

12.1 SYNOD BY-LAW

12.1.1 The membership of the Synod of South Australia shall consist of:

- a. The President and General Secretary of the Assembly.
- b. Moderator, ex-Moderator, Moderator-Elect, General Secretary of the Synod and Property Officer of the Synod as ex officio members.
- c. 60% of Ministers of the Word, Deaconesses, Deacons, Community Ministers, Lay Pastors and Youth Workers who are members of a presbytery within the bounds of the Synod [Reg. 3.3.7 (a) (iii)]
 - (i) For the 2020 Annual Synod meeting, each of the three presbyteries are to appoint 30 ministers
- d. Confirmed lay members appointed by each presbytery, being not fewer than the number of ministerial members [Reg. 3.3.7(iv)]
 - (i) For the 2020 Annual Synod meeting, each of the three presbyteries are to appoint 30 confirmed lay members
- e. In appointing members, presbyteries are to ensure the balance of male/ female, rural/ urban, and are strongly urged to include members who are culturally and linguistically diverse, UAICC members, Chaplains, Lay Preachers, and members under 35 years old.
- f. Confirmed members representing bodies directly responsible to the Synod:
 - 4 members of Uniting Aboriginal & Islander Christian Congress (Chair of Regional Council, Development Officer & two Elders appointed by Regional Council)
 - 1 member of Resources Board
 - 1 member of Mission & Leadership Development Board
 - 6 members of UnitingCare SA organisations' boards
- g. Members of Synod Standing Committee whose terms are continuing
- h. 2 candidates for the ministries of Minister of the Word, & Deacon.

Note: Executive Officers of the Synod, and General Manager Resources will be non-voting, resourcing members of the Synod meeting.

STANDING COMMITTEE

12.1.2 **Members**

- a. Moderator, ex-Moderator, Moderator-Elect, General Secretary of the Synod and Property Officer of the Synod as ex officio members.
- b. One (1) person appointed by the UAICC (SA).
- c. Thirteen (13) other members elected by the Synod. Of the thirteen (13) elected members:
 - i. At least four (4) shall be women and at least four (4) shall be men, the other five (5) being of either gender.
 - ii. At least three (3) members shall be from rural Congregations.
 - iii. At least two (2) members shall be persons under 35 years of age.
 - iv. Only two (2) members may be paid staff working full-time at 212 Pirie Street and the Uniting College for Leadership & Theology.
 - v. At least two (2) members shall be from each Presbytery, but no more than half the elected members may be from any one Presbytery.

- d. Up to two (2) members co-opted by the Committee.
- e. Within the ex-officio, appointed, elected and co-opted members there is to be expertise in financial management, legal knowledge and principles of good governance.
- f. Ministers and lay persons shall be elected, the lay members being not fewer in number than the ministerial members.
- g. All members of each Standing Committee are to undertake an induction process in governance and financial management.

12.1.3 **Others Attending**

- a. An observer invited by the UAICC, with the observer to have the right to speak on particular matters only when invited by the UAICC member and when the Standing Committee agrees.
- b. Associate General Secretary
Executive Officer, UnitingCare
Executive Officer, Placements and Safe Church
Team Leader, Mission Resourcing
Executive Officer, Mission & Leadership Development shall attend as observers to resource the Committee.
- c. Others may attend to facilitate the meeting at the invitation of the Moderator and/or the General Secretary.

Note: All meetings of any council of the Church are open meetings, which any person can attend as observers, and at which they can speak with the permission of that Council.

