

# **Constitution**

**Ballina Christian Education Association Limited**

**ABN 22 056 537 065**

**A Company Limited by Guarantee**

<b>1</b>	<b>Definitions and Interpretations</b>	<b>6</b>
1.1	Definitions	6
1.2	Interpretation	7
<b>2</b>	<b>Objects of Company</b>	<b>9</b>
<b>3</b>	<b>Powers</b>	<b>9</b>
<b>4</b>	<b>Application of income for Objects only</b>	<b>9</b>
4.1	Profits	9
4.2	Payment in good faith	9
<b>5</b>	<b>Winding up</b>	<b>10</b>
5.1	Contributions by Members	10
5.2	Application of property	10
5.3	Revocation of Australian Tax Office Endorsement	11
<b>6</b>	<b>Membership</b>	<b>11</b>
6.1	Number of Members	11
6.2	Admission as Member	11
6.3	Membership criteria	11
6.4	Membership process	12
6.5	Directors' discretion	12
6.6	Membership terms	12
<b>7</b>	<b>Ceasing to be Member</b>	<b>12</b>
7.1	Cessation of membership	12
7.2	Termination of membership	13
7.3	Limited liability	13
<b>8</b>	<b>General Meetings</b>	<b>14</b>
8.1	Annual General Meetings	14
8.2	Convening a General Meeting	14
8.3	Notice of a General Meeting	14
8.4	Calculation of period of notice	14
8.5	Cancellation or postponement of General Meeting	14
8.6	Notice of cancellation or postponement of a General Meeting	14
8.7	Contents of notice of postponement of General Meeting	14
8.8	Number of clear days for postponement of General Meeting	15
8.9	Business at postponed General Meeting	15
8.10	Proxy at postponed General Meeting	15
8.11	Non-receipt of notice	15
8.12	Director entitled to notice of General Meeting	16
<b>9</b>	<b>Proceedings at General Meeting</b>	<b>16</b>
9.1	Reference to Member	16
9.2	Number for quorum	16
9.3	Requirement for quorum	16
9.4	If quorum not present	16
9.5	Adjourned General Meeting	17

9.6	Appointment and powers of chair of General Meeting	17
9.7	Absence of Chairman at General Meeting	17
9.8	Conduct of General Meeting	17
9.9	Adjournment of General Meeting	18
9.10	Notice of adjourned General Meeting	18
9.11	Questions decided by majority	18
9.12	Equality of votes – no casting vote for chair	18
9.13	Voting on show of hands	18
9.14	Poll	19
9.15	Votes of Members	19
9.16	Right to appoint proxy	19
9.17	Validity of vote in certain circumstances	20
9.18	Objection to voting qualification	20
<b>10</b>	<b>Directors</b>	<b>21</b>
10.1	Number of Directors	21
10.2	Change of number of Directors	21
10.3	Directors elected at general meeting	21
10.4	Rotation of Directors	21
10.5	Office held until conclusion of meeting	21
10.6	Casual vacancy or additional Director	22
<b>11</b>	<b>Remuneration of Directors</b>	<b>22</b>
<b>12</b>	<b>Expenses of Directors</b>	<b>22</b>
<b>13</b>	<b>Vacation of office of Director</b>	<b>22</b>
<b>14</b>	<b>Powers and duties of Directors</b>	<b>23</b>
14.1	Directors to manage the Company	23
14.2	Specific powers of Directors	23
<b>15</b>	<b>Rules</b>	<b>23</b>
<b>16</b>	<b>Appointment of attorney</b>	<b>23</b>
<b>17</b>	<b>Directors' Committees</b>	<b>24</b>
<b>18</b>	<b>Powers of delegation</b>	<b>24</b>
<b>19</b>	<b>Proceedings of Directors</b>	<b>24</b>
19.1	Directors meetings	24
19.2	Questions decided by majority	24
19.3	Alternate Director or proxy and voting	24
<b>20</b>	<b>Chairman and Deputy Chairman</b>	<b>24</b>
20.1	Election of Office Bearers	24
20.2	Absence of Chairman at Directors' meeting	25
20.3	Chairman's vote at Directors' meetings	25
<b>21</b>	<b>Appointment of Alternate Director</b>	<b>25</b>
21.1	Appointment	25
21.2	Notice	25
21.3	Alternate Director's powers	25

21.4	Alternate Director responsible for own acts and defaults	26
21.5	Alternate Director and remuneration	26
21.6	Termination of appointment of Alternate Director	26
21.7	Termination in writing	26
21.8	Alternate Director and number of Directors	26
<b>22</b>	<b>Quorum for Directors' meeting</b>	<b>26</b>
<b>23</b>	<b>Chair of Directors' Committee</b>	<b>27</b>
<b>24</b>	<b>Meetings of Directors' Committee</b>	<b>27</b>
24.1	Adjourning a meeting	27
24.2	Determination of questions	27
<b>25</b>	<b>Circulating resolutions</b>	<b>27</b>
<b>26</b>	<b>Validity of acts of Directors</b>	<b>27</b>
<b>27</b>	<b>Secretary</b>	<b>28</b>
27.1	Appointment of Secretary	28
27.2	Suspension and removal of Secretary	28
27.3	Powers, duties and authorities of Secretary	28
<b>28</b>	<b>Dispute resolution</b>	<b>28</b>
28.1	Handling Disputes	28
<b>29</b>	<b>Documents</b>	<b>29</b>
<b>30</b>	<b>Accounts</b>	<b>29</b>
<b>31</b>	<b>Common seal</b>	<b>30</b>
31.1	Safe custody of common seal	30
31.2	Use of common seal	30
<b>32</b>	<b>Inspection of records</b>	<b>30</b>
32.1	Inspection by Members	30
32.2	Right of a Member to inspect	30
<b>33</b>	<b>Service of documents</b>	<b>30</b>
33.1	Document includes notice	30
33.2	Methods of service	30
33.3	Evidence of service	31

<b>34</b>	<b>Indemnity</b>	<b>31</b>
<b>35</b>	<b>Insurance</b>	<b>32</b>
<b>36</b>	<b>Director's liability insurance</b>	<b>32</b>
<b>37</b>	<b>Accounts</b>	<b>32</b>
<b>Schedule 1</b>		<b>33</b>
<b>Principles and Commitments</b>		<b>33</b>
Membership of Christian Education National Limited		33
<b>Schedule 2</b>		<b>34</b>
Statement of Faith		34
<b>Schedule 3 - Form of Proxy</b>		<b>34</b>

---

## 1 Definitions and Interpretations

### 1.1 Definitions

In this Constitution unless the contrary intention appears:

**Alternate Director** means a person appointed as an alternate Director under Clause 21.1.

**Auditor** means the auditor for the time being of the Company.

**Board** means all or some of the Directors acting as a board.

**Chairman** means the Chairman appointed under Clause 20.1,

**Committee** means a Directors' Committee constituted under Clause 17.

**Company** means Ballina Christian Education Association Limited, being an Australian Public Company Limited by Guarantee established under the *Corporations Act 2001 (Cth)* which bears the Australian Business Number (ABN) 22 056 537 065 and the principal place of business of which is 7 Gallans Road, Ballina, NSW, 2478.

