

Rules of THE BEREAN BIBLE FELLOWSHIP OF AUSTRALIA INC.

Name and Objects

1. The name of the association is THE BEREAN BIBLE FELLOWSHIP OF AUSTRALIA INC. (hereafter referred to as the Association).
2. The objects of the Association are:
 - 2.1 to promote a general interest in the Bible;
 - 2.2 to encourage Bible study;
 - 2.3 to make plain what is the Dispensation of the Mystery as revealed only to the Apostle Paul;
 - 2.4 to foster communication through the fellowship of likeminded believers;
 - 2.5 to do all things as are conducive or incidental to the attainment of the above objects, including
 - 2.5.1. printing and promoting suitable literature;
 - 2.5.2. conducting Bible study meetings and seminars.

Fundamental Principals

3. 3.1 The tenets of the Association are:
 - 3.1.1. the belief in the full inspiration of Scripture;
 - 3.1.2. the belief in the deity of the Lord Jesus Christ;
 - 3.1.3. the all sufficiency of his One Atoning Sacrifice;
 - 3.1.4. the Scriptures must be "rightly divided" (2 Timothy 2:15).
- 3.2 To be eligible for election as a member of the Committee a member of the Association must adhere to the tenets of the Association and be absolutely committed to the position that the Church which is his Body (Ephesians 1:22-23) did not commence until after Acts 28:28.
- 3.3 This rule may only be altered if the alteration is first approved by 100% of the members of the Association. This approval is to be given by Special Resolution at a Special General Meeting called for the purpose of considering such a change for which at least 21 days written notice has been given.

Membership

4. 4.1 Membership is open to all people who subscribe to the objects and tenets of the Association and are nominated by a current member.
Application for membership shall be made on the prescribed form (see appendix A) and lodged with the Secretary.
- 4.2 The Committee will consider applications for membership and will notify the applicants of their decision.

Cessation of Membership

5. A person ceases to be a member of the Association if the person
 - 5.1 resigns that membership;
 - 5.2 is expelled from the Association.
6. A member may resign from the Association at any time by notifying the Secretary in writing.

Register of Members

7. 7.1 The Secretary of the Association shall keep the Register of Members specifying the name and address of each person who is a member of the Association, together with the date on which the person became a member. Provision shall also be made for the date on which the person ceases to be a member to be noted.
- 7.2 The Secretary shall keep a Register of Committee Members.

Membership Fees

8. Members are not required to pay any membership fees or subscriptions.

Members' Liability

9. The members of the Association shall have no liability to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association.

Disciplining of Members

10. 10.1 The Committee has the right to intervene in situations where it considers that the behaviour of a member could bring disrepute to the B.B.F.A.
- 10.2 The procedure for the disciplining of members shall be determined by the Committee. Anyone who wishes to appeal against a decision expelling them from membership or otherwise disciplining them, may do so at the next General Meeting of the Association where the matter will be decided by the vote of the members present.

Teachers

11. 11.1 A teacher is someone who expounds Scripture according to the objects and tenets of the B.B.F.A. either verbally or in writing.
- 11.2 The Committee has the right to decide who are acceptable as teachers.
- 11.3 Anyone chosen to fill an unelected position for the BBFA, ie: Spiritual Blessings editor, Spiritual Blessing compositor, Webmaster, Book Agent, or anyone who has an active role in the work of the BBFA, or carries out work on behalf of the BBFA, must be a regular attendee at one of the groups' study meetings.

Management – By Committee

12. 12.1 The Association shall have its affairs controlled and managed by Office Bearers and other members known as the Committee.
- 12.2 The Office Bearers shall be a President, Vice-President, Secretary and Treasurer. There shall be up to three other members of the Committee.
- 12.3 The Committee may co-opt other members as it may consider necessary.

