



**CHRISTIAN DEMOCRATIC PARTY**  
**(New South Wales State Branch)**

New South Wales State Branch

Constitution and Rules

Adopted 14 November 2009

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# THE CONSTITUTION

## Clause 1 - Status of this Document

This document is known as the “NSW State Branch Constitution and Rules”. It is intended that this Constitution and Rules and everything related to or implied within them, or any agreement or transaction entered into on the basis of this Constitution and Rules shall not give rise to any legal relationship or any consequence which will be legally enforceable or be the subject of litigation. All arrangements, agreements and transactions are binding on the basis of trust only. *“But above all, my brethren, do not swear either by heaven or by earth or with any other oath. But let your “Yes” be “Yes”, and your “No”, “No”, lest you fall into judgement.” (James 5:12. New King James The Open Bible)*

The New South Wales State Branch Constitution and Rules shall be the model Constitution and Rules for all CDP State Branches.

## Clause 2 - The Name of the Organisation

The Organisational name shall be : “**Christian Democratic Party (Fred Nile Group)**” with the registered Party name of : “**Christian Democratic Party (Fred Nile group)**”, which both the **Australian Electoral Commission** and the **State Electoral Commission** require by law for printing on Ballot Papers next to Candidates’ names. The abbreviation registered with the Electoral Commissioner will be “**Christian Democratic Party (CDP NSW)**” for the State of New South Wales and appropriately for each other State or Territory of the Commonwealth. The Parliamentary Party name shall be : “**The Christian Democratic Party Group**”. The legal abbreviation is “**Christian Democratic Party**”. Hereinafter in this document the Christian Democratic Party shall be known as “the CDP”.

## Clause 3 - Aims and Objectives

The aims and objectives for which the organisation exists are stated in the National Charter which we endorse as follows :-

- 3a) To advance the glory of God through the institution of Parliament and through all aspects of Federal, State, and Local Government;
- 3b) to advance Australia as “A Christian Commonwealth” as it was originally described in 1901 when the “Commonwealth of Australia” was formed;
- 3c) to promote the true welfare of the people of Australia through all legislation being brought into conformity with the will of God revealed in the Holy Bible, with a special emphasis on the MINISTRY OF RECONCILIATION (*2 Cor. 5:18*);
- 3d) to support and promote recognition of our Christian heritage by uplifting the Judeo/Christian Ethic, with pro-family, pro-child, pro-moral, pro-life, and pro-Australian policies;
- 3e) to endorse, nominate and support the election of Christian candidates into Local, State, and Federal Government, especially in the Upper Houses of Parliament, and in the Legislative Assembly of the Australian Capital Territory and the Legislative Assembly of the Northern Territory; and

- 3f) to uphold our Christian Constitutional Monarchy and Christian Westminster System of government through the policies of CDP as a Christian Democratic Political Movement, respecting the sovereignty of Australia.

## **Clause 4 – Definitions - Office Bearers, Committees, Working Groups**

- (a) The Office Bearer positions for the NSW State Branch and all functional Committees and Working Groups within the CDP are defined herein. **Eligibility** of CDP members to serve as Office-Bearers of the New South Wales State Branch or as members of functional Committees and Working Groups within the CDP depends upon the member being a current financial member of the CDP, and having signed the Affirmation of Faith and Practice.
- (b) Ideally all Office Bearers to be elected on a unanimous basis after prayer – “...*They were all of one accord.*” (*Acts 1:14; 2:46*). All Office Bearer positions must be endorsed by at least 66% of the members at the Annual State Council.

### **4.1 State President**

#### **4.1.1 Appointment**

The State President is nominated by the State Management Committee. This appointment for two (2) years must be endorsed as per Clause 4(b).

NOTE : For the NSW Branch, by virtue of his role, the Rev Fred Nile is the Founding State President and National President. His immediate successor will normally come by nomination of the State President such nomination requiring endorsement by the State Management Committee and to be ratified by the Annual State Council as above.

#### **4.1.2 Role**

The State President will serve the Organisation as State Party Leader of the CDP for a two (2) year renewable period with the overall responsibility for the function and co-ordination of the CDP State Branch. If elected to the NSW State Parliament he/she will also serve as the Leader of the Parliamentary Party in the Legislative Council. A Deputy State President may be appointed to lead the Members of the CDP in the Legislative Assembly. The State President will normally act in association with the State Council and the State Management Committee.

#### **4.1.3 Responsibilities**

The primary function of the State President is to provide spiritual, moral and wise leadership to the Organisation. He/she is to have a clear vision of the aims, objectives and directions of the CDP in accordance with those aims, objectives and directions as set out in the National Charter and is to regularly assess the overall effectiveness of the Party in fulfilling its aims.

The State President is a member of the State Executive, the State Council, and the State Management Committee and will preside at the meetings of the State Executive, the State Council and the State Management Committee. The State President will ensure the implementation of the CDP Aims and Objectives in accordance with the CDP National Charter at all levels of the Party.

## **4.2 Deputy State President/s**

### **4.2.1 Appointment**

The Deputy State President/s is/are nominated by the State Management Committee to serve for two (2) years. The appointment must be endorsed as per Clause 4(b).

When more than one Deputy State President is to be elected, separate nominations must be called for the position of Senior Deputy State President and for the position of Junior Deputy State President.

### **4.2.2 Role**

The Deputy State President/s will serve for a two (2) year renewable period to assist the State President. The Deputy State President/s will act on the President's behalf when he/she is absent, and may have shared or delegated duties to assist in senior management matters of the Party. The Senior Deputy State President if elected to the NSW State Parliament may also serve as the Deputy Leader of the Parliamentary Party in the Legislative Council. One Deputy State President may lead the Members of the CDP in the Legislative Assembly.

### **4.2.3 Responsibilities**

The primary function of the Deputy State President/s is to assist the State President to provide spiritual, moral and wise leadership to the Organisation. The Deputy State President/s are members of the State Executive, the State Management Committee, and the State Council, and regularly assess the overall effectiveness of the Party in fulfilling its aims and objectives in accordance with the CDP National Charter at all levels of the Party.

The Deputy State President/s may meet with the State President and State Manager to consult on urgent matters, important developments, and /or for strategic planning purposes. The Deputy State President/s will normally act in consultation with the State President, the State Management Committee and the State Council.

(See Deputy State President Job Description – **By-Law 02**)

## **4.3 State Secretary**

### **4.3.1 Appointment**

The State Secretary is nominated by the State Management Committee and his/her one (1) year renewable appointment must be endorsed as per Clause 4(b).

### **4.3.2 Role**

The State Secretary serves as the Secretary to the CDP Party State Branch Organisation and will therefore work in close cooperation with the State Management Committee, the State Council, and the State Manager. The State Secretary is a member of the State Executive. The State Secretary is directly responsible to the State Management Committee. An Assistant State Secretary may be appointed to support the State Secretary in the carrying out of his/her duties - see Section 4.8.

### **4.3.3 Responsibilities**

The State Secretary is directly responsible for the efficient administration of all matters of business, activity, communication and function of the State Management Committee and the State Council, particularly the monthly State Management Committee meetings, State Council meetings, and any special meetings which may be called from time to time.

