

# **GOWER CONSTITUTION**

(as approved by the Board, February 15, 2018)

## **PROPOSED AMENDMENTS**

**Annual Congregational Meeting, March 8, 2020**

### **The Board**

1. The governing body of the Gower Street Pastoral Charge is the Board, which shall have administrative and pastoral oversight over the life of the Pastoral Charge as required by the United Church *Manual*.

### **Membership of the Board**

2. The Board shall consist of the following, all of whom shall be voting members:
  1. Minister, or if there is no Minister, the pastoral charge supervisor
  2. Chair of the Board
  3. Past Chair (one year)
  4. Vice-Chair of the Board
  5. Secretary
  6. Treasurer
  7. Chair of Ministry and Personnel
  8. Chair of Worship and Sacraments
  9. Chair of Finance
  10. Chair of Property
  11. Chair of Outreach
  12. Chair of Pastoral Care
  13. Chair of Communications
  14. Chair of Children, Family and Education
  15. President UCW
  16. President Men's Club
  17. Member at large
3. All Board members must be full members of the Gower Street United Church congregation.
4. All Board members (except the Minister, or the pastoral charge supervisor, if needed) will be elected by an Annual Congregational Meeting (ACM), and will serve for two years, renewable upon recommendation of the Nominations Committee. The Nominations Committee (see Paragraph 18) will nominate persons for election to the Board at the ACM, and will also fill vacancies on an interim basis upon approval of the Board.
5. A Board member who fails to attend three consecutive meetings without adequate cause shall be deemed to have resigned.

## **Meetings and Quorum**

6. The Board shall meet monthly (except for July and August), or at the call of the Chair.
7. A quorum for the Board shall be 1/3 of membership.
8. The Board Chair will call at least three meetings per year of the full Leadership Team consisting of members of the Board and all chairs of recognized permanent and ad hoc committees and groups of the Church (see Paragraph 20).
9. Leadership Team gatherings will have three purposes:
  - i. information sharing from the Board;
  - ii. accountability reports from the Committee/group;
  - iii. make recommendations to the Board.
10. Members of the congregation are welcome to attend Board meetings as observers. The Board may also invite specific individuals to attend a meeting or meetings.

## **Officers**

11. The Chair of the Board shall preside over meetings of the Board, and ensure that the Board fulfils its responsibilities.
12. The Vice-Chair of the Board shall act in place of the Chair when necessary, and take charge of such other duties, as may be required.
13. The Past Chair, which is for one year only, will provide support and assistance to the new Chair, as required.
14. The Secretary shall ensure that minutes are kept of the proceedings of the Board, that they are circulated to Board members, and that they are filed with reports submitted to the Board, in the Church office, where they will be accessible to the Board and congregation members on request. The Secretary will receive and reply to Board correspondence, which shall be filed with the Church office.
15. The Treasurer shall be responsible for the finances of the congregation, for its contributions to the Mission and Service Fund, for preparing and maintaining financial statements, for preparing the annual budget in consultation with the Chair of the Finance Committee (see Paragraph 17), for audits, and for liaison with the Board of Trustees (see Paragraph 19). The Treasurer shall be a member of the Finance Committee.

## **Committees and Groups of the Board**

16. There will be a Ministry and Personnel Committee with terms of reference that follow the *Manual* (Sections B.7.8.1, and B.7.8.5). The Chair of the Ministry and Personnel Committee will be elected at an ACM. Other members will be appointed by the Board.
17. There will be a Finance Committee. The Chair of the Finance Committee will be elected by an ACM. Other members will be appointed by the Board.
18. There will be a Nominations Committee of at least three persons, the Chair of which will be elected at an ACM, and serve for two years. The Committee is to recommend persons to fill vacancies on the Board, making every effort to match persons with the position descriptions and to ensure that the composition of the Board reasonably reflects the congregation. Its recommendations are subject to the approval of the congregation. The committee will also, when called upon, act as a resource for committee chairs.
19. There will be a Board of Trustees as required by the *Manual* (Section G.3). Its members will be elected at an ACM (apart from the Minister, who is automatically a member). The Trustees are responsible for “holding all congregational property for the congregation as part of the United Church.” The Trustees shall report to the Board and to the ACM, and will file its records with the Church office.
20. There will be a number of groups and committees that will form part of the Gower Street United Church Leadership Team; a representative of which shall attend the three meetings called by the Board Chair throughout the year (See paragraph 8).. Individual chairs may be asked to attend additional meetings at the call of the Board Chair. These will include:
  1. Stewardship
  2. Heritage and Archives
  3. Affirm Advisory Committee
  4. Regional Representatives
  5. Financial Review Committee
  6. Nominations Committee
  7. Board of Trustees
  8. Gower Community Band

21. A document outlining the Roles and Responsibilities of all committees and groups will be approved and maintained by the Board. All groups (i.e., UCW, Men's Club, and Seniors' Club) come within the oversight of the Board, but as these groups elect their own President, that person shall represent the group at Leadership Team Meetings. The mandates of UCW, Men's Club, Seniors' Club, and any other groups will be submitted to the Board for information and filing purposes. Any new group or committee shall have their mandate approved by the Board prior to commencing operation.
22. The Chair of the Board is *ex officio* a member of all committees and groups. The Minister is *ex officio* a member of all committees and groups except Ministry and Personnel, Nominations, and the Search Committee for a new minister. The Board may create ad hoc and special purpose committees and groups, as deemed necessary.

### **Elections**

23. Resignations or deaths among members of the Board shall be filled by action of the Board on nomination of the Nominating Committee.
24. Persons nominated to fill positions on the Board which have been vacated will fill the position until the next Annual Congregational Meeting, at which time they will be eligible for election.
25. Elected members shall be nominated by the Nominating Committee and duly elected at the Annual Congregational Meeting. Further nominations may be received at the Annual Congregational Meeting and in the event of total nominations exceeding the limit of available positions to be filled, an election will be held by closed ballot.

### **Amendment**

26. This constitution can be amended at an ACM, provided that at least 30 days' notice has been given to the congregation.

### **The Manual**

27. Gower Street United Church is ultimately governed by the United Church *Manual* and the relevant parliamentary enactments. In any point not covered in the *Manual*, the parliamentary rules accepted in Canada (Bourinot's Rules) will be followed.