Committee Members

13. 13.1 The Office Bearers and other members of the Committee shall be elected at every second Annual General Meeting (referred to as an Election Meeting). (See qualifications for Committee members in Rule 3.2.)
- 13.2 Voting will be conducted by a "sleeper ballot"

- 13.3 Any casual vacancy occurring in the Committee may be filled by a member appointed by the Committee.
- 13.4 Each member of the Committee shall hold office from the end of the relevant Election Meeting, or from the day and time of his or her appointment until the end of the next Election Meeting (see Rule 13.1).
- 13.5 Candidates may nominate for more than one position, but may not be elected to more than one position on the Committee.
- 13.6 Retiring Committee members are eligible for re-election with the provision that they may not serve more than six consecutive years in any one office.
- 13.7 A member of the Committee shall cease to hold office upon:
 - 13.7.1 resignation in writing;
 - 13.7.2 cessation of membership of the association;
 - 13.7.3 absence from three successive Committee meetings without approval by the Committee.

Responsibilities of Office Bearers

- 14. 14.1 The President, or in the President's absence, the Vice-President, shall act as chairperson at each General Meeting and Committee Meeting of the Association.
- 14.2 If the President and Vice-President are absent from a meeting or are unwilling to act, the members present shall elect one of their members to act as chairperson.
- 14.3 The Treasurer shall ensure that all money received by the Association is paid into an account in the Association's name. Payments shall be made through a petty cash system, by cheque, or via electronic banking facilities. Major or unusual expenditures shall be authorized in advance by the Committee or by a General Meeting. The Treasurer shall be able to operate all of the Association's bank accounts solely. Two other Committee members shall have access to any electronic banking passwords, usernames, codes, etc., and be authorized as signatories to the accounts (jointly and severally); however, the Treasurer shall be the sole operator of the accounts, unless incapacitated or otherwise unable to perform the role of the office.
- 14.4 The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Association. These records shall be held in the custody of the Treasurer and shall be available for inspection by any member at any reasonable time.
- 14.5 The Secretary shall ensure that records of the business of the Association including the Rules, Register of Members, Register of Committee Members, minutes of all General and Committee Meetings and a file of Correspondence are kept. These records shall be held in the custody of the Secretary.

Committee Meetings

- 15. 15.1 Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide.
- 15.2 The Committee shall meet as often as is necessary to conduct the Business of the Association.
- 15.3 Additional meetings of the Committee may be convened by the President or by any two members of the Committee.
- 15.4 The quorum for meetings of the Committee shall be any four members of the Committee.
- 15.5 If a quorum is not present at a Committee meeting the meeting will be dissolved.

- 15.6 Questions arising at any meeting of the Committee shall be decided by the majority of the votes of those present. In the case of an equality of votes the person appointed to chair the meeting shall have a second or casting vote.

General Meetings

16. 16.1 An Annual General Meeting of the Association shall be held each year within six months from the end of the financial year of the Association.
- 16.2 The following business shall be conducted at an Annual General Meeting:
- 16.2.1 confirmation of the Minutes of the last Annual General Meeting and any recent Special General Meeting;
 - 16.2.2 receipt of the Committee's report upon the activities of the Association in the last financial year;
 - 16.2.3 receipt and consideration of a statement from the Committee that is not misleading and gives a true and fair view for the last financial year of the Association's
 - 16.2.3.1 income and expenditure;
 - 16.2.3.2 assets and liabilities;
 - 16.2.3.3 mortgages, charges and other securities
 - 16.2.3.4 trust properties.
- 16.3 At every second Annual General Meeting, the election of office bearers and other members of the Committee shall be held.
- 16.4 The President shall, within 14 days from the receipt of a written request to the effect from 10 members, call a General Meeting of members to be held within 30 days of such receipt.
- 16.5 At least 14 days notice of all General Meetings and Notices of Motion shall be given to members. In the case of General Meetings where a special resolution is to be proposed, at least 21 days written notice of the resolution shall be given to members. Notice shall be given by pre-paid post.
- 16.6 The quorum at General Meetings shall be 10 members or one sixth of the membership, whichever is the smaller. If within half an hour of the time appointed for a General Meeting a quorum is not present, the meeting shall be dissolved.
- 16.7 Only members of the Association are entitled to vote at General Meetings. Each member that attends a General Meeting shall be entitled to 1 (one) vote. In the event of an equality of voting on any one question it shall be resolved so as the status quo shall be upheld.
- 16.8 All votes shall be given personally and there shall be no voting by proxy.

