

# THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH

## CONSTITUTION

Effective 13 February 2023

Article	Contents
<b>1</b>	<b>INTERPRETATION</b>  In this Constitution:  1.1 "Board" shall mean the Board of Deacons, comprising deacons elected according to this Constitution, the Senior Pastor and up to two other appointed members of staff;  1.2 "Church" shall mean this Church named in Article 2 of this Constitution;  1.3 "Constitution" shall mean the Constitution of this Church that has been approved by the Registrar of Societies and the Commissioner of Charities;  1.4 "Voting members" shall mean members of this Church who are entitled to vote at general meetings.
<b>2</b>	<b>NAME</b>  This Church shall be known as THE GRACE (SINGAPORE CHINESE CHRISTIAN) CHURCH.
<b>3</b>	<b>PLACE OF BUSINESS</b>  The place of business of this Church shall be at 14 Queen Street, Singapore 188536 or such other address as decided by the Board and approved by the Registrar of Societies.

<p><b>4</b></p>	<p><b>OBJECTS</b></p> <p>The objects of this church shall be</p> <p>4.1 To worship the One, True and Living God;</p> <p>4.2 To preach the Gospel of Salvation made possible through the shed blood of Jesus Christ as commanded in the Scriptures; and</p> <p>4.3 To edify the disciples of Christ.</p>
<p><b>5</b></p>	<p><b>STATEMENT OF FAITH</b></p> <p>Hereunder is the Statement of Faith of this Church:</p> <p>We believe the Holy Scriptures, both Old and New Testaments, are the inspired Word of God, the complete revelation of His will for the Salvation of man and the Divine and final authority for Christians’ faith and life.</p> <p>We believe in the One, True and Living God, eternally existing in three persons – Father, Son and Holy Spirit.</p> <p>We believe in God the Son, Jesus Christ, true God and true man, conceived of the Holy Spirit and born of the Virgin Mary. He died on the Cross, shed His blood as atonement for the sins of man and was raised bodily from the dead. He ascended into Heaven. He will return imminently and personally accordingly to His promise.</p> <p>We believe in the Holy Spirit, the third Person of the Godhead, who is of one substance, equal in power and co-existent with the Father and the Son. His ministry is to convict man, regenerate the believing sinners and to indwell and empower the believers for godly living and service.</p> <p>We believe that man is created in the image and the likeness of God, but in Adam, all men have fallen into sin and as sinners men are in need of God’s Salvation.</p> <p>We believe that penitent sinners are regenerated solely by God’s grace and justified through faith in Jesus Christ alone.</p> <p>We believe that there shall be a bodily resurrection of the just to eternal life and of the unjust to eternal punishment.</p> <p>We believe that the Church is one body, consisting of those regenerated by the Spirit of God, of which Christ is the Head, expressing itself in worship, fellowship, evangelism, discipleship and service.</p>

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**MEMBERSHIP**

6.1 Members of this Church shall be those who:

- (a) Subscribe to the Statement of Faith as stated in Article 5; and
- (b) Have been confirmed by water baptism by this Church or whose application for transfer of membership from another church has been approved by the Board.
- (c) Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian.

6.2 Membership shall be terminated upon:

- (a) Death; or
- (b) Voluntary written withdrawal of membership; or
- (c) Non-participation in the election of Deacons at the Annual General Meeting for three consecutive years unless the member is medically unfit or has gone overseas or has any other reason acceptable to the Board; or
- (d) Denial of the Statement of Faith.

6.3 Reinstatement

Membership may be reinstated upon written application and upon approval by the Board.

6.4 Privileges of Membership

Members of age 18 years and above shall have the right to vote and to hold office in this Church, except for those whose membership has been suspended in accordance with the By-Laws.

**7****ELECTION OF DEACONS AND TENURE OF OFFICE**

7.1 Deacons shall be elected by the members at the Annual General Meeting.

7.2 Those eligible to be elected to the Board:

(a) Must measure up to the standard prescribed in 1 Timothy 3:1-13;

(b) Shall abide by the Constitution and By-Laws of this Church;

(c) Must be a member of this Church for at least three years and of age twenty-one years and above; and

(d) Has been a deacon or a congregation committee member or a Mission Committee member.

7.3 The number of nominees shall be more than the number of required deacons.

7.4 (a) The deacons so elected shall amongst themselves elect office bearers.

(b) The Board shall have a range of 4 to 15 office-bearers comprising the minimum 4 office-bearers (the Chairperson, Vice-Chairperson, Secretary and Treasurer).

(c) Any Changes in the Board shall be notified to the Registrar of Societies and the Commissioner of Charities within two weeks of the change.

7.5 A deacon's term of office shall be two years and he shall be eligible for re-election for a maximum of one consecutive term, except that a deacon shall not hold office as Treasurer for a consecutive term.

