.

- (a) It shall also prescribe a form of application to be used by members desiring to apply for a minister's credential.
- (b) If applicant deemed a potentially successful candidate for ministry after interview, Presbytery will recommend to the Directors approval of minister's credential.
- (c) Presbytery will only recommend approval of a ministry credential application after the applicant has declared adherence to and signed a copy lodged in the office of the District Supervisor of the Code of Ethics set out in By-Law 53
- (d) An Ordination Certificate sealed with the Common Seal of the Company will be presented to a minister upon Ordination.
- (e) All recommendations and regulations and all resolutions affecting any alterations to or repeal of existing regulations made by Presbytery at a meeting shall be tabled for consideration at the next regular meeting of the Directors by the District Supervisor or in the absence of the District Supervisor the Secretary.
- (f) Presbytery shall meet whenever necessary at such time and place as shall be determined by the District Supervisor. A minimum of seven days notice at the least (exclusive of the day on which the notice is served or deemed to be served but inclusive of the day for which notice is given) specifying the place and the day and the hour of the meeting and the general nature of the business to be transacted shall be given to each member of the Presbytery.

51.3 The Finance Committee

The Finance Committee shall be pursuant to clause 33.1; 33.2; 33.3; 33.4 of this Constitution.

The Finance Committee will recommend amounts to be fixed for allowances, reimbursements and salaries to Directors for approval

52. Code of Ethics

Current credentialed ministers of the Church of the Foursquare Gospel must subscribe in full to the contents of the Declaration of Faith and the Minister's Code of Ethics as contained herein:

- (i) Uphold and regularly teach the Foursquare Gospel Doctrine as embodied and expounded in the Foursquare Declaration of Faith
- (ii) By attitude, by words and action, support the elected and appointed Officers of the Church of the Foursquare Gospel Australia Limited
- (iii) Exercise with wisdom, efficacy and care, all duties and obligations intrinsic and stipulated within the role of a denominational Officer, whether elected or appointed
- (iv) Fulfil to the best of ability, with sincerity and diligence, the role responsibilities assigned within the local church
- (v) Conduct oneself at all times in Christian behaviour beyond reproach
- (vi) Manage life relationships founded on Christian values, living as example for others to follow
- (vii) Transact all personal financial affairs with utmost care, within the law and with moral uprightness

53. Chartering A Foursquare Church

53.1 Requirements:

A church application for charter may be granted upon recommendation of the Presbytery and approval of the Directors. The application must be signed by no less than twenty-five (25) members, 18 years or older. Any real property owned by the church must be vested in the name of the denomination.

53.2 Procedures

Before a church can be chartered it must undertake the following:

- (a) Hold a special general meeting of the church's members to seek approval of the application for charter.
- (b) Receive a comprehensive presentation of the Company's constitutional responsibilities and benefits by either the Area Supervisor or the District Supervisor's appointed representative. Members must be informed on the Company's Constitution, By-laws, all data reporting requirements, mailing procedures, district and national functions, Insurance needs and banking procedures.
- (c) Establish a registry of charter members.
- (d) Appoint a Church Council as recommended by the pastor, the Area Supervisor, or the District Supervisor, to serve for a term of two years.
- (e) Submit a properly executed application for charter through the District Supervisor to Directors for consideration and approval.

53.3 De-chartering

A chartered church may lose its charter status, when the requirements (53.1) are not maintained for a continuous period of more than two years.

53.4 Procedures

Before a chartered church is de-chartered, the following have to be performed:

- (a) When a chartered church has registered attendances of twenty or less per week for two consecutive quarters, the District Supervisor will meet with the local pastor and try to formulate and implement ways of revitalising the church.

(b) The above step is repeated after every quarter the attendances remain twenty or less. The District supervisor, together with the Area supervisor and/or other resource people, will continue to assist the growth program for the local church.

(c) When the local church has reported eight consecutive quarters of attendances twenty or below, the District Supervisor will seek the agreement of the local pastor, and may recommend to the Presbytery the suspension of the local church charter, and when approved, to be endorsed by the Board.

(d) When the Board has endorsed the suspension of the charter, the local church becomes an outreach, and it remains in force for a minimum of one year, however, the local church is free to re-apply for charter, once the conditions (53.1) are met.