**Company School** means any educational institution or activity owned and administered by the Company and includes Richmond Christian College located 7 Gallans Road, Ballina, NSW, 2478.

**Constitution** means this Constitution as amended from time to time and a reference to a Clause is a reference to a Clause of this constitution.

**Corporations Act** means the Corporations Act 2001 (Commonwealth).

**Director** means a person holding office as Director of the Company.

**Deputy Chairman** means the Deputy Chairman appointed under Clause 20.1,

**General Meeting** means a meeting of the Members of the Company,

**Member** means a person entered on the register of the Company as a Member,

**Principles and Commitments** means the matters set out in Schedule 1 to this Constitution.

**Register** means the register of Members under the Corporations Act and if appropriate includes a branch register.

**Registered Office** means the registered office for the time being of the Company.

**Related Body Corporate** has the same meaning it has in the Corporations Act.

**Representative** means a person appointed to represent a corporate Member at a general meeting of the Company in accordance with the Corporations Act.

**Rule** means a rule made by the Board in accordance with Clause 15.1,

**Schedule** means a schedule to this Constitution,

**Seal** means the common seal (if any) of the Company,

**Secretary** means a person appointed as a secretary of the Company and includes an honorary Secretary and where appropriate includes an acting secretary and a person appointed by the Directors to perform all or any of the duties of a secretary of the Company.

**Statement of Faith** means the document set out in Schedule 2 to this Constitution

## **1.2 Interpretation**

(a) In this Constitution unless the contrary intention appears:

- (i) words importing any gender include all other genders,
- (ii) the singular includes the plural and vice versa,
- (iii) a reference to a law includes regulations and instruments made under the law,
- (iv) a reference to a law or a provision of a law includes amendments, re-enactments or replacements of that law or the provision, whether by the State or the Commonwealth of Australia or otherwise,

- (v) a power, an authority or a discretion reposed in a Director, the Directors, the company in general meeting or a Member may be exercised at any time and from time to time,
  - (vi) where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors, and
  - (vii) **writing** and **written** includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise.
  - (viii) a reference to an amount paid on a share includes an amount credited as paid on that share, and
  - (ix) Australian dollars, dollars, A\$ or \$ is a reference to the lawful currency of Australia,
- (b) Corporations Act
- (i) In this Constitution unless the contrary intention appears:
    - (A) an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Corporations Act, the same meaning as in that provision of the Corporations Act, and
    - (B) 'section' means a section of the Corporations Act.
- (c) Headings
- Headings are inserted for convenience and are not to affect the interpretation of this Constitution.
- (d) Replaceable rules not to apply
- The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.



---

## **2 Objects of Company**

The objects of the Company are:

- (a) to establish and maintain a Company School or Company Schools in the State of New South Wales, to provide Christian education for children, based on the principles of the Word of God as written in the Holy Bible;
- (b) to operate a Company School or Company Schools for the purpose of educating children from preschool to Year 12;
- (c) to conduct such educational courses and programmes as the Directors from time to time determine;
- (d) to act as trustee and to perform and discharge the duties and functions incidental thereto where this is incidental or conducive to the attainment of these objects;
- (e) to do such other things as are incidental or conducive to the attainment of these objects; and
- (f) to do all or any of the things authorised by the Corporations Act.

---

## **3 Powers**

The Company has the legal capacity and powers of an individual and also has all the powers of a Body Corporate under the Corporations Act.

---

## **4 Application of income for Objects only**

### **4.1 Profits**

The profits (if any) or other income and the property of the Company, however derived:

- (a) must be applied solely towards the promotion of the purposes of the Company as set out in Clause 2; and
- (b) may not be paid or transferred to the Members, in whole or in part, either directly or indirectly by way of dividend, bonus or otherwise.

### **4.2 Payment in good faith**

- (a) Clause 4.1(b) does not prevent payment in good faith to a Member, or to a firm of which a Member is a partner:
  - (i) of remuneration for services to the Company;

- (ii) for goods supplied in the ordinary course of business;
  - (iii) of interest at a rate not exceeding fixed for the purposes of this Clause 4.2 by the Company in general meeting on money borrowed from a Member;  
or
  - (iv) of a reasonable rent for premises let by a Member.
- (b) No Director shall be appointed to any salaried office of the Company.

---

## **5 Winding up**

### **5.1 Contributions by Members**

- (a) Each Member undertakes to contribute to the Company's property if the Company is wound up while they are a Member or within one (1) year after they cease to be a Member.
- (b) This contribution is for:
- (i) payment of the Company's debts and liabilities contracted before they ceased to be a Member;
  - (ii) the costs of winding up; and
  - (iii) adjustment of the rights of the contributories among themselves.
- (c) The amount of the contribution is not to exceed \$100.

### **5.2 Application of property**

- (a) If any property remains on the winding-up or dissolution of the Company and after satisfaction of all its debts and liabilities, that property may not be paid to or distributed among the Members but must be given or transferred to some other institution:
- (i) having objects similar to the objects of the Company; and
  - (ii) whose constitution prohibits the distribution of its income and property among its Members to an extent at least as great as imposed on the Company under this Constitution.
- (b) The institution will be determined by the Members at or before the time of dissolution.

### **5.3 Revocation of Australian Tax Office Endorsement**

- (a) Where the Company has established a tax deductible fund such as a building fund, library fund or scholarship fund and has been endorsed under Subdivision 30-BA of the *Income Tax Assessment Act 1997 (Cth) (as amended)* as a deductible gift recipient in relation to that or any other fund then where:
  - (i) the Company is wound up; or
  - (ii) the gift fund is wound up; or
  - (iii) the endorsement under Subdivision 30-BA of the *Income Tax Assessment Act 1997 (Cth) (as amended)* is revoked,then the moneys in the fund, or funds where the Company is wound up, must be transferred to an endorsed deductible gift recipient.
- (b) Where the Company operates more than one fund for which it is a deductible gift recipient and its endorsement under Subdivision 30-BA of the *Income Tax Assessment Act 1997 (Cth) (as amended)* is revoked only in relation to one of those funds then it may transfer the funds to any other fund for which it is endorsed as a deductible gift recipient.

