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NOTE: Members are to given 21 days prior notice of this meeting in accordance with Requirements for Incorporation Size and type of organisation – refer details end of the Agenda

MEETING OF FOUNDING MEMBERS:

DATE OF NOTIFICATION:

DATE OF MEETING:

LOCATION:

TIME:

MEMBERS PRESENT [List all founding members present, especially in the minutes]

- XXXXX
- XXXXX
- XXXXX
- XXXXX
- XXXXX

01 STANDING ITEMS:

01-1 : Open in prayer.

01-2 : Apologies.

02 - ITEMS FOR DECISION:

Note 1:

To effect some of the following tasks you will need details of five members willing to be listed with Consumer Affairs Victoria [CAV] and the Australian Charities and Not-For-Profit Commission [ACNC].

A form is available to record member details – Contact CCCVAT.

It is recommended the nominated members be those that agree to become board members, as you will be asked to state the role of the members registered as 'responsible or authorised persons' ie:

- Chair
- Treasurer
- Secretary
- Board Member/Director etc
- Public Officer

It is recommended you appoint a Public Officer. The Public Officer [PB] can complete and maintain many of the following registrations as an 'authorised or responsible person' and is an ideal contact person the

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regulatory authorities can communicate with. This role is suited to a Treasurer, accountant or bookkeeper [someone you expect to remain with the church a long time] and can be held in tandem with the other roles, but it is recommended it be kept separate.

For more information visit [ATO - Public Officer](#)

02-01: Motion

Adopt the name XXXXX INC

[Consumer Affairs Victoria will add the suffix 'Inc' to any name you choose – do not add it yourself]

Before you settle upon a name you need to check its availability. To do so visit [Australian and Securities Investment Commission \[ASIC\]](#)

02.02: Motion

Adopt a Constitution for an Incorporated Association.

[draft copy attached]

[Note 1 – The draft is a basic constitution for an incorporated association to be managed by one board usually comprised of members with a variety of skill sets including Elders, suitable for a new or small church]

[Note 2 – CCCVaT also has a dual stream constitution with a board of Elders and general board [Traditional model of Elders and Deacons. It is more complex than the basic version and more suited for medium to large church which greater pool of people to draw upon]

[Note 3 – CAV also has a standard template for a constitution for an Incorporated Constitution which can be lodged at a much cheaper rate however, it is devoid of any references to Christianity and is more complex than the draft submitted]

02-03: Motion

Apply to Victorian Consumer Affairs [CAV] to register XXXXX INC

[Register an Incorporated Association](#)

[Note 1 - CAV used to add the prefix 'The Association' to the name, but seems to have ceased doing this on occasion]

[Note 2 – You will need your CAV registrations to apply for an ABN]

[Note 3 – Provided you have submitted the application correctly and paid the appropriate fee, CAV will issue the registration instantaneously]

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02-04: Motion

Apply for an Australian Business Number [ABN]

[Australian Business Register \[ABR\]](#)

[Note 1 – You will be asked a number of questions to register, ensure you answer them correctly, if in doubt contact the office@cccvat.com.au]

[Note 2 – You will need your ABN to register with the ACNC]

[Note 3 – Provided you have submitted the application correctly and paid the appropriate fee, ATO will issue the ABN instantaneously]

02.05: Motion

Register with the Australian Charities and Not-for-Profit Commission [ACNC] and apply for:

- As with CAV, you will need to nominate a minimum of five responsible persons. You are required to do a background check on each one, to do so visit: [ASIC - Banned and Disqualified.](#)

- **Goods and Services Tax [GST]**

The goods and services tax (GST) is a value-added tax levied on most goods and services and paid by recipient. Entities registered for GST are able to claim the tax back via their BAS remittance.

