

ST JOHN'S EPISCOPAL CHURCH
Youngstown, New York
BY-LAWS

PREFACE

The organization of St. John's Parish and the conduct of its affairs by its members and officers shall be governed by the applicable provisions of the constitution and Canons of the Episcopal church in the United States of America, the Constitution and Canons of the Diocese of Western New York, the Religious Corporation Law of New York State, and by the By-Laws here-in set forth.

ARTICLE I – PARISH MEMBERSHIP

1. Membership – 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, and whose membership has been duly recorded in this Parish are members thereof.

2. Qualified Voters – Persons eighteen (18) years of age or more, belonging to the Parish who have been baptized, are regular attendants at its worship, and are contributors to its support for at least the previous twelve months, shall be qualified voters. Where there is a question on the qualifications of a voter, the Rector shall be the final arbiter.

3. Voting members shall have the right to submit written nominations for all available positions to the nominating committee by November 15.

4. An Annual Meeting shall be held in January of each year.

5. Special Parish Meetings shall be called by a vote of the Vestry, or upon written request of five (5) members of the Parish.

6. Notice of all Annual and Special Meetings of the Parish shall be sent to every recorded household of the Parish at least two weeks before the meeting.

7. The notice of all Parish Meetings except the Annual Meeting, shall contain a statement of the purpose for which the meeting is called, and at all meetings the Rector of the Parish, if present, shall preside.

8. The order of business at the Annual Meeting shall be as follows:

- A. Call to order and Invocation
- B. Appointment of Clerk for Annual Meeting
- C. Minutes of previous Annual Meeting
- D. The Ballot
 - 1. Report of the Nominating Committee
 - 2. Appointment of the Nominating Committee
- E. Report of the Rector
- F. Reports of Wardens, Treasurer and Parish organizations
- G. Old Business
- H. New Business
- I. Ballot Report
- J. Adjournment and Benediction

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ARTICLE II – PARISH OFFICERS

1. The officers of the Parish shall be the Rector, a Vestry composed of 2 Wardens and 5 Vestry Members, a Clerk and a Treasurer. The Clerk and Treasurer may be members of the Vestry. The Rector shall be *Chair ex officio* of the Vestry.

2. The Wardens and Vestry members shall be qualified members of the Parish, as well as confirmed communicants in good standing of the Church.

3. Wardens are elected for a two-year term. One warden is elected each year. A Warden has the option of running for two (2) additional terms. No person shall serve more than three consecutive terms or 6 years as warden. An interval of at least 1 year off Vestry shall follow.

4. In case a Warden or Vestry Member must be replaced, an eligible person may be elected by the Vestry to serve until the next Annual Meeting.

5. A Candidate for Warden must have served at least 2 years as a Vestry Member before becoming eligible for election as warden.

6. The Vestry shall be divided into **two** classes of **two (2)** Vestry Members, and **one** class of **1** member elected for three-year terms.

With the increase of the Vestry to 5 members, one (1) of the expanded members shall serve a 2-year term and the other shall serve a 3-year term. After the completion of these terms, each vestry member shall serve 3-year terms.

Each class Member has the option of running for one (1) additional term, serving no more than two terms or 6 years. An interval of at least one year off Vestry shall follow.

7. The Clerk of the Vestry and the Treasurer shall be appointed by the Vestry at the first Vestry Meeting following the Annual Meeting.

ARTICLE III – VESTRY

1. The property and all business affairs of the Parish shall be subject to the direction, management, and control of the Vestry. The Rector shall at all times be entitled to the use of the Church and Parish buildings, with the appurtenances and furniture thereof, for purposes of that office and for the full and free discharge of all functions and duties pertaining thereto.

2. Regular meetings of the Vestry shall be held each month on a date selected by the Vestry at its first meeting following the Annual Parish Meeting. Meetings for the months of July and August may be suspended by a vote of the Vestry.

3. At each regular meeting, the Treasurer, or his/her designee shall present a report of the financial condition of the Parish.

4. At all meetings a majority of the Members of the Vestry shall constitute a quorum. All matters shall be decided by majority vote of those present. No person may vote by proxy. The Rector of the Parish shall preside, and in his/her absence the **Senior** warden shall preside.

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ARTICLE IV – COMMITTEES

1. There shall be such committees as the Vestry shall determine to carry out the purposes of the Parish and to discharge the duties and responsibilities of the Vestry. Committee members and chairpersons of committees, except as hereinafter provided, need not be members of the Vestry but shall be baptized members of the Parish.

2. There shall be a Nominating Committee comprised of 5 members of the Parish, including the Rector, the wardens and two members of the congregation as selected by the Rector and Wardens. It shall be the responsibility of the Nominating Committee to present to the Annual Parish Meeting candidates for each vacancy to be filled. The report of the Committee shall be filed with the Parish Clerk at least two weeks prior to the Annual Parish Meeting and shall be sent to every recorded household of the Parish prior to the Annual Parish Meeting. All nominations presented by the Nominating Committee or by a voting member of the Parish shall be made only after the nominee has given assurances of willingness to serve if elected.

ARTICLE V – MISCELLANEOUS

1. The Vestry may from time to time, as it sees fit, pass by an affirmative two-third vote of the persons constituting the Vestry as provided in Article II Section 1, of these By Laws, Standing Resolutions for the conduct of parish business, which shall remain in effect until rescinded.

2. These By-Laws, in whole or in part, may be amended or rescinded by a two-thirds vote of the voting members present at an Annual or Special Meeting of the Parish, provided that the full text of such proposed action shall have been included in the notice of the meeting sent to every recorded household of the Parish at least two (2) weeks prior to such meeting.

3. All meetings of the Parish and Vestry shall be conducted in accordance with Robert's Rules of Order as revised from time to time.

4. The Rector shall be *ex officio* a member of all committees. Notice of the time and place of meetings shall be given to the Rector by the Committee Chair.

5. The effective date of these By-Laws shall be as of the first day immediately following the Annual Parish Meeting held in January **2025**.

Amended January 1997

Amended December 2010

Amended December 2013

Amended December 2015

Amended February 2022

Amended January 2025