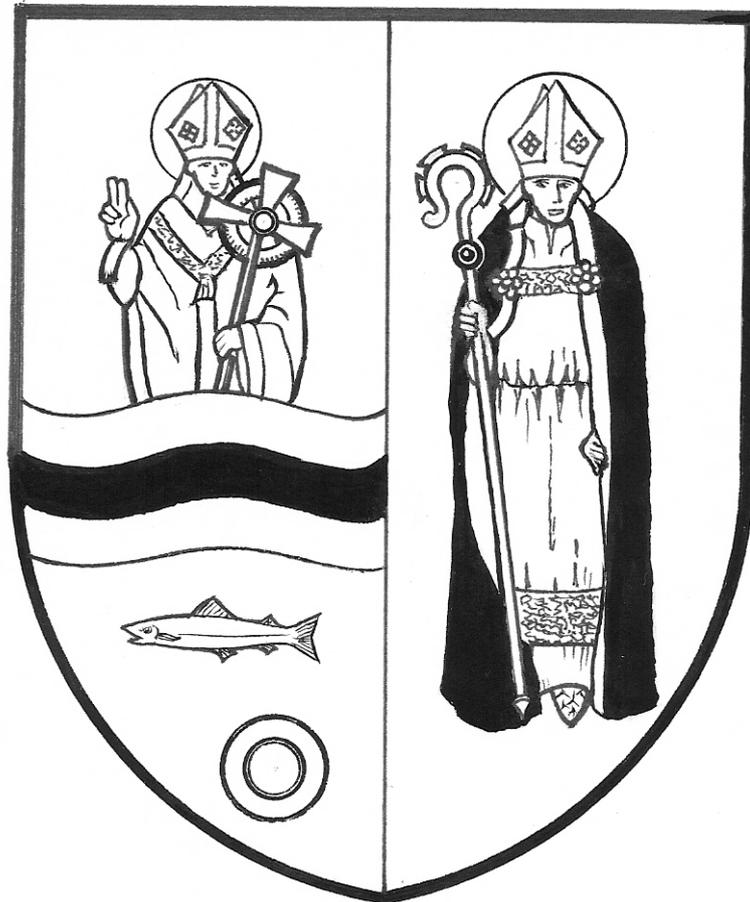


DIOCESE OF GLASGOW and GALLOWAY
SCOTTISH EPISCOPAL CHURCH
Scottish Charity no SC013925



**DIOCESAN
CONSTITUTION
2005**

amended 2011

Diocese of Glasgow & Galloway
DIOCESAN CONSTITUTION 2005 amended 2011

1. THE DIOCESAN SYNOD

The Synod of the United Diocese of Glasgow and Galloway (hereinafter referred to as ‘the Synod’) shall have the functions, powers and duties given to it expressly or by implication, from time to time, by the Code of Canons of the Scottish Episcopal Church (hereinafter referred to as ‘the Code of Canons’). It shall have the power to establish and alter its own rules of procedure or order insofar as these are not inconsistent with any relevant and applicable canonical provision.

1.1 Membership of the Synod The membership of the Synod shall comprise those specified, from time to time, by Canon 50. If not already members of the Synod, the Conveners and Vice-Conveners of the Action Networks and Committees, and Lay Members elected to the Diocesan Council by their Regional Councils, shall be non-voting members *ex-officio*.

1.2 Meetings of Synod The Synod shall meet as prescribed by Canon 50.

1.3 Diocesan Officials As prescribed by Canon 61, there shall be a Chancellor and a Registrar appointed by the Bishop; a Synod Clerk elected by the voting Presbyters of the Synod; an Auditor, Secretary, and Treasurer, appointed by the Synod (the latter two offices may be combined).

1.4 Diocesan Trustees The Diocesan Trustees shall be the Bishop, the Dean, the Synod Clerk and the Registrar, all *ex officiiis* as prescribed by Resolution 7.1.3. of the Digest of Resolutions

1.5 Diocesan Property Committee The requirement for and remit of a Diocesan Buildings Advisory Committee under Canon 50.9 shall be fulfilled by the Diocesan Property Committee.

1.6 Quorum The quorum shall be two-thirds of the membership of the House of Clergy and two-thirds of the membership of the House of Laity

2 DIOCESAN COUNCIL

The Diocesan Council shall constitute the Standing Committee of the Synod.

2.1 Composition

The Convenor shall be the Bishop, or such other member of the Council as the Bishop at his sole discretion may appoint from time to time.