53.5 Withdrawal

A church may decide to withdraw from the denomination, through a local church resolution agreed by 75% of active members.

53.6 Procedures

Before a local church is allowed to withdraw from the denomination, the following procedures have to be completed.

(a) The local church writes to the Presbytery and Board, requesting release from the denomination, signed by the senior pastor, all assistant pastors, and members of the business council.

(b) The Board, after consultation with the local church pastoral team, sends three representatives to a church general meeting.

(c) The Board representatives will conduct the ballot on the motion to withdraw from the denomination. Votes will be counted by two Board representatives and two local church representatives.

(d) A result of at least 75% for the motion will be brought to a special Board meeting for ratification.

(e) Any real estate property owned by the local church and vested in the denomination will be released to the local church, if it was the existing local church which purchased and paid for the property.

54. A Foursquare Outreach Church

54.1 Definition:

An outreach church is a church ministry that operates as a church, complete with regular weekly worship service. The rites of communion and water baptism and other ministry common to a local church must be undertaken within the ministry structure of the outreach.

An Outreach Church is defined as not having sufficient attendees or members to constitute a viable self-supporting congregation.

There are two kinds of outreach churches:

- (a) A local church might establish an outreach church which exists and is sustained mainly under the covering of the local church. The denomination may know its whereabouts, but is not directly responsible for its operation.
- (b) An outreach church may be placed under the oversight of the Area Supervisor or District Supervisor, and therefore under the direct covering of the denomination.
- (c) An outreach church is acknowledged only if there are more than six (6) adults (18 years or older) in the congregation other than the pastor or leader and their family.
- (d) An outreach church is acknowledged only if the main worship meeting is held in a church or rented premise, not in a private residence.

54.2 Operations

The day-to-day functioning of an outreach church is the responsibility of the pastor or leader of the congregation, just as in a regular local church.

- (a) As a local church initiative, the local church has a major involvement in its operations.
- (b) If under denomination covering, the oversight responsibility is that of the pastor or leader of the congregation.

54.3. Requirements and Obligations

- (a) Financial assistance may be provided by the denomination to an outreach church, as assessed by Directors.
- (b) Access to other benefits and entitlements by the pastor or leader may also be available as approved by Directors
- (c) Public Liability Insurance cover must be in place before the first public meeting is held.
- (d) A subsidy may be considered by Directors to assist the outreach church.
- (e) The pastor or leader of the denominational outreach church shall report to the Area or District Supervisor once a month by phone, or written communication.

55. Church Affiliation To Foursquare**55.1. Requirements:**

A non-Foursquare local church may be granted affiliation status with the Company upon the recommendation of the Presbytery and approval of Directors following the receipt of a church affiliation application signed by no less than seventy-five percent (75%) of members, 12 years or older.

55.2. Procedures:

- (a) A special general meeting of the church's members shall be called to determine if affiliation application should proceed
- (b) A full briefing of an affiliated local church responsibilities and benefits shall be given by the Area Supervisor, or the District Supervisor's appointed representative to church members.

55.3. Relationships:

- (a) The affiliated church will be overseen by the Area Supervisor
- (b) The pastor or leader of the church will be invited to attend all Area meetings and Company activities.
- (c) The term of church affiliation is expected to last for no more than two (2) years and not less than one (1) year after which time the affiliated church will apply to become a chartered church if it also meets the church charter requirements.
- (d) Denominational assistance in regard to insurance coverage may be available to the affiliated church.

56 Ministers Of The Foursquare Gospel

Ministers of the Foursquare Gospel are persons who are credentialed by the Company (Church of the Foursquare Gospel Australia Limited), have a current credential card, are in good standing, and are in compliance with the Company Constitution, By-laws, the "Declaration of Faith", and the Minister's Code of Ethics.

