

St. Mark's Chaplaincy Constitution (Final Draft)

Chaplaincy

Article 1 (description of chaplaincy) St. Mark's Chaplaincy in Famagusta and the Karpaz is a chaplaincy within the diocese of Cyprus and the Gulf in the Episcopal Church in Jerusalem and the Middle East. The Chaplaincy serves the eastern part of Northern Cyprus that includes Famagusta and the Karpaz area.

Article 2 (constitution's limit) This constitution is subject to the constitution and canons of the diocese of Cyprus and the Gulf and the Episcopal Church in Jerusalem and the Middle East.

Membership and Electoral Roll

Article 3 (membership) All Christians who are residents of Cyprus, and considers St. Mark's as their main church while in Cyprus may be members of the chaplaincy.

Article 4 (electoral roll) All baptised members who are 16 years or older, who attend the Sunday worship regularly are entitled to be in the electoral roll of the chaplaincy.

Article 5 (electoral roll list) In October of every year, the Chaplaincy Council reviews the electoral roll and removes the people who have left Cyprus or the chaplaincy. Then, the roll is posted in the church and the members can add their names to the list by 15 November. A member adds his or her name with the understanding that he or she will use his or her voting right under the authority of the diocese. The Chaplaincy Council, then, reviews the additions and makes the decision on the additions. After making the decision, the Chaplaincy Council posts the final list by 1 December.

Chaplaincy Council

Article 6 (Chaplaincy Council) The Chaplaincy Council is the governing body of the chaplaincy. It exercises its authority under the guidance of the diocesan authority and in cooperation with the chaplain.

Article 7 (composition of the council) The chaplaincy council is composed of the chaplain, any other clergy licensed to the chaplaincy, two wardens, four elected members, and a possible co-opt member.

Article 8 (term of the council members) Each elected member serves for one-year re-electable term from an AGM to the next year's AGM.

Article 9 (officers of the council) The chaplain is the chairperson of the council. The council also elects a secretary and a treasure.

Article 10 (co-opted member of the council) The Council can co-opt one member if it chooses to.

Article 11 (responsibilities of the Council) The Council works with the Chaplain in leading the mission and ministry of the Chaplaincy. In doing that, it has following responsibilities.

1. It makes plans for ministries of the chaplaincy.
2. It makes the church budget and oversees it.
3. It oversees the church properties and assets.
4. It elects representatives for the diocesan synod.
5. It can make by-laws for a smooth running of the chaplaincy.
6. If there is a vacancy in elected council members, it elects a person to serve the rest of the term.

Article 12 (meetings of the chaplaincy council) The chaplaincy council should meet at least once in three months. The council is convened either by the chaplain or by one third of the members.

Article 13 (quorum and decision) The quorum of the council is the majority of the council members. Any decision that is reached by vote should have the majority of the council members in favour of the decision. The vote can be taken by telephone calls if some members are absent at the meeting.

Article 14 (chaplaincy account) The chaplaincy maintains a bank account for chaplaincy money. If cheque is used, it should be arranged that cheque is valid when signed by at least two people.

Annual General Meeting

Article 15 (time of the meeting) Annual General Meeting (AGM) is held in January every year. The meeting date must be announced at least six weeks before the meeting

Article 16 (composition of AGM) AGM is composed of all members in the electoral roll.

Article 17 (responsibility of AGM) AGM receives the financial statement from the previous year, appoints a finance auditor, and receives the finance auditing from the previous year. It also elects the elected member of the church council and one of the chaplaincy wardens.

Article 18 (nomination process for election) Candidates for elections are nominated to the church council on paper. Nomination has to be submitted at least by two people in the electoral roll and accepted by the candidate himself/herself. Candidates themselves should be in the electoral roll. The nomination is closed three weeks before AGM. The candidates should be announced at least two weeks before the election.

Article 19 (elections) Each member in the electoral roll has one vote. The vote is cast at AGM. Votes can also be cast at the Sunday services within one week that precede AGM, provided that AGM does not follow that service immediately.

Article 20 (extraordinary GM) The Chaplaincy Council can call for an extraordinary General Meeting if it deems that there is an issue to be discussed. The date of GM should be announced at least three weeks in advance.

Chaplaincy Wardens

Article 21 (chaplaincy wardens) There will be two chaplaincy wardens. One is appointed by the chaplain, the other is elected by AGM for the term of one year.

Article 22 (responsibilities of the chaplaincy wardens) The chaplaincy wardens are ex officio members of the chaplaincy council. They also have following responsibilities.

1. They represent the lay people to the bishop
2. They help the chaplain in running the chaplaincy
3. In case of the chaplain's absence: a. they make sure that regular worship services are maintained
b. one of them chairs the chaplaincy council

Article 23 (vacancy) If there is a vacancy in the elected warden, an extraordinary GM is convened to elect the new warden to serve for the rest of the term. In case of vacancy in the appointed warden, the chaplain appoints a new warden to serve for the rest of the term.

Article 24 (seniority) The warden elected by AGM is considered the senior warden.

Appointment of the Chaplain

Article 25 (appointment) In case a new chaplain should be appointed, the appointment is done according to the diocesan guideline.

Amendment of the constitution

Article 26 (motion for amendment) Any motion for amendment of the constitution should be submitted to the chaplaincy council

Article 27 (mandatory amendment) If the amendment becomes necessary because of a diocesan constitutional change or for other reasons, the chaplain should immediately submit the motion for amendment to the chaplaincy council.

Article 28 (amendment) If the council approves the motion, it is submitted to GM. If GM approves it, it is submitted to the archdeacon and the bishop. If they approve it, the constitution is amended.

Article 29 (review) The chaplaincy council reviews the constitution at least once in four years to see whether any part should be amended.

Assets of the chaplaincy

Article 30 (assets) the chaplaincy council maintains the list of the assets.

Article 31 (in case of closure) If the chaplaincy cease to exist for some reason, all assets are given to the diocese.

Appendix

1. This constitution comes to effect when an extraordinary GM approves it and is approved by and the archdeacon and the bishop.
2. Before the firsts AGM under this constitution, the pastoral council plays the role of the chaplaincy council.