12.1.4 The method of election shall be in the following manner:

- a. The Synod shall hold an election for the Standing Committee at its annual meeting.
- b. The Standing Committee shall appoint a nominating committee of up to five (5) people.
- c. The Nominating Committee:
 - i. Shall receive expressions of interest from prospective nominees as well as suggestions of suitable prospective nominees from members of Synod.
 - ii. May approach people they consider would be suitable members of the Standing Committee.
 - iii. Shall consult the people identified to determine their willingness to be nominated for membership of the Standing Committee.
 - iv. Shall assess the suitability of the candidates according to agreed criteria.
 - v. Shall bring to a full meeting of the Synod the names and profiles of the nominees, at least the number required to be elected.
 - vi. Shall particularly seek nominations from people with skills in financial management, legal knowledge and the principles of good governance.
- d. Members of the Synod may make additional nominations at or prior to the meeting where the election will take place.
- e. That the following be the criteria to guide the Nominating Committee:

- i. The requirements of the regulations and categories needed such as gender balance, lay and ordained, rural and urban, and youth.
 - ii. The ability to contribute to the deliberations and decision making of the Standing Committee.
 - iii. The collective membership reflect the perceived theological diversity within the Synod.
 - iv. The inclusion of people who could contribute significantly in leadership to the Uniting Church in the future.
- f. Elected members will serve for a 2 (two) year period and be eligible for re-election for a maximum of three additional consecutive two year terms.

12.1.5 The Standing Committee shall have the power to deal with matters of policy referred to it by the Synod provided the quorum shall be the number next above half the membership of the Committee.

12.1.6 The Standing Committee shall have the power to deal with matters of a policy nature not referred to it by the Synod provided that a quorum shall be the number nearest two-thirds of the members of the Committee.

12.1.7 The Standing Committee shall have the power to make decisions by email via an electronic poll.

- a. An electronic poll may be called by the Moderator, on the advice of the General Secretary, if it is considered by the Moderator to not be practicable or necessary to call a face to face meeting or a teleconference of the Standing Committee because of the nature of the business and/or the urgent need for a decision.
- b. Where there is a an electronic poll, a briefing paper will be circulated by electronic means to all members of the Standing Committee stating:
 - (a) The reason for calling an electronic poll
 - (b) The background to the matter before the Standing Committee
 - (c) The proposal
 - (d) The closing date and timetable for the poll
- c. Members of the Standing Committee will be given an opportunity to ask questions or raise any issue with regard to the proposal. Members of the Standing Committee shall have at least 48 hours from the time of the announcement of the poll to do this.
- d. The General Secretary will then circulate to all members a report of the questions raised, responses to those questions and any relevant comments of the members. A reworded version of the poll proposal may be presented at this time.
- e. Members shall then vote on the poll. Members will have at least 48 hours to record their vote from the time the General Secretary has circulated the report on the questions of members as set out in 4 above.
- f. Associate General Secretary
Executive Officer, UnitingCare
Executive Officer, Placements & Safe Church
Team Leader, Mission Resourcing

Executive Officer, Mission and Leadership Development will be provided with the briefing paper and invited to raise questions or issues, and also will be provided with any subsequent report and reworded version of the poll – but will not be allowed to vote.

- g. A quorum of the Standing Committee in accordance with Regs 3.7.4.1 (f) (i) must be engaged in a vote on a proposal for a decision to be made.
- h. If any member of the Standing Committee votes against the proposal, the matter is deferred. A member may abstain in which case the matter is not deferred.
- i. The General Secretary will as soon as practicable declare the poll after its close, to the members of the Standing Committee.
- j. The date of the declaration of the poll will be the date of the decision of the Standing Committee. Such a decision is a decision of the Standing Committee.
- k. The decision will be minuted noting the date of the declaration of the poll, the issue, those participating and the result. The minutes will be approved by the subsequent ordinary meeting of the Standing Committee.

- 12.1.8 The Standing Committee shall report all decisions to the subsequent meeting of the Synod. The confirmed minutes of the Standing Committee shall be made available to any member of the Synod upon request.

