

Constitution of the Congregation of the King's College Chapel,  
Halifax, Nova Scotia. 31st March 1996.

#### Name of the Corporation

1. The Name of the Corporation is "The Congregation of the King's College Chapel at the University of King's College", hereafter styled "The Congregation".

#### Goals of The Congregation

2. The Goals of The Congregation include the continued worship of Almighty God in the University Community, the deepening of religious fervour among the converted, the propagation of the Gospel, the education of members of College in the knowledge of God and the Salvation offered by His Son Jesus Christ. The Congregation intends to witness to the Gospel by word and deed in the University Community and beyond. The Congregation desires to maintain and promote to posterity the Faith once delivered to the Saints, taught by the Apostles, received by the undivided Church, and held by the founding members of this College and their succeeding generations.

#### Enfranchised Members of The Congregation

3. Enfranchised members of The Congregation shall include all Officers of The Congregation and all those persons who regularly worship in the Chapel as recognised by the Priest-in-Charge and Warden(s). Any enfranchised member of The Congregation, except as provided in this Constitution, may vote and may hold an elected office in The Congregation.

#### Officers of The Congregation

4. The Officers of The Congregation shall comprise the Chapel Executive and include:

*Ex Officio, Non-Voting:* The Patron of the University, The Visitor of the University, The Bishop of Fredericton, Professors in Holy Orders (Anglican) of the University of King's College, The Chair of the Anglican Faculty at Atlantic School of Theology, President of the St. Andrew's Missionary Society.

*Ex Officio, Voting:* The Priest-in-Charge of the King's College Chapel, The Sacristan and Head Server of the Chapel, The President of the Choir, The President of the St. Thomas Aquinas Society, The President of the Altar Guild.

*Elected:* The Warden of the Chapel, The Assistant Warden of the Chapel, and The Treasurer of the Chapel.

#### Duties of Elected Officers

5.1 The Warden shall be responsible to oversee the temporal concerns of the Chapel. Including, not exclusively, to provide fit persons to receive the offering of The Congregation during Divine Service, to provide and care for such service books and materials as are needed for the worshippers, to keep order in the Chapel during Services, to provide such physical appointments and conditions as are necessary for the fit Worship of God in comfort, decency and order, and to provide for

coffee-hour, receptions and other social events according to custom and occasion. The Warden shall further be responsible to represent The Congregation to the Priest-in-Charge and conversely the Priest-in-Charge to The Congregation, as conditions require. The Warden shall oversee the work of the Treasurer. The Warden shall be responsible to encourage knowledge of The Congregation's worship of Almighty God among the University Community and to stand in perpetual welcome and invitation among that Community.

5.2 If The Congregation desire an Assistant Warden one shall be elected.

The Assistant Warden shall assist in the execution of The Warden's duties and act in place of The Warden as required.

5.3 The Treasurer shall receive the offerings of The Congregation following Divine Service. The Treasurer shall keep an accurate record of such offerings in a ledger set aside for that purpose and in the Vestry Book, shall keep an account of all expenditures from the Chapel monies and of all bank transactions made on behalf of the Chapel, and shall issue receipts for donations to those requiring them. Further, the Treasurer shall give a written account of the receipts and expenditures, with the current state of all accounts, funds, endowments, bonds and other monies at the Annual General Meeting of The Congregation. Signing authority is established in *Schedule "B"* of the Bye-Laws of this Constitution.

5.4 The President of the Choir shall be responsible to represent the interests of the Choir to The Congregation and to represent the interests of The Congregation to the Choir. The President of the Choir shall be elected by the Choir from among their number.

5.5 The President of the St. Thomas Aquinas Society shall, together with the Chaplain of the Society and the Sacristan and Head Server of the Chapel, be responsible to provide opportunities for the spiritual welfare and development of the Servers, Daily Office Officiants, Members of the Altar Guild and others serving to further the worship of God in the Chapel. The President shall encourage such study and direction as tends to the enhanced spiritual and Christian fellowship of the members of the Society.

The President of the St. Thomas Aquinas Society shall be elected by the members from among their number.

5.6 The President of the Altar Guild shall be responsible for the material care of those Ornaments of the Church and of the Ministers needful for the Divine Service. The President shall seek out, train, encourage, and oversee those persons devoutly disposed to the care of these Ornaments.