Voting members: One clerical and one lay member elected by and from the membership of each regional council acting under powers delegated by the Synod. Voting members shall stand down after four consecutive years, but may be re-elected after one year.

Non-voting members: Dean, Provost, Synod Clerk, Chancellor, Diocesan Secretary, Diocesan Treasurer, Conveners of Action Groups.

The Diocesan Council shall have the power to co-opt additional members up to a maximum of three, and shall specify the period of appointment, which shall not exceed one year.

Diocese of Glasgow & Galloway
DIOCESAN CONSTITUTION 2005 amended 2011

2.2 Meetings

The Diocesan Council shall meet no fewer than four times annually at times and places as it shall determine

2.3 Minutes

The minutes of all meetings of the Diocesan Council shall be kept by the Diocesan Secretary and circulated to members of the Council. At each meeting the Council shall decide what matters need to be kept confidential, and these shall be clearly identified by the Secretary in the Minutes. Apart from such confidential matters, the Minutes and any notes taken at the time shall form the basis of reports to the Regional Councils by their representatives.

2.4 Functions

2.4.1 To guide the Diocese in matters of policy and overall direction; to make regulations for the control of Diocesan funds and resources; and to initiate, and process from Regional Councils, Action Networks, Charges and Members of Synod, proposals for action by the Diocesan Synod.

2.4.2 To monitor and receive regular reports from the Bishop's Staff Group, Action Networks and Regional Councils.

2.4.3 To monitor expenditure, the stewardship of resources and investments and to approve for submission to the Synod the annual budget prepared by the Diocesan Treasurer.

2.4.4 To supervise the appointment of diocesan staff, and all elections falling within the remit of the Diocesan Synod.

2.4.5 To be consulted by the Bishop concerning persons, clergy and/or lay, best suited to be Convenors and Vice-Convenors of the Action Networks prior to the Bishop making such appointments.

2.5 Powers

The Diocesan Council shall act in the name of and for the Diocesan Synod, to which it must account for its actions, between the Annual Meetings of the Synod.

The Diocesan Council shall have the power to appoint, reorganise and dissolve such committees and networks as it judges necessary to assist it in carrying out the foregoing duties, always excepting bodies whose appointment is otherwise specified by the Code of Canons.

2.6 Quorum

The Convener and at least one representative from each region must be present.

2.7 Membership of Diocesan Synod

Elected Diocesan Council members who are not already members of the Diocesan Synod are *ex-officio* non-voting members of the Synod.

2.8 Charity Trustees

For the purposes of The Charities and Trustee Investment (Scotland) Act 2005, the governing body of the diocese shall be the Diocesan Council and the charity trustees shall be the members thereof both voting and non-voting but excluding (1) the Chancellor, (2) the Convenors of Action Groups (unless they are otherwise *ex officio* voting members of the Council) and (3) any co-opted members. For the avoidance of doubt the Bishop as Convener of the Council or any member acting as such on the Bishop's appointment from

Diocese of Glasgow & Galloway
DIOCESAN CONSTITUTION 2005 amended 2011

time to time shall be a voting member and charity trustee.

3. REGIONAL COUNCILS

3.1 Regions

The charges in the Diocese shall be grouped by geographical region as determined by the Diocesan Synod, each Region having its own Regional Council.

3.2 Membership

Clerical: All instituted, collated and licensed clergy within the Region, together with all clergy within the Region who hold a Commission, Warrant or Permission to Officiate.

Lay: Three lay representatives of each congregation within the Region, namely the Lay Representative and the Alternate Lay Representative of each congregation, and an additional representative, who must be a communicant member of at least 18 years of age, elected by each charge;
All Lay Readers within the Region
Other lay members of General Synod or its Board and Committees from Charges within the Region
Up to three additional co-opted lay members from within the Region

3.3 Office Bearers

The Members of each Regional Council shall elect from amongst its members a Convener, a Vice-Convener, a Secretary, and a Treasurer. The latter two offices may be combined. If the Chairman is a cleric then the Vice-Chairman must be a lay person and vice versa. The Office Bearers shall retire annually but shall be eligible for re-election. Each Regional Council may make its own rules regarding the maximum number of terms in succession that each office bearer may serve. The Office Bearers shall comprise an executive or steering committee for the Regional Council.

3.4 Meetings

Each Regional Council shall hold at least four meetings in each year, one of which shall be the annual meeting at which the Office Bearers are elected and accounts presented and shall commence with the celebration of a Eucharist. The dates, times and places of meetings are such as the Regional Council shall decide, subject to guidance from the Diocesan Council on diocesan requirements.