---

## **6 Membership**

### **6.1 Number of Members**

- (a) The minimum number of Members of the Company will be five (5) or such greater number as the Directors determine from time to time, subject to that number complying with the Corporations Act.
- (b) The Members at the date of adoption of this Constitution and any person the Directors admit to Membership under Clause 6.2 are the Members of the Company.

### **6.2 Admission as Member**

The Directors may admit any person as a Member if the person is eligible under Clause 6.3 and agrees to be bound by this Constitution in any manner the Directors determine.

### **6.3 Membership criteria**

To be eligible to be a Member, a person must:

- (a) be proposed and seconded by an existing Member; and

- (b) consent in writing to become a Member of the Company
- (c) subscribe fully to the Statement of Faith

#### **6.4 Membership process**

- (a) The application for membership must be made:
  - (i) in writing, signed by the applicant;
  - (ii) in such form as the Directors from time to time prescribe; and
  - (iii) be accompanied by a copy of the Statement of Faith signed by the applicant confirming the applicant's agreement to the Statement of Faith.
- (b) Each application for membership must be considered by the Directors at the meeting of Directors first occurring after the application is made. At that meeting the Directors must determine whether to admit the applicant to membership of the Company or whether to reject the application.
- (c) When an applicant has been accepted or rejected for Membership the Secretary must immediately notify the applicant of the decision of the Directors.

#### **6.5 Directors' discretion**

The Directors have the discretion to refuse any person or corporation admission as a Member without giving any reason for refusing.

#### **6.6 Membership terms**

- (a) From the date of adoption of this Constitution, all membership of the Company will be renewable every three (3) years.
- (b) At the conclusion of each three (3) year period, each Member must reapply for Membership.

---

### **7 Ceasing to be Member**

#### **7.1 Cessation of membership**

A Member ceases to be a Member on:

- (a) death;
- (b) resignation by written notice to the Company Secretary, such resignation to have immediate effect or with effect from a specified date occurring not more than seven (7) days after the service of the notice;.

- (c) failing to pay any subscription that may be prescribed by the Directors from time to time for a period of three (3) months after the subscription was due and payable;
- (d) becoming of unsound mind or a person whose personal estate is liable to be dealt with in any way under a law related to mental health;
- (e) the passing of a resolution by the Directors or Members in general meeting pursuant to Clause 7.2; or
- (f) on the expiry of the three (3) year term of membership, unless the Member had applied for and been admitted as a Member for the following term; or
- (g) on that Member ceasing to be a Director. In such circumstances the Member is able to make a new application for membership pursuant to Clause 6.2 and 6.4; or
- (h) on termination of his/her appointment as a Director pursuant to Clause 13.

## **7.2 Termination of membership**

- (a) Subject to this Constitution the Directors or Members in general meeting may at any time terminate the membership of a Member if the Member:
  - (i) wilfully refuses to comply with this constitution ;
  - (ii) engages in conduct which in the opinion of the Directors is prejudicial to the interests of the Company;
  - (iii) fails to pay any debt due to the Company for a period of three (3) months after the date for payment such debt not including a subscription referred to in Clause 7.1(c),
  - (iv) makes statements or engages in conduct which is inconsistent with, or contrary to the statements contained in the Statement of Faith; or
  - (v) is no longer willing or able to subscribe to the Statement of Faith.
- (b) For a decision of the Directors or the Members in general meeting under Clause 7.2 to be effective the dispute resolution procedure contained in Clause 28 must be followed. The general nature of the allegations made against the Member must be notified to the Member and for the purposes of Clause 28.1(a) this notification will be the notice of the Dispute;

## **7.3 Limited liability**

The Members have no liability as Members except as set out in Clause 5.1(iv).

---

## **8 General Meetings**

### **8.1 Annual General Meetings**

Annual General Meetings of the Company are to be held in accordance with the Corporations Act.

### **8.2 Convening a General Meeting**

The Directors may convene and arrange to hold a General Meeting of the Company when they think fit and must do so if required to do so under the Corporations Act.

### **8.3 Notice of a General Meeting**

Notice of a General Meeting of Members must be given in accordance with Clause 33 and the Corporations Act.

### **8.4 Calculation of period of notice**

In computing the period of notice under Clause 8.3, both the day on which the notice is given or taken to be given and the day of the General Meeting convened by it are to be disregarded.

### **8.5 Cancellation or postponement of General Meeting**

- (a) Where a General Meeting of Members (including an Annual General Meeting) is convened by the Directors they may by notice, whenever they think fit, cancel the meeting or postpone the holding of the meeting to a date and time determined by them.
- (b) This Clause 8.5 does not apply to a General Meeting convened in accordance with the Corporations Act by a single Director, by Members, by the Directors on the request of Members or to a meeting convened by a Court.

### **8.6 Notice of cancellation or postponement of a General Meeting**

- (a) Notice of cancellation or postponement or change of place of a General Meeting must state the reason for cancellation or postponement and be given:
  - (i) to each Member individually; and
  - (ii) to each other person entitled to be given notice of a General Meeting of Members under the Corporations Act.

### **8.7 Contents of notice of postponement of General Meeting**

A notice of postponement of a General Meeting must specify:

- (a) the postponed date and time for the holding of the General Meeting;
- (b) a place for the holding of the meeting which may be either the same as or different from the place specified in the notice convening the General Meeting; and
- (c) if the meeting is to be held in two or more places, the technology that will be used to facilitate the holding of the General Meeting in that manner.

#### **8.8 Number of clear days for postponement of General Meeting**

The number of clear days from the giving of a notice postponing the holding of a General Meeting to the date specified in that notice for the holding of the postponed General Meeting must not be less than the number of clear days' notice of the General Meeting required to be given by this Constitution or the Corporations Act.

#### **8.9 Business at postponed General Meeting**

The only business that may be transacted at a General Meeting the holding of which is postponed is the business specified in the original notice convening the General Meeting.

#### **8.10 Proxy at postponed General Meeting**

Where by the terms of an instrument appointing a proxy:

- (a) the proxy is authorised to attend and vote at a General Meeting or General Meetings to be held on or before a specified date; and
- (b) the date for holding the General Meeting is postponed to a date later than the date specified in the instrument of proxy,

then, by force of this Clause 8.10, that later date is substituted for and applies to the exclusion of the date specified in the instrument of proxy, unless the Member appointing the proxy, gives to the Company at its Registered Office notice in writing to the contrary not less than 48 hours before the time to which the holding of the General Meeting has been postponed.