56.1. Ministerial Credentials:

- (a) Interim:
A credential for a new unproved minister, indicating that the call of God for pastoring is not firm or established yet

- (b) License:
A credential for a minister with several years proven experience, or with consideration of a natural progression from an Interim credential after two years of faithful service.
- (c) Ordained:
A credential for a minister with many years of proven experience, indicating a life-long call of God to pastoring
- (d) Authorised:
A credential for a minister who serves in ministry beside their spouse and who is Ordained by the denomination
- (e) Evangelist:
A credential for a minister with the specific ministry gift of evangelist acknowledged within the denomination and across the wider church community.
- (f) Emeritus:
A credential for a minister who has faithfully served within the denomination for more than ten years, and is more than sixty years old.
- (g) Affiliated:
A credential for a minister of a church that is affiliated with the denomination.

56.2. Ministerial Standing:

- (a) Active Status:
A Foursquare minister must carry current Church of the Foursquare Gospel Australia credential, and must satisfy one of the following requirements:
 - (i) Be appointed in a Foursquare chartered church
 - (ii) Be the leader of a Foursquare outreach church
 - (iii) Be the leader of a Foursquare affiliated church
- (b) Suspension:
At the discretion of the Directors, the credential of any Foursquare minister may be suspended, while any of the following conditions exist:
 - (i) While estranged and separated from a spouse, or during proceedings of divorce or legal separation
 - (ii) While engaging in any legal action against the denomination
 - (iii) While under investigation by the denomination for having committed any of the grounds for revocation of credentials
 - (iv) While in violation of the Constitution or By-laws of the Company.
- (c) Revocation:
At the discretion of the Directors, the credential of any Foursquare minister may be revoked, on the basis of any of the following nominated grounds:
 - (i) Heresy
 - (ii) Unchristian conduct
 - (iii) Wilful failure or refusal to comply with the provisions of the “Declaration of Faith”, and the Company Constitution or By-laws
 - (iv) Wilful neglect of ministerial duties
 - (v) Illegal, immoral, or fraudulent conduct
 - (vi) Engaging in ecclesiastical war against the Company
 - (vii) Conspiring to release division within the Company ranks or within any local chartered church of the denomination
 - (viii) Accepting ordination license or interim minister’s credential from any other organization without prior approval Directors.
 - (ix) Wilful or negligent failure to maintain, or the destruction of, official church records
 - (x) Wilful or negligent failure to comply with governmental regulations

The Directors shall have the power to remove from a previously authorised appointment any minister whom it may find to have violated the Constitution or By-laws.

The Directors may refer charges that ecclesiastical rules or beliefs have been or are being violated to an Ethics Committee appointed by the Directors for investigation.

A written record of all dialogue will be kept of any discussions arising from any charges of ecclesiastic impropriety.

The Directors findings will minuted at a convened meeting of Directors of the Company. The Directors may impose suspension or discipline in an effort to achieve restoration as an alternative to revoking credentials.

Any minister whose credentials have been suspended or revoked who seeks reinstatement as a Foursquare minister shall make written application to the Presbytery. Upon proof or repentance, restitution, and correction, credentials may be restored by the Directors.

57. Officers Allowances

The Company may pay a designated allowance to its Officers. Allowances are paid to the Officers' local church to compensate that local church mainly for the time apportioned by the Officer in the execution of duties on behalf of the Company.

The allowance is deemed to cover the incidental expenses incurred by the Officer as follows:

- (i) normal stationery,
- (ii) photocopying,
- (iii) postage,
- (iv) local phone calls
- (v) travel within radius of 50 kms. of that local church.

58. Ministerial Subsidies

Ministerial subsidies are extended to senior ministers or ministers in full-time ministry who are in good standing and who have been credentialed for at least two years. Following are the subsidies:

59. Travel Subsidy

This is normally \$500 to assist the minister in their travel overseas:

- (a) to minister or teach at churches/ministries/Bible schools
- (b) to attend a course, seminar, or conference that's relevant to Christian ministries
- (c) to visit mission fields or to participate in mission trips

This subsidy is available to Senior and Full-time Ministers and their spouses by written application to the Board, once every two years.

60. Church Pioneering Subsidy

This is a suite of subsidies aimed at assisting a church pioneering endeavour. To qualify, the church must:

- (a) satisfy the basic definition of an outreach as specified in the section The Foursquare Outreach Church
- (b) be an outreach under a District Supervisor or an Area Supervisor, not a local church

The subsidies available are:

- (a) rent of up to three months at maximum \$75 per week
- (b) pastoral support of maximum \$100 per week for up to six months

Applications must be made in writing to the District Supervisor, enumerating projected expenses. Additional extensions to the term of subsidy may be sought in writing, specifying reasons and justifications.

