



715 MILLINGTON STREET
P.O. Box 490
WINFIELD, KANSAS 67156

Bylaws of Grace Episcopal Church Winfield, Kansas

Adopted by the Annual Meeting
January 31, 2021

Bylaws of Grace Episcopal Church Winfield, Kansas

Definitions

Communicant: All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.

Communicant in good standing: All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

Member: Pursuant to General Canon, all persons who have received the sacrament of holy baptism with water in the name of the Father and of the Son and of the Holy Spirit, whether in this Church or in another Christian church, and whose baptisms have been duly recorded in this Church, are members. Members shall be listed on the parish register of only one parish.

Rector: A priest duly chosen by the Wardens and Vestry of a self-governing parish, who is canonically resident in the Diocese of Kansas and has been admitted into office by the Ecclesiastical Authority. The Bishop shall be Rector of all parishes that are not self-governing.

The term Rector: For the purpose of these Bylaws, the term Rector, to the extent not inconsistent with Diocesan or General Canons, includes a Rector or other Presbyteral Authority, whether titled Priest-in-Charge, Vicar, or another title, serving under Ecclesiastical Authority of the Diocese of Kansas.

Bylaws of Grace Episcopal Church

1. Grace Episcopal Church, located at 715 Millington Street in Winfield, Kansas, as a constituent part of the Diocese of Kansas of the Protestant Episcopal Church in the United States of America, accedes to, recognizes and adopts the General Constitution and Canons of that Church and the Constitution and Canons of the Diocese of Kansas, and acknowledges the authority of the same.

Parish Meetings

2. In January of each year, there shall be held the Annual Parish Meeting at which there shall be held an election of such Vestry Members, Delegates and Alternates as herein provided.

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3. Notice of the Annual Meeting and of the elections shall be given during public services the two Sundays before such the Annual Meeting and election or by other common and regular parish communication. Such oral, written, or electronic notices shall specify the place, day, and hour when the Annual Meeting and election is to be held. Should there be no meeting or election on the day named above, the Rector, or in the Rector's absence or during a vacancy in the office of Rector, the Senior Warden, or three members of the Vestry, may call a Parish meeting for such election and the execution of the requirements of the Annual Meeting, notice being given as above described.

4. Special Parish Meetings may be called by the Rector, or in his/her absence, or during a vacancy in the Rectorship, by the Wardens, or in their absence, by ten (10) members of the Parish whenever, in the judgment of the same, the necessity or good of the Parish may require.

5. The persons entitled to vote at all elections and at all Parish meetings shall be communicants of the Parish in good standing and sixteen (16) years of age or older. A majority of the votes cast shall be necessary to elect. Members shall not vote by proxy.

Title and Governing Body

6. The Rector, Wardens, and Vestry Members, collectively called the "Vestry," are the trustees, corporate and politic; and when there shall be a vacancy in the office of Rector, the same rights are vested in the Wardens and Vestry Members. The Vestry shall transact all temporal business of the Parish and take charge of all of its property, subject to the provisions of the Constitutions and Canons of the Church and Diocese.

7. The Rector of the Parish, or at the Rector's option one of the Vestry, shall preside at Parish meetings. In the Rector's absence, the Senior Warden and the Junior Warden, in succession, shall preside. Should none of the foregoing offices be present, the Parish meeting shall elect one of its members to preside.

Vestry Members and Officers

8. The Vestry shall consist of the Rector, the Senior Warden, the Junior Warden, and four other Vestry Members.

9. One-third of the Vestry Members shall be elected at each Annual Meeting. Vestry Members shall serve for a term of three years. In accordance with diocesan Canon, no one person's time on Vestry may exceed six consecutive years. After one year off the Vestry, communicants in good standing are once again eligible to serve on the Vestry.

10. There shall be a Senior Warden, a Junior Warden, a Parish Clerk, and a Parish Treasurer. Vestry members shall be elected at the Annual Parish Meeting to terms

hereinafter provided. At the first meeting of the Vestry after the Annual Parish Meeting, the Senior Warden shall be appointed by the Rector with the approval of the Vestry and the Junior Warden shall be elected by the Vestry. The Vestry shall elect a Clerk and a Parish Treasurer. The Parish Clerk and Parish Treasurer may or may not be members of the Vestry, but they shall be communicants in good standing of this Parish. If the Parish Clerk and Parish Treasurer are not also members of the Vestry, they are given seat and voice, but no vote, at Vestry meetings.

11. The Senior Warden is the primary elected lay leader of the congregation, and serves as a principal liaison between the parish and the Rector. The Senior Warden leads the parish between Rectors and is a support person for the Rector. The Junior Warden is given responsibility for the upkeep of the parish buildings and grounds.

12. A Clerk shall be elected by the Vestry, who may or not be a member of the Vestry. The Clerk shall be a communicant of the Parish in good standing sixteen (16) years of age or older, shall take minutes of all meetings of the Vestry and shall cause such minutes to be properly kept, provided to members of the Vestry, and maintained.

13. The Treasurer shall be elected by the Vestry who may, but need not, be a member of the Vestry. The Treasurer shall be a communicant of the Parish in good standing sixteen (16) years of age or older, shall keep an accurate book of accounts and shall submit to the Vestry a monthly statement of receipts, disbursements and cash or equivalent on hand in such form as they shall direct.