#### **8.11 Non-receipt of notice**

The non-receipt of notice of a General Meeting or cancellation or postponement of a General Meeting by, or the accidental omission to give notice of a General Meeting or cancellation or postponement of a General Meeting to, a person entitled to receive notice does not invalidate any resolution passed at the General Meeting or at a postponed General Meeting or the cancellation or postponement of a General Meeting.

## **8.12 Director entitled to notice of General Meeting**

A Director is entitled to receive notice of and to attend all General Meetings and is entitled to speak at those General Meetings.

---

## **9 Proceedings at General Meeting**

### **9.1 Reference to Member**

Unless the contrary intention appears, a reference to a Member in this Clause 9.1 means a person who is a Member or a proxy of that Member.

### **9.2 Number for quorum**

- (a) Subject to Clause 9.1, ten (10) of the current number of Members are a quorum at a general meeting.
- (b) In determining whether a quorum is present, each individual attending as a proxy is to be counted, except that:
  - (i) where a Member has appointed more than one (1) proxy, only one (1) is to be counted; and
  - (ii) where an individual is attending both as a Member and as a proxy, that individual is to be counted only once.

### **9.3 Requirement for quorum**

An item of business may not be transacted at a General Meeting unless a quorum is present when the meeting proceeds to consider it. If a quorum is present at the time the first item of business is transacted, it is taken to be present when the meeting proceeds to consider each subsequent item of business unless the Chairman of the General Meeting (on the Chairman's own motion or at the request of a Member or proxy who is present) declares otherwise.

### **9.4 If quorum not present**

- (a) If within fifteen (15) minutes after the time appointed for a meeting a quorum is not present, the General Meeting:
  - (i) if convened by a Director, or at the request of Members, is dissolved; and
  - (ii) in any other case stands adjourned to the same day in the next week and the same time and place, or to such other day, time and place as the Directors appoint by notice to the Members and others entitled to notice of the General Meeting.



## **9.5 Adjourned General Meeting**

At a General Meeting adjourned under Clause 9.4(a)(ii), two (2) persons each being a Member or proxy present at the General Meeting are a quorum. If a quorum is not present within fifteen (15) minutes after the time appointed for the adjourned meeting, the General Meeting is dissolved.

## **9.6 Appointment and powers of chair of General Meeting**

If the Directors have elected one of their number as Chairman of their meetings, that person is entitled to preside as chair at a General Meeting.

## **9.7 Absence of Chairman at General Meeting**

If a General Meeting is held and:

- (a) a Chairman has not been elected by the Directors, or
- (b) the elected Chairman is not present within fifteen (15) minutes after the time appointed for the holding of the General Meeting or is unable or unwilling to act,

the following may preside as chair of the meeting (in order of precedence):

- (c) the Deputy Chairman if a Director has been so elected by the Directors,
- (d) a Director or Member elected by the Members present to preside as chair of the meeting.

## **9.8 Conduct of General Meeting**

The chair of a General Meeting:

- (a) has charge of the general conduct of the meeting and of the procedures to be adopted at the meeting;
- (b) may require the adoption of any procedure which is in the Chairman's opinion necessary or desirable for proper and orderly debate or discussion and the proper and orderly casting or recording of votes at the General Meeting; and
- (c) may, having regard where necessary to the Corporations Act, terminate discussion or debate on any matter whenever the Chairman considers it necessary or desirable for the proper conduct of the General Meeting,
- (d) and a decision by the Chairman under this Clause is final.

## **9.9 Adjournment of General Meeting**

- (a) The chair of a General Meeting may at any time during the meeting adjourn the meeting or any business, motion, question, resolution, debate or discussion being considered or remaining to be considered by the meeting either to a later time at the same meeting or to an adjourned General Meeting at any time and any place, but:
  - (i) in exercising the discretion to do so, the chair may, but need not, seek the approval of the Members present in person or by proxy; and
  - (ii) only unfinished business is to be transacted at a meeting resumed after an adjournment.
- (b) Unless required by the chair, a vote may not be taken or demanded by the Members present in person or by proxy in respect of any adjournment.

## **9.10 Notice of adjourned General Meeting**

It is not necessary to give any notice of an adjournment or of the business to be transacted at any adjourned General Meeting unless a General Meeting is adjourned for one (1) month or more. In that case, notice of the adjourned General Meeting must be given as in the case of an original General Meeting.

## **9.11 Questions decided by majority**

Subject to the requirements of the Corporations Act, a resolution is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it. For the avoidance of doubt, where there is an equality of votes a resolution is not carried.

## **9.12 Equality of votes – no casting vote for chair**

If there is an equality of votes, either on a show of hands or on a poll, the chair of the General Meeting is not entitled to a casting vote in addition to any votes to which the chair is entitled as a Member or proxy or attorney or Representative.

## **9.13 Voting on show of hands**

- (a) At any General Meeting a resolution put to the vote of the meeting must be decided on a show of hands unless a poll is properly demanded and the demand is not withdrawn.
- (b) A declaration by the chair that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Company, is conclusive evidence of the fact.

- (c) Neither the chair nor the minutes need state and it is not necessary to prove the number or proportion of the votes recorded in favour of or against the resolution.

#### **9.14 Poll**

If a poll is demanded:

- (a) it must be taken in the manner and at the date and time directed by the chair and the result of the poll is the resolution of the meeting at which the poll was demanded;
- (b) on the election of a chair or on a question of adjournment, it must be taken immediately;
- (c) the demand may be withdrawn; and
- (d) the demand does not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

#### **9.15 Votes of Members**

- (a) Every Member has one (1) vote.
- (b) Subject to this Constitution:
  - (i) on a show of hands, each Member present in person and each other person present as a proxy of a Member has one (1) vote; and
  - (ii) on a poll, each Member present in person has one (1) vote and each person present as proxy of a Member has one (1) vote for each Member that the person represents.

#### **9.16 Right to appoint proxy**

- (a) Subject to the Corporations Act, a Member entitled to attend at a meeting of the Company is entitled to appoint another person (whether a Member or not) as proxy to attend in the Member's place at the meeting. A proxy has the same right as the Member to speak and vote at the meeting and may be appointed in respect of more than one meeting.
- (b) The instrument appointing a proxy must be in writing under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. The instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a poll. A Member will be entitled to instruct his

proxy to vote in favour of or against any proposed resolutions. Unless otherwise instructed the proxy may vote as he thinks fit.