- **Fringe Benefits [Not to be confused with Exempt Benefits]**

[Note 1 – Be careful what you apply for as there are options – If in doubt contact the office@cccvat.com.au]

- **Tax File Number [TFN]**

- **Tax Charity Concession [TCC]**

[Note 1 – This exempts the entity from paying income tax – only the ACNC has the power to apply to the ATO for this exemption on behalf of the entity]

Optional

- Pay as you go tax [PAYG]

[Note 2 – You only need to apply if employing salaried staff, you can always apply later via the ATO]

[Note 3 – The ACNC will call you for further information and can take up to 4 weeks to process the application. Once approved it will issue you with a certificate]

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02-06: Motion Register with myGovID

[Note 1 - Ideally the Treasurer or bookkeeper/accountant should register for myGovID, not to be confused with myGov. myGovID is a second stage verification to enable the holder to access various Australian Government agencies via the Relationship Authorisation Management [RAM] tool. It requires you to download the app on a compatible mobile phone – for details visit]

[Register for myGovID](#)

02-07: Motion Register for Relationship Authorisation Management [RAM]

[Note 1 – RAM has replaced Auskey, which enabled the holder to access the ABR and ATO client websites. To register and link your ABN

[Register for RAM](#)

02-08: Motion Apply for a bank account.

[Note 1 – Banks have various requirements regards applications for bank accounts, you will need to check with the bank regards its requirements prior to applying]

[Note 2 – Most banks are checking in with the ACNC to confirm your registrations and charity status.]

[Note 3 – When you have obtained a bank account, ensure you add the bank details [BSB and Account Number] to your ATO site for Business Activity Statement [BAS]. This will enable the ATO to pay refunds directly to the account. If you require assistance contact CCCVaT.

[ATO](#)

02-09: Motion Purchase QuickBooks online.

[Note 1 – Most online accounting packages fully integrate with the ATO which enables the seamless transfer of data without the need to fill out forms or access the ATO site to enter the data manually]

[Note 2 – There are many accounting packages available, CCCVaT recommends QuickBooks Online, as we are very familiar with its functions and are able to train churches in its use and provide advice. We may also be able to assist with a discounted price.

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02.10: Motion

Apply for insurance cover.

CCCVaT has used the services of EA Insurances for insurance cover which is underwritten by Ansvar. Ansvar is a subsidiary of Ecclesiastical Insurance Office plc, (Ecclesiastical), established in the UK in 1887. It is an ethical insurer committed to our community with all available profits going to charitable causes.

EA Insurances has a special package for church plants as follows:

[Church Planters Insurance Package](#)

Recommended Cover, where applicable.

- **Public/Products Liability.**

Insurance cover against liability to pay compensation to third parties for personal injury or damage to property, including liability arising from the ownership of buildings or land used in connection with the business.

- **Professional Indemnity**

Protects a company and its employees against a claim for an act or omission in relation to the professional advice or design they have provided/created.

- **Directors and Officers Insurance.**

This is protection to all office bearers (personally) and the association itself for claims that arise from wrongful acts that are committed whilst they are acting in a capacity on behalf of their association.

- **General Property - Contents Insurance.**

This is a more comprehensive Australia wide cover of choice for mobile items such as laptops, phones, sound and AV gear, musical equipment and other portable items.

Optional Cover, where applicable.

- **Voluntary Workers Personal Accident.**

Provides cover for unpaid volunteers. Typically covers loss of income, capital lump sum benefits and non-Medicare Medical Expenses.

- **Sexual abuse and Molestation**

Covers the legal liability to pay compensation in respect of personal injury for sexual abuse first committed or alleged to have been

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committed during the period of insurance where the perpetrator of the sexual abuse was:

- a) A representative, member, employee, volunteer or service provider of yours; and*
- b) You had in place the necessary client protection policy required by us and/or by legislation to limit or prevent such abuse.*

- **Workcover**

Covers your employees for injury whilst at work. This varies state to state and you should contact your local workers compensation insurer directly for information. Follow the links below for the relative state.

[Tasmania](#)

[Victoria](#)

- **Employment Practices Liability**

Covers your Association for any compensation that it is legally liable to pay for wrongful acts to any employee relating to their employment to the association.

- **Fidelity**

This provides protection for loss of money and property as a direct result of any fraudulent or dishonest acts by directors, employees, committees or volunteers of the association.

Other Cover, if applicable.

- Management Liability
- Member Personal Accident Cover
- Long Term Travel Cover
- Corporate Travel Cover
- Motor Vehicle Cover
- Construction Liability
- Cyber Liability

02-11: Motion

Generate and adopt the logo.

02.12: Motion

Apply for the domain name Surf Church.

CCCVaT uses Hostgeek which is reasonably priced.

[Hostgeek](#)

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02.13: Motion Appoint a web host for the website.

