

**MOUNT PLEASANT BAPTIST CHURCH  
INCORPORATED**

Association Registration Number A1009927K

**CONSTITUTION**

**Adopted May 2005**

**Amended May 2008**

**Amended by Resolution of Board 5 February 2019**

**Amended by Resolution of Board 4 April 2019**

**A copy of this Constitution must be presented to every Member**

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## 1. **Our Name**

The name of the Association is the Mount Pleasant Baptist Church Incorporated (hereinafter called “the Church”)

## 2. **Definitions**

In this document, unless a contrary intention appears-

**The Act** means the *Associations Incorporations Act 2015*.

**The Church** means the Mount Pleasant Baptist Church Inc.

**Baptist Union of WA** means the union of affiliated Baptist Churches in WA.

**Financial Year** means the year ending on the thirty first day of December.

**Auditor** means an appropriately qualified independent person registered to audit the financial statements of the year.

**Edom** means The Executive Director of Ministries.

**Pastoral Staff** means those on staff who carry the title of Pastor.

**Executive Office** means any staff member reporting directly to Edom or Senior Pastor or any staff member with delegated authority.

**Administrator** means The Department Head of facilities, administration and finance reporting to Edom.

**Senior Pastor** means the person holding the position of the Senior Pastor in the Church.

**Member** means member of the Church and Membership has a corresponding meaning.

## 3. **Affiliation**

The Church shall be affiliated with the Baptist Union Of Western Australia Incorporated.

## 4. **Our Purpose and Mission**

**To individually believe in and accept the Salvation that comes from faith in Jesus Christ and as a fellowship of believers to spread the Good News of Jesus Christ through;**

### 4.1 **WORSHIP**-Loving God, The Father, Son and Holy Spirit. Romans 12:1

- Leading people to honour and praise God our Saviour, Lord and King personally and corporately.

### 4.2 **DISCIPLESHIP**-Following Jesus. Colossians 2:7

- Assisting others to grow in Christian character, Godly living and effective service.
- Seeking to make disciples of Jesus Christ and bring them into His church as believers.

### 4.3 **MINISTRY**-Serving each other in the community of believers.

- Committing to use the gifts of individuals to enhance and enrich the lives of those within our Church fellowship. 1 Corinthians 3: 5-6
- Encouraging each other to exercise a ministry in the Church body according to their gifts.

- Contribute towards the work of the Church through tithes and offerings, in accordance with Scriptural principles. Malachi 3:10

4.4 **FELLOWSHIP-** Encouraging each other. Romans 12:5

- Listening and making time to encourage, empathise, comfort and celebrate with each other.
- Demonstrating that relationships are our priority.

4.5 **EVANGELISM-** Loving the World and Permeating Society. Matthew 28:19-20

- Communicating God's Good News message of reconciliation both globally and locally.

## **5. *Our Beliefs***

### **The Church believes:**

- 5.1 In the one true God, The Father, the Son and the Holy Spirit, these being the same in substance and equal in power and glory.
- 5.2 In the true humanity and deity of the Lord Jesus Christ.
- 5.3 The person of the Holy Spirit as the one who sanctifies, sets apart, empowers and imparts spiritual gifts to the church.
- 5.4 In the atonement made on the Cross by our Lord Jesus Christ for the sin of the whole world.
- 5.5 That salvation is by faith in Jesus Christ alone.
- 5.6 That the whole of the Scriptures, Old and New Testament, as originally given, are the inspired Word of God, free from error and the supreme authority for matters of faith and conduct.
- 5.7 In the personal nature of Satan and his desire to draw people away from God.
- 5.8 The Church is the community called into being by God. In both its universal and local expressions it consists of persons who have personally and knowingly accepted Jesus Christ as Saviour and Lord and have pledged themselves to worship, follow and serve Him.
- 5.9 Baptism is the immersion of believers on the profession of their faith, an act of obedience and identification with the death, burial and resurrection of the Lord Jesus Christ.
- 5.10 The Lord's Supper is a time of communion when believers remember Christ's sacrificial death, share in fellowship with their risen Lord and with one another and look forward to His return.
- 5.11 The will of Christ for each church is found as the Holy Spirit brings direction and conviction to that congregation gathered to seek His will in the light of the Scriptures.

