

By-laws
Trinity Episcopal Church
Lawrence, Kansas

Section 1: Name, Location, and Authority

- a. Trinity Episcopal Church is located at 1011 Vermont Street, Lawrence, Kansas 66044 with offices at 1027 Vermont Street. As a constituent part of the Diocese of Kansas and the Episcopal Church in the United States of America, it 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. These by-laws shall be interpreted in their plain and literal sense, except that words of male gender shall also imply the female gender.
- b. The General Constitution of the Episcopal Church and the Constitution and Canons of the Diocese of Kansas shall be used to define terms within these by-laws.
- c. In the event that procedures are not covered by Canons, such procedures shall then be governed by Roberts Rules of Order.

Section 2: The Annual Parish Meeting

- a. The ~~date of the~~ Annual Parish meeting shall be held during the ~~first three weeks of~~ month of January. All adult communicants who are 16 years or older and in good standing as determined by the Rector shall be entitled to vote. At the annual meeting the Vestry shall provide an accounting of the parish finances and property for the past year and elections shall be held for Wardens, Vestry members and other offices as described below.
- b. Notice of such Annual Parish Meeting and of such elections shall be given during public service upon the two Sundays before such an election or by official announcement in the December Parish Newsletter. Other Parish Meetings may be called by the Rector and/or Vestry with proper advance notice.
- c. ~~One third of the persons entitled to vote~~ Those members attending shall constitute a quorum for the business transactions of any parish meeting. Voting shall be by ballot and a plurality of the votes cast shall be necessary for election. Absentee ballots are not permitted.
- d. The Rector of the Parish, if there be one, shall preside at all regular meetings of the parish.

Section 3: The Vestry, Trustees of the Parish Corporation

a. Title and Responsibilities: 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 rectorship, 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 its property, subject to the provisions of the Constitutions and Canons of the National Episcopal Church and the Diocese. In accordance with the diocesan canons (Sec 5a of Canon IV. 5) the Wardens and Vestry members shall share with the rector a concern and responsibility for the mission, ministry and spiritual life of the parish.

b. Membership: ~~The Vestry shall consist of the Rector, a Senior Warden, a Junior Warden and 12 Vestry Members.~~ **The Vestry shall consist of the Rector and twelve Vestry members, which shall include the Senior Warden and the Junior Warden.**

c. Vestry meetings: A majority of the whole Vestry shall constitute a quorum for the transaction of business. The Vestry shall meet monthly at least 10 months of the year, and shall hold as many special meetings as may be necessary.

1. Special meetings of the Vestry may be called by the Rector, and shall be called by him/her at the written request of three members of the Vestry, including one Warden. Notice of such meetings shall be in writing to the members of the Vestry not later than twenty-four hours prior to the meeting, except that a meeting may be held at any time without notice, the rector consenting, providing the $\frac{3}{4}$ members of the Vestry, including one Warden, shall be present.

2. There shall be no meeting of the Vestry unless the Rector, if there be one, and a majority of the Vestry is present; provided, if the Rector be absent from the Diocese two calendar months, or if when duly notified of such meeting, shall 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.

Section 4: Elections and other Officers:

a. Vestry: The Wardens and Vestry members shall be elected annually. Only communicants in good standing of this parish who are eligible to vote at Parish meetings may be elected as Wardens, Vestry members, Diocesan Convention Delegates/Convocation Representative or any other elected parish office.

1. Vestry members shall be elected for three-year terms, with one-third (i.e. four) elected each year. No Vestry member may be eligible for re-election to a full term until after the expiration of one year from the date of termination of his/her previous service. No Vestry member may be eligible for election to the position of senior or junior Warden until after the expiration of one year from the date of termination of his/her previous service.

~~2. The Wardens shall also be elected at the annual parish meeting. Each shall be elected for a one-year term and be eligible for not more than three such successive one-year terms. Wardens shall not be eligible to be elected as a Vestry member until after the expiration of one year from the date of previous service. In the event of a vacancy occurring in the office of either Warden, the Vestry shall have power to fill the vacancy.~~
The Wardens shall also be elected at the annual parish meeting. Each Warden shall be an elected member of the Vestry. Immediately following the election of members of the Vestry, the Wardens shall be elected, The Senior Warden having been selected by the Rector and the Junior Warden having been nominated by the Vestry. Each Warden shall be elected to a one-year term and be eligible for no more than three such successive one-year terms. Wardens shall not be eligible to be elected as Vestry members until after the expiration of one year from the date of previous service. In the event of a vacancy occurring in the office of either Warden, the Vestry shall have power to fill the vacancy.

3. The Vestry, at its first meeting after the Annual Parish Meeting, shall elect a Clerk of the Vestry and a Parish Treasurer, both of whom must be qualified electors in the Parish, and who may be, but need not be members of the Vestry.

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

5. Vacancies occurring in the office of Vestry member may be filled by appointment by the Vestry until the next Annual Parish Meeting, at which time an election shall be held for the unexpired term or terms. Vestry members elected or appointed to an unexpired term shall be eligible for re-election or election to a full term.

6. ~~Continuous~~ Service on the Vestry in any combination of terms as Vestry member or Warden shall be less **no more** than 6 years. No Vestry member or Warden shall be eligible for election or re-election to any Vestry position if serving the full term of the position would be greater than or equal to 6 years of ~~continuous~~ service including time served appointed to an unexpired term. No Vestry member or Warden shall be eligible for election or appointment until after the expiration of one year from the date of termination of his or her previous service.

~~The graph below will illustrate combinations, and eligibility for election.~~

~~This type of service may~~ ~~Full term Vestry~~ ~~Unexpired term Vestry~~ ~~Warden~~
~~succeed the following~~

Full term Vestry	NO	YES	YES, 2yrs
Unexpired term Vestry	YES	YES	YES
Warden	NO	NO	3 1-yr terms

b. Nomination Committee: The Nominating Committee shall consist of the outgoing Vestry Members and two communicants of the parish eligible to vote in Parish elections. The non-Vestry members shall be prayerfully appointed by the Vestry. The Nomination Committee shall nominate at least the number of candidates required for the full-term places to be filled on the Vestry, at least the number necessary to fill any vacancies on the Vestry, at least the number of candidates to the office of Diocesan Delegate and alternate/Convocation Representative, at least the number of candidates required to fill the vacant places on the Endowment Board. Nominations may also be made from the floor for any office with the prior permission of the person being nominated.

c. Diocesan Convention Delegates/Convocation Representatives: Convocation Delegates/Convocation Representatives shall represent this parish at the Annual Diocesan Convention and at all the meetings of the Convocation Board. They shall report to the parish and Vestry on the Diocesan Convention and Convention Board meetings within thirty days of its adjournment.

d. Endowment Board: See the by-laws of the Trinity Endowment Board. Starting with the January 1996 Annual Meeting one member should be elected to the Endowment Board each year.

Section 5: Policies and Procedures

The Vestry, in consultation with the staff shall develop a Policy and Procedures manual for the operation of Trinity Parish.

Section 6: Amendments

a. Amendments to these by-laws must be proposed in writing and presented to the Vestry thirty (30) days prior to any special or Annual Parish Meeting. Before presenting any amendments to the Annual or special meeting they must be approved by the Bishop and the Diocesan Chancellor. If the Vestry reports favorably, the amendment or amendments may be adopted by a majority vote at the meeting. But if the Vestry votes unfavorably, the amendment or amendments, in order to be adopted must receive a two-thirds vote of those present at the special or Annual Parish Meeting. Voting must be by ballot.