- (c) No Member, and no other person, may hold and vote in accordance with more than three (3) proxies.
- (d) The instrument appointing a proxy must be in the form set out in Schedule 3 to this Constitution.
- (e) The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority will be deposited at the registered office of the Company, or at such other place within the State as is specified for that purpose in the notice convening the meeting, not less than forty-eight (48) hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy will not be treated as valid.
- (f) A vote given in accordance with the terms of an instrument of proxy will be valid notwithstanding the previous death or unsoundness of mind of the principal or revocation of the instrument or of the authority under which the instrument was executed, if no notice in writing of such death unsoundness of mind or revocation as aforesaid has been received by the Company at the registered office by 5pm on the day before the commencement of the meeting or adjourned meeting at which the instrument is used.

#### **9.17 Validity of vote in certain circumstances**

Unless the Company has received written notice of the matter before the start or resumption of the meeting at which a person votes as a proxy, attorney or Representative, a vote cast by that person is valid even if, before the person votes:

- (a) the appointing Member dies; or
- (b) the Member revokes the appointment or authority.

#### **9.18 Objection to voting qualification**

- (a) An objection to the right of a person to attend or vote at the meeting or adjourned meeting:
  - (i) may not be raised except at that meeting or adjourned meeting; and
  - (ii) must be referred to the Chairman of the meeting, whose decision is final.

- (b) A vote not disallowed under the objection is valid for all purposes.

---

## **10 Directors**

### **10.1 Number of Directors**

- (a) The number of Directors is to be such number between three (3) and nine (9) as the members shall determine. In the absence of such determination the number shall be seven (7).
- (b) At the first meeting of the Directors held following the Company's adoption of this Constitution, the Directors shall elect the officers of the Company. Thereafter, the Directors shall elect those officers with such frequency as the Directors from time to time determine.
- (c) The Directors will have power at any time, and from time to time, to appoint any Member as a Director of the Company either to fill a casual vacancy or as an addition to the existing Directors so that the total number of Directors must not at any time exceed the number fixed in accordance with this Constitution
- (d) The Members may by Ordinary resolution remove any Director before the expiration of that Director's period of office, and may by an Ordinary resolution appoint another person in the place of that Director.

### **10.2 Change of number of Directors**

The Company in general meeting may by resolution increase or reduce the number of Directors, and may also determine the rotation in which the increased or reduced number of Directors is to retire from office.

### **10.3 Directors elected at general meeting**

The Company may, at a general meeting at which a Director retires or otherwise vacates office, by resolution fill the vacated office by electing a person to that office.

### **10.4 Retirement of Directors**

At each annual general meeting any other director who has held office for two (2) years or more since last being elected must retire from office but is eligible for re-election.

### **10.5 Office held until conclusion of meeting**

A retiring Director holds office until the conclusion of the meeting at which that Director retires but is eligible for re-election.

## **10.6 Casual vacancy or additional Director**

- (a) The Directors may at any time appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, provided the total number of Directors does not exceed the maximum number determined in accordance with Clause 10.1(a).
- (b) A Director appointed under this Clause holds office until the conclusion of the next annual general meeting of the Company but is eligible for election at that meeting.

---

## **11 Remuneration of Directors**

The Directors may not be paid any remuneration for their services as Directors.

---

## **12 Expenses of Directors**

- (a) A Director is entitled to be reimbursed out of the funds of the Company such reasonable travelling, accommodation and other expenses as the Director may incur when travelling to or from meetings of the Directors or a Committee or when otherwise engaged on the business of the Company.
- (b) Any payment to a Director must be approved by the Directors.

---

## **13 Vacation of office of Director**

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, the office of a Director becomes vacant if the Director:

- (a) 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;
- (b) resigns from the office by notice in writing to the Company;
- (c) becomes bankrupt or compounds with his creditors or assigns his estate for the benefit of his creditors;
- (d) is absent personally or by proxy or Alternate Director at three successive meetings of the Directors without leave of absence from the Directors; and
- (e) becomes prohibited for being a Director by reason of any order of any court of competent jurisdiction.

---

## **14 Powers and duties of Directors**

### **14.1 Directors to manage the Company**

- (a) The Directors are to manage the business of the Company and may exercise all the powers of the Company that are not, by the Corporations Act or by this Constitution, required to be exercised by the Company in general meeting.
- (b) The Directors will cause the Company and the school to be conducted in accordance with the Principles and Commitments, and shall use their best endeavours to ensure that the Statement of Faith is honoured in the conduct of the Company and the Company School or Company Schools.
- (c) All of the objects and activities of the Company shall be pursued and conducted in accordance with the Statement of Faith.

### **14.2 Specific powers of Directors**

- (a) Without limiting the generality of Clause 14.1 and subject to any trusts relating to the assets of the Company, the Directors may exercise all the powers of the Company to borrow or raise money, to charge any property or business of the Company to give any security for a debt, liability or obligation of the Company or of any other person.
- (b) The Directors shall appoint the Principal of the School. The Principal shall not be a Director of the Company.

---

## **15 Rules**

Subject to this Constitution, the Directors may from time to time by resolution make and rescind or alter rules which are binding on Members for the management and conduct of the business of the Company

---

## **16 Appointment of attorney**

- (a) The Directors may, by power of attorney, appoint any person to be the attorney of the Company for the purposes and with the powers, authorities and discretions held by the Directors for the period and subject to the conditions that they think fit.
- (b) A power of attorney granted under Clause 16(a) may contain any provisions for the protection and convenience of persons dealing with the attorney that the Directors think fit and may also authorise the attorney to delegate (including by way of appointment of a substitute attorney) all or any of the powers, authorities and discretions of the attorney

---

## **17 Directors' Committees**

- (a) The Directors may delegate any of their powers, other than powers required by law to be dealt with by Directors as a board, to a Directors' Committee or Committees consisting of such one or more of their number as they think fit.
- (b) A Directors' Committee to which any powers have been delegated under Clause 17(a) must exercise those powers in accordance with any directions of the Directors. A power so exercised is taken to have been exercised by the Directors.

---

## **18 Powers of delegation**

The powers of delegation expressly or impliedly conferred by this Constitution on the Directors are conferred in substitution for, and to the exclusion of, the power conferred by Section 198D of the Corporations Act.

---

## **19 Proceedings of Directors**

### **19.1 Directors meetings**

- (a) The Directors may meet together for conducting business, adjourn and otherwise regulate their meetings as they think fit.
- (b) A Director may at any time, and the Secretary must on the written request of a Director, convene a meeting of the Directors.

