

Bylaws
St. Timothy's Episcopal Church, Brookings, Oregon
Adopted February 24, 2008
Updated April 17, 2008

ARTICLE I
NAME

This Congregation shall be known by the name of St. Timothy's Episcopal Church, Brookings, Oregon, and is served by the Bishop of Oregon as Rector.

ARTICLE II
RECOGNITION OF AUTHORITY OF THE CHURCH

This Congregation, as a constituent part of the Church in the Diocese of Oregon, expressly accedes to the Constitution, Canons, Doctrine, Discipline, and Worship of the Protestant Episcopal Church in the United States of America, and the Constitutions and Canons of the Church in the Diocese of Oregon and recognizes the authority of the General Convention and of the Convention of this Diocese.

ARTICLE III
OF CHURCH MEETINGS

Section 1. There shall be an Annual Meeting of St. Timothy's Church held for the purpose of hearing and acting upon reports of the Vicar, the Treasurer, the Church School, and all guilds and other organizations; for the election of members of the Bishop's Advisory Committee (BAC); and for the transaction of such other business as may canonically come before the meeting. [Ref. Canon 6.2 of the Diocese of Oregon, sec. 1]

Section 2. The Annual Meeting shall be held as close as is practical to the Feast of Timothy and Titus (January 26).

Section 3. Notice of the Annual Meeting, signed by the Vicar or by one of the Wardens (if there is no Vicar), shall be posted in a conspicuous place at a main entrance to the Church at least one week before the date of the meeting. In addition, notice of the Annual Meeting shall be given during public service upon the two Sundays next before such meeting and/or said notice shall be published in the monthly newsletter at least 14 days before said meeting. [Ref. Canon 6.2, sec. 3; Canon 6.6, sec. 3]

Section 4. Special Church meetings may be called at any time by the Vicar or a majority of the elected members of the BAC; or in the Vicar's absence, or during a vacancy in the position of the Vicar, by the Wardens; or in their absence, by ten voting members of the Church, whenever in the judgment of the same the necessity or good of the Church may require. Notice of any special congregational meeting shall be given in the same manner as the notice of the Annual Meeting and the notice shall set forth the business which is proposed, and no other business than that specified in the notice shall be in order. [Ref. Canon 6.6, sec. 9]

Section 5. All Communicants of the Church 16 years of age and over, who have been enrolled on the Parish Register for six months immediately preceding the Annual Meeting and have communicated in the Church during the year preceding; and all baptized members of like age who are and have been contributors in their own names, to the support of the Church for not less than six months preceding, shall be legal voters of the Church. Voting shall be limited to those present at the Annual Meeting and voting by proxy shall not be allowed. [Ref. Canon 6.2, sec.4; Canon 6.6, sec. 4]

Section 6. With the approval of the Bishop, the Vicar shall preside at all Annual Meetings or shall designate one of the Wardens to preside. The Clerk of the BAC shall be Clerk of the Church and may act as such at all Church meetings or designate another. In case of the Clerk's absence, the meeting shall elect a Clerk pro tempore. [Ref. Operations Resource Manual, Diocese of Oregon, Section 7.9]

Section 7. The election of BAC members shall be by ballot at the Annual Meeting. The BAC will present nominations for vacant positions, and nominations will be taken from the floor. No person shall

be nominated without that person's prior consent. Three tellers may be appointed, one by the presiding officer, one by the Members of the BAC who are present, and the third by these two parties. The tellers shall receive and count the votes for members of the BAC and shall also act as judges of the election. Any legal voter may challenge the right of any person to vote, and the judges shall decide the question. Whenever a vote is challenged, the judges shall note upon the ballot the name of the voter, whether the vote was allowed or rejected, and shall sign the ballot. The Clerk shall enclose all ballots cast at the election, and all rejected ballots, in a sealed envelope and it shall be signed by the Clerk and the judges, and delivered to the BAC. It shall be preserved unopened for one year, subject to the order of the Bishop. [Ref. Canon 6.6, sec. 6]

Section 8. The presiding officer shall act as inspector of elections and certify who are elected members of the BAC. [Ref. Canon 6.6, sec. 7]

Section 9. An appeal from the certified result of the election may be made to the Bishop, who shall canvass the vote and ascertain and declare the result of the election. The Bishop's decision shall be final. [Ref. Canon 6.6, sec. 8]

Section 10. Twenty-five percent of the Communicants in good standing of the Church shall constitute a quorum for the transaction of business at the Annual or Special Meeting of the Church.

Section 11. Congregational meetings may be conducted in accordance with Robert's Rules of Order.

