

## **DIOCESE OF FOND DU LAC**

### **BYLAWS OF SAINT LUKE'S EPISCOPAL CHURCH SISTER BAY, WISCONSIN**

Adopted January 21, 2018

#### **ARTICLE I: ANNUAL PARISH MEETING**

- 1.1 There shall be an Annual Parish Meeting to be held on the third Sunday in January or at some other time determined appropriate by the Rector and Vestry.
- 1.2 Public notice of the Annual Meeting shall be given at the principal service for the two preceding Sundays.
- 1.3 The Rector shall preside at the Annual Parish Meeting. In the absence of the Rector, one of the Wardens shall preside.
- 1.4 In accordance with the Canons of the Diocese of Fond du Lac, no persons shall be entitled to vote at the Annual Parish Meeting except such regular attendants as are sixteen years of age, whose names have been duly recorded in the official Parish Register, contribute regularly to the support of the Church, and who belong to one of the following classes: (A) communicants in good standing\*; (B) baptized persons.
- 1.5 Those entitled to vote and present at the Annual Parish Meeting shall elect the following offices: a Senior Warden; a Junior Warden; members of the Vestry to fill vacancies of members whose term of office is expiring; Lay Delegates and Alternates to the Diocesan Convention to which the Parish may be entitled.
- 1.6 A quorum for the Annual Parish Meeting or for Special Meetings shall be a majority of members whose names are recorded on the Parish Register who are in attendance at said meeting.
- 1.7 Elections that are contested shall be referred to the Bishop or Ecclesiastical Authority, whose decision shall be final.
- 1.8 The Nominating Committee for those elected by the Annual Parish Meeting shall be composed of no fewer than two members of the Vestry. The Committee shall communicate to the parish a list of nominees no later than fourteen days prior to the Annual Parish Meeting.
- 1.9 Nominations may be made from the floor at the Annual Parish Meeting.
- 1.10 A majority of votes shall be required to elect.
- 1.11 The Order of Business at the Annual Parish Meeting shall be as follows:
  - Reading and Approval of Minutes from preceding Annual Meeting
  - Treasurer's Report and Approval of Budget for coming year
  - Election of Wardens
  - Election of Vestry Members
  - Election of Convention Delegates and Alternates
  - Report of the Rector
  - Report of Senior Warden
  - Reports of Committees, Groups, or Clubs
  - Unfinished Business

- New Business
- Adjournment

## **ARTICLE II: THE VESTRY AND OFFICERS**

- 2.1 The Vestry shall be composed of a Senior and a Junior Warden, the Rector, and not fewer than three nor more than twelve parishioners, all of whom shall be adult communicants in good standing.
- 2.2 The qualifications for Vestry members shall be the same as those entitled to vote in the Annual Parish Meeting (1.4 above), except that Vestry members shall have been members of the parish for at least one year prior to election.
- 2.3 The qualifications for Warden shall be the same as those entitled to vote in the Annual Parish Meeting (1.4 above), except that Wardens shall have been members of the Parish for at least two years prior to election.
- 2.4 The Rector shall nominate candidates for the office of Senior Warden. In case of a vacancy in the Rectorship, the Vestry shall nominate candidates for the office of Senior Warden.
- 2.5 Excepting nominations of Senior Warden, additional nominations with a second shall be taken from the floor at the Annual Parish Meeting. Anyone nominated at this meeting must be present to accept the nomination.
- 2.6 Wardens and Vestry members shall hold office until their successors have been duly elected or appointed.
- 2.7 Vestry members are elected to serve a term of office of three years. An interval of one year off the Vestry must occur prior to a person being nominated for a second term, except that a one-year interval is not required for a person being nominated as a Warden.
- 2.8 No Warden shall be elected for more than three consecutive one-year terms. Should a Junior Warden be elected Senior Warden, prior service as Junior Warden shall not be considered a part of the service as Senior Warden. After serving as Senior Warden, an officer is not eligible for nomination to any Vestry position for a period of one year.
- 2.9 Retiring officers shall turn over to their successors all monies, paper records, keys and other property of the Parish.
- 2.10 Members of the Parish shall be notified within thirty days of any vacancy by resignation, death or inability of any officer. The Rector with consent of the Vestry shall appoint replacement of Senior Warden. Replacement of any other elected position shall be by appointment of the Vestry. All replacements shall serve until the next Parish Meeting when the vacancy would be regularly filled by nomination and election.
- 2.11 Wardens and Vestry Members appointed to interim office are eligible for election to the same office without regard to the interim period served.
- 2.12 A quorum for regular Vestry meetings shall be a majority of Vestry members.
- 2.13 The Vestry shall be competent to transact business only when there shall be present the Rector; in the Rector's absence, or if there be no Rector, one of the Wardens; and a majority of the Vestry members.
- 2.14 There will be only one person from a family on the Vestry at any time.