[Note 1 - You need to appoint someone to host the website, Hostgeek and usually the website builder can do this]

[Note 2 - You need to update the Domain Name Servers (DNS) Internet Protocol (IP) addresses with the provider the domain name is registered with]

02-14: Motion Build and develop a website.

There are numerous programs you can use to build your own website:

[Best Website Builders 2020](#)

Or you can use mailchimp.

CCCVaT also uses a web builder that can host the site as well. He has built over 70 sites for Presbyterian churches and a number of CCCVAT churches and is reasonably priced. Contact CCCVaT for details.

02.15: Motion Appoint the following authorised/responsible persons.

- Chair
- Secretary
- Treasurer
- Public Officer

03: GENERAL BUSINESS:

04: NEXT MEETING:

05: CLOSE IN PRAYER:

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Requirements for Incorporation Size and type of organisation

To become an incorporated association, your club, community group or organisation must:

- have at least five members.
- not operate for the profit of its members (although an incorporated association can provide services or benefits to its members).

Choose a name

You must choose a name that reflects the purpose of the association.

- Your proposed name must not be identical or similar to one listed on the [Organisations and business names register on the Australian Securities & Investments Commission website](#).

This list is checked as part of the application process and you are unable to proceed through the application until a proposed name can be registered.

- Your association must have the word 'Incorporated' as the last word of its name. You may also use 'Inc.' or 'Inc'.

Create rules and purpose

Your association must have a written set of rules, also known as a constitution, which deals with the 23 matters set out in Schedule 1 to the *Associations Incorporation Reform Act 2012* (the Act).

The rules also include the association's purpose; this is what the association intends to achieve. For example, the purpose for a junior football association may be:

1. To provide an opportunity for the youth of our area to participate in Australian Rules Football and enhance their health and wellbeing through organised sport.
2. To provide for the health, welfare and wellbeing of players, supporters and spectators.

For more information on how to create rules for your association, view our [Incorporated association rules page](#).

Vote to incorporate the association

In order to incorporate, the association must hold a meeting to vote on whether to do so. All members must be given at least 21 days notice of the meeting.

At this meeting, a majority of votes cast by members must:

- authorise a person, who is at least 18 years old and lives in Australia, to incorporate the association
- approve proposed rules that comply with the Act, or approve adoption of the model rules.

Unless the association nominates another secretary, the person who lodges the application for incorporation becomes the first secretary of the incorporated association.

Unless the rules specify otherwise, the committee members of the unincorporated association form the first management committee of the incorporated association. If the person who lodges the application is not the secretary, that person will become a delegate of the association. For more information, view our [Delegates of incorporated associations page](#).

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Role (Appointment of Deacons/Delegates)

The role of a delegate is to help the secretary meet the association's obligations under the *Associations Incorporation Reform Act 2012*.

A delegate may be the association's accountant or solicitor, or someone who can help the secretary meet the association's administrative responsibilities.

An authorised delegate may:

- lodge an application to incorporate an association
- lodge an annual return
- change the association's name
- change the association's rules
- change the association's contact details
- change the secretary's contact details
- change their own contact details
- add delegates (when there are fewer than three existing delegates)
- remove other delegates.

Authorisation

Delegates must be authorised by the incorporated association's secretary.

Even when a delegate is authorised to help the secretary, the secretary remains responsible for compliance with the law. For more information, view our [Running an incorporated association section](#).

The person lodging the application must be authorised to do so by the majority of the association's members.

If that person is not the secretary, they will become a delegate of the association automatically in our myCAV system. myCAV is our new online system, which lets you apply to register as an incorporated association, update association details, and lodge annual statements -- all in the one place. There is no fee to create an account.

To create a myCAV account and to lodge an application to incorporate your association, view our [Register as an incorporated association page](#).

Maximum number of delegates

An association may have up to three delegates. If an association has three delegates and an additional delegate is authorised, the secretary must remove one of the existing delegates from myCAV. The outgoing delegate will no longer have access to the association's transactions.

Changing delegates

When a change of delegate is made in myCAV, an email will be sent to the secretary of the association and the delegate, to advise of the change.

It is best practice to record any changes of secretary or delegate in the minutes of the association and keep a written record.

To create a myCAV account, lodge an application to incorporate your association, or change delegates, view our [Register as an incorporated association page](#).