(See State Secretary Job Description – **By-Law 03**)

## **4.4 State Treasurer**

### **4.4.1 Appointment**

The position of State Treasurer will require a person with training and /or experience in accountancy or senior book-keeping, financial management and control, budgeting, and reporting. The State Treasurer is nominated by the State Management Committee and this (1) year renewable appointment must be endorsed as per Clause 4(b).

### **4.4.2 Role**

The State Treasurer serves as the Treasurer of the CDP State Branch Organisation and will therefore work in close cooperation with the State Management Committee, the State Council, and the State Manager. The State Treasurer is a member of the State Executive. The State Treasurer is directly responsible to the State Management Committee. An Assistant State Treasurer may be appointed to support the State Treasurer in the carrying out of his/her duties - see Section 4.9.

### **4.4.3 Responsibilities**

The State Treasurer co-ordinates and is responsible for the management and accountability of the finances of the CDP NSW State Branch. The State Treasurer will ensure that appropriate and accurate records of all income, expenditure, investment and financial activity of the State Branch are kept, and has the responsibility to produce monthly Financial Statements and current balances of the Organisation for presentation to the State Management Committee and State Council meetings.

(See State Treasurer Job Description – By-Law 04)

## **4.5 State Executive**

### **4.5.1 Composition**

The State Executive shall comprise the State President, the Deputy State President/s, the State Secretary, and the State Treasurer. The State Manager serves as a non-voting attendee to the State Executive.

### **4.5.2 Appointment**

The State Executive is automatically constituted according to the elected positions of the State President, the Deputy State President/s, the State Secretary, and the State Treasurer. The appointments come through the election of these Office Bearers at the Annual State Council.

### **4.5.3 Role and Responsibilities**

The State Executive will be responsible for senior level discussions on significant matters needing immediate attention or high level decisions referred by the State President, the Deputy State President/s, the State Manager, or the State Management Committee. All decisions made or actions taken by the State Executive are to be reported to the next State Management Committee meeting and are subject to ratification by the State Management Committee.

## **4.6 State Council**

### **4.6.1 Composition**

The State Council shall comprise the nominated and approved representatives, one from each State Electorate as appointed by the Electorate Branch, or if necessary as appointed by the State President and the State Manager in co-operation with the State Management Committee.

### **4.6.2 Purpose and Powers**

To formally discuss, consider, and resolve issues of concern to all State CDP members and supporters, including changes to the CDP State Constitution, Policies, Political Alliances, and Organisational Structural Reforms.

### **4.6.3 Function**

The State Council shall meet monthly or as determined as the central policy-making body for the CDP State Branch, and the CDP Members of State Parliament. The State Council will make policy decisions to be referred to the State Management Committee for implementation. The policy decisions must be in accord with the aims and directions of the CDP National Charter and should be resolved by at least 66% of Members present, or deferred for further prayer and consideration – “they were all of one accord” – as we seek the mind of Christ (Philippians 2) on the issue/s. CDP decisions will not be made on a simple majority basis which only divides and frustrates the Membership.

The State Council is responsible to ensure the efficient operation of the State Policy Advisory Working Groups. The State Council cannot operate unless there is a quorum of twenty (20) of the State Council Membership (or one-third).

### **4.6.4 Status**

The positions on the State Council are completely voluntary and no payment will be made to representatives although reimbursement of fares can be considered by the State Management Committee for those travelling a significant distance.

## **4.7 State Management Committee**

### **4.7.1 Composition**

The State Management Committee will comprise a total of 15 persons, being composed of the registered Office Bearers of the State CDP Organisation, i.e. the State President, Deputy State President/s, State Secretary, State Treasurer, State Publicity Officer, State Fund-raising Officer, State Prayer Convenor, State Membership Officer, State Chaplain, four (4) Regional Country Representatives, and such other co-opted members as may be nominated by the State Management

Committee and endorsed by the Annual State Council or, when necessary, by the next State Council meeting. The State Manager and other employees **where relevant** are non-voting attendees ~~where relevant~~ at the State Management Committee meetings. The State Management Committee may co-opt Advisors to assist in the management functions of the CDP, e.g. Accountant, Legal Advisor, Auditor etc. (These Office Bearers are indemnified against legal action that may be proposed against the CDP).

#### **4.7.2 Function**

The State Management Committee will meet at least monthly and is responsible for the overall management, finances, conduct, and function of the CDP New South Wales State branch, seeking to achieve CDP goals, objectives and strategies in accordance with the principles of the CDP National Charter and the laid down policies of the CDP. The State Management Committee is ultimately responsible for the outcome of all functions which are delegated by it to any and all Office Bearers and staff.

The State Management Committee is responsible for developing, in consultation with the State Manager, operational policies for implementation by the State Manager and strategic policies for referral to the State Council for endorsement. The State Management Committee makes recommendations to the State Council for approval in regard to budgets, staffing, candidates, and any other matters as appropriate or necessary. The State Management Committee will also ensure the efficient operation of the State Standing Committees.

### **4.8 Assistant State Secretary**

#### **4.8.1 Appointment**

The position of Assistant State Secretary may be appointed when required to assist the State Secretary to accommodate his/her workload. The Assistant State Secretary is nominated by the State Management Committee and this one (1) year renewable appointment must be endorsed as per Clause 4(b).

#### **4.8.2 Role**

The Assistant State Secretary will assist the State Secretary with his/her duties as requested and directed by the State Secretary. The Assistant State Secretary is directly responsible to the State Secretary. The Assistant State Secretary is a co-opted member of the State Management Committee.

#### **4.8.3 Responsibilities**

The Assistant State Secretary shall carry out those tasks and responsibilities which are requested of him/her by the State Secretary and shall report to the State Secretary.

(See Assistant State Secretary Job Description – By-Law 05)

### **4.9 Assistant State Treasurer**

#### **4.9.1 Appointment**

The position of Assistant State Treasurer may be appointed when required to assist the State Treasurer to accommodate his/her workload. The Assistant State Treasurer



is nominated by the State Management Committee and this one (1) year renewable appointment must be endorsed as per Clause 4(b).

#### **4.9.2 Role**

The Assistant State Treasurer will assist the State Treasurer with his/her duties as requested and directed by the State Treasurer. The Assistant State Treasurer is directly responsible to the State Treasurer. The Assistant State Treasurer is a co-opted member of the State Management Committee.

#### **4.9.3 Responsibilities**

The Assistant State Treasurer shall carry out those tasks and responsibilities which are requested of him/her by the State Treasurer and shall report to the State Treasurer.

(See Assistant State Treasurer Job Description – By-Law 06)

### **4.10 State Coordinator**

#### **4.10.1 Appointment**

The State Manager will call for nominations from persons who wish to undertake this position. The State Manager will bring the recommended nomination to the State Management Committee for approval and forwarding to the State Council for final endorsement as per Clause 4(b).

#### **4.10.2 Role**

The State Coordinator serves as the coordinator of the geographically and denominationally diverse Membership and is responsible for coordinating the function and the State Electorates and Electorate Coordinators. The State Coordinator will maintain contact and consultation with other State Coordinators to maintain and foster national unity of the CDP.

