

BENEDICTUS CONTEMPLATIVE CHURCH INC

PART A PRELIMINARY

1. Interpretation of this Constitution

- 1.1 In this Constitution, unless a contrary intention appears from the context, the terms listed below have the corresponding meaning:

the Act	<i>the Associations Incorporation Act 1991 (ACT)</i>
the ACNC Act	<i>the Australian Charities and Not-for-Profit Commission Act 2012 (Cth)</i>
the ACNC Regulation	<i>the Australian Charities and Not-for-Profit Commission Regulation 2013 (Cth)</i>
appoint	includes re-appoint
BCC	Benedictus Contemplative Church Inc
Benedictus Community or the Community	the members of BCC and any other persons who for the time being take part in any of the activities conducted by BCC
BCC Council or the Council	the body described in clause 4
BCC Director	the person appointed in clause 5
elect	includes re-elect
financial year	the year ending on 30 November
religious practitioner	a minister of religion, or a student at an institution who is undertaking a course of instruction in the duties of a minister of religion, or a full-time member of a religious order, or a student at a college conducted solely for training people to become members of religious orders
objects	see clause 2.4
offertory	monies donated by members of the BCC Community either in the course of worship, or for the purposes of BCC
quorum	in relation to a BCC Council meeting: see clause 9.4 in relation to a general meeting: see clause 22.2
special resolution	see section 70 of the Act

2. Objects and affiliations

- 2.1 BCC is an ecumenical Christian community in the contemplative tradition. BCC affirms the central tenets of orthodox Christianity as

expressed in the Apostles' and Nicene Creeds. BCC respects all faith traditions and welcomes all people who are seeking to deepen their spiritual journey. Five marks of BCC are hospitality, silence, discernment, reconciliation and adventure.

- 2.2 BCC affirms the central place of prayer, Scripture, sacrament and service in the worship, ministry and fellowship of the Christian church. BCC practises silent meditation as one of its core activities.
- 2.3 BCC maintains relationships with the following umbrella religious organisations:
 - (a) the World Community for Christian Meditation.
- 2.4 The objects of BCC are to:
 - (a) worship and minister together as a contemplative community in the Christian church, with a commitment to theological and practical engagement with the wider community;
 - (b) promote silent meditation in worship and as a means of formation within the wider Christian church and beyond; and
 - (c) promote knowledge and experience of the love of God.

PART B MEMBERSHIP

3. Membership of BCC

- 3.1 BCC consists of those persons who choose to call BCC their spiritual home, or a place of spiritual belonging, and who request the BCC Secretary in writing to have their name entered on the register of members.
- 3.2 Without limiting clause 3.1, at least once every twelve months the BCC Director shall invite members of the BCC community to become members of the BCC.
- 3.3 There is no joining or annual membership fee for BCC.
- 3.4 Members of the BCC are not obliged to contribute towards payment of the debts and liabilities of BCC or the costs, charges and expenses of winding-up BCC.
- 3.5 A person does not need to be a member of BCC in order to take part in any of the activities conducted by BCC.
- 3.6 A person ceases to be a member of BCC when he or she:
 - (a) requests the BCC Secretary in writing to have their name removed from the register of members;
 - (b) dies; or
 - (c) is expelled by the BCC Director in accordance with clause 12.1.