Insurance

17. The Association shall effect and maintain insurance as is required under Section 44 of the Associations Incorporation Act, together with any other insurance which may be required by law or regarded necessary by the Association.

Funds

18. The funds of the Association shall be derived from donations, grants and any other source approved by the Association.
19. The income and property of the Association shall be used only for the promotion of the objects and tenets of the Association and shall not be paid or transferred to members by way of dividend, bonus or profit.

Special Resolutions

20. 20.1 A Special Resolution must be passed by a General Meeting of the Association to affect the following changes:
- 20.1.1 A change to the Association's name;
 - 20.1.2 A change to the Association's rules or objects;
 - 20.1.3 An amalgamation with another incorporated Association;
 - 20.1.4 To voluntarily wind up the Association and distribute its property;
 - 20.1.5 To apply for registration as a Company or Co-operative.
- 20.2 A Special Resolution shall be passed in the following manner:
- 20.2.1 Written notice must be sent to all members advising that at the next General Meeting, or at a Special General Meeting to be called, a Special Resolution is to be considered;
 - 20.2.2 The notice must give details of the proposed Special Resolution and give at least 21 days notice of the Meeting;
 - 20.2.3 A quorum must be present at the Meeting;
 - 20.2.4 At least three-quarters of those present and entitled to vote must vote in favour of the Resolution;
 - 20.2.5 In a situation where it is not possible or practical for a Special Resolution to be passed as described above, a request may be made to the Corporate Affairs Commission for permission to pass the resolution in some other way.

Common Seal

21. The Common Seal of the Association shall be kept in the custody of the Secretary and shall only be affixed to a document with the approval of the Committee. The stamping of the Common Seal shall be witnessed by two members of the Committee.

Surplus Property

22. The Association may at any time pass a Special Resolution determining how any surplus property is to be distributed in the event that the Association should be wound up. The distribution of surplus property shall be in accordance with Section 53 of the Associations Incorporation Act, 1984.

Disputes

23. Disputes between members, and between members and the Association, shall be resolved by the Committee at its regular meetings

Public Officer

24. 24.1 A Public Officer shall be appointed to conduct the relevant affairs of the Association and shall be appointed at the Annual General Meeting.
- 24.2 The Public Officer's appointment may be terminated at the discretion of the Committee.

Auditor

25. 25.1 An Auditor shall be appointed to audit the relevant financial affairs of the Association, and shall be appointed at the Annual General Meeting.
- 25.2 The Auditor's appointment may be terminated at the discretion of the Committee.

Financial Year

26. The financial year of the Association is:
- (a) the period of time commencing on the date of incorporation of the Association and ending on the following 30 June, and
 - (b) each period of 12 months after the expiration of the previous financial year of the Association, commencing on 1 July and ending on the following 30 June.

Inspection of Books, etc.

27. 27.1 The following documents must be open to inspection, free of charge, by a member of the Association by appointment with the Secretary or Treasurer:
- (a) the audited accounts of the Association,
 - (b) this constitution,
 - (c) minutes of all General Meetings of the Association.
- 27.2 A member of the Association may obtain a copy of any of the documents referred to in 27.1 free of charge. Any printing costs incurred during this process shall be borne by the Association.

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\Appendix

APPENDIX A.

Application for Membership of
THE BEREAN BIBLE FELLOWSHIP OF AUSTRALIA INC.
(incorporated under the Associations Incorporation Act, 1984)

I,

(full name of applicant)

of

(street or P.O. box address)

.....P/C.....

(suburb/town and postcode)

apply to become a member of The Berean Bible Fellowship of Australia Incorporated.

I understand the tenets and objects of the Association and fully subscribe to them.

I agree to be bound by the rules of the Association for the time being in force.

.....date:.....

(signature of applicant and date signed)

Nominated By

.....date.....

(signature of nominee being an existing member.)

.....
(date received)