

CHAPTER REGULATIONS 2018

Introduction

1. These regulations are the *Chapter Regulations 2018*, made in accordance with clause 23 of the *Cathedral Ordinance 1969*, which replace all previous regulations made under this clause. The Chapter shall ensure that a copy of the current version of the Cathedral Regulations is lodged with Diocesan Secretary within 14 days of the adoption, amendment or repeal of any regulation.

Chapter Meetings

2. The Chapter shall normally meet monthly, except in January, and shall record and archive minutes of its proceedings.
3. A special meeting of the Chapter may be convened at the Archbishop's discretion, or shall be convened on his receipt of a written request from three members of Chapter.
4. The Chapter may pass a resolution without a meeting of the Chapter being held if –
 - a. each member is sent by email a document which sets out the motion, provides a statement from the mover and prescribes a designated timeframe for voting, and
 - b. fractions being counted as one, 75% of the Chapter members notify the Chair by email within the timeframe that they are in favour of the motion, provided that the motion will not pass as a resolution if any Chapter member notifies the Chair of their unwillingness for the motion to pass as a resolution without a meeting.A resolution passed under this regulation is to be recorded in the minutes of the next meeting of the Chapter.

Treasurer

5. The Chapter may appoint one of their number to act as treasurer or may, with the concurrence of the Dean, appoint another person to act as treasurer, and may remove that person from office.

Secretary

6. The Chapter may appoint a person to be its secretary and may remove that person from office. The secretary need not be a member of Chapter.

Auditor

7. The Chapter shall appoint an auditor in accordance with the Accounts, Audits and Annual Reports Ordinance 1995

Committees of Chapter

8. The Chapter may, by resolution, establish a committee, and delegate to that committee all or any of the Chapter's functions, rights and powers. The Chapter may, by resolution, abolish a committee or revoke any or all delegations. Notwithstanding any delegation, the Chapter remains responsible for the exercise of any functions delegated to a committee. A committee established by the Chapter may comprise or include persons who are not members of the Chapter.

Property Responsibilities of the Chapter

9. The property responsibilities of the Chapter include:
- a. keeping order in the Cathedral and its grounds;
 - b. the care of the Cathedral and its furnishings relating to the conduct of services of public worship;
 - c. the repair and maintenance of all buildings (including residences), and their fixtures, furniture and contents which are the property of the Chapter;
 - d. ensuring that no monument, memorial or tablet is added, altered or removed without the approval of the Archbishop in writing.
 - e. the repair and maintenance of all Cathedral property listed on the State Heritage Register in accordance with the minimum standards prescribed from time to time by the Heritage Act 1977 (the Act) or any regulations made under the Act, and to provide within 28 days of receipt of a written request, such information as the Anglican Church Property Trust (ACPT) reasonably requires about compliance with the requirements of the Act; and

Operational authority for property matters is delegated to the Dean in accordance with clause 7 of the Cathedral Ordinance 1969.

Financial Responsibilities of the Chapter

10. The financial responsibilities of the Chapter include the following:
- a. to oversee the proper management, security and financial administration of all money and other property of the Cathedral;
 - b. to establish proper procedures for the collection, counting, recording in the register of services, and banking of all money collected in connection with services in the Cathedral;
 - c. to keep proper accounting records of all money received and expended by the Chapter;
 - d. to determine and pay the stipend, allowances and benefits of the Dean, the Music Director and other pastoral staff, and to determine and pay the salary of all other lay members of staff; and
 - e. to insure Cathedral staff, to the extent required by law, where such insurance has not been taken out by the Property Trust.

Budget

11. A budget shall be prepared annually by the Treasurer. The budget shall be presented to the Chapter for their consideration and approval not later than November of the preceding year to which it refers. The budget shall be made available to the congregations at the AGM for their information.

