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**THE  
CONSTITUTION  
OF  
THE CHURCH OF  
THE ASCENSION**

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## **ARTICLE 1 – THE PARISH**

1. The Parish shall be called the CHURCH OF THE ASCENSION, at Francis Thomas Drive, Singapore 1335.

## **ARTICLE 2 – ANNUAL GENERAL MEETING**

- 2.1 There shall be an Annual General Meeting (AGM) to be held not later than the last Sunday of April in each calendar year. Only members whose names are on the Electoral Roll of the Parish shall be eligible to vote at the AGM.
- 2.2 The AGM shall be convened by the Vicar by a Notice incorporating the Agenda which shall be displayed on the Church notice board and announcements of the AGM shall be made in the Sunday Service for a period including three Sundays immediately preceding the day of the meeting. The Vicar shall chair the AGM.
- 2.3 The purpose of the AGM shall be to:
  - 2.3.1 receive and confirm the minutes of the last AGM;
  - 2.3.2 receive the annual reports of the Parish;
  - 2.3.3 accept the audited accounts of the previous year;
  - 2.3.4 accept the budget for the current year;
  - 2.3.5 discuss other matters of parochial or general church interest;
  - 2.3.6 receive the Vicar's nomination of the Vicar's Warden;
  - 2.3.7 elect
    - (a) the People's Warden,
    - (b) seven lay representatives to the PCC,

(c) the Synod Representative(s) when required by Synod;

2.3.8 appoint a certified practising member of the Institute of Certified Accountants of Singapore as an Auditor.

2.4 The Election Procedure requires that :

2.4.1 the nominee shall be a person recognized as fulfilling the qualifications as taught in the Word of God, especially in 1 Timothy 3, Titus 1 :5 – 9 and Acts 6 :3 ;

2.4.2 nominations shall be submitted upon the announcements of convening of the AGM. All nominations shall be in writing, with the names and signatures of the candidate, the proposer and seconder clearly stated and handed to the Secretary of the PCC not later than one week before the date of the AGM.

2.4.3 if more candidates are nominated than there are places to be filled, the election shall take place by secret ballot.

2.4.4 every person whose name is on the Electoral Roll of the Parish and who is present at the AGM, shall have as many votes as there are places to be filled, save that no member shall give more than one vote to any one candidate.

2.5 The Chairman shall have a casting vote in the case of an equality of votes.

2.6 Twenty-five percent of the total number on the Electoral Roll shall form a quorum. If there is no quorum, the meeting shall be adjourned to a date, time and place to be fixed by the Chairman in consultation with those present. At such adjourned meeting of the AGM, all those present who are on the Electoral of the Parish shall form the quorum but they shall have no power to amend this Constitution.

## **ARTICLE 3 – EXTRAORDINARY GENERAL MEETING**

- 3.1 The Vicar may convene an Extraordinary General Meeting as and when he deems necessary. He shall also do so on receipt of a written requisition signed by not less than one half of the lay members of the PCC or at least twenty-five percent of the total number of members on the Electoral Roll.
- 3.2 The provisions for the conduct of the AGM shall with necessary modifications apply to to an EGM.

## **ARTICLE 4 – PAROCHIAL CHURCH COUNCIL**

- 4.1 The Parochial Church Council (PCC) shall consist of:
- 4.1.1 the Vicar of the Parish who is the Chairman;
  - 4.1.2 the Clergymen appointed to serve in the Parish;
  - 4.1.3 the two Churchwardens;
  - 4.1.4 the Synod Representative (s);
  - 4.1.5 the seven lay members elected at the AGM;
  - 4.1.6 not more than two members who may be co-opted by the PCC.
- 4.2 The PCC shall at its first meeting :
- 4.2.1 elect an Honorary Secretary and an Honorary Treasurer from among its lay members;
  - 4.2.2 appoint three representatives to the Board of Management of the Kindergarten and Kindercare, one of whom shall be the Treasurer of the PCC.

- 4.2.3 appoint one member to the St Andrew's School Board of Governors.
- 4.3 Except for the Churchwardens, no lay member shall serve consecutively for more than six years. However, the Honorary Treasurer shall not serve for more than two years consecutively.
- 4.4 The PCC shall assist the Vicar in the initiation, conduct and development of the affairs of the Church of the Ascension and in particular be responsible for :
- 4.4.1 the conduct of the financial affairs of the parish and maintenance of proper accounts;
  - 4.4.2 the care, maintenance and preservation of the fabric, good and ornaments of the Parish;
  - 4.4.3 the preparation of an annual report on the Parish, including its financial affairs and annual budget;
  - 4.4.4 the appointment, terms of service and dismissal of lay staff, other than those appointed by the Bishop, for the public worship, maintenance and administration of the Parish;
  - 4.4.5 the appointment of individuals and committees to help fulfil its responsibilities.
- 4.5 The quorum shall be not less than half of the number of elected members.
- 4.6 The PCC shall have powers to co-opt members to fill any vacancies arising during the year, provided that the number of co-opted members shall not exceed the number of elected members at any time.
- 4.7 The Chairman has the casting vote in the case of an equality of votes.

## ARTICLE 5 – GENERAL

- 5.1 If the Vicar is absent or incapacitated the Vicar's Warden shall act as Chairman.
- 5.2 The Church premises shall not be used by any organization outside the Parish except with the approval of the Bishop of the Diocese.
- 5.3 This Constitution may be amended by resolutions at an AGM or EGM, provided that such resolutions are first carried by a majority of at least two-thirds of those present and voting and provided also that such amendments are subsequently approved by the Bishop.
- 5.4 Nothing in this Constitution shall be deemed valid which is repugnant to "Synodical Government", the Constitution of the Diocese of Singapore.

ADOPTED AT EGM HELD ON 16 September 1990

APPROVED BY THE BISHOP : (Bishop Moses Tay)

DATE (22/9/1990)