7.6 The office of a deacon is to be treated with gravity and respect. Anyone guilty of moral or spiritual lapse or of gross negligence shall be removed from office by discipline of this Church at a general meeting.

<b>8</b>	<p><b>DUTIES OF THE OFFICE BEARERS AND OTHER MEMBERS OF THE BOARD</b></p> <p><b>8.1 Chairperson</b></p> <p>Shall chair the general meetings and the Board meetings and shall supervise and manage all other matters in general.</p> <p><b>8.2 Vice-Chairperson</b></p> <p>Shall assist the Chairperson and shall act on behalf of the Chairperson during his absence.</p> <p><b>8.3 Secretary</b></p> <p>Shall record proceedings of the general meetings and the Board meetings, take charge of the correspondence of the Board and shall maintain and update membership records of this Church.</p> <p><b>8.4 Treasurer</b></p> <p>Shall take charge of all the funds of this Church, be responsible for receipts and disbursements of all monies and keep an account of all monetary transactions and ensure correctness of the same. Shall be authorized to keep \$1,000 in cash for petty expenses at any one time and monies in excess of this will be deposited in a bank to be named by the Board.</p> <p><b>8.5 Board Members</b></p> <p>Shall assist in the general administration of this Church and carry out any other duties assigned by the Board in furtherance of this Church's objects.</p> <p><b>8.6 Others</b></p> <p>All transactions for withdrawal of funds from banks shall be authorised by the Treasurer and either of the Chairperson or Vice-Chairperson.</p> <p><b>8.7 Appointed Members of Staff</b></p> <p>The Senior Pastor and up to two other appointed members of staff shall provide essential input and contribution to the Board to but will not have any voting rights and no rights to hold office.</p>
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<p><b>9</b></p>	<p><b>POWERS OF THE BOARD</b></p> <p>9.1 The management and administration of this Church shall be vested in the Board.</p> <p>9.2 The Board shall make or amend By-Laws governing the management of this Church which are not inconsistent with this Constitution.</p> <p>9.3 The Board has the power to authorise expenditures up to a sum not exceeding \$15,000 per item in any one calendar month from this Church fund for this Church purposes.</p> <p>9.4 The Board has the power to authorise expenditures exceeding the limit in clause 9.3 where such expenditure is mandated by law or by order of Government authorities or where the expenditure is urgently required to remedy any issue that may compromise the health, safety or integrity of the church premises or persons or third parties. The Board shall notify all members of such expenses by mail, announcement or electronic means.</p>
<p><b>10</b></p>	<p><b>AUDIT AND FINANCIAL YEAR</b></p> <p>10.1 Two voting members (not being members of the Board) shall be elected as internal auditors at the Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term.</p> <p>10.2 A firm of Certified Public Accountants shall be appointed as External Auditors at each Annual General Meeting for a term of one year and shall be eligible for reappointment.</p> <p>10.3 The financial year shall be for a twelve-month period from July 1 to June 30 of the following year.</p>

<p><b>11</b></p>	<p><b>TRUSTEES</b></p> <p>11.1 If this Church at any time acquires any immovable property, such property shall be vested in Trustees subject to a declaration of Trust.</p> <p>11.2 Trustees may be appointed and removed at any General Meeting, but the number shall not be greater than four and less than two.</p> <p>11.3 The trustees shall not effect any sale or mortgage of any property without the prior approval of the General Meeting of members.</p> <p>11.4 Notice of any proposal to remove a Trustee from his Trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the premises of the Society at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Commissioner of Charities.</p> <p>11.5 This Church shall notify the Registrar of Societies and the Commissioner of Charities of the names and addresses of its Trustees, the address of its immovable properties and any change thereof.</p>
<p><b>12</b></p>	<p><b>MEETINGS</b></p> <p><u>General Meetings</u></p> <p>12.1 The Annual General Meeting (AGM) shall be held before October each year. An Extraordinary General Meeting (EGM) may be called by the Chairperson on the requisition in writing of at least 1/5 of the total membership or by the Board.</p> <p>12.2 Notice of the Annual General Meeting shall be given to members by the Secretary at least two weeks prior to the Annual General Meeting. The following will be considered at the meeting:</p> <ul style="list-style-type: none"> <li>(a) Statement of Accounts for the previous twelve months and the report on the general affairs and functions of this Church for the same period; and</li> <li>(b) Election of the Board of Deacons and the Internal Auditors for the coming twelve months</li> </ul> <p>12.3 Notice for the Extraordinary General Meeting together with the agenda shall be given to members by the Secretary at least one week prior to the Extraordinary General Meeting.</p> <p>12.4 Notices for the AGM and EGMs shall be sent by electronic mail to any member who has notified the Church of his/her electronic mail address, and must be published in the website and notice boards of the Church. The notice must describe the means by which the meeting can be accessed electronically. The notice shall also include how the Chairperson of the meeting may be appointed by eligible members to attend the meeting and vote on their behalf.</p>

12.5 AGMs and EGMs may be conducted physically, or wholly or partly, by electronic means. Affiliates must at least be allowed to contemporaneously observe the proceedings of such meetings by audio and video means (e.g. “live” webcast) and to cast their vote electronically where required. Electronic voting can be by a physical or digital show of hands or by an online poll. Details on the arrangements for meetings to be conducted by electronic means shall be provided to members in the notice of the meeting.