#### **4.10.3 Responsibilities**

##### **4.10.3.1 Oversight of Electorate Coordinators**

The State Coordinator will work in consultation with each of the Electorate Coordinators to ensure that the State electorates through the Electorate Coordinators function with efficiency utilising standard operating procedures so that the full potential for the CDP can be realised in each electorate. The State Coordinator oversees Electorate Coordinators in particular with regard to election preparation.

##### **4.10.3.2 Branch Development**

The State Coordinator should ensure that all Electorate Coordinators are taking all necessary steps to ensure Branch growth and development, and should be willing to give advice and assistance in this regard.

##### **4.10.3.3 Electorate Coordinators**

Where there is a vacancy or a request by an Electorate Coordinator for replacement, it is the responsibility of the State Coordinator to seek out willing candidates for the position and to make recommendation to the State Manager.

##### **4.10.3.4 Coordinator Concerns**

Where Electorate Coordinators express particular concerns, the State Coordinator should consult with the State Manager advising of the concerns and any action to address same.

#### **4.10.3.5 Election Preparation**

The State Coordinator should ensure that all Electorate Coordinators are making proper between-election preparations, particularly in the approach to elections, and in the identification of potential candidates. The State Coordinator should ensure that Electorate Coordinators are kept informed and updated regarding changes to procedures, operating systems, or any matter which affects their responsibilities.

#### **4.10.3.6 Reporting**

The State Coordinator works closely with the State Manager, the State Campaign Manager, and the State Secretary. The State Coordinator is responsible to the State Manager who is responsible to the State Management Committee for the function of the State Coordinator.

(See State Coordinator Job Description – By-Law 07)

### **4.11 State Prayer Convenor**

Responsible for the monthly Prayer Bulletin and convenes the State Prayer and Renewal Standing Committee. (See Standing Committee 4.21.1)

(See State Prayer Convenor Job Description - By-Law 08)

### **4.12 State Publicity Officer**

Responsible in consultation with the State Manager for preparation of all CDP publicity and advertising; convenes the State Communications Standing Committee and assists with coordination of local Branch publicity campaigns. (See Standing Committee 4.21.5)

(See State Publicity Officer Job Description – By-Law 09)

### **4.13 State Membership Officer**

Responsible in consultation with the State Manager for all Membership Applications; convenes the State Membership Standing Committee and coordinates all local Branch membership drives. (See Standing Committee 4.21.8)

(See State Membership Officer Job Description – By-Law 010)

### **4.14 State Fund-Raising Officer**

Responsible in consultation with the State Manager for all fund-raising projects and activities of the State Branch. The State Fund-Raising Officer is a member of the State Finance Standing Committee and assists with local Branch fund-raising projects and activities. The State Fund-Raising Officer is the coordinator for local Branch fund-raising officers. (See Standing Committee 4.21.3)

(See State Fund-Raising Officer Job Description – By-Law 011)

## **4.15 State Chaplain**

### **4.15.1 Appointment**

The State Chaplain is recommended by the State President and nominated by the State Management Committee. The appointment must be endorsed as per Clause 4(b). The minimum term of appointment would be for one year, but is usually for a two (2) year term, and is renewable.

### **4.15.2 Role**

The State Chaplain will provide Godly spiritual leadership and example, pastoral care and support to the Members of the CDP, in particular the CDP Electorate Chaplains, CDP Office Bearers, Coordinators, Candidates, Helpers, and Workers. The State Chaplain is the coordinator for the CDP Chaplains in each Electorate.

### **4.15.3 Responsibilities**

- 4.15.3.1 Provide spiritual and/or emotional support, encouragement, or counselling as required by the State President and other State Executive members, the State Management Committee and State Council, State Manager, Regional Organisers and Electorate Coordinators.
- 4.15.3.2 Perform duties such as prayer and practical support for Members who are suffering hardship and/or grief due to fatigue; loss of a loved one; loss of job; personal difficulties in life, marriage, occupation; spiritual difficulty; difficulties in coping with working for CDP etc.
- 4.15.3.3 The State Chaplain would have to be accessible to CDP Members and Workers at reasonable times and at reasonable notice.
- 4.15.3.4 The State Chaplain may be an independent arbitrator in helping to resolve any differences of opinion, or where advice or counsel is required.

### **4.15.4 Status**

- 4.16.4.1 The State Chaplain would ideally be a Christian Minister with recognised qualifications from an accredited College of Ministry.
- 4.16.4.2 To cater for the geographical diversity and the multi-denominational nature of the Organisation, it may be necessary to appoint a number of Chaplains to meet the needs of those involved in CDP.
- 4.16.4.3 The State Chaplain may or may not be concurrently employed e.g. may be retired.
- 4.16.4.4 Because the State Chaplain would be in contact either by phone or in person, it may be necessary for re-imburement of such expenses incurred.

(See State Chaplain Job Description – By-Law 012)

## **4.16 Regional Organiser**

### **4.16.1 Appointment**

The Regional Organiser will be nominated by the State Manager and endorsed by the State Management Committee. The Regional Organiser would normally be nominated from the other successful Electorate Coordinators.

### **4.16.2 Role**

The Regional Organiser is responsible under the supervision of the State Manager for the oversight of a grouping of Electorates with the intention of encouragement and assisted coordination of the activities and functions of those Electorates.

The grouping of Electorates may be determined by geographical proximity or other features determined by the local Electorates in association with the State Coordinator and the State Management Committee.

### **4.16.3 Responsibilities**

- 4.16.3.1 Arrange, in cooperation with the appropriate Committee, training and educational seminars in the Electorates for which he/she is responsible
- 4.16.3.2 Encourage Coordinators personally at least each month by phone call, personal visit, email etc.
- 4.16.3.3 A Regional Organiser should be capable of training people using the material produced by the Communications Standing Committee and other relevant CDP material.
- 4.16.3.4 Regional Organisers may have their expenses met by the Branches within the region, or may raise their own funds.

(See Regional Organiser Job Description – By-Law 013)

## **4.17 Electorate Coordinator**

### **4.17.1 Role**

The Electorate Coordinator serves as the Coordinator of one State Electorate and is responsible to the State Management Committee through the State Coordinator. The Electorate Coordinator is involved in coordinating the activities of the local Electorate, recruiting members for the CDP, and is normally elected by the local CDP Branch.

### **4.17.2 Responsibilities**

- 4.17.2.1 Set a Godly and efficient example in all CDP work in their Electorate area.
- 4.17.2.2 Support the aims, objectives and policies as outlined in “The Branch Operations Manual” in their State Electorate area.
- 4.17.2.3 Organise and support the work of the CDP in their Electorate in cooperation with the local Branch.
- 4.17.2.4 Be aware of issues, seek potential candidates and workers, and undertake fund-raising with other CDP workers in the local Electorate area.
- 4.17.2.5 Prepare an Electorate profile.

- 4.17.2.6 Establish a Branch in their Electorate, or if a Branch already exists, support the functions of the Branch. Where a Branch exists in the Electorate, the Electorate Coordinator is a member of the Branch Executive.
- 4.17.2.7 In an Electorate where there is no Branch yet established the Electorate Coordinator is to establish contact with the State office and will be the organisational contact between the local area and local people and the CDP State Office.
- 4.17.2.8 Utilise fully the Branch Manual, CDP publications, and CDP electronic formats in the equipping of members in their work for the CDP.
- 4.17.2.9 In each Electorate a data entry officer be appointed for maintaining up-to-date data base records

#### **4.17.3 Role between Election Periods**

Foster interest in and support for the work of the CDP in the Local, State and National areas principally through :-

- Christians, lay and clergy
- Other appropriate people in the local area
- The wider general public

This will be achieved by distribution of appropriate literature to the above-mentioned groups, the local media, local organisations, Christian organisations, and influential groups in the community, as well as by holding such functions and meetings as are deemed appropriate for the Electorate to advance the work of the CDP.

