

MODEL PARISH BY-LAWS

I. This Parish shall be known as _____ and hereafter referred to as the "Parish."

The Parish acknowledges the authority of the Protestant Episcopal Church in the United States, its Constitution and General Canons, and the authority of the Diocese of Connecticut, its Constitution and Canons.

II. 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 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.

III. There shall be an annual meeting of the members of the Parish on a day appointed by the vestry, for the purpose of electing the Wardens, members of the Vestry, Clerk and Treasurer, and of transacting such other business as may legally come before such meeting.

Special Parish meetings may be called by vote of the Vestry or upon the written request of ten percent (10%) of the voting members of the Parish. The warnings 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 to every member of the Parish at least one week before the time of meeting. The warnings 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, if he be present, shall preside.

IV. The officers of a Parish shall be a Rector, a Vestry composed of two Wardens and such number of other members of the Vestry as the Parish shall determine, a Clerk and a Treasurer [who may be members of the Vestry]; and the Rector shall be Chair ex officio of the Vestry; and the Rector or such other member designated by the Rector shall preside at all meetings of the Vestry. No Parish shall elect to the Office of Warden, nor for the first time to the Vestry, a member of the Parish who is not also a communicant of the Church and age sixteen (16) or over.

The members of the Vestry, the Clerk and the Treasurer shall be elected at the annual Parish meeting from the members of the Parish who are eligible to vote in accordance with the Constitution and Canons of the Diocese of Connecticut; the Wardens shall be elected in like manner from members of the Parish so eligible to vote; they shall all hold office for ___ years, and until others are chosen and qualify. Any vacancy occurring by death or otherwise in the office of Warden during the course of the year may be filled at a special Parish meeting duly called for that purpose. Any vacancy in any other office may be filled for the unexpired balance of the term at the next annual meeting or at a special meeting duly called for that purpose, and may be filled until the next annual meeting by the Vestry, as the Vestry at its discretion may determine.

Lay Delegates and alternate delegates to the General Convention and Deanery shall be chosen in accordance with Article 4 of the Constitution of the Diocese of Connecticut.

a. The Clerk

The Clerk of the Parish shall be sworn to the faithful discharge of his duties and (1) shall be the Clerk of the Vestry Ex Officio; (2) shall attend all general meetings of the Parish and all meetings of the Vestry or shall make suitable arrangements to the end that full and proper records of the proceedings are made and preserved; (3) shall see that an accurate role of the legal members of the Parish is maintained and that such role is available at every general meeting of the Parish; (4) shall be official custodian of the files, records and archives of the Parish; (5) shall perform such other duties as the Parish may assign to him.

b. The Treasurer

The Treasurer of the Parish shall be sworn to the faithful discharge of his duties and (1) shall collect, receive, hold custody and disburse all monies belonging to the Parish; (2) shall make records of such collections, receipts and disbursements in such a form and manner as will provide the basis for satisfactory accounting of the same; (3) shall keep records of all trust and permanent funds showing at least the source and date, terms governing the use of principal and income, to whom and how often reports of conditions are to be made, and how the funds are invested; (4) shall attend the meetings of the Vestry and shall furnish the Vestry a financial report of condition for the month recently ended together with a statement of receipts and disbursements since the last report; and (5) shall perform such other tasks as the Parish may assign to him.

c. The Wardens and Vestry

The Wardens and Vestry shall be sworn to the faithful discharge of their duties.

V. The Rector

The Rector shall at all times be entitled to the use and control of the Parish buildings with the appurtenances and furniture thereof for the purposes of his office and for the full and free discharge of all functions and duties pertaining thereto.

VI. The business affairs of the Parish shall at all times be governed by the Constitution and Canons of the Protestant Episcopal Church of America, the Constitution and Canons of the Episcopal Church in the Diocese of Connecticut, and the provisions of these By-laws.

The provisions of these by-laws shall be equally applicable to men and women.

VII. The By-laws may be altered, amended or repealed at any validly called and convened meeting of members of the Parish entitled to vote by the affirmative vote of two-thirds (2/3) of such members present at such meeting.

Updated March 2016