TRAVELLING EXPENSES

- 12.1.9 The Synod shall include in its Annual Budget (which is incorporated within the Synod Mission and Service Fund) a provision for the reimbursement for the travelling expenses incurred in respect of:

- a. Attendance of representatives from each Congregation at authorised meetings of the Synod. .
- b. Authorised meetings of the following Synod committees:
 - i. Synod Standing Committee;
 - ii. Placements Committee;
 - iii. Any commission, board or other committee that has a direct reporting responsibility to the Synod Standing Committee;
 - iv. Authorised meetings of Presbytery Officers and Synod Officers
Such other meetings as may be authorised by the, the Synod or the Synod Standing Committee from time to time.

- 12.1.10
- a. The rate of reimbursement, shall be at the relevant rate approved by the Synod each year in Ministers Stipend, Allowances & Charges Schedule for “Travelling Own vehicle(Stipends Schedule A.9) or Travelling leased vehicle(Stipends Schedule A.10)
 - b. The first hundred and fifty (150) kilometres of travel incurred for any member attending meetings of the Synod pursuant to by-law 12.1.9 b. shall **NOT** be subject to reimbursement.
 - c. Travel for a Minister for the purpose of placement conversation, where the distance travelled is greater than one hundred (100) kilometres, shall have half the cost met by the

Travel Equalisation Fund and half by the calling congregation. The cost of travel that is less than one hundred (100) kilometres, shall be met by the calling congregation. (Placements Handbook 10.2.11).

- d. With respect to representatives from Kangaroo Island attending Synod meetings provision shall be made within the Synod Budget for reimbursement of economy air fares.
- e. Each congregation shall ensure that arrangements for authorised travel are made on the most economical basis.
- f. Only claims (by individuals or congregations) that are submitted within three months from the date of travel will be reimbursed.

MODERATOR

Nominations for the Office of Moderator and Process of Election

- 12.1.11
 - a. The Moderator shall normally hold office for a period of three (3) years but it shall be open to a nominee to indicate that they are available for a lesser period. The position shall be full-time.
 - b. At its meeting a year preceding when the election of a Moderator is required, the Synod shall elect a Moderator Nominating Committee of five persons, and shall include a past Moderator, representatives from each presbytery, and shall be representative of the breadth of the Synod
- 12.1.12 In the year in which a ballot for Moderator-Elect is to be held each presbytery and congregation may nominate a person or persons for the office.
 - a. No later than 1 March in the year in which the ballot is to be held the Chairperson of the Nominating Committee shall call for nominations from presbyteries and congregations.
 - b. Nominations for Moderator-Elect submitted by presbyteries and congregations shall be in writing and in the hands of the Chairperson of the Nominating Committee by 30 April. Nominations from congregations need to be signed by an appropriate officer of the congregation and nominations from presbyteries by an appropriate officer of the Presbytery. Nominations from the floor at a meeting of Synod will NOT be accepted.
 - c. In its discernment, in addition to those persons nominated by presbyteries and congregations, the Moderator Nominating Committee may approach any eligible member of the Church to consider allowing their name to be considered by the Committee in its discernment process
 - d. The Moderator Nominating Committee shall forward all nominees a document describing the responsibilities of the Moderator, the terms of appointment and the arrangements for carrying out their existing responsibilities.
- 12.1.13
 - a. The Moderator Nominating Committee shall present at least three (3) nominees to the Annual Meeting of the Synod to be considered for election, accompanied by a report from the Committee and a profile of each nominee, with no reference being made to who initially nominated a person.

- b. The report of the Moderator Nominating Committee shall be forwarded to members of the Synod at least three weeks prior to the meeting where the ballot is due to take place.
- c. The Chairperson of the Moderator Nominating Committee shall present the report to the Annual Meeting of the Synod and shall answer any questions from members of the Synod that arise from it.
- d. Each nominee shall address the Annual Meeting of the Synod for up to five (5) minutes regarding their vision for the Church and what they believe they would bring to the role should they be elected.
- e. The presentation of the nominees, their statements and the ballot for Moderator shall take place on the one day at the Synod meeting.
- f. Personal CVs of the nominees shall be available at the Synod meeting in sufficient copies for members of the Synod to peruse.
- g. No person shall be declared elected unless they shall receive at least one half of the votes cast.
- h. Voting shall be by an optional preferential secret ballot.