PART C GOVERNANCE

4. BCC Council

- 4.1 BCC Council is the committee of BCC for the purpose of section 60 of the Act.
- 4.2 The functions of the BCC Council are to:
- (a) provide counsel to the BCC Director in directing the life of the Community, including the ministry of the Community in the wider church and in society;
 - (b) direct the life of the Community when the office of BCC Director is vacant, including leading the search for a new Director of BCC;
 - (c) provide counsel to the BCC Director in disciplining members of BCC;
 - (d) provide financial oversight and governance for BCC, including making arrangements for the safe handling of offertory and for the accounts and books of BCC to be audited; and
 - (e) respond to requests from members for answers to questions in accordance with clause 18.
- 4.3 Notwithstanding clauses 4.2(a) and 5.2(a), so far as is practicable, whenever an important matter arises within, or is to be undertaken by, the BCC Community, the BCC Director shall consult with the Community in such manner as he or she sees fit.
- 4.4 BCC Council has the power:
- (a) to employ staff;
 - (b) to enter into agreements with other religious institutions;
 - (c) to make or approve policies or procedures which shall be binding on BCC members, employees of BCC and members of the BCC Community; and
 - (d) to perform all other acts and do all other things that appear to BCC Council to be necessary or desirable for the proper management of the affairs of BCC;
- 4.5 The BCC Council consists of:
- (a) the BCC Director; and
 - (b) such other members, not less than three and not more than nine, appointed by the Director.
- 4.6 For the avoidance of doubt:
- (a) there is no vacancy in the membership of the Council, if there are less than nine, but more than three, Council members appointed by the BCC Director; and
 - (b) the BCC Director has a duty to appoint other Council member(s) whenever the number of other Council members falls below three.

5. BCC Director

- 5.1 The BCC Director shall be a religious practitioner appointed by the BCC Council for such term, and on such conditions, as BCC Council determines.
- 5.2 The BCC Director shall be responsible for teaching, leadership in prayer and the spiritual growth of the community, in accordance with the Objects, with particular focus on the commitment to the deepening spiritual journey of the BCC Community, and on the marks of hospitality, silence, discernment, reconciliation and adventure.
 - (a) In fulfilling these responsibilities, the BCC Director shall take counsel from the BCC Council.
- 5.3 If the BCC Council does not employ the BCC Director, it shall determine and pay to the BCC Director a monthly stipend.
- 5.4 The office of the BCC Director becomes vacant if the Director:
 - (a) resigns by notice in writing to the BCC Secretary;
 - (b) dies;
 - (c) ceases to be a religious practitioner;
 - (d) becomes bankrupt or makes any arrangement or composition with creditors generally; or
 - (e) becomes of unsound mind or a person whose person or estate is liable to be dealt with under any law relating to mental health;
 - (f) is disqualified under section 63 of the Act;
 - (g) has been disqualified by the ACNC Commissioner at any time during the preceding twelve months from being a responsible entity of a registered entity under section 45.20(4) of the ACNC Regulation; or
 - (h) is removed in accordance with clause 13.2.

6. BCC Council members

- 6.1 At least once every 12 months the BCC Director shall call for members of BCC to express their interest in being members of the BCC council.
- 6.2 Having considered all expressions of interest received in accordance with clause 6.1, the BCC Director shall appoint as BCC council members for the purposes of clause 4.4 such members of BCC and, subject to clause 4.5, at such times, as he or she thinks fit.
- 6.3 BCC Council members shall be appointed for two years, but are eligible for reappointment.
- 6.4 An office of a member of the BCC Council becomes vacant if the member:
 - (a) resigns by notice in writing to the Director;
 - (b) dies;
 - (c) is absent without the consent of the BCC Director from all

- meetings of the BCC Council within a twelve month period; or
- (d) becomes bankrupt or makes any arrangement or composition with creditors generally; or becomes of unsound mind or a person whose person or estate is liable to be dealt with under any law relating to mental health;
- (e) is disqualified under section 63 of the Act;
- (f) has been disqualified by the ACNC Commissioner at any time during the preceding twelve months from being a responsible entity of a registered entity under section 45.20(4) of the ACNC Regulation; or
- (g) is removed by the BCC Director in accordance with clause 13.1.