ARTICLE IV BISHOP'S ADVISORY COMMITTEE AND CHURCH OFFICERS

Section 1. The Bishop's Advisory Committee shall consist of the Vicar and nine Members of the BAC (inclusive of a Senior Warden and Junior Warden). The duties of the BAC shall be to manage all temporal concerns of the Church, subject to such civil and canonical limitations as are applicable. [Ref. Canon 6.2, sec. 5]

Section 2. The Church may, by three-fourths vote at an Annual Meeting, change the number of members of the BAC, but the members shall not be less than 5 nor more than 12, exclusive of the Vicar.

The members of the BAC shall be elected for three-year terms with one-third of the members of the Bishop's Advisory Committee being elected each year. At the conclusion of the member's three-year term, that person is not eligible to be elected to the BAC for the period of one year. [Ref. Canon 6.2, sec. 5]

Section 3. All members of the BAC, except the Vicar, shall be lay persons qualified to vote for members of the BAC in the Church, and a majority of such lay persons must be confirmed Communicants. The BAC shall have the power to fill any vacancy which may occur in that body until the next regular election of members of the BAC. The person chosen shall serve the unexpired term. A BAC member appointed to fill a vacancy is eligible for election to a full three-year term at the next Annual Meeting. [Ref. Canon 6.2, sec. 6]

Section 4. Both Wardens must be confirmed Communicants in good standing in the Church. They shall be selected and hold office by the following method:

At the first meeting of the BAC, as provided in Section 5 of this Article, the Vicar shall appoint one of the members of the BAC to be Senior Warden, and the BAC shall elect another of them to be Junior Warden. They shall remain in office until their successors are chosen, unless they or either of them shall not be re-elected as members of the BAC at the Annual Meeting; in which case, they or either of them shall vacate the office of Warden upon adjournment of the Annual Meeting. [Ref. Canon 6.2, sec. 7(1)]

Section 5. It shall be the duty of the Vicar (or in case of the Vicar's absence, of the Clerk) to call a meeting of the BAC promptly after the Annual Meeting. At this meeting, the BAC shall elect a Clerk and a Treasurer to serve for a term of one year or until their successors are elected. Such officers may or

may not be elected from the membership of the BAC and may be re-elected without limitation. [Ref. Canon 6.2, sec. 9]

Section 6. The BAC shall establish a regular monthly meeting date and time. Special meetings may be called at any time by the Vicar and shall be called at the written request of both the Wardens, or by any three members of the BAC. Notice of such special meetings shall be communicated to the members of the Bishop's Advisory Committee not later than 24 hours prior to the hour fixed for the meeting. [Ref. Canon 6.7, sec. 8]

Section 7. A quorum of the BAC shall consist of five members and the Vicar, and no meeting shall be held without the attendance of the Vicar or, if there is no Vicar, one of the Wardens. [Ref. Canon 6.7, sec. 9]

Section 8. In the event that a member of the BAC shall fail for a period of three consecutive months to attend meetings, the Senior Warden may give written or electronic notice to such member of the BAC and failure to attend the next regular meeting or to provide satisfactory reason for failure to attend shall be evidence of his or her inability or lack of desire to serve. In such case, if said member of the BAC does not attend the next meeting and does not provide reason satisfactory to the majority of the other members of the BAC, the BAC may declare the office vacant and notify said member of the BAC of their action.

ARTICLE V OF THE DUTIES OF OFFICERS

Section 1. It shall be the duty of the Wardens, under the direction of the Vicar, to procure a proper place to be used as a place of worship; to see that the same is kept clean and in good repair; and that it be provided with all things necessary for conducting the services of the Church decently and in good order. They shall also have charge of all property of the Church, except real property, and shall cooperate with the Bishop, Archdeacon, and Dean of the Convocation in maintaining services in the absence of a Vicar. [Ref. Canon 6.2, sec. 8]

Section 2. The Clerk shall attend all meetings of the BAC and of the Church, take Minutes of their proceedings, and when approved, enter and attest them in the Book of Minutes of the BAC and Church, and, as such, attest to the public acts of the BAC; preserve the journals and records of the Church; and perform such other duties as may be legally assigned. Books and papers relating to the affairs of the Church shall be delivered to the Clerk's successor. [Ref. Canon 6.9, sec. 1]

Section 3. The Treasurer shall receive all money collected under authority of the BAC, the receipt and disbursement of which is not otherwise provided for. Money shall not be disbursed by the Treasurer except on order from the BAC. The Treasurer shall present to the Church, at its Annual Meeting, a full and accurate statement of all money received and disbursed during the year preceding. The Treasurer shall be subject to the direction of the BAC and shall answer all questions as to the state of the Treasury and shall attend the monthly meetings of the BAC. The Treasurer shall submit to the Bishop's Advisory Committee a monthly statement of receipt, disbursements or cash or equivalent on hand in such forms as the Bishop's Advisory Committee shall direct. The books and accounts of the Treasurer shall be open at all times to the inspection of the Vicar, Wardens, and Members of the BAC. [Ref. Canon 6.9, sec. 2]

Section 4. The Vicar and BAC shall appoint regular BAC committees, and may from time to time provide for other committees of the BAC and/or Church, without amending the By-Laws.