12.1.14 The Synod shall make available administrative assistance to the Moderator.

- 12.1.15
 - a. If, for any reason, the Moderator is unable to continue in office, the Synod Standing Committee shall elect a Moderator to act until the next meeting of Synod. If no Moderator-Elect has been chosen, an election shall be held and the person appointed to act in the interim shall be eligible for nomination.
 - b. The title "ex-Moderator" shall apply to the most recent past Moderator able to undertake the duties of ex-Moderator. All other former Moderators shall be called past Moderators.

GENERAL SECRETARY OF SYNOD

12.1.16 The Synod shall appoint a full-time officer as General Secretary of the Synod.

- 12.1.17
 - a. In the fourth (4th) year of the General Secretary's initial term and each three (3) years thereafter, if re-appointed, the Standing Committee shall appoint a committee to review the placement.
 - b. Such committee shall complete the review by 30 September of the same year and report to the first meeting of the Synod or its Standing Committee after that date.
 - c. The decision to re-appoint or to seek a new placement shall be made by the Synod or its Standing Committee.
 - d. When a new placement is to be made, Synod Standing Committee shall take such action as is necessary to bring a suitable nomination to the next meeting of the Synod by advertising and/or by inviting nominations from the Synod and/or by making direct approaches, subject however to the requirement that the placement shall be made only by the Synod either at the next Meeting or at a Special Meeting thereof.

GENERAL SECRETARY'S LIAISON GROUP

- 12.1.18 The Synod Standing Committee shall appoint up to six (6) and no less than four (4) persons to the General Secretary's Liaison Group, consisting of: up to three (3) persons nominated by the General Secretary, and at least half the members being current members of Synod Standing Committee. The group shall be appointed for a period of one year.
- 12.1.19 The purpose of the General Secretary's Liaison Group is:
1. Support the General Secretary in setting key objectives for the forthcoming year;
 2. Undertake an informal annual appraisal process;
 3. Meet with the General Secretary at least four (4) times a year to provide ongoing support, advice and feedback in relation to the exercise of the role, particularly in relation to matters requiring discussion or reporting to the Standing Committee; and
 4. Other matters referred from time to time by Standing Committee. (SC13.180)
- 12.1.20 The group shall be convened as required by the General Secretary or whenever any member of the group requests that a meeting be called.
- 12.1.21 The group shall not be required to keep minutes of meetings or to report to Synod.

MODERATOR'S SUPPORT GROUP

- 12.1.22 The Synod Standing Committee shall appoint up to six (6) but no less than four (4) persons to the Moderator's Support Group, consisting of consisting of: up to three (3) persons nominated by the Moderator, and at least half the members being current members of Synod Standing Committee . The group shall be appointed for a period of one year.
- 12.1.23 The purpose of the Moderator's Support Group is to:
"Support, challenge, encourage and call the Moderator to be reminded of their role inside and as a representative of the Synod". Reg. 3.6.3.2
- 12.1.24 The group shall be convened as required by the Moderator or whenever any member of the group requests that a meeting be called.
- 12.1.25 The group shall not be required to keep minutes of meetings or to report to Synod.

REPRESENTATIVES OF THE ASSEMBLY

12.1.26 That Synod of South Australia membership of Assembly be determined as follows:

Of the 34 members to be appointed from within the bounds of the Synod:

- (a) Each Presbytery within the bounds of the Synod shall appoint one Minister and one confirmed lay member.
- (b) The Moderator and General Secretary are ex-officio and take 2 places from the total of 34 (in the category they fulfil i.e. lay or ordained).
- (c) The remaining members (dependent on the number of presbyteries, currently 3 presbyteries, so 26) to be elected as follows:

The election will take place at the annual Synod meeting prior to the meeting of the Assembly in accordance with Reg. 3.3.9 taking into account the requirements for gender balance, including representatives from rural SA and representatives under the age of 35.

