

# The Churches of Christ Property Trust (“Property Trust”)

## Steps for convening a church Special Meeting pursuant to the terms of the Churches of Christ Incorporation Act 1947 (“1947 Act”)

### *Prior to the Special Meeting*

1. Send to the Property Trust Registrar a notice in writing on church letterhead which states the location, date, time, nature of business, and proposed resolutions to be considered at the church Special Meeting (attached extract of s.23 of the [1947 Act](#) refers).

The notice is to be provided to the Secretary of the Property Trust (on behalf of the Registrar) via post or email at least 14 days prior to the Special Meeting.

Postal Address:           The Registrar  
                                  C/- The Secretary  
                                  The Churches of Christ Property Trust  
                                  PO Box 3561  
                                  RHODES NSW 2138

Email Address:           [james.cartwright@freshhope.org.au](mailto:james.cartwright@freshhope.org.au)

2. Notify the location, date, time, nature of business, and proposed Special Meeting resolutions to be considered, by placing a notice on the church notice board and making announcements in each service for at least two Sundays prior to the Special Meeting. <sup>1</sup>

### *At the Special Meeting*

3. Elect a person to be the Chairman of the Special Meeting. That person must either be a member of that church or a member of the Property Trust.

4. Note that:

- a) The Special Meeting can only deal with the business advertised;
- b) Only those members 18 years or older can vote;
- c) Motions must have a mover and a seconder before they can be voted upon;
- d) Only votes of members present and voting can be counted. Please note that as a matter of policy and good governance the Property Trust requires that Special Meeting resolutions be determined by secret ballot of those members present;
- e) Resolutions must be carried by at least a 75% majority of those members present, ie. 75% of ballots issued at the Special Meeting;
- f) If resolutions are carried, the Statutory Declaration verifying the resolution(s) (please refer to the attached 1947 Act Schedule 4 pro forma) must be made, declared, and forwarded to the Registrar;
- g) The Resolution(s) must include direction/instruction to the Trustees to act on behalf of the Church. For example, “The Churches of Christ Property Trust as Trustee of the Church is requested to do all things necessary to give effect to this/these resolution/s”.

### *After the Special Meeting*

5. Forward the Statutory Declaration to the Registrar via post or email.

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The Secretary of the Property Trust will receive the Statutory Declaration on behalf of the Registrar and issue it with agenda materials for a forthcoming Property Trust meeting (noting that the statutory declaration needs to be received by the Secretary at least 10 days prior to a Property Trust meeting for inclusion with the board’s agenda materials).

Attachments: Section 23 extract from the [1947 Act](#), and, 1947 Act Schedule 4 pro forma

**James Cartwright**  
**Secretary, The Churches of Christ Property Trust**

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<sup>1</sup> The 1947 Act also requires that a notice about the Special Meeting be inserted, “not less than three nor more than fourteen days before the date of the meeting, an advertisement in at least one daily or weekly newspaper circulating in the district in which such Church of Christ is situated”.