### **19.2 Questions decided by majority**

A question arising at a meeting of Directors is to be decided by a majority of votes of Directors present and entitled to vote and that decision is for all purposes a decision of the Directors.

### **19.3 Alternate Director or proxy and voting**

A person who is present at a meeting of Directors as an Alternate Director or as a proxy for another Director has one vote for each absent Director who would be entitled to vote if present at the meeting and for whom that person is an Alternate Director or a proxy and, if that person is also a Director, has one (1) vote as a Director in that capacity.

---

## **20 Chairman and Deputy Chairman**

### **20.1 Election of Office Bearers**

The Directors may elect from their number a Chairman and Deputy Chairman of their meetings, and other officers such as Honorary Treasurer as deemed necessary, and may



also determine the period for which the persons elected as Chairman and Deputy Chairman and other officers are to hold such office.

## **20.2 Absence of Chairman at Directors' meeting**

If a Directors' meeting is held and:

- (a) a Chairman has not been elected under Clause 20.1; or
- (b) the Chairman is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unable or unwilling to act;
- (c) the Deputy Chairman, if elected under Clause 20.1, must be the Chairman of the meeting or, if the Deputy Chairman is not present, the Directors present must elect one of their number to be a chair of the meeting.

## **20.3 Chairman's vote at Directors' meetings**

In the event of an equality of votes cast for and against a question, the Chairman of the Directors' meeting does not have a second or casting vote.

---

# **21 Appointment of Alternate Director**

## **21.1 Appointment**

- (a) Subject to the Corporations Act, a Director may appoint a person, with the approval of the Directors, to be an Alternate Director in the Director's place during such period as the Director thinks fit.
- (b) Subject to the Corporations Act, an appointment of an Alternate Director must be effected by a notice in writing signed by the Director who makes or made the appointment and delivered to the Company.

## **21.2 Notice**

An Alternate Director is entitled to notice of all meetings of the Directors and, if the appointor does not participate in a meeting, the Alternate Director is entitled to participate and vote in the appointor's place.

## **21.3 Alternate Director's powers**

An Alternate Director may exercise all the powers of the appointor except the power to appoint an Alternate Director and, subject to the Corporations Act, may perform all the duties of the appointor except to the extent that the appointor has exercised or performed them.

#### **21.4 Alternate Director responsible for own acts and defaults**

Whilst acting as a Director, an Alternate Director:

- (a) is an officer of the Company and not the agent of the appointor, and
- (b) is responsible to the exclusion of the appointor for the Alternate Director's own acts and defaults.

#### **21.5 Alternate Director and remuneration**

An Alternate Director is not entitled to receive from the Company any remuneration or benefit.

#### **21.6 Termination of appointment of Alternate Director**

The appointment of an Alternate Director may be terminated at any time by the appointor even if the period, if any, of the appointment of the Alternate Director has not expired, and terminates in any event if the appointor ceases to be a Director.

#### **21.7 Termination in writing**

The termination of an appointment of an Alternate Director must be effected by a notice in writing signed by the Director who made the appointment and delivered to the Company.

#### **21.8 Alternate Director and number of Directors**

An Alternate Director is not to be taken into account separately from the appointor in determining the number of Directors.

---

### **22 Quorum for Directors' meeting**

- (a) At a meeting of Directors, the number of Directors whose presence in person is necessary to constitute a quorum is as determined by the Directors, and, unless so determined, is one half (1/2) of the Directors holding office, or if there is an odd number of Directors, then the majority of Directors holding office.
- (b) The continuing Directors may act despite a vacancy in their number. If their number is reduced below the minimum fixed by clause 10.1(a), the continuing Directors may, except in an emergency, act only for the purpose of filling vacancies to the extent necessary to bring their number up to that minimum or to convene a general meeting.

---

## **23 Chair of Directors' Committee**

- (a) The members of a Directors' Committee may elect one of their number as chair of their meetings.
- (b) If a meeting of a Directors' Committee is held and:
  - (i) a chair has not been elected; or
  - (ii) the chair is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,then the members of the Directors' Committee may elect one of their number to be chair of the Directors' Committee meeting.

---

## **24 Meetings of Directors' Committee**

### **24.1 Adjourning a meeting**

A Directors' Committee may meet and adjourn as it thinks proper.

### **24.2 Determination of questions**

- (a) Questions arising at a meeting of a Directors' Committee are to be determined by a majority of votes of the Directors' Committee members present and voting.
- (b) In the event of an equality of votes, the chair of the Directors' Committee meeting does not have a casting vote.

---

## **25 Circulating resolutions**

- (a) Directors may pass a resolution without a Directors' meeting being held if all of the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document.
- (b) Separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy.
- (c) The resolution is passed when the last Director signs.

---

## **26 Validity of acts of Directors**

All acts done at a meeting of the Directors or of a Directors' Committee, or by a person acting as a Director are, even if it is afterwards discovered that:

(a) there was a defect in the appointment or continuance in office of a person as a Director or of the person so acting; or

(b) a person acting as a Director was disqualified or was not entitled to vote;

are as valid as if the relevant person had been duly appointed or had duly continued in office and was qualified and entitled to vote.

---

## **27 Secretary**

### **27.1 Appointment of Secretary**

There must be at least one (1) Secretary who is to be appointed by the Directors.

### **27.2 Suspension and removal of Secretary**

The Directors may suspend or remove a Secretary from that office.

### **27.3 Powers, duties and authorities of Secretary**

(a) A Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, as determined by the Directors.

(b) The exercise of those powers and authorities and the performance of those duties by a Secretary are subject at all times to the control of the Directors.

---

## **28 Dispute resolution**

### **28.1 Handling Disputes**

Where there is a dispute, grievance or other disagreement between a Member and the Company, whether arising out of the application of these rules or otherwise (**Dispute**), then either must, prior to the commencement of any proceedings in a Court or Tribunal or before any authority or board, notify the other in writing of the nature of the Dispute and the following must occur:

(a) The Member and the Company must in the period fourteen (14) days from the service of the notice of the Dispute ('Initial Period') use their best endeavours to resolve the Dispute;

(b) If the Company and the Member are unable to resolve the Dispute within the Initial Period, then the Dispute must be referred for mediation to a mediator agreed by the Member and the Company;

- (c) if the disputants are unable to agree on a mediator within seven (7) days of the Initial Period, the Member or the Company may request **Christian Education National** to nominate a mediator to whom the dispute will be referred,
- (d) The costs of the mediation will be shared equally between the Member and the Company,
- (e) Where:
  - (i) the party receiving the notice of the Dispute fails to attend the mediation required by Clause 28.1(b); or
  - (ii) the mediation has not occurred within six (6) weeks of the date of the notice of the Dispute; or
  - (iii) the mediation fails to resolve the Dispute;then the party serving the notice of Dispute will be entitled to commence any proceedings in a Court or Tribunal or before any authority or board in respect of the Dispute.
- (f) The procedure in this Clause will not apply in respect of proceedings for urgent or interlocutory relief.