61. Other Subsidies

Other subsidies may be sought in written request to the Board, specifying reasons, amounts and periods of assistance. The Board will consider the request and respond accordingly.

62. Discontinued Church Funds

Funds from a discontinued church will be held in trust for a period of five years from the time of such church closure.

After that time the funds will revert to become part of the Expansion Fund to assist other churches within the Company and be dispersed after approval by the Directors upon the recommendation of the Finance Committee.

63. Temperance and Prohibition - Drugs and Alcohol

The abuse of intoxicating liquors as a beverage, the abuse of physician prescribed medications, and the use of any non-medically prescribed, mind-altering natural and chemical substances for any purpose by Ministers are actions not endorsed by the Presbytery. Disregard of this in any way by a Minister will result in withdrawal of a Minister's Credential.

64. Local Church Property Security , Insurance & Occupation, Health and Safety Issues

- (i) Local Church Properties with or without a current mortgage to any lending institution and which are meeting their building loan repayment obligation faithfully of said Local Church Properties currently owned by the Local Church Members and vested in the Company will not be liable to seizure through the Company by a lending institution that is actioning a foreclosure upon another Local Church Property whose Local Church Council is unable to meet repayments on their property to that lending institution.
- (ii) The Directors upon the advice of the Property Committee will have the power to sell a Local Church property to recoup funds owing on that property to the Company if repayments to the Company can not be met by the Local Church.

The Local Church Council is responsible for the following:

- (iii) All properties and contents must be adequately insured to cover all replacement of said property and content
- (iv) All church owned motor vehicles, plant and maintenance equipment must be adequately insured to cover all replacement of said property
- (v) All Local Church Properties must undergo the compulsory annual fire safety government regulation inspection and forward a copy of the Local Government Ordinance Report to the NSW Fire Brigades Commissioner Sydney.
- (vi) The Local Church and not the denomination is liable for any fine incurred for non-compliance to the Fire Safety Act NSW or workplace safety through Workcover Commission NSW
- (vii) All electric cables must be inspected every two years and tagged by a registered accredited inspector.
- (viii) All Local Church Councils must appoint a Fire Safety Officer and develop an emergency evacuation plan.
- (ix) All Local Church Councils must appoint an OH & S officer who will report to Council all areas in breach of the Act for immediate rectification.
- (x) Form relating to Local Church Insurances, O. H & S. and annual inspections under the Fire Safety Act NSW must be completed annually prior to the Annual Convention and a copy forwarded to the District Supervisor who in turn will report to the Directors of the Company

65. Transition of Office Holder to New Incumbent

65.1 Officer positions relating to this clause include:

- (a) President
- (b) Vice-president
- (c) District Supervisor
- (d) Overseas Missions Director
- (e) Secretary

A current Officer of the Company (as notated in clause 65.1 (a), (b), (c), (d), (e)) must allocate within the first eight working weeks of vacating that office, a transition period of a minimum of four working weeks for a full transition of information, hardcopy and electronic correspondence, reports, photographs and files plus all financial records and files associated with that office, to the new incumbent of the position being vacated.

Verbal Instruction

- (a) This transition is to include a complete verbal orientation and instructive period to ensure the administrative continuity of the office is maintained and to ensure that current tasks that require immediate action are completed before the full hand-over of the office to the new incumbent.
- (b) Exclusions to this clause are ill-health/Officer being deceased or pending legal action.
- (c) The vacating Officer's monthly allowance will continue for a period of one calendar month to cover the transition period.

65.2 Company Treasurer Vacating Position

On vacating the position. a Company Treasurer must allocate a period of not less than three months for a full and satisfactory transition of information, hardcopy and electronic correspondence, reports, photographs and files plus all financial records and files associated with that office, to the new incumbent of the Treasure position.

Verbal Instruction

- (a) This transition is to include a complete verbal orientation and instructive period to ensure the administrative continuity of the office is maintained and to ensure that current tasks that require immediate action are completed before the full hand-over of the office to the new incumbent.
- (b) Exclusions to this clause are ill-health/Officer being deceased or pending legal action.