**STANDING COMMITTEE ON CONSTITUTIONS**

**Terms of Reference**

**1. NAME**

 Standing Committee on Constitutions, referred to as “the Committee”.

**2. RELATIONSHIP TO THE CHURCH**

 The Committee is a committee of the General Church Board and shall act at its direction in providing advice and recommendations on constitutional matters, and shall fulfil its responsibilities in keeping with the Constitution and the policies of the Church.

**3. PURPOSE**

 The Committee shall supervise, review, and advise on all constitutional matters relating to the Church and its boards, councils and committees and to its Districts and auxiliary organisations in their relationship to the Church, so that all things may be done decently and in order.

**4. AUTHORITY**

 The Committee has no decision-making authority.

**5. MEMBERSHIP**

 5.1 The Standing Committee shall consist of seven [7] members:

 5.1.1 two [2] pastors and four [4] lay members; and

 5.1.2 one [1] member of the General Church Board.

 5.2 The Committee shall consist of members with knowledge and experience in the following areas:

 5.2.1 constitutions;

 5.2.2 Church governance;

 5.2.3 an understanding of and commitment to Church teaching;

 5.2.4 literacy skills; and

 5.2.5 logical thinking.

 5.3 The members shall be appointed by the General Church Board on recommendations from the Standing Committee on Nominations.

 5.4 The Chairperson shall be appointed by the General Church Board from the membership of the Committee.

 5.5 The Executive Officer of the Church shall be a consultant and attend meetings as required on behalf of the General Church Board.

**6. MEETING ARRANGEMENTS AND REPORTING**

 6.1 Meetings shall be convened by the Chairperson.

 6.2 It is at the discretion of the Committee to meet face-to-face, by electronic means, or by other means of communication.

 6.3 Email correspondence may be used for the distribution of minutes, advisory information or approval of documentation.

 6.4 The minutes of the meetings of the Committee shall be submitted to the General Church Board.

 6.5 An annual report shall be submitted to General Church Board.

**7. RESPONSIBILITIES**

 The Committee shall

 7.1 review the organisational and constitutional structure of the Church, and submit any recommendations to the General Church Board;

 7.2 review all proposed amendments or additions to or deletions from the Constitution or By- laws of the Church, the Constitution or By-laws Part A of the Districts, the rules governing any board, council or committee, or any fund of the Church, and make recommendations thereon to the General Church Board;

 7.3 prepare any alteration to the By-laws of the Church or the rules governing any board, council or committee, or fund of the Church made necessary by any resolution of the General Synod, for approval by the General Church Board;

 7.4 review the regulations adopted by a board, council or committee of the Church and make any recommendations which it deems necessary regarding their compatibility with the rules governing the respective board, council or committee, and the Constitution and By-laws of the Church;

 7.5 review amendments or additions to or deletions from the Constitutions of the Auxiliaries of the Church, as proposed or adopted by the respective Auxiliary, and ensure that any such amendment, addition, or deletion is in harmony with the principles or resolutions of the Church;

 7.6 provide advice upon matters which pertain to the interpretation of the Constitution, rules or regulations of the Church, and upon request by the respective District or its Church Council to provide advice upon the Constitution, rules or regulations of a District; and

 7.7 revise the Handbook of the Church after each convention of the General Synod, to bring it into harmony with the resolutions and changes adopted by the convention.

**8. REVIEW**

 8.1 The Terms of Reference for the Committee shall be reviewed during each Synodical term.

 8.2 Any changes to the Terms of Reference shall be approved by the General Church Board upon review by the Standing Committee on Constitutions.