#### **4.17.4 Role during Election Periods**

In consultation with, and with the support of the State Campaign Manager, organise and coordinate the election campaign in their Electorate with the Branch if one exists; or, if a Branch does not exist, in cooperation with such Electorate workers as are available on an Election Committee basis.

(See Electorate Coordinator Job Description – By-Law 014 )

### **4.18 Honorary Legal Advisor**

An honorary Legal Advisor may be appointed at the discretion of the Management Committee. The Honorary Legal Advisor will be nominated by the Management Committee and his/her one (1) year renewable appointment must be endorsed as per Clause 4 (b).

### **4.19 State Policy Advisory Working Groups**

These Working Groups will be set up based on the State and Federal Cabinet Portfolios. Convenors of these Working Groups will be nominated by the State Manager and confirmed by the State Management Committee on an annual basis. The Advisory Working Groups area as follows :-

- 4.19.1 ECONOMY : Treasurer, Taxation, and Finance
- 4.19.2 HOUSING
- 4.19.3 SENIOR CITIZENS : Aged Care, Pensioners
- 4.19.4 DEFENCE AND VETERANS' AFFAIRS
- 4.19.5 IMMIGRATION AND ETHNIC AFFAIRS : Multicultural Affairs
- 4.19.6 FOREIGN AFFAIRS AND TRADE : Territories and Home Affairs
- 4.19.7 FAMILY AND COMMUNITY SERVICES : Women's' Affairs, Social Security
- 4.19.8 LAW AND ORDER : Attorney General, Prostitution, Justice
- 4.19.9 POLICE AND EMERGENCY SERVICES : Federal Police ; State Police
- 4.19.10 CORRECTIVE SERVICES : Prisons
- 4.19.11 ENVIRONMENT AND PLANNING : Local Government
- 4.19.12 EDUCATION AND TRAINING : Youth Affairs
- 4.19.13 MINING, ENERGY AND LANDS : Natural Resources, Primary Industries
- 4.19.14 AGRICULTURAL AND RURAL AFFAIRS : Primary Industries
- 4.19.15 HEALTH
- 4.19.16 TRANSPORT AND COMMUNICATIONS
- 4.19.17 BUSINESS/CONSUMER AFFAIRS : Small Business, Industry Technology, and Commerce
- 4.19.18 SCIENCE AND TECHNOLOGY
- 4.19.19 INDUSTRIAL RELATIONS AND EMPLOYMENT : Unemployment
- 4.19.20 PUBLIC WORKS AND DEVELOPMENT : Administrative Services, State Development
- 4.19.21 CULTURE AND THE ARTS
- 4.19.22 TOURISM
- 4.19.23 SPORT, RECREATION AND RACING
- 4.19.24 OVERALL GOVERNMENT FUNCTIONING : Premier's Department, Prime Minister's Department, Chief Secretary, and socio-moral issues that affect family life such as prostitution, alcohol, pornography, gambling etc.
- 4.19.25 ABORIGINAL AFFAIRS : Education, Training, Employment, Housing, Health, Land Rights, Heritage etc.
- 4.19.26 BASIC PRINCIPLES FOR DEVELOPMENT OF POLICY POSITIONS
  - 4.19.26.1 Policy on moral, religious, social welfare, justice, family, and freedom issues to be developed on the basis of Biblical principles and justified thereby from the Scriptures.
  - 4.19.26.2 On other than moral, religious, social welfare, justice, family, and freedom issues, the CDP would normally support the Government in power on the basis that it has been elected by the people of the State to govern and that it should be allowed to

govern in accordance with that mandate, where there is no conflict with the CDP National Charter.

- 4.19.26.3 Any departure from the second principle to be taken only after debate and decision by the Members of the CDP in accordance with the appropriate provisions of the Rules.
- 4.19.26.4 CDP policy on other issues to be based on rational consideration of the issues involved, where possible justified by Scripture warrant, to result in credible, justifiable, and workable policy statements that can be supported with reference to principles of moral, religious, justice, social welfare, family, freedom, and economic rationality.

(For Guidelines for Convenors of CDP Policy Advisory Working Groups see Appendix A)

## **4.20 Standing Committees, as required, consist of :-**

### **4.20.1 PRAYER AND RENEWAL STANDING COMMITTEE.**

Is to focus on the spiritual perspective of the CDP; to mobilise prayer support for the ongoing ministry of CDP; to pray daily for the Office-Bearers and work of the CDP; to inspire many people to pray daily for CDP; to ensure that prayer is an integral part of all CDP functions, meetings, and conferences; to arrange days of prayer and fasting for the nation and the CDP; and to organise occasions to pray for specific circumstances .

A monthly Prayer Bulletin to inspire people to pray effectively for the CDP is to be issued by the Convenor of this Standing Committee who will be the CDP Prayer Convenor.

### **4.20.2 CAMPAIGN STANDING COMMITTEE.**

For organising and coordinating details and arrangements for Federal, State and Local Government Elections or By-Elections at any level. The Convenor will be the State President or his nominee.

*(For details of Committee Functions see Section 4.21.1)*

### **4.20.3 FINANCE STANDING COMMITTEE.**

Consists of the Fund-Raising Officer (Chairperson), the State Treasurer, Assistant State Treasurer (co-opted), and nominated members to be involved in spearheading fund-raising and other activities relating to the finance of the CDP. The Convenor will be the State Treasurer.

*(For details of Committee Functions see Section 4.21.2)*

### **4.20.4 POLICY STANDING COMMITTEE.**

Having oversight of the various Policy Advisory Working Groups with its membership comprising the Convenors of the Policy Advisory Working Groups. The Convenor of this Standing Committee will be the State President or his nominee.

*(For details of Committee Functions see Section 4.21.3)*

### **4.20.5 PUBLICITY AND PROMOTION STANDING COMMITTEE.**

For the dissemination of information and the promotion of the Organisation to those beyond the membership of the CDP, e.g. media, churches, general public. The

Convenor will be the State Publicity Officer. *(For details of Committee Functions see Section 4.21.4)*

#### **4.20.6 COMMUNICATIONS STANDING COMMITTEE.**

For the dissemination of information to the members and supporters of the CDP, e.g. the quarterly Parliamentary Report, news bulletins, and Family World News. The Convenor will be the State Manager. *(For details of Committee Functions see Section 4.21.5)*

#### **4.20.7 CANDIDATES STANDING COMMITTEE.**

For the consideration of nominations on the approved Candidate's Application Form for Candidature in Federal, State, and Local Government Elections and subsequent recommendations to the State Management Committee. The Convenor will be the State Manager. *(For details of Committee Functions see Section 4.21.6)*

#### **4.20.8 MEMBERSHIP STANDING COMMITTEE.**

For the consideration of Applications for Membership and recommendations to the State Management Committee, and ensuring relevant information is sent to prospective or new members. The Convenor will be the State Membership Officer. *(For details of Committee Functions see Section 4.21.7)*

#### **4.20.9 NOTE.**

All STANDING COMMITTEES will submit monthly written reports to the State Management Committee together with recommendations for further action. All Convenors of Standing Committees are to be nominated by the State President in consultation with the State Manager on an annual basis through the State Management Committee for confirmation by the Annual State Council.