---

## 29 Documents

Documents executed for and on behalf of the Company must be executed by:

- (a) two (2) Directors;
- (b) a Director and the Secretary; or
- (c) such other persons as the Directors by resolution appoint from time to time.

---

## 30 Accounts

- (a) The Directors must cause proper financial records to be kept and cause the accounts of the Company to be audited in accordance with the requirements of the Corporations Act.
- (b) The Directors must distribute to the members copies of the annual financial reports of the Company accompanied by a copy of the Auditor's report and Directors' report in accordance with the requirements of the Corporations Act.

---

## **31 Common seal**

### **31.1 Safe custody of common seal**

The Directors must provide for the safe custody of any seal of the Company.

### **31.2 Use of common seal**

If the Company has a common seal or duplicate common seal:

- (a) it may be used only by the authority of the Directors, or of a Committee authorised by the Directors to authorise its use; and
- (b) every document to which it is affixed must be signed by a Director and be countersigned by another Director, a Secretary or another person appointed by the Directors to countersign that document or a class of documents in which that document is included.

---

## **32 Inspection of records**

### **32.1 Inspection by Members**

Subject to the Corporations Act, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to inspection by the Members (other than Directors).

### **32.2 Right of a Member to inspect**

A Member (other than a Director) does not have the right to inspect any document of the Company except as provided by law or authorised by the Directors or by the Company in General Meeting.

---

## **33 Service of documents**

### **33.1 Document includes notice**

In this Clause 33, a reference to a document includes a notice.

### **33.2 Methods of service**

- (a) The Company may give a document to a Member:
  - (i) Personally;
  - (ii) by sending it by post to the address for the Member in the Register or an alternative address nominated by the Member; or

- (iii) by sending it to a fax number or electronic address nominated by the Member.
- (b) Post

A document sent by post:

  - (i) if sent to an address in Australia, may be sent by ordinary post; and
  - (ii) if sent to an address outside Australia, must be sent by airmail;
  - (iii) and in either case is taken to have been received on the day after the date of its posting.
- (c) Fax or electronic transmission

If a document is sent by fax or electronic transmission, delivery of the document is taken:

  - (i) to be effected by properly addressing and transmitting the fax or electronic transmission; and
  - (ii) to have been delivered on the day following its transmission.

### **33.3 Evidence of service**

A certificate in writing signed by a Director or a Secretary stating that a document was sent to a Member by post or by fax or electronic transmission on a particular date is prima facie evidence that the document was so sent on that date.

---

## **34 Indemnity**

The Company may indemnify any current or former Director, Secretary or executive officer of the Company or of a Related Body Corporate of the Company out of the property of the Company against:

- (a) every liability incurred by the person in that capacity (except a liability for legal costs); and
- (b) all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity;
- (c) except to the extent that:
  - (i) the Company is forbidden by statute to indemnify the person against the liability for legal costs; or

- (ii) an indemnity by the Company of the person against the liability or legal costs, would, if given, be made void by statute.

---

### **35 Insurance**

The Company may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director or Secretary or executive officer of the Company or of a Related Body Corporate of the Company against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- (a) the Company is forbidden by statute to pay or agree to pay the premium; or
- (b) the contract would, if the Company paid the premium, be made void by statute.

---

### **36 Director's liability insurance**

- (a) The Company may enter into an agreement with a person referred to in Clauses 34 and 35 with respect to the matters covered by these Clauses.
- (b) An agreement entered into pursuant to this Clause may include provisions relating to rights of access to the books of the Company conferred by the Corporations Act or otherwise by law.

---

### **37 Accounts**

The Directors must cause the accounts of the Company to be audited in accordance with the requirements of the Corporations Act.



## **Schedule 1**

### **Principles and Commitments**

#### **Membership of Christian Education National Limited**

The School shall be an active Member of Christian Education National Limited and the School must actively adhere to Christian Education National's Objects, Statement of Faith and Charter.

## Schedule 2

### Statement of Faith

<b>Preamble</b>	This Statement of Faith outlines what we believe as we engage in the task of Christian education and in the mission of growing followers of Jesus Christ. This is the faith on which our school was founded. This is who we are; this is what we practice, teach and promote.
<b>God</b>	<ol style="list-style-type: none"><li>1. There is one God who is three persons: Father, Son and Holy Spirit.<sup>1</sup></li><li>2. God created the world and He created us to be His people. God loves us and is our Father in Heaven. He is Lord over all and provides us with everything we need. God reveals Himself to us most of all through His Son Jesus Christ, through His Word in the Bible and through His creation.<sup>2</sup></li></ol>
<b>The Bible</b>	<ol style="list-style-type: none"><li>3. The Bible is God's written Word, spoken by God through the people who wrote it. Because of this we can trust the Bible in everything we believe and do. In the Bible, God tells us how much He loves us and how He wants to be with us forever, as His family. The Bible guides and directs us on how God wants us to live. It tells us what God is like and that His plan for us is good.<sup>3</sup></li></ol>
<b>Life before God</b>	<ol style="list-style-type: none"><li>4. God is Holy and His law is perfect. God created humanity, both male and female, in His own image. Since the beginning when Adam and Eve disobeyed God, all people have broken God's laws. This is what sin is. God is offended when we break His laws. Unless we turn to Him and ask His help to turn away from our sin, we will be separated from Him.<sup>4</sup></li><li>5. But God loves us and does not want to be separated from us. God wants us to be in His family. He wants us to honour Him because He made the world and He rules over the world. He wants us to learn about Him from the Bible. He wants us to talk to Him and enjoy being with Him.<sup>5</sup></li><li>6. God's plan is to welcome us into His family again. This happens when we trust in Jesus. Jesus is God. He came to earth as a man and taught people about God. Jesus lived exactly how God planned for Him and never broke God's law. Jesus took the consequences for our sin when He died on the cross. Because of this, God promises He will forgive us when we turn to Him and away from our sin. Believing in Jesus and why He died for us is the only way we can be in God's family again.<sup>6</sup></li></ol>