#### Quorum

12.6 At least 1/4 of the voting members of this Church shall constitute a quorum at general meetings. In the event of there being no quorum at the commencement of a general meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

12.7 A member is deemed to be present and part of the quorum at a general meeting if the member

- (a) Attends the meeting in person; OR
- (b) Has appointed the Chairperson of the meeting as the member’s proxy to attend, speak and vote at the meeting; OR
- (c) Is verified by the Secretary or a person appointed by the Church as attending the meeting via electronic means

Any member who appoints the Chairperson as a proxy and decides to attend the meeting in person or via electronic means shall be counted only once for the purposes of the quorum.

#### Voting at General Meetings

12.8 Voting at meetings may be done in one of the following ways as appropriate for the mode of meeting determined by the Board:

- (a) Voting in person for meetings that are not held fully via electronic means
- (b) By appointing the chairperson of the meeting as the member’s proxy to vote at the meeting by depositing with the registered society an instrument of appointment by post, and/or by electronic mail to an electronic mail address stated in the notice of the meeting or other appropriate electronic means.

12.9 The Church may choose to conduct voting by electronic means through an electronic voting system that shall meet the following criteria:

- a) The electronic voting system accurately counts all votes cast at the meeting



	<p>b) The electronic voting system that is used is capable of providing records from which the operation of the electronic voting system may be audited and for verification of the accuracy of the recording and counting of votes</p> <p>Each vote that is cast is verified by the registered society as cast by the member (or the member’s proxy) entitled to vote;</p> <p><u>Board Meetings</u></p> <p>12.10 The Chairperson shall call a Board Meeting at least once a month. The Notice of Meeting and the agenda shall be given one week in advance to all members of the Board. Half of the total number of Deacons shall constitute a quorum. Board meetings may be conducted, wholly or partly, by electronic means.</p> <p>12.11 Decisions at general meetings and Board meetings shall be made by simple majority, unless otherwise stated. In the event of a tie at Board meetings, the Chairperson shall have a casting vote.</p> <p>12.12 Where a conflict of interest arises at a Board meeting, the Board member concerned should not vote on the matter nor participate in discussions. He or she should also offer to withdraw from the meeting, and the other Board members should decide if this is required.”</p>
<p><b>13</b></p>	<p><b>FINANCE</b></p> <p>The maintenance of this Church and its programmes shall be financed by free-will offerings.</p>
<p><b>14</b></p>	<p><b>AMENDMENTS TO THIS CONSTITUTION</b></p> <p>14.1 This Church shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities.</p> <p>14.2 No alternation or addition/deletion to this Constitution shall be passed except at a General Meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.</p>

<p><b>15</b></p>	<p><b>PROHIBITIONS</b></p> <p>15.1 Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden within this Church's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.</p> <p>15.2 Church funds shall not be used to pay the fines of members who have been convicted in court of law.</p> <p>15.3 This Church shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.</p> <p>15.4 This Church shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.</p> <p>15.5 This Church shall not hold any lottery, whether confined to its members or not, in the name of this Church or its office-bearers, Board or members unless with the prior approval of the relevant authorities.</p> <p>15.6 This Church shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.</p>
<p><b>16</b></p>	<p><b>DISSOLUTION</b></p> <p>16.1 This Church shall not be dissolved except with the consent of not less than three-fifths of the total voting members of this Church for the time being resident in Singapore expressed either in person or by proxy at a general meeting convened for the purpose.</p> <p>16.2 In the event of this Church being dissolved or in the event the Church ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of this Church shall be fully discharged and the remaining funds will be donated to an approved charity or charities with similar objectives in Singapore which is or are registered under the Charities Act as the General Meeting of members may determine.</p> <p>16.3 A Certificate of dissolution shall be given within seven days of the dissolution to the Commissioner of Charities and Registrar of Societies.</p>

*Certified true copy as approved at the Annual General Meeting on 25<sup>th</sup> September 2022 with amendments requested by Registrar of Societies and Ministry of Home Affairs*

***Ng Wee Hua (Chairperson 2022/2023)***