### **4.21 Standing Committee Functions**

#### **4.21.1 Campaign Standing Committee**

- (a) Work towards the election of Candidates standing for Local, State, and Federal elections.
- (b) Be familiar with all legal provisions controlling Elections.
- (c) Interview potential Candidates prior to nomination.
- (d) Recommend Candidates to the State Management Committee for all Elections.
- (e) Inspire CDP workers to help in election campaigns.
- (f) Supply material of Education and Communications Standing Committee on how to campaign effectively and the qualities needed in a Candidate.
- (g) Liaise with the Australian Electoral Commission and the State Electoral Commission to ensure the ongoing registration of the Christian Democratic Party.
- (h) Be part of the Candidates Standing Committee.

#### **4.21.2 Finance Standing Committee**

- (a) Organise fund-raising to meet budget requirements for the year.



- (b) Produce budget statements each quarter for the State Executive and the State Council.
- (c) Monitor spending of the CDP to ensure that it is within budget.
- (d) Plan regular Membership Drives as a means of ensuring an ongoing source of income.
- (e) Provide opportunities for members and supporters to make additional contributions.
- (f) Provide ideas and motivation for effective fund-raising.

NOTE : Whenever possible, the CDP is to operate free from all debt.

#### **4.21.3 Policy Standing Committee**

- (a) The Policy Standing Committee will have the general oversight and coordination of the various Policy Committees.
- (b) The Policy Standing Committee will comprise membership from each of the Policy Committees, one member from each Committee.

#### **4.21.4 Publicity and Promotion Standing Committee**

- (a) Prepare and supervise CDP Financial Appeal in consultation with the Finance Standing Committee and Communications Standing Committee for final approval by the State Management Committee.
- (b) Monitor the media.
- (c) Draft media releases.
- (d) Select people in the media to promote CDP initiatives and policy in a favourable light.
- (e) Inform churches and the general public about CDP initiatives.
- (f) Monitor public opinion of the CDP.
- (g) Supply information to the Education and Communications Standing Committee on how to effectively deal with and use the media.

#### **4.21.5 Communications Standing Committee**

- (a) Prepare a regular Parliamentary Report and general CDP Report for dissemination to all interested people.
- (b) Organise and produce training seminars and material to teach people how to function in the CDP positions and to be effective in all aspects of social change.
- (c) Ensure there is material for a new message on the telephone update line and that it is promoted to all interested people.
- (d) Liaise with Regional Organisers.

*NOTE: All positions in the CDP should involve a training course.*

#### **4.21.6 Candidates Standing Committee**

- (a) The Candidates Standing Committee is initially responsible for the consideration of nominations on the approved Candidates Application Form.

- (b) After consideration of the written Application, references are to be sought from :-
  - i) The local Electorate Coordinator
  - ii) A local Minister, Pastor, or Priest
- (c) Distinction must be clearly made between candidates for the local Electorate or the Senate/Upper House positions.
- (d) The candidate will need to be interviewed by the Candidates Standing Committee or a nominated local Committee, of whom the Electorate Coordinator will be the Chairperson.
- (e) Following recommendations, the State Management Committee will consider the Applications and make further recommendations for the State Council for their notification.
- (f) The Upper House Candidates will be selected in cooperation with the State Council to determine an acceptable team with a minimum of sixteen (16) Candidates to meet current legal requirement of fifteen (15) Candidates.
- (g) Selections take place when a seat becomes vacant after a CDP member resigns or when there is an approaching State or Federal Election.
- (h) If there is an approaching Election then the selection must be made if possible one (1) year prior to the estimated day the Election can take place.
- (i) If possible, all nominations will be ratified by the State Convention.

#### **4.21.7 Membership Standing Committee**

- (a) To consider and recommend the acceptance or rejection of all Membership Applications of all categories to the State Management Committee for endorsement. All Membership Applications to be finalised within four (4) to six (6) weeks and, if received directly and not through a Branch, to be recommended to the Branch for their recommendation.
- (b) To ensure the efficient, up-to-date and accurate maintenance of all Membership Records.
- (c) To organise and supervise the Annual Membership Drive.

## **Clause 5 - Employment Positions**

### **5.1 State Manager**

#### **5.1.1 Employment Procedure**

The State Manager is employed by the State Management Committee through a normal employment application/interview process. Selection criteria for the position shall be determined by the State Management Committee who shall appoint a Selection Sub-Committee to assess applications and conduct job interviews. The Selection Sub-Committee will report to the State Management Committee and submit a list of recommended candidates, from which the State Management Committee will select the most suitable candidate for the position. The employment shall be on a

fixed term contract the details of which have been determined by the State Management Committee.

### **5.1.2 Role**

The State Manager serves as the manager of the CDP State Organisation. The State Manager is directly responsible to the State Management Committee.

### **5.1.3 Duties**

The State Manager is responsible for the overall operation, promotion, expansion and maintenance of the CDP, and the implementation of strategic and operational policy decisions of the State Management Committee. The State Manager will work in close co-operation with the State Secretary, State Treasurer, Office Manager, State Co-ordinator, State Campaign Manager, and all other CDP Office Bearers. The State Manager is also responsible for co-operation with other State and Territory Branches. The State Manager will present a monthly report to the State Management Committee and State Council meetings. Any actions taken, after consultation with the State Executive on behalf of the Management Committee, or in a matter requiring urgent action are to be reported to the next State Management Committee meeting for endorsement. The State Manager serves as a non-voting attendee to the State Executive. (*See State Manager Job Description – By-Law 015*)

### **5.1.4 Performance Review**

A Performance Review will be conducted at least annually with an option of a six-monthly review. The review will be conducted by a sub-committee – which may be the selection sub-committee – appointed by the State Management Committee. The sub-committee will submit its report to the State Management Committee for their review and feed-back.

## **5.2 Office Manager**

### **5.2.1 Employment Procedure**

The Office Manager is employed by the State Management Committee through a normal employment application/interview process. Selection criteria for the position shall be determined by the State Management Committee who shall appoint a Selection Sub-Committee to assess applications and conduct job interviews. The Selection Sub-committee will report to the State Management Committee and submit a list of recommended candidates from which the State Management Committee will select the most suitable candidate for the position. The employment shall be on a fixed term contract the details of which have been determined by the State Management Committee.

### **5.2.2 Role**

The Office Manager is responsible for the efficient management and operation of the State Office. The Office Manager will work in close consultation and cooperation with the State Manager and will report to the State Management Committee through the State Manager.

### **5.2.3 Duties**

The Office Manager will consult with the State Manager to determine the functions required to enable the efficient operation of the CDP State Office. The Office

Manager is responsible to ensure that the determined functions are established and properly carried out, and will supervise office staff and volunteers. The Office Manager will provide a monthly report for inclusion in the State Manager's monthly report to the State Management Committee and State Council meetings.

