



LCA SA-NT DISTRICT CONSTITUTIONS COMMITTEE

PROCEDURE FOR GETTING CONSTITUTIONS AMENDED

1. A congregation/parish makes contact with the District Office advising of their desire to update their constitution. It is recommended that all congregations/parishes review, in detail, their whole constitution at least every five years.
2. It is recommended that a group of people work on this task together and nominate a congregation/parish contact to ensure that all of the requirements of the congregation/parish are included and that it is a practical document that they can work with.
3. The District Administrator sends the contact a copy of the appropriate LCA SA-NT District Model Constitution. The District Administrator will advise that a member of the LCA SA-NT District Constitutions Committee will make contact with them to assist them through the process.
4. The group reviews the congregation/parish constitution alongside the LCA SA-NT District model constitution and makes notes as to what changes they require. It is recommended that contact be maintained with the Constitutions Committee member to keep the process moving. Return the constitution to the Constitutions Committee member who is assisting to get formatting correct. This could take a number of drafts to ensure it has everything you need.
5. Once the constitution has been finalised, it should be presented to the governing body (eg church council) for final proofing. It is recommended that, for ease of passage through the governing body, a summary of where the changes are made between the existing and the proposed Constitution and the rationale for the changes be provided.
6. If there are any changes to be made please inform the Constitutions Committee member who will assist in this and ensure correct formatting.
7. Once agreed, the governing body should then formally recommend the proposed updated Constitution be submitted to a meeting of the organisation for approval.
8. The chairperson of the organisation submits the proposed new draft constitution to a formal meeting of the organisation, having regard to the quorum provisions in the OLD Constitution.
9. Once approved by the organisation, the new constitution is signed by the necessary signatories and the Common Seal is applied, with two copies being signed. These are submitted to the District Administrator of LCA SA-NT District for verification and ratification by District Church Council. This can take approximately two – three months for completion.

10. The Bishop and the District Administrator of LCA SA-NT District then sign the new constitution and return both copies to the organisation. An electronic copy is retained by the District Office.
11. A letter is sent to the organisation outlining the next steps they must undertake, the time constraints and any fees payable.
12. Where the organisation concerned is being incorporated, application is then made by the organisation concerned to Consumer and Business Services for approval pursuant to the Associations Incorporation Act 1985.
13. The Constitution must also be uploaded to the ACNC website.