12.1.27 Nominations by members of the Synod must be on the appropriate form.

12.1.28 Nominations shall be closed and the ballot held at a time decided by the Synod.

APPOINTMENTS TO SYNOD BODIES

12.1.29 In determining the membership of Bodies appointed by the Synod the principle expressed in Regulation 3.8.1 shall be applied.

12.1.30 All appointments made by the Synod to Synod Bodies respectively shall take effect from the rising of the Annual meeting of the Synod, unless otherwise determined, and shall conclude at the commencement of the next Annual meeting of the Synod, unless otherwise determined.

ACCOUNTS OF ENTITIES DIRECTLY RESPONSIBLE TO THE SYNOD AND SYNOD FUNDS

12.1.31 The accounts of all entities which are directly responsible to the Synod shall be audited annually by a qualified auditor who is a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or any other body recognised for the purposes of the Corporations Act 2000 (see Regulations 3.8.7(c) and (d)).

12.1.32 A copy of the audited accounts shall be furnished to the Synod Resources Board.

12.1.33 The Synod Resources Board shall arrange for the audited statements to be reviewed and shall report to the Synod or its Standing Committee.

BUSINESS COMMITTEE

- 12.1.34 The Synod shall annually appoint a Business Committee.
- 12.1.35 Business Committee shall comprise
- The Moderator
 - General Secretary
 - Moderator-elect
 - Events Manager/Associate General Secretary
 - Minute Secretary (Chairperson's PA)
 - 2 Additional Persons co-opted by Standing Committee
- 12.1.36 The names of the Business Committee shall be listed in the opening proposals at the annual Synod meeting.
- 12.1.37 The Moderator shall chair the Committee.
- 12.1.38 The Committee shall review its membership in the last meeting of the year, recommending any changes in personnel or functions to the Standing Committee.
- 12.1.39 Responsibilities of the Committee.
- a. To recommend dates, times and venues for all Synod meetings to the Synod Standing Committee.
 - b. To respond to requests received from councils, agencies of the church and individuals for presentations to be made during the business sessions of the Synod.
 - c. To arrange for keynote speakers/Bible study leaders to address the Synod in conjunction with the Moderator.
 - d. To plan the Order of Business for all Synod meetings.
 - e. To exercise oversight of Worship Committees appointed for meetings of the Synod.
 - f. To encourage and exercise oversight of the prayer life surrounding meetings of the Synod.
 - g. To liaise and provide assistance, where necessary, to individuals and agencies responsible for resourcing sessions of the Synod.
 - h. To inform members of the Synod of forthcoming meetings, their content and any other matters helpful for the smooth progression of business and the wellbeing of members.
 - i. To reflect upon and evaluate each meeting of the Synod, taking account of individual responses from Synod members, as well as feedback from the Synod Office staff debrief.
 - j. To meet, as required, during each Synod meeting, to ensure the most appropriate ordering of business, should the agenda require revision.
 - k. To fulfil any other responsibilities which may be appropriately referred to the Committee by the Chairperson/Moderator, the General Secretary or Standing Committee.
 - l. To recommend co-options to Synod Standing Committee.
 - m. To exercise the above responsibilities within the provisions of The Manual for Meetings 5.8 Business Committee.

- 12.1.40 To assist in fulfilling the above responsibilities, a Logistics Committee will also be formed, reporting to the Business Committee, comprising:
- Associate General Secretary (Chair)
 - Events and Logistics Coordinator
 - Worship Convenor
 - Representatives from the venue
 - Corresponding members: IT&T, Uniting Technology

MEMBERSHIP OF PRESBYTERY

- 12.1.41 Presbyteries are requested to invite the Moderator and General Secretary of the Synod to be associated with each presbytery within the bounds of the Synod as non-voting participants