Payments

12. All budgeted expenditure, both recurrent and capital, shall be approved by the Dean or his nominee. All payments shall be authorised by any persons appointed by Chapter for this purpose, who are not members of staff. The Chapter may authorise the Dean to approve unbudgeted expenditure to a pre-agreed limit. Such expenditure incurred is to be reported to the next meeting of the Chapter.

The Dean

13. The Dean shall submit a written report on the progress of the Cathedral ministries to each meeting of Chapter, and a report, including ministry priorities and plans for the year, to the AGM.
14. The Dean may not receive income from his ministry as a clergyman, additional to his stipend as Dean, except as may be approved by the Chapter.
15. The responsibilities of the Dean include:
 - a. ensuring a register of services is maintained for the Cathedral which identifies –
 - i. the time, date and place of the service,
 - ii. the number of persons in attendance, and
 - iii. the name of the persons leading or preaching at the service;
 - b. ensuring a register of occasional services is maintained which identifies –
 - i. in the case of a baptism, the date and place, the full name and address of the person baptised (or if an infant, their parents), the date of birth of the person baptised, and the name of the officiating minister,
 - ii. in the case of a confirmation, the date and place, the full name of each person confirmed, the date each person was baptised, and the name of the confirming bishop,
 - iii. in the case of a marriage, the date and place, the names and signatures of the persons married and the names and signatures of the witnesses to the marriage, and the name of the celebrant, and
 - iv. in the case of a funeral, the date and place, the names and address of the deceased, the deceased's date of death, and the name of the officiating minister;
 - c. ensuring the safe custody and preservation of all Cathedral registers and records (other than current books of account);
 - d. ensuring that statutory records including those relating to child protection, heritage compliance and workplace health and safety matters are kept and maintained.
 - e. ensuring the Cathedral registers are kept as bound books or in such other form as accords with any records management and archival requirements approved by or on behalf of the Registrar;
 - f. ensuring the Cathedral registers must be kept in a secure place within the Cathedral or Cathedral office or in such other place as the Archbishop may from time to time approve in writing;
 - g. ensuring the Cathedral registers are available on request for inspection by the Archbishop, the Regional Bishop or another person appointed by the Archbishop in writing, and for that purpose and must make a search of the register and furnish an extract, if requested by the Archbishop, the Regional Bishop or such other person appointed by the Archbishop, and may on the application of any other person, pending the payment of a reasonable fee, make a search and furnish an extract from the register; and
 - h. deciding from time to time whether to lodge any Cathedral register with the Archives, in accordance with any records management and archival requirements approved by or on behalf of the Registrar, whereupon such lodgement with the Archives, the Dean ceases being responsible for the records, as the management and control of the records then vest in the Registrar.

The Annual General Meeting of members of the Cathedral Congregations

16. The AGM of the Cathedral congregations shall:
 - a. be chaired by the Archbishop, or if not present, by the Dean;
 - b. be held no later than the last Sunday in May each year;
 - c. receive the audited accounts of the Cathedral for the preceding year;
 - d. receive the budget for the Cathedral for the current year;
 - e. receive the Dean's annual report;
 - f. receive the annual reports of the Cathedral ministries;
 - g. conduct elections where necessary; and
 - h. provide a reasonable opportunity for members of the congregations present to ask questions about Cathedral affairs and to make recommendations to the Chapter.
17. On at least one Sunday before the AGM, the Chapter is to make the annual financial reports and the auditor's report available for inspection or distribution, and to cause an announcement as to their availability to be made at each service.
18. The Chapter may resolve, by two thirds majority, that exceptional circumstances warrant the AGM be held with the aid of technological means that allow those who are not physically present to participate. Such technology must allow all members taking part in the AGM to hear and be heard by one another, including those who are physically not present at the meeting. All proceedings conducted with the aid of technology are as valid and effective as if they had been conducted at a meeting at which all of those members were physically present.

Adopted by resolution of the Chapter of the Cathedral of St Andrew on 3 April 2018. Clause 18 was added by circular resolution of the Chapter which came into effect on 13 May 2020.