*(See Office Manager Job Description – By-Law 016)*

### **5.3 Other Staff Positions**

Other staff positions may be appointed from time to time at the request and recommendation of the State Manager and/or the Office Manager through the State Manager. Additional staff positions may include those of bookkeeper, data entry positions, and such other positions as may be determined.

The employment of staff positions, Employment Procedure, Role, and Duties for each position are to be approved by the State Management Committee. Job Descriptions are to be drawn up for all additional positions.

### **5.4 State Field Officer**

#### **5.4.1 Appointment**

The State Field Officer will be nominated to the State Management Committee by the State Manager after consultation with the State Campaign Manager and the State Coordinator for usually a three (3) year term. The appointment will be made by the State Management Committee and ratified by the State Council. The position may be full-time or part-time.

#### **5.4.2 Role**

The State Field Officer is to serve as a facilitator and supporter at local functions at which the CDP will be represented with the intent of assisting in the development of the local support constituency.

#### **5.4.3 Responsibilities**

The State Field Officer works with Regional Organisers and Electorate Coordinators in conducting and coordinating seminars, meetings, rallies, and services in the various Electorates throughout the State.

The State Field Officer reports to the State Manager who in turn reports on this position to the State Management Committee and State Council.

*(See State Field Officer Job Description - By-Law 017)*

### **5.5 Employment**

All employees of the CDP will be employed under the CDP standard workplace agreement with the relevant approved modifications applicable to their role.

## **Clause 6 – CDP Electorate Branches**

- 6.1 The CDP Members, approved Polling Booth Workers and other co-opted and approved Supporters will comprise the Electorate Branch in each of the State Electorates. Any accredited Branch must have at least ten (10) financially current CDP members. A Branch with less than ten (10) CDP members will be recognised as a Provisional Branch.
- 6.2 All Electorate Branches and Sub-Bran­ches must be officially recognised and credentialed by the State Management Committee and finally approved by the State Council. The Branch President will be ex-officio Chairperson of the Electorate Branch. Other Branch Officers and Convenors will be appointed as nominated by the Branch President in consultation with the Branch Members.

*(For Branch Rules, see Appendix B)*

## **Clause 7 – State Divisions**

Various State Divisions will be formed and/or affiliated to expand the impact of the CDP in special interest areas. Confirmation of 66% of the State Council is required. The State Divisions shall be :-

- 7.1 Youth - “Young CDP”
- 7.2 Women
- 7.3 Men
- 7.4 Children
- 7.5 Aborigines
- 7.6 Ethnic Groups - Liaison Representatives to be appointed to represent the various ethnic groups.
- 7.7 Denominational Groups - Each denomination to be represented by a Liaison Officer.

## **Clause 8 - Young CDP**

- Young CDP is the Youth Division of the CDP.
- The age range for membership of the Young CDP is from 16 years to 29 years.
- The purpose of Young CDP is to attract young people to the CDP, to represent young Christians to the leaders of our nation in State and Federal Parliament, and to ensure that the voice of young Christians State-wide is considered during the process of relevant policy development.
- The aims of Young CDP are to :-
  - a) Inform and educate its members about the CDP – CDP principles, policies, and purpose to uphold Godly principles in government and society.

- b) Take programmes of information and education about government and the CDP to schools, youth forums, youth groups etc
  - c) To educate young Christians on the importance of voting in line with Christian moral principles..
  - d) To nurture its members by fostering friendship, fellowship, and co-operation within its membership.
  - e) To engage its members in supporting the CDP during election campaigns by all available and appropriate means such as manning polling booths, assisting with promotional activities, assisting with the preparation and distribution of election material etc.
  - f) To identify, train and develop Godly leaders who can fulfil future Christian parliamentary and party leadership roles, such young people to participate in a leadership development programme.
  - g) To encourage and equip its members to move into CDP membership when they reach the age at which they exit the Young CDP.
- The Young CDP is subject to the CDP National Charter and Constitution and Rules.
  - The position of Co-ordinator of the Young CDP is an employment position appointed by the State Management Committee. The position may be appointed by the normal employment process of application and interview, or by a recommendation/interview process. The State Management Committee will appoint a sub-committee to undertake the interview and to make recommendation to the Management Committee. The terms and conditions of employment are to be determined by the State Management Committee, and a Job Description is to be developed for this position.
  - A representative of the Young CDP is to be appointed to the Management Committee, such appointment to be endorsed by the State Council.
  - Office Bearers in Young CDP are to sign the Affirmation of Faith and Practice.
  - The annual Membership Fee for Young CDP will be reviewed and determined by each Annual State Council.
  - Young CDP is not financially independent of the CDP and does not hold its own bank account, but is required to develop an annual budget of income and expenditure for inclusion in the CDP NSW State Branch financial records.
  - No expenditure is to be made by or on behalf of Young CDP except as listed by the State Treasurer in the monthly expenditure listing which the Treasurer tables at each monthly State Management Committee meeting for scrutiny and authorisation for payment.

## **Clause 9 - Annual State Convention**

### **9.1 Composition**

The Annual State Convention will be comprised of all State Office Bearers, the State Management Committee and State Council, Electorate Coordinators and Regional Organisers, delegates from each CDP Electorate Branch, Convenors of the State

Policy Advisory Working Groups, together with Branch Executives, CDP Members, Supporters and Workers, Prayer Partners and Donors.

## **9.2 Purpose**

The Annual State Convention is to provide an opportunity to all CDP members, supporters and workers to meet together for fellowship, inspiration, and instruction.

## **9.3 Date and Location**

The Annual State Convention will normally be held in August or when decided by the Annual State Council on the recommendation of the State Management Committee, and will be held, where possible, in a residential Conference Centre.

## **9.4 Composition of Annual State Council**

The Annual State Council will be comprised of two elected delegates from each CDP Electorate Branch and all State Electorate Coordinators. Approved observers may attend.

## **Clause 10 – Policies**

- 10.1 Fund-Raising Policy : As the CDP is opposed to all forms of gambling, no gambling methods such as raffles, chocolate wheels, bingo, lotteries, poker machines, sweeps, horse racing etc. which may offend other CDP members will be used for any CDP fund-raising activities.
- 10.2 Alcohol Policy : As the CDP is opposed to the promotion and advertising of alcohol, no alcohol will be provided, served, or allowed at any CDP dinner, function etc., including all forms of alcoholic beverages, beer, spirits, etc. which may offend other CDP members. Non-alcoholic wines, juices etc. will be provided.
- 10.3 Cigarette Smoking Policy : As the CDP is opposed to the promotion and advertising of all forms of tobacco, CDP functions will normally be held in non-smoking venues.
- 10.4 Illegal Drugs Policy : The CDP is totally opposed to all illegal drugs such as marijuana, heroin, cocaine etc. Obviously, as the CDP is totally opposed to all illegal drugs, this is not a matter for individual conscience. Persons so indulging will be immediately expelled from the CDP

## **Clause 11 - Membership**

- 11.1 Membership of the CDP is subject to acceptance of, and adherence to, the CDP National Charter and the Constitution and Rules.