7 BCC Secretary

- 7.1 At its first meeting following the annual general meeting, the BCC Council shall elect from amongst its number a person to be Council Secretary.
- 7.2 The BCC Secretary shall keep minutes of all:
 - (a) appointments of BCC Council members; and
 - (b) proceedings of BCC Council meetings and general meetings.
- 7.3 The BCC Secretary shall keep:
 - (a) the common seal of BCC;
 - (b) the register of members of BCC; and
 - (c) the accounting records for BCC, once these are provided to him or her by the BCC Treasurer.
- 7.4 The BCC Secretary shall keep in his or her custody or under his or her control all records, books and other documents relating to BCC.
 - (a) The BCC Secretary shall not dispose of any accounting record until after seven years after the transaction to which it relates.
- 7.5 The BCC Secretary shall make the records, books and other documents of BCC open for inspection by a member of BCC upon request at a reasonable time and place.

8 BCC Treasurer

- 8.1 At its first meeting following the annual general meeting, the BCC Council shall elect from amongst its number a person to be Council Treasurer.
- 8.2 The BCC Treasurer shall keep correct accounts and books of showing the financial affairs of BCC with full details of all receipts and expenditure connected with activities of BCC.

9 Meetings of BCC Council

- 9.1 The BCC Council shall meet as required, but no less than four times a year.
- 9.2 Meetings of the BCC Council can be convened by:
(a) the BCC Director; or
(b) two BCC Council members
giving 48 hours' oral or written notice to the other BCC council members.
- 9.3 The BCC Director shall, if present, preside as chair of a meeting of the BCC Council.
(b) In the absence of the BCC Director, the BCC Council shall elect one of its number to act as chair.
- 9.4 The quorum for a BCC Council meeting shall be half of all BCC Council members
(a) plus one (if the total number of members is even); or
(b) rounded up to the next integer (if the total number of members is odd).
- 9.6 Questions arising at a meeting of the BCC Council shall be determined by a majority of votes of the BCC Council members present at the meeting.
- 9.7 Each BCC Council member present at a BCC Council meeting (including the chair) is entitled to one vote but in the event of an equality of votes on any question, the chair may exercise a second or casting vote and if the chair does not do so, the question shall be lost.

10 Committees of the Council

- 10.1 The BCC Council may, in writing, delegate to one or more committees (consisting of the member or members of BCC that the BCC Council considers appropriate) the exercise of the functions of the Council that are specified in the instrument, other than this power of delegation.
- 10.2 A function, the exercise of which has been delegated to a committee under clause 10.1 may, while the delegation remains unrevoked, be exercised from time to time by the committee in accordance with the terms of the delegation.
- 10.3 A delegation under clause 10.1 may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances, that may be specified in the instrument of delegation.
- 10.4 Despite any delegation under clause 10.1, the BCC Council may continue to exercise any function delegated.
- 10.5 Any act or thing done or suffered by a committee acting in the exercise of a delegation under this section has the same force and effect as it would have if it had been done or suffered by the BCC Council.

- 10.6 The BCC Council may, in writing, revoke wholly or in part any delegation under this section.
- 10.7 A committee may meet and adjourn as it considers appropriate.

11 Resolutions of the Council

- 11.1 Subject to clause 11.5, the BCC Council may pass a resolution without a meeting of the Council being held if at least three quarters of the BCC Council members sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures can be contained in more than one document.
- 11.2 An email transmission which is received by BCC and which purports to have been sent by a BCC Council member shall, for the purposes of clause 11.1, be taken to be in writing and signed by the BCC Council member at the time of the receipt of the email transmission by BCC.
- 11.3 Any resolution proposed to be passed pursuant to clause 11.1 shall be sent to every BCC Council member by email transmission or some other means if requested by a BCC Council member prior to the resolution being passed.
- 11.4 Any BCC Council member receiving a proposed resolution in accordance with clause 11.3 shall respond to BCC within five business days. If the BCC Council member does not respond within five business days the BCC Council member will no longer be entitled to vote on the resolution.
- 11.5 This clause does not apply to a recommendation made in accordance with clause 12.1 or 13.1, or to decision made in accordance with clause 13.2.