14. All monies of the Parish shall be deposited with the Treasurer who, in turn, shall deposit them to the credit of Grace Church in the bank selected by the Vestry. All funds of the Parish shall be paid out only on checks signed by those authorized by the resolution of the Vestry or other electronic means approved by the Vestry. All monies collected at any church gathering will be counted by another member other than the Treasurer under procedures established by the Vestry. All accounts of the Treasurer shall be audited annually as provided by the Canons of the Church and the Policies of the Diocese of Kansas. Copies of the annual audit shall be furnished to the Vestry and a certificate of audit be forwarded to the Diocese of Kansas. Any cost of such audit shall be paid by the parish.

Election

15. If one of the Vestry or Warden positions becomes vacant, the Vestry shall elect a successor who shall hold office until the next Annual Parish Meeting at which time the unexpired term of such office shall be filled.

16. At the Annual Parish Meeting, a nominating committee consisting of the Rector, and the retiring elected Vestry Members shall present a list of nominees for the Vestry at the Annual Meeting. It shall be the responsibility of the nominating committee to determine that each of the nominees is eligible and will serve if elected. Nominations for all offices will also be accepted from the floor at the Annual Meeting and each person so nominated shall indicate his or her willingness to serve if elected.

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17. At each Annual Parish Meeting, there shall be elected two members of the Vestry to take the place of those Vestry Members whose regular terms are expiring, plus any other number necessary to fill any vacancies in the Vestry. The terms of Vestry Members elected to fill such vacancies other than those of the retiring Vestry Members shall be limited to the remaining portion of the vacated unexpired term. Members whose first three-year regular terms are expiring may be re-elected to a subsequent three-year term. Vestry Members elected to fill a vacancy between Annual Parish Meetings shall be eligible for election at the next Annual Parish Meeting. Only communicants of this Parish in good standing shall be eligible to be elected to the office of Vestry person.

18. At each Annual Parish Meeting there shall be elected the number of Diocesan Delegates and Alternates which the existing Canons of the Diocese shall provide. Only communicants of this Parish in good standing shall be eligible to be Diocesan Delegates or Alternates.

19. The Candidate who receives the majority of the votes is elected to the stated position.

Vestry

20. The Vestry shall meet at least every other month and shall hold as many special meetings as may be necessary.

21. A majority of the whole Vestry shall constitute a quorum for the transaction of business. The Rector and three additional Vestry members is a quorum.

22. Notice of each meeting shall be given either orally or in writing or electronically or through text message to every Vestry person not less than twenty-four hours in advance of the meeting; except that the Vestry may meet at any time without notice if all of its members are present. Failure to receive notice shall not invalidate the meeting.

23. Vestry meetings are open to those who wish to attend. Voice is granted to attendees at the direction of the person leading the meeting. Attendees are not granted vote. The records of the Vestry shall be open to examination by members of the parish.

24. The Vestry shall, on or before the Annual Meeting of the Parish, cause to be written and delivered to the Rector (or, if there is none, to the Wardens) a full, accurate, and faithful statement of the temporal condition of the Parish. The report may also include reports from ministries and ministers of the parish.

25. Meetings of the Vestry may be called by the Rector, or in case of a vacancy in the office, by the Senior Warden at any time that they deem expedient; and they shall call such meetings when requested in writing by three members of the Vestry, including one Warden. Any such requests shall declare the object or objects of the meeting.

26. There shall be no meeting of the Vestry unless the Rector, if there is one, and a majority of the Vestry be present; provided, if the Rector is absent from the Diocese two calendar months, or if when duly notified of such meeting shall consent to the meeting or decline or neglect to be present, the Vestry shall be competent to transact business if there be a majority of the Vestry, including one Warden, present.

27. It shall be the responsibility of the Vestry to ensure compliance with all statutory requirements concerning corporations.

Rules of Order

28. The Canons of the Protestant Episcopal Church in the United States of America, the Constitution and Canons of the Diocese of Kansas, and these Bylaws shall govern all meetings of the Parish and of the Vestry. On any matters of parliamentary procedure not covered by any of the above-mentioned Constitution, Canons and Bylaws, the rules laid down in Robert's Rules of Order shall be observed.

Amendments

29. Amendments to these bylaws may be proposed by communicants in good standing and must be presented in writing to the Vestry thirty days prior to any special or Annual Parish Meeting. If the Vestry reports favorably, the amendment or amendments may be adopted by a majority vote of the said meeting. But if the Vestry reports unfavorably, the said amendment must receive a two-thirds vote of the Parish Meeting in order to be adopted. No parish shall adopt or amend bylaws or other governing documents for the parish or subsidiary entities without the approval in writing of the Ecclesiastical Authority of the Diocese.

Certification

I do hereby certify that the foregoing is a true copy of the Bylaws of Grace Episcopal Church, of Winfield, Kansas, and that said Bylaws were adopted by said Church at a meeting of the Parish held on January 31, 2021.

Clerk signature: Sue McCollum

PRINTED NAME: SUE McCollum

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