## **6. *The Lords Supper***

The Church will celebrate the Lord's Supper together generally no less than once a month but also on any occasion as determined by the Pastors. All who know and love the Lord Jesus Christ shall be invited to participate.

## **7. *Infant Dedication***

- 7.1 A Family desiring to publicly thank the Lord for the provision of an infant may do so by presenting the child for dedication at a celebration service.
- 7.2 Infant dedication will normally take place during a Sunday service but may be at some other time as agreed by the family and the member of the Pastoral staff conducting the dedication.
- 7.3 Infant dedication will be means of prayer and affirmation.

## **8. *Baptism***

New Testament baptism by immersion shall be administered by any baptized believer whom any of the Pastoral Staff may appoint or approve.

### **8.1 *Application for Believers Baptism***

- 8.1.1 Anyone wishing to be baptised should make application to one of the Pastoral Staff.
- 8.1.2 Applicants will be required to attend a Baptismal class. Following this, at the recommendation of the Pastor or person conducting the class, arrangements will be made for the baptism to take place during a worship service or place, which is suitable to all concerned.

## **9. *Church Membership Admission***

- 9.1 Any person who desires to become a church Member, and who meets the eligibility criteria, as set out in clause 10, shall apply in writing to the Church.
- 9.2 Membership will be granted on the completion of a Membership class.
- 9.3 There shall be no compulsory entrance fees, subscriptions or other amounts to be paid by members.

## **10. *Membership Eligibility***

- 10.1 Members will be those who have publicly confessed their faith in Christ Jesus as their Lord and Saviour and who have been baptised as believers. They will be committed to the unity, beliefs and the life and ministry of the church and accept the responsibilities of being a Church Member as a covenant agreement with the Church.
- 10.2 In the light of the Baptist distinctive of Freedom of Conscience, a person who is (or has been) a practising member of another denomination and who genuinely believes that their mode of baptism and subsequent declaration of their faith as a believer is sufficient, shall be eligible for Membership. They will be committed to the unity, beliefs and the life and ministry of the church and accept the responsibilities of being a Church member as a covenant agreement with the church.
- 10.3 Any person desiring to be baptised but prevented from doing so by a disability shall be eligible for Membership provided that they meet the criteria as stated in 10.1.

- 10.4 Persons under the age of 16 may become Members but shall not be eligible to vote until the age of 18.

### **10A Cessation of Membership**

A Member ceases to be a Member when the Member:

- (i) dies;
- (ii) resigns from the Church; or
- (iii) is expelled from the Church.

### **11. Responsibilities of Members**

- 11.1 In accordance with the stated purpose of the Church, the expectation is that Members will covenant together to live out the stated purposes of the Church as defined in Clause 4 of this constitution.
- 11.2 Members shall, under God and in accordance with the Bible:
- (i) consider nominations for the Board and record a decision through a ballot for each nominee,
  - (ii) appoint by election the Senior Pastor and Executive Director of Ministries.
  - (iii) consider for approval the Church's annual budget.
  - (iv) consider any other matters specified as the responsibility of the Membership,
  - (v) meet at least twice in each year and as required for sharing, testimony, praise, prayer, information and decision making purposes at Members' meetings, to demonstrate our life together in the Body of Christ,
  - (vi) communicate with the Board on matters relevant to the ministry of the Church and
  - (vii) be involved in the ministry of the Church and support the Church leaders.

### **12. Members' Roll**

The Church shall have a Members' Roll containing the names and addresses of those who are members and who carry out responsibilities as Members. This roll will be kept and reviewed at least annually.

### **13. Grievances**

- 13.1 Grievances between Members will be dealt with in accordance with the teaching of our Lord Jesus Christ as set out in the model given in Matthew 18:15-17.
- 13.2 An unresolved grievance will first be referred to the appropriate Small Group Leader, and if it remains unresolved, to a member of the Pastoral staff and finally to the Church Board.

13.3 The desired outcome of any mediation of a grievance between Members is reconciliation.

#### **14. Discipline of Members**

Our core value is grace and we are a redemptive community, but in accordance with the Scriptures discipline is required of all Members.

