

ST. HUGH OF LINCOLN EPISCOPAL CHURCH
IDYLLWILD, CALIFORNIA 92549

By-Laws

Adopted 30 January 1985
Amended 25 January 1994
Amended 19 January 2003
Amended 6 July 2008

I. OF THE MISSION

St. Hugh of Lincoln Episcopal Church of Idyllwild, California, (hereinafter referred to as St. Hugh's or "the Mission") is a constituent part of the Episcopal Diocese of San Diego and of the Episcopal Church in the United States of America. It accedes to, recognizes and adopts the Constitution and Canons of the Episcopal Church and of the Diocese, and acknowledges the authority of the same.

II. OF THE VICAR

The Vicar is appointed at the pleasure of the Bishop to represent him in all matters pertaining to the Mission. The Vicar shall be in charge of the Mission subject to the direction and Godly admonition of the Bishop. The Vicar shall be an *ex officio* member of all standing and special committees, as well as all organizations of the Mission.

III. OF MISSION MEETINGS

Section 1. Conduct of Meetings.

The Constitution and Canons of the Episcopal Church and the Diocese of San Diego and the By-Laws of the Mission shall govern the conduct of all meetings of the Mission and of the Bishop's Committee. Matters of parliamentary procedure not covered by the foregoing shall be governed by Robert's Rules of Order.

Section 2. Annual Meeting.

An Annual Meeting of the Mission shall be convened after consultation with the Bishop. Written notice of such meeting shall be given to all qualified electors and shall be announced at services two Sundays prior to the Annual Meeting.

Section 3. Special Meetings.

Special Meetings of the Mission may be convened by the Bishop, the Canon Missioner or the Vicar. When not convened by the Bishop, such meetings shall have the Bishop's approval. Written notice of such meeting shall be given to all qualified electors and shall be announced at services two Sundays prior to the Annual Meeting.

Section 4. Chair.

The Bishop, as Rector of the Mission, shall preside at all Annual and Special Mission Meetings. In the Bishop's absence, the Vicar or such person as the Bishop shall designate shall preside.

IV. OF THE ANNUAL MEETING

Section 1. Date.

The Annual Meeting shall be held as early in the calendar year as possible, and after consultation with the Bishop.

Section 2. Quorum

Ten qualified electors of the Mission shall constitute a Quorum at an Annual Mission Meeting or a Special Mission Meeting.

Section 3. Qualified Electors.

Any person of 16 more years of age who is an attendant at worship and a regular contributor of record, and for previous 60 days shall have been registered in the congregation as a baptized or communicant member, or qualified to be so registered, shall be a qualified elector.

Section 4. Offices to be Filled.

The number of Delegates and Alternates to Diocesan Convention provided in the Diocesan Canons shall be elected at the Annual Meeting to serve from the adjournment of the current year Diocesan Convention until the adjournment of the subsequent Diocesan Convention.

Section 5. Nominating Committee

A Nominating Committee consisting of three persons shall be appointed by the Vicar or Senior Warden at the October Bishop's Committee meeting. Two members shall be members of the Bishop's Committee.

Section 6. Nominations.

Only persons who have agreed to serve and who are themselves qualified electors and 18 years of age or older shall be eligible for nomination to the Bishop's Committee, and only qualified electors who are communicants in good standing shall be eligible for nomination as Delegates or Alternates to Diocesan Convention. A slate of nominees shall be presented by the Nominating Committee. Nominations from the floor will be called for prior to closing nominations .

Section 7. Election.

A majority vote of the qualified electors present shall constitute an election, decision, approval or disapproval.

Section 8. Annual Reports.

Reports shall be received at the Annual Meeting from the Vicar and from each organization within the Mission. The Treasurer's Report shall be considered at the time of the adoption of the budget.

Section 9. Budget

A proposed Annual Budget shall be distributed to each qualified elector at the Annual Meeting. The Annual Meeting shall recommend approval or changes to the Proposed Annual Budget for the Bishop's Committee to consider at its next meeting

V. OF THE VESTRY

Section 1. References.

No provision of these By-Laws regarding the Bishop's Committee shall be in conflict with the provisions of Title II, Canon 6, ("The Vestry"), the Constitution and Canons of the Episcopal Diocese of San Diego. (Herein following, any reference to the "Diocesan Canons" refers to the Constitution and Canons of the Episcopal Diocese of San Diego).

Section 2. Membership

The Bishop's Committee shall consist of four (4) duly elected members of the Mission, to serve as Members-at-Large, its Vicar, and a Senior Warden appointed by the Bishop, for a total membership of six (6) people. Out of this six (6) member Bishop's Committee a Junior Warden will be elected by the Bishop's Committee.

Section 3. Term of Membership.

In accordance with Title II, Canon 6.01, of the Diocesan Canons, the Bishop's Committee shall be elected on a two year "rotation" basis, with two of the four Members-at-Large retiring at the end of each year, a "year" running from the adjournment of an Annual Meeting to the adjournment of the subsequent Annual Meeting. No retiring member shall be eligible for re-election under one year after completion of an elected term, except that member(s) elected to fill vacancies shall be eligible for election to a full term without a retirement period.

Section 4. Removal.

A Bishop's Committee member may be removed from office when that member shall have been absent from three (3) consecutive regular Bishop's Committee meetings without sufficient cause. Sufficient cause shall be determined by the Vicar and the Wardens.

Section 5. Vacancies.

Vacancies on the Bishop's Committee shall be filled by the election of the remaining members of the Bishop's Committee. Members so elected shall complete the unfulfilled term and shall be eligible for election to the next full term.

Section 6. Officers.

- A. The Vicar, or in the Vicar's absence the Senior Warden shall be Presiding Officer of the Bishop's Committee in the absence of the Bishop or the Bishop's appointed representative. The Vicar may defer to the Senior Warden.
- B. The Senior Warden shall be appointed annually by the Bishop and may be appointed to successive terms.
- C. The Junior Warden shall be elected annually by the Bishop's Committee from its membership. The Junior Warden shall be a communicant member in good standing.
- D. A Clerk shall be elected annually by the Bishop's Committee but not necessarily from its own membership. A Clerk who is not an elected member of Bishop's Committee shall have seat and voice, but not vote.
- E. A Treasurer shall be elected annually by the Vestry but not necessarily from its own membership. A Treasurer who is not an elected member of Bishop's Committee shall have seat and voice, but not vote.

Section 7. Meetings.

Bishop's Committee meetings shall be held on a regularly scheduled day and time to be determined annually at the first Bishop's Committee meeting. Changes may be made with the approval of two-thirds of the members present and voting.

Section 8. Special Meetings.

Special meetings of the Bishop's Committee may be convened only by the Bishop, the Canon Missioner, the Vicar, or Senior Warden, and may deal only with the announced order of business, except that additional items of business may be approved for consideration by a two-thirds majority of the qualified electors present and voting.

Section 9. Quorum.

A quorum for all meetings of the Vestry shall consist of a majority of the membership as constituted at the time of the meeting, provided that one of the Wardens is in attendance.

VI. OF THE EFFECTIVE DATE

These By-Laws shall become effective, subject to prior approval by the Bishop, upon their adoption at an Annual Mission Meeting, by two-thirds of the qualified electors present and voting.

VII. OF AMENDMENTS

These By-Laws may be amended, subject to prior approval by the Bishop, at any Annual or Special Mission Meeting by a two-thirds vote of the qualified voters present and voting, providing that such amendment shall have been circulated in writing to all members of the congregation at least fourteen days prior to the meeting.