PART D DISCIPLINE

12 Removal of BCC members

- 12.1 Subject to section 50 of the Act, this clause and notwithstanding clause 9.6, if the BCC Council is of the opinion that a BCC member has persistently and willfully acted in a manner prejudicial to the interests of BCC, the BCC Council may recommend to the BCC Director that the member be expelled from BCC.
- 12.2 Before the BCC Council can make a recommendation for the purposes of clause 12.1, the BCC Council shall give the BCC member a notice:
- (a) setting out the Council's opinion and the grounds on which it is based;
 - (b) stating that the member may address the BCC Council at a

meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;

- (c) stating the date, place and time of that meeting; and
- (d) informing the member that the member may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the BCC Council at or before the date of that meeting written representations relating to the resolution.

- 12.3 The BCC Council shall hold the meeting referred to in clause 12.2 and give due consideration to any oral or written submissions made by the BCC member.
- 12.4 Notwithstanding clause 9.4, a quorum for the meeting referred in clause 12.3, and any meeting at which a recommendation is made for the purposes of clause 12.1, shall be the full complement of the BCC Council.
- 12.5 If the BCC Director acts on a recommendation of the BCC Council made in accordance with clause 12.1 then the member is expelled from BCC and the BCC Secretary shall remove the person's name from the register.

13 Removal of BCC Council members

- 13.1 Subject to section 50 of the Act, this clause and notwithstanding clause 9.6, if at least three quarters of the remaining members of the BCC Council are of the opinion that a BCC Council member (other than the BCC Director) has persistently and willfully acted in a manner prejudicial to the interests of BCC, they may jointly recommend to the BCC Director that the BCC Council member be expelled from the Council.
- 13.2 Subject to section 50 of the Act, this clause and notwithstanding clause 9.6, if at least three quarters of the remaining members of the BCC Council are of the opinion that the BCC Director has persistently and willfully acted in a manner prejudicial to the interests of BCC, they may remove the BCC Director.
- 13.3 Before the remaining BCC Council members can make a recommendation for the purposes of clause 13.1 or a decision for the purposes of clause 13.2, the remaining BCC Council members shall give the BCC Council member a notice:
 - (a) setting out the remaining Council members' opinion and the grounds on which it is based;
 - (b) stating that the BCC Council member may address the remaining BCC Council members at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
 - (c) stating the date, place and time of that meeting; and

- (d) informing the BCC council member that he or she may do either or both of the following:
 - (i) attend and speak at that meeting;
 - (ii) submit to the remaining BCC Council members at or before the date of that meeting written representations relating to the resolution.
- 13.4 The remaining BCC Council members shall hold the meeting referred to in clause 13.3 and give due consideration to any oral or written submissions made by the BCC Council member.
- 13.5 Notwithstanding clauses 9.4, a quorum for the meeting referred in clause 13.3, and any meeting at which a recommendation is made for the purposes of clause 13.1 or a decision is made for the purposes of clause 13.2, shall be the full complement of the BCC Council.
- 13.6 If the BCC Director acts on a recommendation of the remaining BCC Council members made in accordance with clause 13.1, then the BCC Council member is removed from the BCC Council.
- 14 Action prejudicial to the interests of BCC**
- 14.1 Without limiting clauses 12.1, 13.1 and 13.2 the BCC Council:
 - (a) may consider a breach of a policy or procedure made or approved by the Council an act prejudicial to the interests of BCC; and
 - (b) may, where the gravity of the breach so requires, consider that act persistent, notwithstanding that the breach has occurred on only one occasion.

PART E FINANCES

15 Source of funds

- 15.1 The funds of BCC shall be derived from offertory, and subject to section 114 of the Act, any other sources to which the BCC Council agrees.
- 15.2 All money, including offertory, received by BCC shall be deposited as soon as practicable and without deduction to the credit of BCC's bank account.
- 15.3 The BCC Treasurer shall, as soon as practicable after money (other than offertory) is received by BCC, issue an appropriate receipt.
- 15.4 Offertory shall be collected, counted and stored in accordance with a procedure approved of by the BCC Council.