14.1 Any Member consistently absent from the worship and fellowship of the church for a prolonged period without good cause, may be removed from the Members' Roll. This action will only be considered after careful consideration of all the issues involved.

14.2 A Member may have his/her name removed from the Roll of Members despite regular Church attendance, if he / she adopts and persistently maintains a life style that is clearly totally at variance to the standards of conduct and belief set forth in the New Testament. The manner of exclusion shall be as follows:

- (i) The Member will be confidentially approached by at least two church representatives, selected from the Pastoral staff, the Board membership and /or small group leadership. The purpose will be to explain the standards of behaviour to be observed by those desiring to follow Jesus Christ.
- (ii) If the Member refuses to change his / her way of life, a member of the Pastoral staff, Board member or Small Group Leader together with another Church Member shall together again approach the Member and speak with him / her regarding the offending behaviour.
- (iii) If the Board deems that the situation is of such a nature that it warrants informing the members then they will call for a special meeting to consider the matter.

#### **15. Church Governance**

##### **15.1. Powers**

The Church, subject to the Act and this Constitution, shall, in order to carry out its purposes, have the power to:

- (i) purchase, lease, hire or otherwise acquire any real or personal estate,
- (ii) improve, manage, develop, sell, mortgage, lease, let-on-hire and grant rights and licenses in respect of or otherwise deal with, dispose of or surrender the whole or any part or parts of the property of the Church,
- (iii) borrow or raise upon loan any sum or sums of money whether upon current account or otherwise and, for the purpose of securing the repayment thereof, to execute and give any mortgage, charges, bonds, debentures, bills of sale or other securities over all or any part of the property or assets of the Church and to liquidate, redeem or pay off such securities on any of them,
- (iv) appoint agents to transact any business of the Church on its behalf,
- (v) employ people, dismiss, suspend or re-employ them and, as appropriate, pay them salaries, stipends, wages, allowances, fees and gratuities in return for services rendered to the Church,
- (vi) accept or refuse any gift, subscription, donation, endowment or bequest offered to the Church,

- (vii) enter into any other contract it considers necessary or desirable. Give any guarantee or indemnity, whether supported or unsupported over all or any of the assets of the Church to secure the payment of money or liabilities of the Mount Pleasant Baptist Community College,
- (viii) do any other such things as are ancillary to the Church purpose and
- (ix) apply the property and income of the Church solely toward promotion of the objectives of the Church, and no part of that property or income may be paid, or otherwise distributed directly or indirectly, to members of the Church, except in good faith in the promotion of those objectives and purposes.

## **16. The Basis of Governance**

- 16.1 Subject to the guidance of God and the Bible the Church shall be governed on congregational principles.
- 16.2 The Church Members' meeting, under the Lordship of Christ, shall be the final authority on all matters.
- 16.3 In recognizing the Church is to be governed by the Board, the Members therefore delegate the entire management and control of the business of the Church, to the Board as its governing body.
- 16.4 The Board may exercise all such powers of the Church to do anything necessary or convenient to achieve the purposes of the Church but subject always to restraints of the Church budget as approved by the Members.
- 16.5 The Board will advise the Church of its business decisions in an appropriate and timely manner. For this purpose 'business decisions' are deemed to cover administration, financial and organisational structure.

## **17. The Church Board**

- 17.1 The Board is responsible for;
  - governing the Church by overseeing and monitoring the overall functioning of the Church and ensuring that the Vision of the Church, as agreed to by the Members, is implemented and refined.
  - ensuring that the legal, ethical, and spiritual obligations and values are reflected in the Church's functions and outcomes.
- 17.2 The Church Board shall operate in accordance with the Act and shall:
  - 17.2.1 Consist of a minimum of nine (9) and a maximum of eleven (11) Board Members. It shall comprise;
    - (i) the Executive Director of Ministries (ex officio for the term of their tenure - non voting),
    - (ii) the Senior Pastor (ex officio for the term of their tenure - non voting),
    - (iii) seven Members (not staff) elected by the Members who will serve a term of no more than 6



consecutive years. These Members will be spiritually mature, gifted in specific areas of knowledge and skills as fits the needs of the Board at the time.

