

St. Mary's Episcopal Church By-laws

Article 1 Purpose

The purpose of this society is to form all baptized persons thereof into an Ecclesiastical Society under the Constitution and Laws of the State of Connecticut and under the Constitution and Canons of the Episcopal Church in the Diocese of Connecticut to worship Almighty God according to the doctrine, discipline and liturgy of said Church in these United states, said Society to be known in law as St. Mary's Episcopal Church in the Town of Manchester, County of Hartford and State of Connecticut.

ARTICLE II Members

Membership in the Parish shall be acquired as provided in the Constitution and Canons of the Diocese of Connecticut. Of the members of the Parish, only those shall be entitled to vote at any Parish meeting who shall be adult communicants and who for at least six months prior to that meeting shall have been faithful attendants at the services of the Church and the Parish, unless for good cause prevented, faithful contributors to its support, and faithful in working, praying and/or giving for the spread of the kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of the Constitution and Canons of the Diocese of Connecticut.

ARTICLE III Parish Meetings

Sec. 1 There shall be an Annual Meeting of the members of this Parish during the month of January at a time and place set by the Vestry. The purpose of the meeting shall be to elect the Wardens, members of the Vestry as required, Clerk, Treasurer, and Assistant Treasurer and to transact any other business as may legally come before the meeting. Special Parish Meetings shall be called by vote of the Vestry, or upon the written request of ten percent of the voting members of the parish, lodged with the Clerk.

Sec. 2 The notice of all Parish meetings shall be signed by the Clerk or, in the absence of the Clerk, by one of the Wardens and shall be posted at the door of the Parish Church, or sent by the Clerk **via electronic communication and/or via postal mail** to every member of the Parish **at the member's last known electronic and/or postal address** at least one week before the time of meeting. The notice of all Parish meetings except the annual meetings shall contain a statement of the objects for which the meeting is called; and at all meetings the Rector of the Parish or the Rector's designee **if he/she be present**, shall preside. **In the absence of the Rector, a Warden shall preside.**

Sec. 3 The order of business at the Annual Meeting shall include:

- Opening Scripture and Prayer
- Adoption of the Roll of Voting Members
- Minutes of previous Parish Meeting(s)
- Reports of the Rector and Staff
- Reports of the Treasurer
- Reports of the Vestry Committees
- Reports of Parish Organizations
- Presentation of operating budget for the new year
- Elections
- Other Business

- Benediction and adjournment

The Order of Business at Special Parish Meetings shall be determined by the Rector and Parish Officers, and shall be confined to those purposes for which any such meetings shall be called.

Sec. 4 Except as otherwise may be provided herein or by Canon, all questions shall be decided by majority vote of those Voting Members present at any Parish Meeting.

Sec. 5 Voting on all questions shall be by voice or show of hands of the Voting Members at the discretion of the chair, except that upon motion which is seconded and voted by a majority, voting shall be by written **and/or electronic** ballot. Elections shall be by written **and/or electronic** ballot, except that in the event that there be but one candidate or slate of candidates nominated. The meeting may vote by voice or show of hands to cast one ballot for such candidate or slate. Any question of parliamentary procedure not covered herein shall be governed by Robert's Rules of Order, and the Vestry in its discretion, may designate any member to act as parliamentarian for said meeting. If a parliamentarian is so appointed, the parliamentarian's decision on any such questions shall be binding on the meeting. No voting by proxy shall be permitted. **Parish meetings may be conducted in person and/or electronically such as by videoconference and/or by audioconference.**

ARTICLE IV Vestry and Officers

Sec. 1 The property and all business affairs of the Parish shall be subject to the direction, management and control of the Vestry except as otherwise provided by Canon and in accordance with these By-laws and the laws of the State of Connecticut.

Sec. 2 The Vestry may appoint such committees as it shall deem advisable for the management of its affairs. The Vestry records shall be open to examination of members of the Parish during regular business hours.

Sec. 3 Meetings of the Vestry may be called by the Rector, either of the Wardens or any three members of the Vestry, the time and place to be designated in the notice of such call. There shall be at least ten (10) monthly meetings for the regular transaction of business. Notice of any meeting shall be given at least twenty-four hours prior to the meeting unless otherwise provided by vote of the Vestry. The Rector **or the Rector's designee** shall be Chairman of the Vestry and shall preside at all Vestry Meetings. In the absence of the Rector, a Warden shall preside.

Sec. 4 At the first regular meeting following the Annual Parish Meeting in each year, the Vestry shall organize and set up the order of business to be followed at all its regular meetings during the ensuing year. It may promulgate such rules of order and other regulations governing its business as it shall deem advisable for the prudent conduct of its affairs.