- 2.15 Vestry meetings will be held monthly as necessary and decisions will be reached by consensus. If consensus is not possible, Robert's Rules of Order (Newly Revised Edition) will be followed.

### **ARTICLE III: CLERK AND TREASURER**

- 3.1 The Vestry shall annually elect a Clerk to serve until a successor has been chosen.
- 3.2 The Clerk shall attend all meetings of the Vestry, taking minutes of the proceedings; shall attest all documents requiring the same and shall, under the direction of the Rector, or if there be no Rector, by the Warden, keep the Parish Register provided by the Diocesan Canons.
- 3.3 The Vestry shall annually elect a Treasurer to serve until a successor has been chosen. Under the authority of the Vestry the Treasurer shall be responsible for the collection, reception, and disbursement of Parish funds, making a full and complete account of the same to the Annual Parish Meeting, and at such other times as the Vestry may require.
- 3.4 The Treasurer shall be bonded\*\* in accordance with the Canons of the Diocese of Fond du Lac.
- 3.5 Financial procedures of the Parish shall comply with the Canons of the Diocese of Fond du Lac.
- 3.6 Though not required, the Clerk and Treasurer may be members of the Vestry. If they are not members of the Vestry they may be granted voice when the Vestry requires their expertise.

### **ARTICLE IV: DUTIES OF VESTRY MEMBERS AND OFFICERS**

- 4.1 Members of the Vestry and Officers of the Parish shall discharge the duties of their respective positions in good faith and with the degree of diligence, care and skill that ordinarily prudent persons would exercise under similar circumstances in like position. Failure to fulfill the duties incumbent upon the Officer or Vestry member shall be cause for the Vestry to consider removal from office.
- 4.2 The Wardens shall care for and protect the church building(s), and shall see that they are kept in good and reverent repair and sufficiently insured. Under the Rector, they shall see that all things needed for the orderly worship of God and for the proper administration of the Sacraments are provided. In the absence of the Rector, they shall, with the advice of the Bishop, procure suitable supply for the continuance of stated services.

### **ARTICLE V: MISCELLANEOUS ARTICLES**

- 5.1 The Rector, Wardens, and Vestry members shall not mortgage or in any way alienate the Church building or land, or other property belonging to the Parish, nor make use of trust funds or legacies for other than their designated purposes without the authority of the Bishop.

- 5.2 The Church building belonging to this Parish shall be open only to such services as are authorized or approved by the Book of Common Prayer, or by the Bishop or Ecclesiastical Authority of the Diocese.
- 5.3 All gifts of physical objects and monetary gifts for donor-designated purposes shall be approved by the Vestry before being officially accepted.
- 5.4 These Bylaws may be amended by a majority vote of the Annual Parish Meeting or Special Parish Meeting, provided that notice of such amendment is made 30 days prior to the meeting and that the Bishop or Ecclesiastical Authority shall have certified it is in accordance with the Constitution and Canons of the Diocese.
- Those who have been faithful in working, praying and giving for the spread of the Kingdom of God are communicants in good standing.
- \*\* The Treasurer of St. Luke's is bonded through Church Insurance.