The President of the Altar Guild shall be elected by the members from among their number.

#### Meetings of The Congregation

6.1 An Annual General Meeting of The Congregation shall occur in the Winter Term. The date and time shall be fixed by the Priest-in-Charge. Notice of the Annual General Meeting shall be published in the Chapel Bulletin in the two consecutive weeks before the meeting.

6.2 At the Annual General Meeting The Congregation shall have reports from The Priest-in-Charge, The Warden, The Treasurer and The Sacristan and Head Server, or their designates. The Congregation may receive reports from The President of the St. Thomas Aquinas Society, The President of the Altar Guild, and The President of the Choir, the President of the St. Andrew's Missionary Society, the Music Director, or their designates.

The Treasurer of the Chapel shall submit a written report at the time of the meeting. Reports from other than The Treasurer may be submitted in oral form only.

6.3 Special General Meetings shall be called by the Priest-in-Charge at his discretion, at the petition of any three members of the Executive, or at the petition of any five members of The Congregation. Such meetings shall be called within seven days of petition and with seventy-two hours notice as posted in the Chapel.

6.4 Emergency General Meetings may be called at the discretion of the Priest-in-Charge, with twelve hours notice as posted in the Chapel.

6.5 Quorum of any Meeting shall be: The Priest-in-Charge, three Officers of The Congregation and five members of The Congregation who are not Officers.

6.6 The Priest-in-Charge shall chair meetings of The Congregation but may turn the meeting to his designate for part or all of the proceedings. The person holding the Chair may not vote on elections or motions, except in the case of a tie. The person in the Chair shall order the meeting and set the rules of order.

6.7 For the purposes of this Constitution, should there cease to be a Priest-in-Charge, the position fall vacant, or the holder of the office be indefinitely unable to discharge his office, his place shall be taken by the senior Professor in Holy Orders (Anglican) of the University or a member of The Congregation (Officer or other) appointed by that Professor. In the event there are no Professors in Holy Orders (Anglican) at the University, the place shall be filled by The Warden of the Chapel.

6.8 At every General Meeting a member of The Congregation shall be elected to act as Secretary. The Secretary shall be responsible to keep minutes and shall submit a written copy to the Priest-in-Charge within the week following the meeting.

### Elections

7.1 Elections for the offices of Warden of the Chapel, Assistant Warden of the Chapel, and Treasurer of the Chapel, shall occur annually at the Annual General Meeting.

7.2 Any enfranchised member of The Congregation may hold elected office in The Congregation.

7.3 No person shall hold more than one elected office concurrently in The Congregation.

7.4 Elections shall be conducted according to *Schedule "A"* of the Bye-Laws of this Constitution.

7.5 If any elected office should fall vacant in the Fall Term, a Special General Meeting shall be called and an election held. Should any elected position fall vacant in the Winter Term, the position shall be filled by appointment by the Priest-in-Charge or by election at a General Meeting, at the discretion of the Priest-in-Charge.

### Appointments

8.1 The Sacristan and Head Server shall assist the Priest-in-Charge in maintaining the liturgical life of the Chapel, oversee the Servers and Officiants at the Daily Offices, acquire sacristy supplies, and perform duties as delegated by the Priest-in-Charge.

The Sacristan and Head Server shall be appointed by the Priest-in-Charge. If desired, an

Assistant Sacristan may also be appointed by the Priest-in-Charge.

8.2 The Director of Music shall, in consultation with the Priest-in-Charge, coordinate the musical programme of the Chapel, oversee the Choirs, Choral Scholars, Organ Scholar, and other musicians.

The Director of Music shall be appointed by the Priest-in-Charge.

8.3 Choral Scholars, Organ Scholars, and other musical personnel shall be appointed by the Priest-in-Charge, upon the advice of the Director of Music.

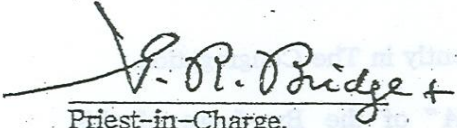
### Constitution and Bye-Laws

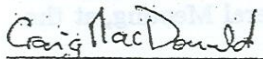
9.1 The Constitution of The Congregation may be abolished or amended by a vote of The Congregation. Motions to effect such abolition or amendment shall occur at an Annual General Meeting or a Special General Meeting. Motions to effect abolition or amendment of the Constitution shall not be made by an Emergency General Meeting.

