



ST. ANDREW'S CATHEDRAL PARISH, SINGAPORE

CONSTITUTION OF PAROCHIAL CHURCH COUNCIL

(as amended on 15 November 1995)

ARTICLE 1. PAROCHIAL CHURCH MEETING

- 1.1 There shall be held annually, not later in the year than the fourth Sunday after Easter, the annual parochial church meeting of all persons whose names are entered upon the electoral roll of the parish (in this constitution referred to as "the Annual General Meeting").
- 1.2 The Annual General Meeting shall be convened by the Vicar by a notice to be affixed on or near to the main doors of the Cathedral and published in the bulletin of the Cathedral for a period including the two Sundays immediately preceding the day of the meeting.
 - 1.2.1 The Annual General Meeting shall be held at such place and on such date at such hour as shall be directed by the Parochial Church Council, or in the absence of any such direction as shall be appointed by the Vicar.
 - 1.2.2 During a vacancy in the incumbency of the parish or when the Vicar is incapacitated by illness or any other cause, the Vice-Chairman of the Parochial Church Council, or, if there be no Vice-Chairman or if he shall be unable or unwilling to act, some other person appointed by the Parochial Church Council, shall have all the powers vested in the Vicar under this Article.
- 1.3 The convener, or in his absence a member chosen by and from among the members present, shall be Chairman and shall preside at the Annual General Meeting, but no clerical chairman shall have a vote (except a casting vote) in the election of the Parochial lay representatives.
- 1.4 The purpose of the Annual General Meeting shall be as follows:
 - 1.4.1 To receive from the Parochial Church Council:
 - 1.4.1.1 A copy or copies of the roll;
 - 1.4.1.2 An annual report on the proceedings of the Council and on the financial affairs of the parish;
 - 1.4.1.3 The audited accounts of the Council for the year ending on the 31st of December immediately preceding the meeting;
 - 1.4.1.4 An audited statement of the funds and property, if any, remaining in the hands of the Council at the said date; and
 - 1.4.1.5 A report upon the fabric, goods and ornaments of the Church or Churches of the parish.



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- 1.4.2 To receive an estimate of the cost of maintaining and furthering the work of the Church for the current year.
- 1.4.3 To receive nomination of a warden appointed by the Vicar and to elect one other warden.
- 1.4.4 To elect not more than twelve (12) other lay representatives to be members of the Parochial Church Council.

Copies of all reports, accounts and estimates shall be made available two (2) weeks before the Annual General Meeting and shall be open to free discussion before the reports and accounts are proposed for adoption. It shall be open to any member of the meeting to ask any question about Parochial Church matters or to bring about a discussion of any matter of parochial or general Church interest by moving a motion or to make any particular recommendation to the Parochial Church Council in the fulfilment of its duties. PROVIDED ALWAYS that any motion for discussion at the Annual General Meeting shall be submitted to the Honorary Secretary not later than seven (7) days before the date of the Annual General Meeting.

- 1.5 Candidates for election to membership of the Parochial Church Council shall be on the Electoral Roll of the parish and must be nominated by writing from one member and seconded by another to the Honorary Secretary AT LEAST EIGHT (8) DAYS prior to the Annual General Meeting subject to prior written consent to nomination by the candidate.
 - 1.5.1 Candidates must obtain votes of not less than 30% from members voting at the Annual General Meeting before they are deemed to be elected to the Parochial Church Council.
- 1.6 At every election, every member whose name appears on the Electoral Roll of the parish shall have as many votes as there are persons to be elected, but no member may give more than one vote to any one candidate.
 - 1.6.1 The Chairman shall have a casting vote in the case of an equality of votes.



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- 1.7 One-hundred (100) members on the Electoral Roll shall constitute a quorum.
 - 1.7.1 If half (1/2) an hour after the time appointed for the Annual General Meeting a quorum is still not present, twenty (20) members present shall constitute a quorum. PROVIDED ALWAYS that the business to be conducted at this adjourned Annual General Meeting should be limited to matters under Article 1.4 of the Constitution herein.

ARTICLE 2. SPECIAL PAROCHIAL CHURCH MEETING

- 2.1 In addition to the Annual General Meeting, the Vicar may convene a Special Parochial Church Meeting, and he shall do so on receipt of a written requisition signed by not less than one tenth of the persons whose names are on the Electoral Roll.
- 2.2 The provisions of these rules relating to the convening and the conduct of the Annual General Meeting and to the persons entitled to attend that meeting shall, with the necessary modifications, apply to a special Parochial Church Meeting.

ARTICLE 3. THE PAROCHIAL CHURCH COUNCIL

- 3.1 The Parochial Church Council (hereinafter called the Council) shall consist of:
 - 3.1.1 The Vicar of the Cathedral parish of St. Andrew, Singapore.
 - 3.1.2 All licensed stipendiary assistants including women workers or any licensed honorary assistant within the parish shall be entitled to attend meetings of the Council but shall not be entitled to vote thereat.
 - 3.1.3 The Churchwardens.
 - 3.1.4 The lay members elected at the Annual General Meeting.
 - 3.1.5 One lay representative from each daughter congregation within the Cathedral parish of St. Andrew, Singapore, elected by the duly appointed committee of such daughter congregation.