Members will be consulted if in a specific situation a Board member's term needs to be extended,

- (iv) up to two additional appointees who may be appointed by the Board as considered appropriate and timely and the Board may make the appointment for a specific period of time, or for the period required to complete a specific purpose, and if the Board does not specify a period of appointment, the term of appointment will be 6 years.

17.2.2 Have the power to co-opt any Member or non Member of the Church into task teams, to meet specific requirements of the Board for a specific agreed period of time.

17.2.3 Meet at least quarterly and, notice of each meeting will be given at least 48 hours before the time of the meeting and, each meeting:

- (i) will ordinarily be held in person;
- (ii) will be chaired by the Board Chairperson or, in their absence, a Board member chosen by the Board members present at the meeting;
- (iii) will ordinarily follow the order of business shown in the agenda for the meeting;
- (iv) may be adjourned and reconvened as agreed by the Board;
- (v) will follow any other procedure agreed by the Board from time to time.

17.2.4 Select and recommend for consideration and election by the church Members any new appointments to the position of Senior Pastor and /or Executive Director of Ministries and report all other staff appointments to a Church Members' meeting.

17.2.5 Have responsibility for the stewardship of the Church's assets, resources and people.

17.2.6 Review and monitor the church's compliance with the Act.

17.2.7 Approve appropriate policies to ensure that the Church complies with all forms of government legislation, and to ensure that the Church's beliefs, core values and culture are upheld.

17.2.8 Monitor the operational and financial position and performance of the church.

17.2.9 Approve the church's budgets and strategic plans for presentation to the Members.

17.2.10 Oversee and evaluate the performance of the Executive Director of Ministries and the Senior Pastor.

17.3 The Board will fill any casual vacancies occurring on the Board due to retirement, death or otherwise for a term of office until the next Church Annual General Meeting.

17.4 The Board will authorise, in consultation with Edom, an inspection of records, books, documents and securities of the Church by any Member at a mutually agreeable time, with the understanding that documents deemed to be of a confidential nature may not be available in some circumstances.

17.5 The Board will decide a motion put to a vote of the Board by a simple majority of votes.

17.6 A quorum for a meeting of the Board will be five voting members.

17.7 Board members are not entitled to be paid out of the funds of the Association for expenses incurred in carrying out the duties of a Board member.

### **17A Cessation of membership of Board**

A Board member ceases to be a Board member when:

- (i) they die;

- (ii) their term of office expires;
- (iii) they resign from the Board or the Church;
- (iv) their eligibility to be a Board member ceases;
- (v) they are removed from Board membership by a resolution of the Members.

## **18. Chairperson of the Board**

18.1 The Chairperson of the Board shall normally preside over the Church Members' Meeting, Special Church Members' Meetings and the Church Board meeting and is responsible for the Board, its composition, functioning and accountability to the Church family. The Chairperson will:

- (i) be a Member of the Church,
- (ii) be appointed to the position by the Board members for a two (2) year term and;
- (iii) serve for not more than six (6) consecutive years.

18.2 The Chairperson shall be responsible for:

- (i) providing the leadership of the Board, ensuring that the Board is properly informed and functions effectively, and for communicating the views of the Board to the Members,
- (ii) managing the conduct, frequency and length of Board meetings so as to ensure the Board maintains a thorough understanding of the Church's financial position, performance and future challenges,
- (iii) ensuring that the Church Constitution truly reflects the current needs and structure of the Church,
- (iv) reviewing the Board membership annually in consultation with the Executive Office and bringing any recommendations regarding Board membership to the Board,
- (v) ensuring that all nominations from Members to fill Board vacancies are brought to the Board,
- (vi) bringing all nominations to fill identified Board vacancies to Members with a clear recommendation from the Board as to the best possible candidate for the specific need at the time,
- (vii) appointing a non-voting secretary to record the minutes of Board meetings and provide for the safe keeping of the minutes and related documents.