16 Management of funds

- 16.1 The income and property of BCC shall only be applied towards the objects of BCC.
- 16.2 Subject to clause 16.3, no income or property of BCC will be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any member of BCC.
- 16.3 BCC may pay in good faith an employee or member of BCC:
- (a) in return for services rendered to BCC or goods supplied to BCC in the course of BCC's worship and ministry;
 - (b) interest at a rate not exceeding current bank overdraft rates of interest for money lent to BCC;
 - (c) reasonable and proper rent for premises leased by an member of BCC; or
 - (d) reimbursement of reasonable expenses actually incurred on behalf of BCC or in carrying out activities on behalf of BCC.
- 16.4 All cheques and other negotiable instruments shall be signed by two BCC Council members, being members of the BCC Council authorised to do so by the BCC Council.
- 16.6 The BCC Council shall make policies and procedures:
- (a) for the control and authorisation if expenditures for the purposes of BCC including the control of pretty cash, credit cards, and charge accounts by employees and BCC Council members; and
 - (b) for those matters necessary to ensure compliance with sound accounting and financial management practice in the affairs of BCC.

PART F ACCOUNTABILITY

17 Audit of BCC accounts

- 17.1 The BCC Council shall cause the financial records to be audited in accordance with Pt V of the Act.
- 17.2 Where required by the ACNC Act to cause the financial records to be audited, ensure that the auditor also satisfies the ACNC Act's requirements that the auditor be a properly qualified auditor or other entity authorised by the ACNC Act.

18 Member's right to make inquiries of the BCC Council

- 18.1 A member of BCC may make a request in writing to the BCC Secretary for the BCC Council to respond to any question in relation to activities of BCC, to the performance by the Council of its functions or to the exercise by the Council of its powers.

- 18.2 The BCC Council shall consider each request received by the BCC Secretary in accordance with clause 18.1 at the next Council meeting.
- 18.3 Subject to clauses 18.4 to 18.6, the BCC Council shall respond to the member's request in writing sent by the Secretary within 14 days of the Council meeting.
- 18.4 The BCC Council may decline to respond to the member's request if the Council is of the opinion that:
- (a) the Council has previously provided an adequate response to the member; or
 - (b) the request is frivolous or vexatious.
- Where the BCC Council is of this opinion, it will inform the BCC member in writing sent by the Secretary within 14 days of the Council meeting.
- 18.5 The BCC Council may respond to the member's request by delegating a committee to meet with the BCC member.
- (a) An invitation to such a meeting sent in accordance with clause 18.3 constitutes compliance with that clause.
- 18.6 The BCC Secretary sending a response in accordance with clause 18.3 does not prevent the BCC Council from also making the response known to such other members of the BCC Community, in such manner and at such time, as the Council thinks fit.

PART G GENERAL MEETINGS

19 Annual general meetings

- 19.1 With the exception of the first annual general meeting of BCC, BCC shall, at least once in each calendar year and within five months after the end of each financial year of BCC, call an annual general meeting of its members.
- 19.2 BCC shall hold its first annual general meeting:
- (a) within 18 months after its incorporation under the Act; and
 - (b) within five months after the end of the first financial year of BCC.
- 19.3 Clauses 19.1 and 19.2 have effect subject to the powers of the registrar-general under section 120 of the Act in relation to extensions of time.
- 19.4 The annual general meeting of BCC shall, subject to the Act, be called on the date and at the place and time that the BCC Council considers appropriate.
- 19.5 In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting is to:

- (a) confirm the minutes of the last annual general meeting and of any general meeting held since that meeting; and
- (b) receive and consider the statement of accounts and the reports that are required to be submitted to members under section 73 of the Act.