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- 3.1.6 Co-opted members may be added, if the Council so decides not exceeding six (6) in number and being either in Holy Orders or lay communicant members of the Anglican Church on the current Electoral Roll of the Cathedral Parish. In making such co-option the Committee shall take into consideration organisations rendering special service to the Church in the parish and not already represented on the Council, no members of which have been elected under ARTICLE 1.4.4.
 - 3.1.7 The Synodical Lay Representatives of the Cathedral Parish of St. Andrew.
 - 3.1.8 The Council shall also have power to co-opt members to fill vacancies arising through death, sickness, prolonged absence or any other cause.
- 3.2 The Vicar shall be Chairman of the Council, or, in his absence on leave or through sickness, the Vice-Chairman.
- 3.2.1 The Church warden appointed by the Vicar shall be Vice-Chairman.
 - 3.2.2 The appointment of an Honorary Secretary and an Honorary Treasurer shall be made at the first meeting to be held after the Annual General Meeting. Such officers shall be members of the Council either through election or co-option, such co-option if necessary be in addition to co-opted members under ARTICLE 3.1.6.
- ARTICLE 4. POWERS AND DUTIES OF THE PAROCHIAL CHURCH COUNCIL:**
- 4.1 The Vicar and the Council shall co-operate in the initiation, conduct and development of Church work both within the parish and outside.
 - 4.2 In particular the Council shall be charged with the following:
 - 4.2.1 The conduct of the financial affairs of the Cathedral and parish including the collection and administration of all moneys which may be raised for Church purpose and the keeping of accounts in relation to such affairs and moneys, having due regard to the rights of the Vicar and Churchwardens as directed by the book of Common Prayer.
 - 4.2.2 The care, maintenance, preservation and insurance of the fabric of the Cathedral and the goods and ornaments thereof.



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- 4.2.3 The care, maintenance, preservation and insurance of all property vested in the Secretary of the Synod of the Diocese of Singapore for or on behalf of the Cathedral parish of St. Andrew, Singapore.
- 4.2.4 The preparation of annual estimate of the cost of maintaining and furthering the work of the Church and its presentation to the Annual Parochial Church Meeting.
- 4.2.5 The presentation of a report to the Annual Parochial Church Meeting on its proceedings and on the financial affairs of the parish.
- 4.2.6 The employment of such vergers, office and domestic staff as may be necessary for the effective administration of the affairs of the Cathedral and parish and to be responsible for the appointment or dismissal of such staff and for their terms of employment.
- 4.2.7 The appointment of such sub-committee or person as shall be considered necessary for the assistance of the Council in carrying out its duties.

ARTICLE 5. GENERAL

- 5.1 The Council shall normally hold meetings monthly except that at the discretion of the Vicar and Churchwardens, meetings may be held at two (2) monthly intervals. One fourth (1/4) of the voting members of the then existing Council shall be a quorum.
 - 5.1.1 The Chairman in consultation with the Wardens shall have the right to call an emergency meeting at any time, and any decision taken by the majority of the voting members of the then existing Council shall be deemed to be a decision of the Council.
- 5.2 Any member of the Council who is absent for more than three consecutive meetings without a good and valid reason shall automatically cease to be a member of the Council.
- 5.3 Nothing in the Constitution shall be deemed valid which is repugnant to "Synodical Government", the Constitution of the Diocese of Singapore.
- 5.4 Unless otherwise provided in this Constitution or in "Synodical Government", the Council shall in the conduct of its business be guided by the Provisions of Synodical Government Measure 1969 No. 2 of the Church of England or any subsequent modification thereof.
- 5.5 This Constitution may be amended only by a Parochial Church Meeting and must receive the final approval of the Diocesan Synod of Singapore.



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Interpretation of Constitution of St. Andrew's Cathedral

(In constitution with Mr. Charles Leong, ex-Hon. Secretary, involved in the review of the Constitution, w.e.f. 15 November 1995)

People's Warden – 30% (No walk-over)

- Para 3.1 Parochial Church Council consists also of church wardens.
Para 1.5.1 Hence People's Warden is considered candidate to be elected to Parochial Church Council. Needs 30% vote.
(Prevent people of dubious character.)

If less than 30%, Parochial Church Council needs to co-opt.

No on-the-floor nomination

- Para 1.5 Needs 8 days before Annual General Meeting
(Those who want to serve, no last minute.)

Synod Representatives

No need, but can, if they want to stand for Parochial Church Council in their second and third year term.

Co-opted Synod Members

Members co-opted to Synod need to stand for Parochial Church Council, if they want to, throughout their three-year term. They are co-opted by Archbishop and should be from the Anglican Communion. They are co-opted for their contributions and serve in a personal capacity. They need not attend Parochial Church Council meetings if they are not Parochial Church Council members.

NB: The two co-opted representatives (Miss Arasi Santhana and Mr. Steven Teo for 1996/1997 term) happen to be Cathedral Parochial Church Council members.

Mr. Charles Leong is contactable at Tel: 2233222 (O)

Judy Ngiam (Mrs.)
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22.4.97

Other Points

- A candidate, who has been elected for People's Warden, need not stand for election into Parochial Church Council.
- It is to be noted that Parochial Church Council members should be voted for before Synod Representatives (at the end of the three-year term).