Section 5. The Banker shall be appointed by the Vicar. The Banker shall be responsible for collecting and deposition donations and payment to the Church. He/she shall record the accounts to be credited and will submit this record to the Treasurer.

The Banker shall keep individual record of pledges and donations by pledging members of the Church. These records shall be kept confidential.

ARTICLE VI
PROPERTY

Section 1. Title to real property acquired by or for the Church shall be vested in the Diocese of Oregon. No real property shall be acquired on behalf of the Church without the consent of the Bishop and trustees of the Diocese of Oregon. The Bishop may convey to the Diocese of Oregon title to any Mission property held by the Bishop as Corporation Sole or otherwise. [Ref. Canon 6.2, sec.12]

ARTICLE VII
OF THE AUDIT OF ACCOUNTS

Section 1. All accounts of the Church shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant or such audit committee as shall be authorized by the Vicar and Senior Warden or other appropriate diocesan authority. [Ref. Canon 6.11]

Section 2. All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year. [Ref. Canon 6.11]

ARTICLE VIII
OF THE VICAR

The control of the worship and the spiritual jurisdiction of the Church are vested in the Vicar, subject to the Rubrics of the Book of Common Prayer, the Canons of the Church, and the authority of the Bishop. It shall be the Vicar's duty and right to give order for public worship, together with all that pertains thereto. The Vicar shall, at all times, have access to the church buildings and shall have the custody of the keys to the same. The Vicar shall have the spiritual direction and control of all associations of the Church, and shall preside, with right to vote, at all Church and BAC meetings, provided that the presiding officer of the BAC or Church meeting, having voted as a member thereof, shall not have an additional vote to break a tie. [Ref. Canon 7.2]

ARTICLE IX
OF THE PARISH REGISTER

Section 1. The Vicar, or if there is no Vicar, then one of the Wardens, shall keep in a suitable book, a record of all families, baptisms, confirmations, marriages, and burials within the Church, specifying the names, time and place of birth, and parents and sponsors of each person baptized; the names of all communicants; the time when persons became communicants under the Vicar's charge and whether by confirmation, transfer from another Parish, or otherwise; the names of those confirmed, and by whom; the names of persons married, and of persons buried, and the time and place of such acts. This book shall be known as THE PARISH REGISTER, and shall be preserved as a part of the record of the Parish or Mission. It shall be the duty of the Vicar, upon dissolution of the pastoral relationship, to deposit this Register with the Wardens. The Register shall, at all times, be open to the inspection of the Wardens and members of the BAC, and of the Bishop, or any person deputized by the Bishop, to inspect it. [Ref. Canon 7.3]

ARTICLE X
CONFIDENTIALITY OF DONATIONS

Names and amounts of pledges and other donations received by the Church are held in strict confidence by the treasurer, Vicar, and banker.

ARTICLE XI
SEPARATE FUNDS

Money collected and disbursed by such groups as Saint Elizabeth's Guild, the Men's Group, and the Youth Group, is kept and recorded by their respective treasurers. Reports are made in January to the Annual Meeting.

ARTICLE XII
VICAR'S DISCRETIONARY FUND

The Vicar's discretionary fund is a checking account held in the name of the current Vicar, to be used for worthy purposes of the Vicar's choice. The Vicar is not accountable for the manner in which such funds are spent, but must keep careful records for tax purposes. Sources for the fund are: gifts for performing the ceremonies of the Church; gifts designated for the discretionary use of the Vicar; a sum budgeted from the yearly budget of the Church.

ARTICLE XIII
AMENDMENTS

Section 1. The amendments to these Bylaws must be proposed in writing and presented to the BAC thirty days prior to any special or annual church meeting. Notice of any proposed amendment must be given to the members of the church in writing at least fourteen days before the annual or special meeting. The Bylaws then may be amended at any annual church meeting or any special church meeting called for that purpose by a two-thirds vote of those voting on the amendment. Such amendment as adopted herein shall be forwarded to the Bishop of the Diocese.

Adopted at the Annual Meeting of St. Timothy's Church,

_____, Senior Warden _____, Clerk

_____ Date