



대양주 한인 예수교 장로회 (고신)
더니든 늘푸른 교회 대학부 회칙
Dunedin Evergreen Church Tertiary Group Terms of Reference

ENGLISH VERSION

더니든 늘푸른 교회 대학부

Dunedin Evergreen Presbyterian Church
Tertiary Group

대양주 한인 예수교 장로회 (고신)

Dunedin Evergreen Church Tertiary Group Terms of Reference

1. Name
 - 1.1. The group shall be named as Dunedin Evergreen Church Tertiary Group (referred as “the Group” from here onwards).
2. Objects
 - 2.1. The object of the Group is to convey the gospel based on the scripture and the doctrine of reformed church, to guide people to church and teach them the biblical truth, to train people as disciples, to devote and commit ourselves to evangelism and service for people, to seek fellowship between the members, and to endeavour for the revival and maturation of the church.
3. Principles
 - 3.1. The Group is a community upholding the doctrine of reformed church, and thus retain the traditional Westminster Confession of Faith and the Westminster Shorter and Longer Catechism as our creed.
 - 3.2. The Group aims to be the light of the world and the salt of the Earth as our God commanded, by establishing faith and life upholding the doctrine of reformed church, which is based upon the scripture.
 - 3.3. The Group aspires to contribute in world evangelisation and establishment of churches based upon the doctrine of reformed church.
4. Affiliation
 - 4.1. The Group is the tertiary branch of the Dunedin Evergreen Presbyterian Church (referred as “the Church” from here onwards).
5. Terms of Reference
 - 5.1. Amendments to these Terms of Reference can only be made at an AGM or SGM with approval of two-thirds of all voting members;
 - 5.2. Any amendments cannot be re-amended within two years of the change.

6. Membership

- 6.1. To be eligible for membership a person must be either:
 - 6.1.1. A student currently enrolled at the University of Otago or another tertiary institution in Dunedin, New Zealand; or
 - 6.1.2. A former student on leave from the University of Otago or another tertiary institution in Dunedin, New Zealand.
- 6.2. To become a Member, a person who meets the criteria outlined in sub-clause 6.1 must regularly attend meetings of the Group including Sunday service of the Church for three months.
- 6.3. If a person fails to attend meetings regularly without an acceptable reason, including Sunday service, for more than two consecutive weeks, membership is revoked. Membership can be restored after attendance again for four consecutive weeks.
- 6.4. All Members must comply with these terms of reference and any decisions passed by the Executive or at the Annual General Meeting.
- 6.5. Members have the right to:
 - 6.5.1. Access any information regarding the administration of the group including decisions passed by the Executive and financial affairs.
- 6.6. Membership shall be divided into sub-groups.
 - 6.6.1. The sub-groups are to be:
 - 6.6.1.1. First year students; and
 - 6.6.1.2. Returning students.
 - 6.6.2. Excluding leaders, Members of the first-year sub-group are to be first year students.
 - 6.6.3. Excluding leaders, Members of the returning students group are to be any tertiary students excluding those in first year.
 - 6.6.4. The Executive and leaders may approve of any exceptions to the compositions of these sub-groups notwithstanding the sub clauses 6.6.2 and 6.6.3.
- 6.7. Some Members may also be leaders.
 - 6.7.1. There are three categories of leaders:
 - 6.7.1.1. Leader of a first-year student sub-group;
 - 6.7.1.2. Leader of a returning student sub-group; and
 - 6.7.1.3. Members of the Worship Team.
 - 6.7.2. All leaders are to be appointed by the Nomination Committee according to clause 9.

- 6.7.3. All leaders are to follow the directions of the Executive.
- 6.7.4. Leaders of sub-groups are responsible for the care of any Members in their sub-group.
- 6.7.5. Members of the Worship Team are responsible for worship and the care of any equipment.
- 6.7.6. Members are to only hold one leadership role unless agreed to by the respective Member and the Executive.

7. Annual General Meeting

- 7.1. All Members are eligible to speak and vote at the AGM.
- 7.2. Notice of the AGM is to be given at least 30 days prior.
- 7.3. The AGM is chaired by the President.
- 7.4. Agenda items:
 - 7.4.1. The agenda for the AGM is to be released 14 days prior, containing reports to be received, all discussion points and nominated candidates for the election;
 - 7.4.2. Members may propose an agenda item prior to the AGM if they have support from a third of all Members;
 - 7.4.3. Executive Members have authority to propose an agenda item prior to the AGM;
 - 7.4.4. Any decisions made from discussion points must be approved by at least 50% of Members;
 - 7.4.4.1. Any decisions made at the AGM are to take priority over the Executive;
 - 7.4.4.2. Any decision approved is to come into effect immediately unless otherwise agreed to.
 - 7.4.5. Any decision or result of the AGM and election may be declared invalid if there is any contravention of these Terms of Reference.
- 7.5. Quorum
 - 7.5.1. Quorum for an AGM is two thirds of all Members.
- 7.6. Elections
 - 7.6.1. The Election of the incoming Executive is to be chaired by the Returning Officer
 - 7.6.2. Only those nominated by the Nomination Committee may stand as a candidate
 - 7.6.3. In the election of the President:
 - 7.6.3.1. If there is only one candidate, they must receive over two-thirds of votes;