Members of the CDP will be either Financial or Honorary according to the various categories listed below :-

Foundation Member	Financial
Life Member	Honorary

Full Membership	Financial
Concession Membership	Financial
Youth Member	Financial
Corporate Member	Financial

- 11.2 CDP has supporters with financial and non-financial status.
- 11.3 APPLICATION for Membership is to be made on the official Membership Application Form and accompanied by the appropriate Membership fee where applicable. Such application is to be duly processed by the State Office, the Electorate Branch, or through the Branch Membership Secretary.
- 11.4 ACCEPTANCE - the Branch Membership Secretary may consult with Branch Members and shall consult with the Branch Executive before accepting a Membership Application, but processing must be complete within 30 days .
- 11.5 REJECTION of a Membership Application is at the discretion of the Membership Standing Committee in consultation with the local Branch but should be only in exceptional circumstances.
- 11.6 APPROVAL – All Membership Applications, whether accepted or rejected, must be forwarded to the CDP State Office for ratification by the Membership Standing Committee. When a Membership Application is received directly by the State Office and not through an Electorate Branch, the Application, if approved, must be advised immediately to the Electorate Branch to which the membership applies.
- 11.7 REVERSAL - If for any reason the Membership Standing Committee disagrees with the decision of a Branch, the situation will be resolved by discussion and, if necessary, arbitration by the State Manager for recommendation to the State Management Committee for confirmation.

## 11.7 Discipline Clause

In the event of behaviour and/or attitude being practiced by a member of the NSW CDP State Branch which is contrary to the undertaking given by the member upon their application for membership, and therefore damaging to the existence and work of the CDP, every effort shall be made to reach reconciliation and restore the member according to the Biblical principles set out as follows :

Galatians 6:1 – “Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted.” (NKJV)

Matthew 18:15-17 - the 3-step meeting process making every endeavour to address the issue and achieve reconciliation.

If such efforts are unsuccessful, the following disciplinary procedures may then be followed:-

### 11.7.1 Expulsion of Members of the CDP

- 11.7.1.1 If the State Management Committee considers that a member should be expelled from membership of the NSW CDP State Branch because his or her conduct is



detrimental to the interests of the CDP, the State Management Committee shall communicate, either orally or in writing, to that member :-

- (a) Notice of the proposed expulsion and of the time, date and place of the State Management Committee meeting at which the question of the expulsion shall be decided; and
  - (b) Particulars of that conduct, not less than 30 days before the date of the State Management Committee meeting referred to in (a).
- 11.7.1.2 At the State Management Committee meeting referred to in a notice communicated under sub-rule (11.7.1.1), the Management Committee may, having afforded the member a reasonable opportunity to be heard by, or to make representations in writing to the Committee, expel or decline to expel that member from membership of the CDP and shall, forthwith after deciding whether or not so to expel that member, communicate that decision in writing to that member.
- 11.7.1.3 The State Management Committee shall, upon reaching its decision according to the requirements of sub-rule (11.7.1.2), immediately advise the State Council of the decision which has been made. The decision of the State Management Committee either to expel, or to decline to expel, a member of NSW CDP State Branch shall be ratified by the State Council.
- 11.7.1.4 Subject to sub-rule (11.7.1.6), a member who is expelled under sub-rule (11.7.1.3) from membership of the CDP ceases to be a member fourteen (14) days after the day on which the decision so to expel him or her is communicated to him or her under sub-rule (11.7.1.2).
- 11.7.1.5 A member who is expelled under sub-rule (11.7.1.2) from membership of the CDP shall, if he or she wishes to appeal against that expulsion, give notice to the State Secretary of his or her intention to do so within the period of fourteen (14) days referred to in sub-rule (11.7.1.4). Upon receipt of a notice to appeal the State Secretary will notify the NSW State Council of such notice.
- 11.7.1.6 When notice is given under sub-rule (11.7.1.5) :-
- (a) The NSW State Council may, after having afforded the member who gave the notice of appeal a reasonable opportunity to make representations in writing, and/or to attend a special State Council meeting called for the purpose of conducting a Right of Appeal, confirm or set aside the decision of the State Management Committee to expel that member; and
  - (b) The member who gave the notice of appeal does not cease to be a member unless and until the decision of the NSW State Council to expel him or her is confirmed under sub-rule (11.7.1.6(a))

## **Clause 12 - Removal of an Officer-Bearer of CDP**

- 12.1 A request to remove an Office-Bearer of the NSW CDP shall be signed by one member of the State Management Committee and delivered to all members of the Committee prior to the commencement of the next Committee meeting.
- 12.2 The members of the State Management Committee signing the request in sub-rule (12.1) shall move at a properly constituted Committee meeting that the Office-Bearer concerned be stood down from his or her functions. In the event that no seconder is

found for the motion, the Office-Bearer will remain in his or her position until the term of the appointment is completed or a casual vacancy occurs for his/her position.

- 12.3 A decision by the State Management Committee to remove an Office-Bearer from his or her position shall be referred to the State Council for ratification.
- 12.4 An Office-Bearer removed under this rule may nevertheless remain a member of the NSW CDP unless he or she is expelled under rule (11.7.1).

## **Clause 13 – Affirmation of Faith and Practice**

### **13.1 STATE OFFICE-BEARERS AND STATE COMMITTEE CONVENORS**

All persons nominated as State Office-Bearers or State Committee Convenors must attach a signed Affirmation of Faith and Practice to their nomination form. *(Refer to Appendix D – Part 1)*

### **13.2 CDP CANDIDATES**

All persons applying to be a CDP Candidate for Local, State, or Federal Elections must attach a signed Affirmation of Faith and Practice to their application form. *(Refer to Appendix D – Part 1)*

### **13.3 LOCAL BRANCH OFFICE BEARERS**

All persons nominated as local Branch Office Bearers must attach a signed Affirmation of Faith and Practice to their nomination form. *(Refer to Appendix D - Part 2)*

### **13.4 MEMBERS**

All persons applying to be Members of the CDP must, as part of their Membership Application, attach a signed Members Affirmation of Faith and Practice to their Application Form. *(Refer to Appendix D – Part 2.1)*

### **13.5 SUPPORTERS AND PLEDGE PARTNERS**

All persons wishing to be Supporters/Pledge Partners of the CDP must, as part of their Application, attach a signed Supporters Affirmation of Faith and Practice to their application form. *(Refer to Appendix D)*

## **Clause 14 - Powers of the Organisation**

- 14.1 To establish Branches of the Organisation in any place within New South Wales.
- 14.2 To provide, maintain, manage, and carry on Headquarters, Clubs, Social Centres, and places of meeting or recreation or instruction within Australia as may be required, and to furnish, equip, and provide supplies.
- 14.3 To purchase, take on lease or in exchange, hire or otherwise acquire any real and personal estate which may be deemed necessary or convenient for any of the purposes of the Organisation.
- 14.4 To construct, maintain and alter any houses, buildings or works necessary or convenient for the purposes of the Organisation.
- 14.5 To take such steps by personal or written appeals, Public Meetings or otherwise, as may from time to time be deemed expedient for the purposes of procuring

contributions to the funds of the Organisation in the shape of donations, annual subscriptions, or otherwise.

