

BYLAWS  
FAITH EPISCOPAL CHURCH  
Poulsbo, WA  
2019

**INTRODUCTION**

Faith Episcopal Church is a Mission church of the Diocese of Olympia. These bylaws are adopted in accordance with the provisions of the Constitution and Canons of the Diocese of Olympia and are intended to govern the calling and conduct of meetings of the Mission, the election of a Bishop's Committee and the conduct of its affairs and such other matters as might be contained herein. To the extent that these bylaws are inconsistent with or contrary to the provisions of the Diocesan Canons, the latter shall prevail and be followed.

**ARTICLE I - MEETINGS OF THE MISSION**

Section 1. At any time between the Annual Meeting of the Diocese of Olympia Diocesan Convention and the last day of February following, after due notice is publicly given at the Divine service on the two Sundays next preceding, there shall be held the Annual Meeting of the Mission for the purpose of nominating qualified persons for the Bishop's Committee, electing lay delegates and alternates to Diocesan Convention and for the transaction of such other business as may properly come before the meeting.

Section 2. Special meetings of the Mission may be called by the Vicar, or by the Bishop's Committee, if there is no Vicar, and shall be called by the Vicar upon a written request signed by a majority of the Bishop's Committee including one Warden. Notice of any special meeting of the Mission shall be given at two regularly scheduled worship services, including the Sunday next preceding the day appointed for the special meeting. The notice shall state the purpose of the special meeting.

Section 3. Only adult Communicants in Good Standing are eligible to vote at meetings of the Mission.

Section 4. Only adult Communicants in Good Standing who have been members of the Mission for at least one year are eligible to be candidates for membership in the Bishop's Committee or to serve as delegate or alternate to Diocesan Convention.

Section 5. At all meetings of the Mission, the Vicar (or if there is none, a Warden) shall preside, unless the Vicar delegates this responsibility to a Warden. The Bishop's Committee will ensure that a Clerk is provided to act as Clerk of the Meeting.

## **ARTICLE II - Bishop's Committee**

Section 1. The Bishop's Committee shall, ideally consist of seven adult members, or six minimally and, when possible, one youth member between the age of 16 and 21 years. Adult members must be Communicants in Good Standing. Except in extraordinary circumstances, and only with the approval of the Vicar or the Wardens if there is no Vicar, members of the same family cannot serve on the Bishop's Committee at the same time.

Section 2. At each Annual Meeting, new adult members shall be elected to be submitted to the Bishop for appointment for three-year terms and one youth-member of the Bishop's Committee shall be elected for a one-year term. No member of the Bishop's Committee who is elected to a full three-year term shall be eligible for re-election until two years after the expiration of the term for which that member was elected.

Section 3. A majority of the members of the Bishop's Committee (including at least one warden) shall constitute a quorum.

Section 4. The Vicar shall be an ex-officio member of the Bishop's Committee and when present shall preside at meetings of the Bishop's Committee or of the mission congregation.

The Vicar may delegate this presiding role to the Bishop's (aka the Senior) Warden or another member of the Bishop's Committee. If there is no Vicar, the Bishop's Warden shall preside but may delegate this role to the People's (aka the Junior) Warden or another member of the Bishop's Committee.

Section 5. At or before the first meeting of the Bishop's Committee after the Mission's Annual Meeting, the Vicar shall appoint a member of the committee to serve as Bishop's Warden. At the same meeting, the Bishop's Committee shall elect one of its members to serve as People's Warden. If the Mission is without a Vicar, the Bishop's Committee shall elect both a Bishop's Warden and a People's Warden from its members.

Section 6. At or before the first meeting of the Bishop's Committee after the Mission's Annual Meeting, they shall elect a Clerk, who shall prepare and maintain written minutes of all Bishop's Committee meetings and of all Mission meetings. The Bishop's Committee shall also elect a Treasurer who shall receive and disburse the revenues of the Mission as the Bishop's Committee shall direct. The Treasurer shall keep an accurate account of all receipts and disbursements, rendering an account annually to the Bishop's Committee and at such other times as the Bishop's Committee may direct.

The books of both the Clerk and the Treasurer shall always be open to inspection by the Vicar, members of the Bishop's Committee and the Bishop. Neither the Clerk nor the Treasurer need be members of the Bishop's Committee.

Section 7. A member of the Bishop's Committee may be removed if the Bishop gives written notice thereof and sets forth the reason(s) therefor. A member of the Bishop's Committee may resign in writing to the Vicar, or if there is no Vicar, to the Bishop's Warden. A member of the Bishop's Committee may also be removed by the Vicar if that member fails, without sufficient cause, to attend three regular meetings of the Bishop's Committee in a calendar year. A member of the Bishop's Committee may be removed due to physical or mental incapacity if the Vicar determines that such member is unable to serve for such reason. If the Vicar removes a member of the Bishop's Committee, the Vicar shall notify the Bishop of such removal in writing within thirty days. In the event that a member of the Bishop's Committee is unable to serve due to resignation, death, removal or incapacity, the remaining members of the Bishop's Committee shall select another qualified person to fill the vacancy until the next Annual Meeting of the Mission, at which time the congregation shall elect a person to serve any remainder of the term.

Section 8. The Bishop's Committee shall normally meet monthly. Special meetings of the Bishop's Committee may be called by the Vicar or upon written request of no less than three members of the Bishop's Committee including one Warden. Except in circumstances requiring emergency action and with the consent of all members of the Bishop's Committee, no meeting shall be held with less than three days' notice to all members. There shall be no special meeting of the Bishop's Committee unless the Vicar, if there is one, is present.

Section 9. Voting by proxy shall not be permitted at meeting of the Bishop's Committee or of the Mission congregation.

Section 10. The Bishop's Committee shall prepare an annual budget that may be amended by majority vote at the Mission's Annual Meeting. The Mission Treasurer shall report the Mission's actual costs as compared with that budget when asked to do so by the Bishop.

### ARTICLE III

#### Miscellaneous Provisions

Section 1. Annual Report. The Bishop's Committee shall furnish to each annual meeting a full report of its actions and a financial report for the preceding year.

Section 2. Amendment to the Bylaws. These Bylaws may be amended only by the affirmative vote of a majority of the persons present and qualified to vote at an annual parish meeting.