- 7.6.3.2. If there are two or more candidates, they must receive over two-thirds of votes. If candidates fail to do this, a second and third round may proceed. If no candidates receive two-thirds of the vote in the third round, the candidate with the most votes will be elected.
 - 7.6.4. In the election of the Vice-President, General Manager, Treasurer and Representatives:
 - 7.6.4.1. If there is only one candidate, they must receive over 50% of votes;
 - 7.6.4.2. If there are two candidates, the candidate with most votes will be elected; and
 - 7.6.4.3. If there are more than two candidates, the first round of voting will include all candidates, and further a second round of voting will take place with the two highest candidates from the first round.
 - 7.7. Returning Officer
 - 7.7.1. The Returning Officer for the purposes of the AGM is to be the chair of the Nomination Committee.
 - 7.7.2. The Returning Officer is to:
 - 7.7.2.1. Chair the election of the incoming Executive;
 - 7.7.2.2. Be responsible for the counting of votes; and
 - 7.7.2.3. Ensure that the election voting and reporting process is fair and accurate.
- 8. Special General Meeting
 - 8.1. An SGM will follow the same processes as outlined in clause 7.
 - 8.2. An SGM may be called in the cases of:
 - 8.2.1. The vacancy of the President position; and
 - 8.2.2. The request of over half of Members.
- 9. Nominations:
 - 9.1. The Nomination Committee:
 - 9.1.1. The Nomination Committee is to be established every year, at least 30 days before the AGM.
 - 9.1.2. The purpose of the Nomination Committee is to:
 - 9.1.2.1. Select candidates for the incoming Executive for the AGM; and
 - 9.1.2.2. Appoint the incoming Leaders in a fair and independent manner.
 - 9.1.3. Membership of the Nomination Committee:

- 9.1.3.1. The membership of the Nomination Committee is to comprise of:
 - 9.1.3.1.1. The Teacher and Guidance Adviser;
 - 9.1.3.1.2. The current President;
 - 9.1.3.1.3. The current Vice-President; and
 - 9.1.3.1.4. Two further Members
- 9.1.3.2. The further Members cannot include any other current Executive officers, but must have recently undertaken a leadership position, and is agreed to by the remaining Members of the Nomination Committee.
- 9.1.4. The Nomination Committee is to be chaired by one of the further Members from sub clause 9.1.3 as agreed to by the Nomination Committee.
- 9.2. All nominees must have received verbal or written recommendation from a person who has had a direct influence on the biblical education and training of the nominee within the Group.
 - 9.2.1. Notwithstanding this, current Executive officers and Leaders do not require formal recommendation to be considered for nomination.
 - 9.2.2. Notwithstanding this, nominees for Worship Team Leaders must have received verbal or written recommendation from the current Worship Representative.
- 9.3. Eligibility for nomination:
 - 9.3.1. All nominees for the Executive must hold current membership of the Group.
 - 9.3.2. Nominees for President and Vice-President must:
 - 9.3.2.1. Be Members of the Group for at least two years;
 - 9.3.2.2. Be baptised;
 - 9.3.2.3. Have completed a prescribed discipleship training course; and
 - 9.3.2.4. Have never contravened these terms of reference.
 - 9.3.3. Nominees for General Manager and Treasurer must:
 - 9.3.3.1. Be Members of the Group for at least one year;
 - 9.3.3.2. Be baptised; and
 - 9.3.3.3. Have completed a prescribed discipleship training course.
 - 9.3.4. Nominees for Representatives must:
 - 9.3.4.1. Be Members of the Group for at least six months; and
 - 9.3.4.2. Have completed a prescribed discipleship training course.
 - 9.3.5. Nominees for Leaders must:
 - 9.3.5.1. Be Members of the Group for at least six months; and

9.3.5.2. Have completed, or will be completing during the term of office a prescribed discipleship training course.

10. The Executive

10.1. The Executive shall comprise of:

10.1.1. A President;

10.1.2. A Vice-President;

10.1.3. A General Manager;

10.1.4. A Treasurer; and

10.1.5. At least 3 of:

10.1.5.1. A Social Representative

10.1.5.2. A Service Representative

10.1.5.3. An Activities Representative

10.1.5.4. A Worship Representative

10.2. The Executive has the power to make decisions regarding the general administration of the group.

10.3. The Executive may collect and keep the personal information of Members only if done so with consent, and solely for administrative purposes.