3.5 Special Meetings

The Convener may call special meetings and shall do so when requested by the Bishop. There shall be ten clear days notice to members.

3.6 Funds

Each Regional Council has authority to collect supervise and disburse any funds collected under its own initiative.

3.7 Quorum

Each Regional Council may decide its quorum. The Chairman's ruling as to whether a quorum is present or not shall be final.

Diocese of Glasgow & Galloway
DIOCESAN CONSTITUTION 2005 amended 2011

3.8 Functions and Duties

- 3.8.1 To elect representatives to the General Synod under powers delegated from the Diocesan Synod under Canon 52 section 9.
- 3.8.2 To encourage and facilitate nominations of representatives and other persons required to be elected by the Diocesan Synod at its annual meeting.
- 3.8.3 To elect as representatives to the Diocesan Council one cleric and one lay person and alternates for each. No representative may be elected for more than four consecutive years.
- 3.8.4 To consider any matter referred to the Regional Council by the Bishop, Diocesan Synod or Diocesan Council.
- 3.8.5 To consider the business of the General Synod, the Diocesan Synod, and the Diocesan Council, and to consult congregational opinion as appropriate.
- 3.8.6 To bring together the views of Charges within the Region on common problems.
- 3.8.7 To frame motions and questions for presentation at the Diocesan Synod subject to review by the Diocesan Council.

4. BISHOP'S STAFF GROUP

4.1 Function and Accountability

The Bishop's Staff Group is responsible to the Diocesan Council for the day-to-day management of the Diocese and its resources, subject to the Regulations drawn up under section 2.4.1 above as approved by the Auditor. It will account for its actions and decisions at each Council meeting.

4.2 Meetings

The Staff Group shall meet as determined by the Bishop. The Diocesan Secretary shall prepare papers for and notes of decisions made at each meeting. A synopsis of the notes will be made available to the Diocesan Auditor, and to the Regional Councils subject to considerations of confidentiality.

4.3 Membership

Bishop, Dean, Provost, Diocesan Secretary, Diocesan Treasurer. Other persons may be invited to attend the Group from time to time.

5. AMENDMENT OF CONSTITUTION

This Constitution can be amended by a motion brought to a duly constituted meeting of the Diocesan Synod in accordance with Canon 50, Resolution 3, and passed by a two thirds majority of those present and entitled to vote.

Diocese of Glasgow & Galloway
DIOCESAN CONSTITUTION 2005 amended 2011

Appendix 1: RULES OF ORDER

The Chairman is free to run the meeting as he or she sees fit, but the General Synod Rules of Order, provided with the General Synod papers, provide a useful guide.

Appendix 2: REGIONS

At the time of amendment of this Constitution, the charges are allocated to Regions as follows:
Ayrshire Ardrossan, Ayr, Dalry, Girvan, Irvine, Kilmarnock, Maybole, Largs, Prestwick, Troon.

Galloway Annan, Castle Douglas, Challoch, Dalbeattie, Dumfries, Eastriggs, Gatehouse of Fleet, Gretna, Kirkcudbright, Lockerbie, Moffat, New Galloway, Portpatrick, Stranraer.

Glasgow South Clarkston, Hillington, Kings Park, Newlands, Pollokshields.

Glasgow North-East Cathedral, Possilpark, Bishopbriggs, Lenzie, Cumbernauld, Bailleston, Shettleston, Dennistoun.

Glasgow North-West Helensburgh, Dumbarton, Alexandria, Jordanhill, Knightswood, Kelvinside, Bearsden, Drumchapel, Milngavie, Woodside.

Lanarkshire Baillieston, Cambuslang, East Kilbride, Hamilton, Lanark, Monklands, Motherwell, Uddingston, Wishaw.

Renfrewshire Bridge of Weir, Gourock, Greenock, Johnstone, Kilmacolm, Paisley, Port Glasgow, Renfrew.

Appendix 3: ACTION NETWORK

At the time of adoption of this Constitution, the following activities were resourced or otherwise supported by the Diocese:

Boundaries Committee; Protection of Vulnerable Groups; Children's Ministry; Church in Society; Companion Dioceses; Education; Faith & Order; Finance; Ministry Advisory Group; Ministry Development; Ministry Support; Mission Core Group; Mothers' Union; Overseas Relations; Pilgrim Tourists; Property Committee; Spirituality; Stewardship; Worship & Liturgy; Youth; Diocesan News Service and Website.