9.2 A motion to abolish or amend the Constitution, posted in writing on the Chapel Bulletin Board with the notice of meeting, may be adopted at that meeting by The Congregation if no changes are made to the original posted form. A motion which is introduced at the Annual General Meeting or a Special General Meeting to abolish or amend the Constitution must be passed by that meeting and confirmed by a second such meeting. A meeting to confirm a motion to abolish or amend the Constitution shall not occur within seven days of the meeting at which the motion was first passed.

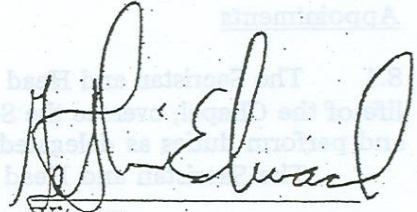
9.3 A motion to abolish or amend the Constitution shall require the support of two-thirds of the enfranchised members at the meeting. A motion to confirm such a motion shall require the support of two-thirds of the enfranchised members at the meeting.

9.4 A motion to abolish or amend the Bye-Laws of this Constitution may be introduced at an Annual General Meeting or at a Special General Meeting. The support of two-thirds of the enfranchised members present at the meeting shall be required to abolish or amend the Bye-Laws of this Constitution.

  
Priest-in-Charge.

  
Warden of the Chapel

  
Witness

  
Witness

Bye-Laws of the  
Constitution of The Congregation of the Chapel of the University of King's College.

Schedule A: Elections

1. -Elections shall occur at the Annual General Meeting or at a Special General Meeting.
2. -Offices may be filled by acclamation, appointment, or election, according to these bye-laws.
3. -Voting will normally occur by show of hands.  
-At the request of three enfranchised members of The Congregation, the vote for any or all Offices shall occur by secret ballot.
4. -In elections by secret ballot and where nominations have been made, the enfranchised members of The Congregation may write the Office and name of their designate together on the ballot.  
-In elections by secret ballot and where nominations are not made, enfranchised members of The Congregation may write the Office and name of their designate together on the ballot.  
-Voters may choose to leave the ballot blank.
5. -In the event of voting by secret ballot, the Priest-in-Charge and one of those requesting the balloted vote shall act as scrutineers. The effect of the vote shall be reported to The Congregation immediately. The nature of the vote may be reported at the discretion of the Priest-in-Charge.
6. -Nominations shall be submitted to the Priest-in-Charge or his designate during the meeting. Enfranchised members of The Congregation may nominate another enfranchised member of The Congregation or themselves.
7. -Elections will be held in the following order: Warden of the Chapel; Assistant Warden of the Chapel, Treasurer of the Chapel.
8. -A candidate will be declared the successor to or consecutive holder of the Office upon receipt of the simple majority of the vote and so long as that person receives a total of four votes.
9. -Should a vote by secret ballot without nominations be made and the declared successor or concurrent holder be unwilling to undertake or continue in the Office, then a new election shall be held with a call for nominations.
10. In the event that no one can be elected to a position, the Priest-in-Charge may appoint to the position a member of The Congregation or may hold the position vacant pending later election or appointment at his discretion.
11. In the event that only one person is nominated for an Office, that person shall be considered acclaimed, pending a simple majority vote of confirmation.
12. -No person shall hold the same elected office for more than two years consecutively.
13. -The following summation of the election process shall be read, with noted inclusions as appropriate, before every election:

*"A Quorum, consisting of the Priest-in-Charge (or his designate), four Officers of The Congregation and eight enfranchised members of The Congregation who are not Officers, as required by the Constitution, is established.*

*Voting will occur by show of hands or, upon the request of any three enfranchised members of The Congregation, voting for any or all the Offices shall be by secret ballot.*

*Nominations shall be received. In the event there are no nominations, a secret ballot shall be used upon which enfranchised members of The Congregation may write the Office open and the designate of choice. This may be done for any or all Offices simultaneously.*

*Election of Officers shall occur as following: Warden of the Chapel, Assistant*

Warden of the Chapel, Treasurer of the Chapel."

**SCHEDULE B: Financial Signing Officers**

1. The Treasurer and two other officers of The Congregation shall be the signing authority for cheques issued by the Chapel. Two of the three signatures shall be required.