19.6 An annual general meeting shall be conducted in accordance with the clauses 21 and 22.

20 General meetings

- 20.1 The BCC Council may, whenever it considers appropriate, call a general meeting of BCC.
- 20.2 The BCC Council shall, on the requisition in writing of not less than 10 members of BCC call a general meeting of BCC.
- 20.3 A requisition of members for a general meeting:
- (a) shall state the purpose or purposes of the meeting;
 - (b) shall be signed by the members making the requisition;
 - (c) shall be lodged with the BCC Secretary; and
 - (d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 20.4 If the BCC Council fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the BCC Secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- 20.5 A general meeting called by a member or members mentioned in clause 20.4 shall be called as nearly as is practicable in the same way as general meetings are called by the BCC Council and any member who thereby incurs expense is entitled to be reimbursed by BCC for any reasonable expense so incurred.

21 Notice of general meetings

- 21.1 Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of BCC, the secretary shall, at least 14 days before the date fixed for the holding of the general meeting, send to each member either by prepaid post at the member's address or by email transmission to the member's email address (those addresses appearing in the register of members) a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 21.2 If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of BCC, the secretary shall, at least 21 days before the date fixed for the holding of the general

meeting, send notice to each member in the way provided in clause 21.1 specifying, in addition to the matter required under that subsection, the intention to propose the resolution as a special resolution.

- 21.3 No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under clause 19.5.

22 Procedure at general meetings

- 22.1 No item of business may be transacted at a general meeting unless a quorum of members is present during the time the meeting is considering that item.
- 22.2 Ten members present in person constitute a quorum for the transaction of the business of a general meeting.
- 22.3 If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- 22.4 If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than three) constitute a quorum.
- 22.5 The BCC Director presides at each general meeting of BCC.
(a) If the BCC Director is absent from a general meeting, the members present shall elect one of their number to preside at the meeting.
- 22.6 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 22.7 If a general meeting is adjourned for 14 days or more, the BCC Secretary shall give written or oral notice of the adjourned meeting to each member of BCC stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 22.8 Except as provided in clauses 22.6 and 22.7, notice of an adjournment of a general meeting or of the business to be transacted at an

adjourned meeting is not required to be given.

23 Decision-making (voting) at general meetings

- 23.1 A question arising at a general meeting of BCC is to be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of BCC, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 23.2 At a general meeting of BCC, a poll may be demanded by the person presiding or by not less than five members present in person or by proxy at the meeting.
- 23.3 If the poll is demanded at a general meeting, the poll shall be taken:
- (a) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or
 - (b) in any other case: in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.
- 23.4 Subject to subsection 23.6, on any question arising at a general meeting of BCC a member has one vote only.
- 23.5 All votes shall be given personally or by proxy but no member may hold more than five proxies.
- 23.6 If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- 23.7 Each member is entitled to appoint another member as proxy by written notice given to the BCC Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.

PART H MISCELLANEOUS

24 Common seal

- 24.1 The common seal shall not be attached to any instrument except by the authority of the BCC Council and the attaching of the common seal shall be attested by the signatures of two members of the BCC Council.

25 Surplus property

- 25.1 On the dissolution or the completion of the winding up of BCC, any surplus property of BCC is, subject to any trust affecting the property or part of it, taken to vest in the World Community for Christian Meditation, a charitable trust established under the laws of England and Wales (Registration number: 327173).

26 Public officer

- 26.1 The BCC Council shall appoint a public officer for the purposes of section 57 of the Act. The public officer may, but need not be, a BCC Council member.

27 Register of members

- 27.1 BCC shall keep a register of members that contains the following information in respect of each member:

- (a) name;
- (b) residential address;
- (c) email address;
- (d) date of joining BCC; and
- (e) date of ceasing membership of BCC.

- 27.2 The register shall also record, in respect of each member:

- (a) whether the member prefers not to be notified by email;
- (b) whether or not the member consents to their email address being made known to other members of BCC; and
- (c) whether or not the member consents to their residential address being made known to other members of BCC, or to the public.