## **19. Church Members' Meetings**

19.1 An Annual General Members' meeting shall be held once in each year, no later than April, at the same meeting as the Ordinary Church meeting, to adopt the annual financial statement, the election of Board members and any other business of which due notice has been given to The Members. Notice of such meeting shall be given on the two Sundays preceding the meeting by announcement at each celebration service and by publication of the details.

19.2 Ordinary Church Members' meetings shall usually be held twice in each year, to consider the annual budget and any other matters that need to be communicated to the Church members. Notice of such

meetings shall be given on the two Sundays preceding each meeting by announcement at each celebration service and/or by publication of the details.

19.3 An extra-ordinary meeting of Members may be called for consideration of any matter (except those matters requiring a special Church members' meeting). Such meetings may be called by the Board, or at the request in writing of one tenth (10%) of the Members whose names are on the Members' Roll. Notice of such meeting and the reasons for calling such meeting shall be given at both Sunday celebration services and published by the Church on the Sunday preceding the meeting, although two Sunday's notice should be given if possible.

19.4 A Special Church Members' meeting, shall be called when the following matters are to be considered:

- (i) the Board's recommendation regarding the Church's election of a new appointee to the position of Edom and/or Senior Pastor,
- (ii) the sale, purchase, exchange or mortgage of church property and
- (iii) the use of money received from the sale, mortgage or insurance of church property.

19.5 A quorum for all Church Members' meetings and special Church Members' meetings shall be 20% of those entitled to attend and vote.

### **19A. Members' Meeting Procedure**

19A.1 The Board Chairperson or, in their absence, a Board member chosen by the Board members present at a Members' meeting will be the chairperson of the Member's meeting;

19A.2 The Board secretary or, in their absence, a person appointed by the chairperson of the Members' meeting will take minutes of the meeting;

19A.3 The order of business at a Members' meeting will ordinarily follow the order of business shown in the Agenda circulated for the meeting;

19A.4 The chairperson of a Members' meeting at which a quorum is present may, if agreed by a majority of Members present, adjourn the meeting to another time and the resumed meeting will deal only with business that remained unfinished at the adjourned meeting.

### **20. Voting**

20.1 A current member of the Church shall be entitled to vote on all matters put to any Church Members' Meeting and Special Church Members' Meeting.

20.2 Motions put to all Church Board, Church Members' Meetings and Special Church Members' Meetings shall be decided upon by a majority of those Members present and voting.

20.3 For the election of the Senior Pastor or Edom, the motion is passed if 75% of all Church Members, present and entitled to vote, endorse the motion by secret ballot.

20.4 A motion to buy, sell, dispose of or mortgage any Church property will require a 75% majority vote of members, present and entitled to vote at a Special Church Members' Meeting called for that

purpose, or at an Annual General Meeting, if the motion is to be passed.

- 20.5 Changes to the Constitution will require a 75% majority vote of Members, present and entitled to vote at a Special Church meeting called for that purpose or at an Annual General Meeting, if the motion is to be passed.
- 20.6 A resolution to dissolve the Church will require a 75% majority vote of members, present and entitled to vote at the Special Church Members' Meeting called for that purpose.
- 20.7 At any meeting or as directed by this Constitution, voting shall normally be by a simple show of hands or by secret ballot if so decided. Should it be by secret ballot, the meeting shall appoint three (3) scrutineers.
- 20.8 Where the opinion of the meeting is evenly divided, the Chairman shall defer the vote to a later meeting.
- 20.9 No absentee or proxy votes shall be allowed.

#### **20A. Dispute between Members**

A dispute between Members, under or relating to this Constitution, for which the Members can find no resolution will be brought to the Chairperson of the Board to implement dispute resolution process.

#### **20B. Dispute between Member and the Church**

In the case that a Member has a dispute with the Church, under or relating to this Constitution, that cannot be resolved by consultation with the Church, the Chairperson of the Board will arrange for the appointment of a person agreed by the Member and the Chairperson to mediate the matter.