Sec. 5 At all Vestry meetings, **50% of the eight (8) members of the Vestry (both in person and electronically) shall constitute a quorum, with the exception of diocese mandated requirements, and/or matters related to merger; in those cases, members present will constitute a quorum. All matters at such meetings shall be decided by the majority vote of those present.** Each member of the Vestry, each Warden, the Clerk, the Treasurer and the Assistant Treasurer each shall have one vote. The Rector shall have a vote only in the case of a tie vote. **Vestry meetings may be conducted in person and/or electronically such as by videoconference and/or by audioconference.**

Sec. 6 At all regular Vestry meetings, the Treasurer shall render a written report showing the financial condition of the parish.

Sec. 7 The Officers of this Parish shall be the Rector, Senior Warden, Junior Warden, Treasurer, Assistant Treasurer and the Clerk of the Parish. The Vestry shall be composed of these officers and **up to six** Voting Members of the Parish. In addition, the two duly elected Representatives to Diocesan Convention shall be non-voting members of the Vestry if they are not duly elected members of the Vestry.

Sec. 8 The Senior Warden, Junior Warden, Clerk, Treasurer and Assistant Treasurer shall be elected for one (1) year at each Annual Parish Meeting. Each Warden may serve two one (1) year terms. The Wardens' term shall run concurrently. The Clerk, Treasurer and Assistant Treasurer may serve five (5) consecutive one (1) year terms. At each Annual Parish Meeting, one-third of the members of the Vestry shall be elected to serve for a term of **one year. If an election can not be held in accordance with these By-laws, the officers and members of the Vestry shall serve until an election is held. three (3) years.** Vacancies shall be filled by the Parish at any Special Meetings called for that purpose, or at the next Annual Parish Meeting. Such vacancy shall be filled for the balance of the term vacated. The Parish shall not elect a member of the Parish to any office who is not also a Voting Member of the Church.

Sec. 9 No members of the Vestry shall be ~~re-elected~~ **elected for more than three consecutive one-year terms** except after an interval of one year, except where that person has completed a vacant term. No Senior Warden shall be elected for more than two consecutive one-year terms except after an interval of at least one year, except where that person has completed a vacated term. No Junior Warden shall be elected for more than two consecutive one-year terms except after an interval of at least one year, except where that person has completed a vacated term.

Sec. 10 It shall be the duty of the Wardens to provide all things necessary for the due conduct of the Worship of the Church and to collect the alms. If the office of Rector shall be vacant, the Wardens shall disburse the alms and provide for the temporary performance of the pastoral duties. The duties of the Wardens shall be joint and several.

Sec. 11 It shall be the duty of the Treasurer to receive all monies of the Parish and keep a true record of such receipts and authorized disbursements. The Treasurer shall make a full and complete statement of the financial condition of the Parish at each Annual Parish Meeting or whenever otherwise directed by the Vestry. The Treasurer shall disburse no monies unless properly authorized and may be required to furnish bond for the faithful performance of the Treasurer's duties when so required by the Vestry.

Sec. 12 The Parish Clerk shall be Clerk of the Vestry. The Clerk shall make and keep an accurate record of all proceedings at all Parish meetings and Vestry meetings, and under the supervision of the Vestry, shall keep an accurate roll of all Voting Members of the Parish. The Clerk shall present such roll at each Annual Meeting.

Sec. 13 The Assistant Treasurer shall assist the Treasurer in those duties so assigned by the Treasurer. In the absence of the Treasurer, the Assistant shall fulfill the duties of the Treasurer as defined in Section II.

Sec. 14 The election of the Vestry shall be in accordance with the Canons of the Diocese of Connecticut.

ARTICLE V The Rector

Sec. 1 The Worship of the church in this Parish shall be the sole charge of the Rector, who shall be guided in these duties by the Canons and Rubrics and by the guidance of the Bishop of the Diocese of Connecticut. The Rector shall at all times be entitled to the use of and control of the Church and Parish buildings for the purpose of this office and for the full and free discharge of all functions pertaining thereto.

Sec. 2 The Rector shall have full power to appoint lay and clerical assistance with the advice and consent of the Vestry. The Rector shall have no power to bind the parish to the payment of money.

ARTICLE VI Amendments

These by-laws may be amended by two-thirds vote of the Voting Members present at an Annual or Special Parish Meeting, called for that purpose, provided that the full text of such proposed amendment or amendments shall be made available for the examination by any member of the Parish at least one week prior to said meeting at the location stated in the warning of the meeting.

ARTICLE VII Interpretation and Conflict

Any conflict between these by-laws and the Constitution and Canons of the Diocese of Connecticut shall be resolved in favor of the Constitution and Canons of the Diocese.

ARTICLE VIII Repealer and Effective Date

All former by-laws of the Parish not included in these by-laws are hereby repealed. These by-laws shall take effect upon the approval by a two-thirds vote of the voting members present at any duly constituted Parish meeting.

January 29, **2023**

CERTIFICATION

We hereby certify that the foregoing By-Laws were duly adopted at a Parish Meeting, after due warning, on January 29, **2012****2023**.

Date: _____

Sr. Warden

Date: _____

Jr. Warden