---

<sup>1</sup> Deut. 6:4, Matt. 28:19, Mark 12:29, John 14:8–18

<sup>2</sup> Gen. 1, Ps. 19:1–4, Ps. 33:6, Rom. 1:20, Heb. 1:1–4

<sup>3</sup> Deut. 10:12–13, 2 Tim. 3:16–17, 2 Peter 1:19–21

<sup>4</sup> Gen. 1:27, Rom. 1:18–32, Rom. 5:12–14, Rom. 6:23, Eph. 2:3

<sup>5</sup> John 14:1–3, Rom. 3:22–24

<sup>6</sup> Matt. 20:28, 2 Cor. 5:21, 1 Tim. 2:5–6, 1 Peter 2:22–24

	<p>7. Jesus died for us, but that was not the end! Jesus also rose from the dead. He is alive again! Jesus is Lord of all. He broke the power of sin and death. The Bible says Jesus is now in Heaven. He rules over the world with God. Jesus is preparing a place for every person who trusts in Him.<sup>13</sup></p> <p>8. Because Jesus is God's Son and the ruler of everything, we can be sure His promises are true. Jesus sent the Holy Spirit to help us believe God's promises and to understand the Bible. The Holy Spirit helps us believe in Jesus. The Holy Spirit helps us see all the things we do that break God's law, and helps us to be more like God wants us to be. He encourages us to do God's work here on earth. God is bringing His world back to Himself and wants us to participate with Him in this work. One day Jesus will return to this world, and everything will be made new and right.<sup>14</sup></p> <p>9. God wants us to tell all people in the world about how much He loves them. God wants us to tell all people about how He is the ruler of the world. God wants us to tell all people about Jesus and why He died. Every person who puts their trust in Jesus becomes part of God's family, called the church.<sup>15</sup></p> <p>10. The Bible says that God's promises are for all people who believe in Him. This means Christian parents want to teach their children to know and love God too. God's best plan for children is that they grow up in families. The Bible teaches that families are formed through marriage and tells us that marriage is a commitment between one man and one woman, to the exclusion of all others, that is intended to last for life and is the rightful and only, place for sexual activity and procreation.<sup>16</sup></p> <p>11. In creating humanity, God created each person as distinctly male or female<sup>17</sup>. God intends that our biological sex be the good and rightful expression of who He made us to be as creatures under Him. The rejection of God-given biological sex and distinguishing between biological sex and gender is inconsistent with God's design, and diminishes the reflection of the image of God within a person.</p>
<b>A Christian</b>	<p>12. A Christian is someone who trusts in God's gift of Jesus Christ as his or her Saviour and who strives to follow Jesus' example in every area of life. Christians respond to God's grace and accept God's call to acknowledge and follow Jesus Christ as Lord. Christians seek to live authentic biblically grounded lives in community with other believers including but not limited to active and regular participation in their local church, dependent on the Holy Spirit, and across all spheres of life, including education.<sup>18</sup></p>

<sup>13</sup> Matt. 28:18, Luke 24:36–43, John 5:21–23, John 14:2–3, 1 Peter:1:3

<sup>14</sup> John 14:16–18, John 15:26, 1 Cor. 2:9–10, 1 Cor. 12:3, Titus 3:3–8

<sup>15</sup> John 14:16–18, John 15:26, 1 Cor. 2:9–10, 1 Cor. 12:3, Titus 3:3–8

<sup>16</sup> Gen. 1:27–28, Gen. 2:24, Gen 17:7, Matt. 19:4–6, Matt. 19:14, Acts 2:39, Eph. 5:22–32

<sup>17</sup> Gen 1:27, Gen 5:1-2, Matt 19:4, Mk 10:6

<sup>18</sup> John 14:16-18 John 15:26 Rom. 6:23, Rom. 12, Titus 3:3–8, 1 Peter 2:21

<b>Christian Schooling</b>	<p>13. As a Christian school, we aim to partner with Richmond Christian College families to teach children that the world and everything in it belong to God and that our ultimate purpose is to glorify God and enjoy Him forever. As a Christian school we weave this understanding and the story and teaching of the Bible as a key thread through our curriculum and in our everyday practices, activities and operations.<sup>19</sup></p> <p>14. God wants His family to protect and nurture every person as an individual who has dignity and worth from before they are born. He wants His people to work for justice in every society and to protect and care for His creation. He wants us to love others as He loves them.<sup>20</sup></p> <p>15. This is God's world and Jesus Christ is at the heart of all things. Jesus is the ruler and King of everything we do. He is Lord in our schools, in our homes, in our lives and in our hearts. Everything we do can be done with thanks for everything God has given us as an act of worship to Him.<sup>21</sup></p>
<b>Enrolment</b>	<p>We welcome enrolment applications for students from a variety of faith and non-faith beliefs and backgrounds. The school prioritises the enrolment of children of Christian parents and those who attest to their agreement to uphold RCC's Biblical ethos and constitution as outlined in this Statement of Faith.</p> <p>Whilst students, parents, guardians or carers from non-Christian families may hold different views and beliefs, they are required to acknowledge this Statement of Faith. It is important when joining the school community, that families understand what the school practices, teaches and promotes.</p>

### Enrolment Clause

I/We declare that I/we (circle one option below that reflects your position):

a) acknowledge

b) agree with

the Statement of Faith of Richmond Christian College as outlined above and understand that my/our child/ren's education will be provided in accordance with these biblical principles.

Parent 1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent 2 Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Staff Clause

I (Full Name) \_\_\_\_\_ am in agreement with this Statement of Faith.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>19</sup> Deut. 6:6–7, Deut. 10:14, Ps. 24:1, Eph. 6:4

<sup>20</sup> Gen. 1:26–28, Ex. 20:13, Ps. 139:13–16, Micah 6:8

<sup>21</sup> Deut. 10:14, Ps 24:1, Ps 150:6, Eph. 1:20–22, Rev. 5:13

### **Schedule 3 - Form of Proxy**

**Ballina Christian Education Association Limited**

**ABN 22 056 537 065**

#### **Appointment of Proxy**

I/We \_\_\_\_\_

being a member/members of the abovenamed Company hereby appoint

\_\_\_\_\_

of \_\_\_\_\_

or, in his or her absence

\_\_\_\_\_

of \_\_\_\_\_

as my/our proxy to vote for me/us on my/our behalf at the meeting of the Company's members of the Company to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and at any adjournment of that meeting.

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

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

DATED \_\_\_\_\_

# To be inserted if desired

\* Strike out whichever is not desired