#### **21. Dissolution**

- 21.1 The Church may be dissolved by a resolution passed at a Special Church Members' Meeting provided at least three (3) months notice of the proposal has been given.
- 21.2 The quorum for this Special Church Members' Meeting shall be 66.67% (2/3) of resident Members on the membership roll.
- 21.3 In the event of such a resolution being passed, persons appointed by the Special Church Members' Meeting shall take all necessary steps to wind up the affairs of the Church. After payment of all debts and liabilities of the Church and all costs, charges and expenses of dissolution, any surplus assets shall not be paid to or distributed among the members of the Church but shall be distributed:
- (i) to the Baptist Union of Western Australia and/or
  - (ii) to other incorporated associations having purposes similar to those of the Church.
- 21.4 In accordance with the decision of the Special Church Members' Meeting in a manner consistent

with the purpose of the Church, the Church Board shall be authorised and directed under Section 33 (3) of the Associations Incorporation Act – 1987, to prepare a distribution plan for the distribution of the surplus property of the Church.

- 21.5 In the event of no decision regarding distribution being made by the Church, the Baptist Union of Western Australia Incorporated may make a decision on behalf of the Church.

## **22. *The Senior Pastor and Executive Director of Ministries***

- 22.1 The Senior Pastor and Edom will be appointed to serve in these roles as determined by the recruitment and selection Board approved Policy. Recommendations from the Board to the Church Member's meeting will require endorsement by a secret ballot members' vote. Every appointment will be subject to regular appraisal by the Church Board or by a designated group appointed by the Board.
- 22.2 The Senior Pastor and Edom's performance and salaries are to be reviewed annually .These will be considered by an appointed sub-committee of the Church Board and brought to the Board as recommendations.
- 22.3 The Senior Pastor and Edom may appoint any member of the Pastoral staff, to attend the Church meeting, on their behalf, in the event that they are unable to attend.
- 22.4 The Senior Pastor and Edom shall operate in accordance with the Board's instructions and comply with their decisions.

## **23. *Church Funds***

- 23.1 All funds shall be managed in accordance with accounting standards applicable to an Incorporated Association. An external, independent registered auditor shall audit the books annually to an accounting standard applicable to churches and an audit certificate shall be presented to the next following Members' meeting.
- 23.2 The Board will be responsible for approving internal control guidelines for the receipt and expenditure of all Church Funds.
- 23.3 All Church cheques and authorisations shall be signed by any two of the Executive Office.
- 23.4 No money shall be collected, or appeals made, in the Church's name for any fund unless approved by Edom or the Senior Pastor.
- 23.5 At the Annual General Meeting an audited statement for the year will be submitted for all receipts and payments. An auditor shall be recommended by the Church Board and appointed by the Church Members' Meeting annually.

23.6 The Church Board shall cause all moneys received to be banked in a Church account. A financial report is to be presented to the Church Board at normal Board meetings and a statement is to be presented at each Church Members' Meeting.

23.7 The property and income of the Church shall be applied solely towards the promotion of the purposes of the Church and no part of the property or income may be paid or otherwise distributed, directly or indirectly, to Members of the Church except in good faith in the promotion of those purposes.

#### **24. Use of Church Property**

The approval of the Administrator is required before any property belonging to the Church may be used for any purposes.

#### **25. Common Seal**

25.1 The Church shall have a Common Seal on which its corporate name shall appear in legible characters.

25.2 The Common Seal of the Church shall be kept in the custody of any person authorised by the Church Board from time to time.

25.3 Any two Members of the Church Board may affix the seal but only with the express authority and direction of the Church Board.

#### **26. Auditors**

An Independent Auditor shall be recommended by the Church Board and appointed by the Church Members' Meeting annually. The auditor shall report to the Members on the accounts of the Church as required, but in any event not less than once in each year.

#### **27. Custody of Documents**

27.1 All documents evidencing title to real property owned by the Church shall be deposited for safe keeping with the Church's bankers or other similar secure means.

27.2 All Church financial and staff records shall be held in the custody of the Administrator in accordance with the provisions of the relevant State or Commonwealth legislation.

27.3 All Members and Staff shall have entitlement to access documents as stated by the Act and in accordance with the provisions of the Privacy Act. Anyone wishing to do so must first approach Edom with their request.

**28. Changes to the Constitution**

- 28.1 Notice of any proposed change or changes to this constitution shall be given in writing to the Members at least 4 weeks prior to the proposed meeting to approve the change.