

# MELBOURNE CITY CHURCHES IN ACTION ASSOCIATION

## CONSTITUTION

### Name

The name of the Incorporated Association is the Melbourne City Churches in Action Association Incorporated ('the Association' or 'MCCIA').

### Purposes

- (a) To deepen our relationship with each other in order to express more visibly the unity willed by Christ for his Church
- (b) To encourage our members to pray for each other and for our common work.
- (c) To facilitate links between the ministry of the churches, the City of Melbourne and the residents and workers of the City.
- (d) To facilitate work between churches and agencies sharing Christian objectives.
- (e) To offer to visitors to the City the opportunity to experience the significant spiritual, architectural and historical value of the church buildings.
- (f) To advance the appreciation of the City of Melbourne in the wider community, nationally and internationally.

### Governance

Membership in the Association is open to Christian congregations and autonomous Christian organizations that are located within the Central Business District of Melbourne and environs. Each member may nominate up to two persons as their representatives to the Annual General Meeting (AGM) of the MCCIA and to any Special General Meetings that may be convened. The regular business of the MCCIA will be conducted by the MCCIA Committee ('the Committee') which is elected at the AGM and empowered to act for the Association.

### Annual General Meeting

The MCCIA will hold an annual general meeting in each calendar year, at a time and place determined by the Committee.

The ordinary business of the AGM will include:

1. Confirmation of the minutes of the previous MCCIA AGM and any special MCCIA meetings.
2. Reception of a financial report for the previous financial year.
3. Reception of the report of the Committee
4. Election of the officers of the MCCIA and of members of the Committee.
5. Transaction of any other business of which notice has been given in the convening of the meeting.

### Special General Meeting

The Committee may convene a Special General Meeting at any time. The meeting can transact any business of which notice has been given in the convening of the meeting.

The Committee is required to convene a Special General Meeting upon receiving a written request to do so from five member organizations, for the business specified in the request for the meeting.

## **Proceedings at General Meetings**

The Secretary shall convene a General Meeting by communicating to all representatives of member organizations the date, time, place and agenda of the General Meeting at least fourteen days prior to that meeting.

General Meetings will open with an act of worship.

Representatives from one third of the member organizations shall constitute a quorum for General Meetings.

General Meetings will normally be chaired by the MCCIA Convenor or their nominee (usually the Deputy Convenor). Each member organization has one vote. In the event of a tied vote, the person chairing the meeting may exercise a second or casting vote.

Individual representatives of member organizations may appoint proxies to a particular meeting. Proxy nominations shall be made in writing and shall be received by the Secretary at least twenty-four hours prior to the meeting.

## **Obligations of Member Organizations**

Member organizations are required to pay an annual subscription and to appoint up to two representatives to meetings of the MCCIA.

## **Applications for Membership**

Any Christian congregation or autonomous Christian organization located within the Central Business District of Melbourne and environs may apply for membership by writing to the Secretary. New members will be accepted by resolution of an AGM.

## **Discontinuation of Membership**

Any member may cease to be a member by notifying the Secretary in writing of their decision to cease membership. It will also be open to the MCCIA Committee to move a resolution at an AGM for cessation of membership, provided that notice of this proposed resolution has been communicated to the affected member in writing more than two months prior to the AGM.

## **The Committee**

Membership of the Committee shall consist of the MCCIA Officers (Convenor, Deputy Convenor, Secretary and Treasurer) and two additional members, to be elected at an AGM.

Nominations for candidates for election to the MCCIA Committee shall be made in writing and signed by two people representing member organizations and delivered to the Secretary, with accompanying evidence of the consent of the person nominated, at least seven days before the date of the AGM. Further nominations may be accepted at the AGM if needed to fill positions. A ballot will be conducted where the number of nominations exceeds the required number for specific positions.

In the event of a casual vacancy, the Committee is empowered to appoint any representative of a member organization to that position. The vacancy may occur by reason of the resignation of the Committee member or by resolution of the Committee on grounds of insolvency or other circumstance causing unfitness for office.

The Committee shall have power to co-opt up to two additional Committee members.

## **Proceedings at the Committee**

The Committee shall meet at least three times in a year.

The Convenor shall chair meetings of the Committee, or the Deputy Convenor, when the Convenor is absent. In the absence of both Convenor and Deputy Convenor, another member may be chosen to chair the meeting.

Any four members of the Committee shall constitute a quorum at a duly convened meeting.

Each Committee member, including the Convenor, has one vote. In the event of a tied vote, the member chairing the meeting may exercise a second or casting vote.

### **Secretary**

The Secretary is the Public Officer of the Association.

The Secretary shall keep minutes of meetings of the Association and of the Committee.

The Secretary is responsible for the convening of meetings and for the correspondence of the Association.

The Secretary shall have custody of the Common Seal of the Association and shall ensure that the Seal is not affixed to any document without authority from the Committee and the signatures of two Committee members.

### **Treasurer**

The Treasurer shall collect and receive all moneys payable to the Association and make all payments authorized by the Association.

The Treasurer shall keep correct accounts and provide financial statements to all regular meetings of the Association.

The Treasurer shall assist the AGM in determining an annual budget for the MCCIA.

The Treasurer shall ensure that all payments are authorized by two members of the Committee.

### **Alteration of Rules and Statement of Purpose**

These Rules and Statement of Purpose shall not be altered except in accordance with the Associations Incorporation Act 1981 (Victoria).

### **Winding Up or Cancellation**

In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Associations Incorporation Act 1981 (Victoria).