10.4. The President, Vice-President and General Manager have the combined authority to form and establish any sub-groups excluding the Worship Team.

10.5. Term:

10.5.1. The term of the Executive is to start at the AGM they were elected in, and end at the consequent AGM;

10.5.2. An SGM may be called in the case of a vacancy in the President position;

10.5.3. In the case of a vacancy in any other Executive position, the Executive may appoint a replacement; and

10.5.4. The term of the replaced Executive position is to be the remaining term of the predecessor.

10.6. The President:

10.6.1. Represents the Group;

10.6.2. Organises and chairs various meetings of the Group;

10.6.3. Monitors and manages the whole operation of the Group;

10.6.4. Calls and chairs the AGM or SGM in a fair and democratic manner;

10.6.5. Takes final responsibility for decisions made by the Executive; and

- 10.6.6. Is authorised to formulate the budget, and financial matters of the group.
- 10.7. The Vice President:
 - 10.7.1. Represents the Group in the absence of the President;
 - 10.7.2. Organises and chairs various meetings of the Group;
 - 10.7.3. Monitors and manages the whole operation of the Group with the President; and
 - 10.7.4. Takes responsibility for decisions made by the Executive.
- 10.8. The General Manager:
 - 10.8.1. Oversees the management of all sub-groups and the administrative operation of any activities of the Group;
 - 10.8.2. Has the authority to make decisions in relation to activities and events; and
 - 10.8.3. Is responsible to execute any decisions made by the Executive fairly and effectively.
- 10.9. The Treasurer:
 - 10.9.1. Is responsible to follow and carry out any decisions made by the Executive;
 - 10.9.2. Is able to authorise the spending of only the allocated amount in the Group budget;
 - 10.9.3. Has the power to approve or decline the spending of allocated money, taking into consideration the financial position of the Group and the legitimacy of the transaction;
 - 10.9.4. Must keep an accurate and complete record of all financial matters including receipts or proof of expenditure;
 - 10.9.5. Is responsible for the debit card of the Group's bank account, and:
 - 10.9.5.1. Cannot authorise any other Executive members to hold or use the card unless explicitly mandated in extraordinary circumstances such as an extended period of absence.
 - 10.9.6. Must present a financial report to the Group twice a year.
- 10.10. The Representatives:
 - 10.10.1. Are responsible to follow and carry out any decisions made by the Executive;
 - 10.10.2. The Social Representative is:
 - 10.10.2.1. In charge of the Leaders of the first-year sub-groups;
 - 10.10.2.2. The oversight for all first-year students in the Group; and
 - 10.10.2.3. To form continuing, holy and fruitful relationships with all.
 - 10.10.3. The Service Representative is:
 - 10.10.3.1. Responsible for all service activities carried out by the Group; and

- 10.10.3.2. To ensure the smooth running of all meetings and activities of the Group.
- 10.10.4. The Activities Representative is:
 - 10.10.4.1. Responsible for all social activities carried out by the Group; and
 - 10.10.4.2. To ensure the smooth running of all meetings and activities of the Group.
- 10.10.5. The Worship Representative is:
 - 10.10.5.1. Responsible for worship and other music related activities of the Group;
and
 - 10.10.5.2. Responsible for the spiritual development of the members of the Worship Team.

11. Finances

- 11.1. The budget of the Group is to comprise of membership fees, funding from the Church and other donations.
- 11.2. The membership fee of the Group is to be fixed annually within 14 days following the AGM by the newly appointed Executive after consultation with the immediate former president.
- 11.3. The financial year of the Group is to run from AGM to the following AGM in the calendar year.
- 11.4. A financial report must be given at the AGM.

12. Teacher and Guidance Adviser

- 12.1. The Adviser as appointed by the Church, is to provide teaching and guidance to the Members of the Group.
- 12.2. The Adviser is:
 - 12.2.1. Responsible for the bible teaching, training and spiritual development of Members;
 - 12.2.2. Responsible for guiding and facilitating administrative collaboration with the Church and its other affiliated groups; and
 - 12.2.3. To encourage and assist the spiritual development of the Executive, the Leaders and other Members of the Group.
- 12.3. For the purposes of sub-clause 12.2, the adviser, in close collaboration with the Executive, may organise and direct various bible education or discipleship training programs.

13. Anything not covered by this Terms of Reference is to proceed based on usual practices or be decided in accordance to the directions of the Church.