

The Constitution

Of

Canaan Christian Music Ministry Incorporated

(English Translation)

last update: 2 November 2015

## ARTICLE 1 - THE NAME

This incorporated association shall be known as “Canaan Christian Music Ministry” hereafter referred to as “The Ministry”.

## ARTICLE 2 - THE AIMS

The Ministry aims:

- To worship and praise God through sacred music, to preach the Gospel through music and singing.
- To satisfy our Lord Jesus’s heart and to please our God.

## ARTICLE 3 - SCOPE

- To collaborate with the churches in Sydney to edify the spiritual lives of people through sacred music.
- To serve in unity with Chinese churches around the world through sacred music.
- To develop successors for the sacred music ministry in churches, to promote and to develop worship through sacred music among the youths.

## ARTICLE 4 - MEMBERSHIP AND GENERAL MEETING

### 1. Requirements for becoming a Member

- A. Application for membership shall be opened to a person who is a Christian, and is willing to abide by the Constitution of The Ministry.

B. An application form for membership can be submitted to the Ministry Committee for approval. Approved applications are conveyed to the members at the next members' gathering, which includes but not necessarily limited to normal rehearsal days.

2. A Member has the following privileges:

A. The right to vote at a General Meeting, and the right to be elected to hold office in The Ministry.

B. A Member has the right to resolve matters at a General Meeting.

C. A member has the right to propose agenda items for the General Meetings. This is to be submitted to The Ministry Committee in writing.

3. The duties of a Member are:

A. To uphold the Constitution of The Ministry.

B. To attend at least Seventy-Five percent (75%) of the rehearsals and performances. Apologies must be given for absence or non-attendance.

C. To contribute to the operation of The Ministry by putting in time, money, and talents.

D. To assist The Ministry Committee to implement their plans.

E. To attend the Annual General Meeting and to exercise the privileges of a member.

4. Termination of Membership

A. Voluntary

Membership can be terminated by

- (a) Submitting a written resignation to The Ministry Committee.
- (b) Being absent from rehearsals and performances for twenty-five percent (25%) or more within a period of twelve months without giving sufficient reason to The Ministry Committee.

B. Removal of Membership

The Ministry Committee may resolve to terminate the membership of a person when that person's conduct or behaviour is unbecoming of a Christian which hinders the work of The Ministry; and when he or she is unrepentant despite warnings from The Ministry.

5. Annual General Meeting

- A. The Annual General Meeting shall be held once every year with four weeks notice in advance. The Annual General Meeting shall be chaired by the Choir Master of that year. A quorum at these General Meetings shall consist of more than Fifty percent (50%) of Members.
- B. A resolution is passed when approved by more than half of the Members present at the Meeting.
- C. Proposed agenda items must be submitted in writing to the Ministry Committee at least six (6) weeks prior to the General Meeting.
- D. The Committee shall give reports on ministry work, financial status and budget at the General Meeting. The Meeting shall also elect new Committee members for the new term. It will also deal with other matters listed in the agenda or matters raised at the meeting when deemed appropriate by the Chair.

- E. Special Meeting may be called by The Ministry Committee at any time to resolve urgent matter.

## ARTICLE 5 - THE MINISTRY COMMITTEE

1. A person is eligible to join The Ministry Committee if he or she:
  - A. Is a Member for over one year.
  - B. Has demonstrated good conduct, upholds the Bible's doctrines and serves fervently in the life of The Ministry or in a Christian church.
2. Duties of a Committee Member
  - A. To assist the Chief Conductor to perform works in line with The Ministry's missions and goals.
  - B. To set mission and goals for The Ministry at the beginning of each year, and to report on its work at the end of the year.
  - C. To nominate the new Committee Member(s) for the following year to the Members for approval.
  - D. To approve membership applications.
  - E. To convene and set agenda for the Annual General Meeting.
  - F. To propose amendments to The Constitution to the Members when necessary. The proposed amendments are adopted when they are passed by at least Seventy-Five percent (75%) of the Members present at the Meeting.

- G. To manage The Ministry's asset and property; to authorise signatory for payments and to administer any matters related to the Ministry's property.
- H. To report to the government's regulatory bodies any important changes including changes to the Public Officer.

### 3. Formation of the Ministry Committee and The Term of Office

- A. The current Ministry Committee shall determine the size of the following year's Ministry Committee. The names of the nominees shall be announced to the members four weeks prior to the AGM.
- B. A nomination can be made either by any Ministry Committee members, or by at least three ordinary Members. Consent from the nominee shall be sought before making the nomination.
- C. The nominees of the new Committees must be passed by the members at the AGM, at which point the former Committee is dissolved and the new Committee takes over the office.
- D. The Ministry Committee shall reserve the right to appoint any member to fill a vacant position in the Committee when such occasion arises.

### 4. The Composition of The Ministry Committee

- A. **Music Director:** One person who is responsible for the supervision and advisory to the musical content and related affairs of The Ministry.
- B. **Chaplain:** One person who is responsible for the spiritual guidance and counseling for the members based on the Scriptures.

- C. **Choir Master:** One person who is responsible for overseeing the overall operation of the association by coordinating and supervising works being carried out by all other committee members.
- D. **Assistant Choir Master:** Up to three persons who are responsible for assisting the Choir Master by sharing the Choir Master's duties.
- E. **Artwork Supervisor:** One person who is responsible for all matters related to artwork that are required by the ministry.
- F. **Chief Conductor:** One person who is responsible for selecting and preparing music for the ministry program, setting up rehearsal schedules, conducting the choir or other music subgroups during rehearsals and performances.
- G. **Treasurer:** One person who is responsible for the counting of weekly offerings, record keeping of all the transactions made, filing of payment receipts, and annual budgeting
- H. **Accountant:** One person who does accounting of The Ministry's finance, including preparation for financial reporting.
- I. **Publicity Officer:** Two persons who are responsible for the promotion of The Ministry's activities and events, including any performances in particular, to the public.
- J. **Music Librarian:** One person who is responsible for managing the printing, sorting, and safe storage of the music sheets.
- K. **Costume Manager:** One person who is responsible for the costume used by the team members during performances. He or she will act as the person who coordinates for the design to the making of the costume, and ensures the safe keeping of the costume.

L. **Public Officer:** please refer to details in ARTICLE 6.

5. Committee Meetings

- A. The Ministry Committee must meet at least once every six months.
- B. At least two-third of the Committee members must be present at the meeting.
- C. Before each meeting an agenda will be sent out. Any resolutions at the meeting must be recorded in the minutes. Both meeting agenda and minutes must be in writing and be sent to all committee members.

ARTICLE 6 - THE PUBLIC OFFICER

- 1. Qualification: Must be a resident of NSW of over eighteen years of age.
- 2. Appointment: by confirmation of the Ministry Committee at the first meeting of the year.
- 3. Duties and Responsibilities:
  - A. To lodge an Annual Statement of The Ministry every year, and to advise the government any important changes in organisation.
  - B. To keep the roll of the Committee and members of The Ministry each year.
  - C. To keep the seal of The Ministry.

N.B. The Ministry Committee reserves the rights for the correct interpretation of this Constitution.