- 14.6 To invest any funds of the Organisation not immediately required for any of its objects, in such a Manner as may from time to time be determined.
- 14.7 To enter into any arrangement for amalgamation, joint working or cooperation with any Party, Association, Society, or Body of Persons whether incorporated or not, carrying on work or having objects similar to the works and objects of the Organisation and to assist and support by pecuniary contributions or otherwise the operations of any such Party, Association, Society, or Body, and to take over upon any terms all or any of the property undertakings and liabilities of any such Party, Association, Society, or Body.
- 14.8 To produce and publish and to distribute gratuitously or otherwise such books, newspapers, pamphlets, periodicals and other literature as may seem calculated to promote the objects of the Organisation.
- 14.9 To receive and accept donations, subscriptions and endowments of money or any form of property.
- 14.10 To borrow with or without security for the purpose of carrying out and exercising any of the objects or powers of the Organisation.
- 14.11 To improve, manage, develop, sell, exchange, lease, mortgage or otherwise deal with or turn to account (but subject to such consent or approval as may by law be required) all or any of the property of the Organisation.
- 14.12 To engage all paid Officers and servants of the Organisation and to fix their remuneration and terms of employment.
- 14.13 To terminate the employment of all paid Officers and servants of the organisation.
- 14.14 To grant and pay such pensions, salaries, gratuities or other sums in recognition of service to any person as may from time to time be approved by the Federal Executive or a State Executive Committee of the Organisation.
- 14.15 To appoint three (3) Trustees, personal or corporate, to receive and hold any property on behalf of the Organisation and to allow any such property to remain vested in such Trustee or Trustees. (See Clause 16)
- 14.16 To do all such acts and things as are or may be incidental or conducive to the attainment or furtherance of any of the objects or the exercise of any of the powers of the Organisation.

## **Clause 15 – Non-Profit Organisation**

- 15.1 As a non-profit Organisation, the income and property of the CDP Organisation whensoever derived shall be applied solely towards the promotion of its objectives as set forth in the Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever to its Members, provided that nothing herein shall prevent the payment in good faith of remuneration to any Officer or servant of the Organisation for services actively rendered to the Organisation.

- 15.2 It shall be obligatory on any Member of the State Council, the State Management Committee, or the Standing Committees to declare any financial or direct personal interest in any matter under discussion or for decision. Failure by any Member obliged to declare his/her interest shall not make any decision invalid but open to challenge and reconsideration by the relevant Committee.

### **Clause 16 – Trustees**

- 16.1 Three (3) Trustees who are financial members of the CDP shall be appointed by the CDP State Management Committee to exercise the relevant powers of the Organisation, subject to Clause 14.
- 16.2 To purchase, take on, lease or in exchange, hire or otherwise acquire any real (or) personal estate which may be deemed necessary or convenient for any of the purposes of the Organisation.
- 16.3 To invest on behalf of the Organisation.

### **Clause 17 – Resignation from Parliament Due to Ill Health or Death**

When an elected CDP Member of Parliament is forced to resign from Parliament due to ill health or if a CDP Member of Parliament dies whilst in office, the vacancy will be filled by this procedure :-

- (a) The State Management Committee will nominate the successor to the State Council. The State Council will endorse the nomination of one accord with a minimum of 66% of the State Council members present.
- (b) The State President and the State Secretary will sign a written nomination of the CDP successor for the CDP vacancy and forward this written advice to the relevant presiding Officer – President of the Legislative Council, Speaker of the Legislative Assembly – and the Governor-General of Australia.

### **Clause 18 – Financial Auditing**

A certified Auditor will be nominated by the State Treasurer and appointed by the State Management Committee to conduct an annual audit of all CDP Financial Statements, records, receipts, payments etc. and to audit all CDP Election Returns to the Electoral Funding Authority.

### **Clause 19 – Financial Accountability**

The State Management Committee will ensure efficient accounting and management of the financial affairs of the NSW State Branch including all funds, donations, expenditure, and investments, and will make every effort to maintain a Branch balance.

All cheques and financial instruments requiring signature will be signed by any two (2) of the five (5) Authorised Officers, these authorised Officers being the President, Treasurer, Assistant Treasurer, Office Manager, State Secretary. At least one of the signatories must be either the Treasurer or Assistant Treasurer.

All cash, offerings at rallies, fund-raising efforts is to be counted by at least two (2) authorised persons.

Payments by electronic means are to be approved by the State Treasurer and the State Manager or another delegated CDP Executive Member.

Persons authorised to operate on all NSW CDP State Branch electronic and on-line banking be the State Treasurer, Assistant State Treasurer and State Secretary only.

## **Clause 20 - Indemnity**

The CDP State Branch will indemnify State Branch Office Bearers and employees through the relevant insurance as appropriate for reasonable acts carried out in good faith in their authorised duties according to the State Constitution and authorised agreements.

## **Clause 21 - Amendment of CDP NSW State Branch Constitution**

This CDP NSW State Branch Constitution may be amended by :-

- 21.1 Constitutional Convention, which may be convened by the NSW State Management Committee at any time, or within a year after receiving a requisition from 20% of the registered Delegates at a NSW State Council meeting;
- 21.2 Subject to sections 21.3 and 21.4 hereof, 66% of the Delegates at the NSW Annual State Council meeting. Subject to sections 21.3 and 21.4 delegates' entitlement, notice requirements and the procedure for the election of Delegates in respect of a Constitutional Convention shall be the same as for the NSW Annual State Council meeting.
- 21.3 Before convening a Constitutional Convention, the NSW State Management Committee shall appoint a Constitution Review Committee which shall examine the Constitution, call for submissions from all members and Branches of the Party and submit proposed amendments of the Constitution to the State Management Committee. The State Management Committee shall submit proposed amendments to the Constitutional Convention for its consideration. The agenda and proposed amendments to be circulated to delegates at least fourteen (14) days prior to the Convention.
- 21.4 Any proposed amendment to the Constitution must be submitted to the Constitution Review Committee not less than sixty (60) days prior to the Constitutional Convention and reported upon by the Constitution Review Committee whose report must be circulated to delegates with the proposed amendments.
- 21.5 Any proposed amendments to this Constitution must be passed by at least a 66% majority at the Constitutional Convention.

## **Clause 22 – Winding Up Procedures**

When and if the State Management Committee and the Annual State Council agree by at least 66% of Members present to wind up the State Branch, all funds and records will be forwarded to the National CDP Secretary. If the National Administration Committee and all State Management Committees and State Councils vote by at least

66% of members present at duly advertised meetings (30 days before the meeting date) to wind up the CDP Organisation then all assets, cash/bank accounts, records, etc. will be forwarded to an organisation with similar aims.

### **Clause 23 – State Advisory Council**

Members of the State Advisory Council, comprising invited church and community leaders, may provide relevant advice to the State Management Committee as and when requested. Members comprising the State Advisory Council shall be nominated by the State Management Committee and endorsed by the State Council.

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#### **Recent “typo” corrections to the document, made on 11-4-2010 :-**

11.7.1.3      The State Management Committee shall, upon reaching its decision according to the requirements of sub-rule (11.7.1.2), immediately advise . . . . .

*This was incorrectly shown as (11.7.1.20).*

12.4            An Office-Bearer removed under this rule may nevertheless remain a member of the NSW CDP unless he or she is expelled under rule (11.7.1).

*Brackets added to 11.7.1 for consistency.*