

BYLAWS OF ST. JOHN'S EPISCOPAL CHURCH, INC.

A Parish of the Episcopal Diocese of Arkansas

GENERAL

NAME :

Pursuant to Articles of Incorporation and the certificate of incorporation issued thereon by the State of Arkansas, this corporation shall be entitled "St. John's Episcopal Church, Inc."

REGISTERED OFFICE AND AGENT:

The registered office of the corporation shall be located and the registered agent shall reside in the City of Fort Smith, Arkansas; The address of the registered office and the identity of such agent shall be determined and may be changed from time to time, by the Vestry. The address of the registered office and of the registered agent shall always be the same.

SEAL:

The seal of the corporation shall be inscribed "ST. JOHN'S EPISCOPAL CHURCH, INC." in the margin, and the word "SEAL" in the center.

BODY POLITIC:

This corporation being a religious corporation shall have no shareholders as such, but the duly qualified members of St. John's Episcopal Church of Fort Smith, Arkansas who are entitled to vote at Parish Meetings shall be the body politic of the corporation.

QUALIFICATIONS OF VOTING MEMBERS:

The following alone shall be entitled to vote in any Parish Meeting under these Bylaws: All worshippers of not less than 16 years of age, being confirmed communicants and regular contributors, or members of family groups which are regular contributors, for the support of the Parish, and who shall have been Canonically connected with the Parish for thirty (30) days prior to the date on which the Parish meeting is held. This provision as to financial support shall not apply to those communicants who are unable to contribute.

The Parish Secretary shall provide a list of all Parish members meeting the above qualifications. In case of a question as to eligibility, the decision of the Rector or Priest-In-Charge and the Wardens as to communicant status and tenure, and the decision of the Treasurer as to financial support shall be final.

CONSTITUTION AND CANONS:

This corporation and Church adheres to and shall be governed by the Constitution and Canons for the government of the Protestant Episcopal Church in the United States of America, and the Constitution and Canons of the Protestant Episcopal Church in the Diocese of Arkansas. In the event of any conflict between these Bylaws and such Constitution and Canons, the provisions of such Constitution and Canons shall control.

ANNUAL AND SPECIAL PARISH MEETINGS

ANNUAL MEETING: (24.1)

An annual Parish Meeting of the members of the parish shall be held each calendar year in January, but no later than the 31st day of January, unless otherwise authorized by the ecclesiastical authority, on an exact date, time, and place appointed by the Vestry.

SPECIAL MEETINGS: (24.2)

Special Parish Meetings shall be called at any time upon request therefore by a majority of the members of the Vestry or upon a call made in writing and signed by at least twenty-five (25) qualified voters of the parish.

NOTICE: (24.1 & 24.2)

Notice of annual and special Parish Meetings shall be given by the Rector, Priest-In-Charge, or Senior Warden from the chancel at all public services on the two Sundays preceding the date of such meeting and notice in writing of such meeting shall be mailed to each member of the parish at least ten (10) days preceding the date of such meeting.

QUORUM: (24.4)

A quorum for a Parish Meeting shall consist of a majority of the Vestry and at least twenty-five (25) other qualified voters who are not members of the Vestry.

PRESIDING OFFICER: (24.3)

At Parish Meetings the Rector or Priest-In-Charge shall preside; if there be none, or if he/she be absent, the Senior Warden shall preside; or if he/she be absent, the Junior Warden shall preside; or if all above are absent, a member of the Vestry of not less than 18 years of age shall be chosen by the meeting to preside.

SECRETARY/PARLIAMENTARIAN: (24.3 & 24.9)

The Secretary of the Vestry shall act as Secretary and Parliamentarian at all Parish Meetings; if there be none, or if he/she be absent, a communicant of not less than 18 years of age shall be chosen by the Meeting to perform those duties customarily associated with that office.

The Secretary of the Annual Parish Meeting shall record in the minutes the results of the elections as announced by the presiding officer. He/she shall transmit the signed minutes, together with all reports received at the meeting, to the Vestry to be by them examined and incorporated in the minutes of the first meeting of the Vestry following the Parish Meeting and filed among the permanent records of the Parish.

REPORTS: (24.7)

At each annual Parish Meeting, the following reports shall be made:

- A report of the spiritual activities of the Church shall be made by the Rector or Priest-In-Charge. In addition a summary of the data entered into the Parish Register and annual Parochial Report for the preceding calendar year shall be presented.
- Annual Report of the Vestry – The Vestry shall, prior to the Annual Parish Meeting, cause to be written and delivered to the Rector or Priest-In-Charge, or if there be none, to the Senior Warden, a full, accurate and faithful statement of the temporal condition of the Parish. This statement (to be designated the annual report of the Vestry) shall show, among other things, what money, lands and other property have been received during the year past and from what sources; what money has been expended and for what objects; what property has been exchanged or mortgaged or sold and for what purposes; what debts are owing by the parish and what security, if any, has been given therefore; and what money, lands and other property are then owned by the Parish. This annual Report shall be submitted to the Annual Parish Meeting by the Senior or Junior Warden or by some other member of the Vestry.
- Each organization and activity of the Parish shall also make its report to the meeting. Such reports shall contain at a minimum the following items in summary form:
 - § membership
 - § attendance
 - § activities during the preceding year
 - § an accurate financial report

BUSINESS OF PARISH MEETINGS: (24.8)

Parish Meetings shall provide for such officers and matters as may be needed to enable the Parish to execute its full program, and shall transact such other business as may be brought before it.

CONDUCT OF PARISH MEETINGS:

The conduct of all Parish Meetings shall be governed by Roberts Rules of Order except as may otherwise be provided for by the Constitution and Canons or these Bylaws.

ELECTIONS AND VOTING: (24.5)

All elections and other matters voted upon at Parish Meetings shall be decided by a majority of the qualified voters present and voting. In any election such as that for Vestry members, where there is more than one position to be filled, as the result of one ballot, those receiving a majority and the highest number of votes on the first or any subsequent ballot shall be declared elected for the respective positions and the ensuing terms thereof and until their successors shall have been elected and qualified. If all positions are not filled as the result of the first ballot, prior to the taking of the next and each subsequent ballot, the number of candidates shall be reduced to not more than double the number of positions yet to be filled by eliminating those who received the smaller number of votes on the previous ballot unless this is prevented by a tie, in which event the names of all those tied will be retained for the next ballot.

In the event that terms being filled in an election are of a different duration, those persons receiving the larger number of votes on the ballot on which they were elected shall have the longer term. If more than one ballot is required to fill all of the positions, those persons elected last shall receive the shorter term.

If a voter votes for fewer or more persons than the total number of positions to be filled, that ballot shall be invalid and not counted.

WARDENS AND VESTRY

POWERS AND CORPORATE:

The Vestry shall constitute the Board of Directors of the Corporation. The Rector shall be the President and the Senior and Junior Wardens the Vice-Presidents of the Corporation, by virtue of their respective offices. The Vestry shall be the governing body of the Parish and shall manage and control its property and material affairs, subject to the approval of the Bishop and Diocesan Council of its actions with respect to real property and the incurring of indebtedness, and in accordance with the Constitution and Canons of the Protestant Episcopal Church in the United States and of the Episcopal Diocese of Arkansas.

COMPOSITION: (24.6c)

The Vestry shall be composed of sixteen (16) voting members as follows: The Rector of the parish, if there be one, a Senior Warden, a Junior Warden and thirteen other members; provided, however, that any duly ordained clergy that is then serving full time on the staff of the Parish shall be entitled to a voice and a vote on the Vestry.

OATH OF OFFICE: (25.2)

Every person elected to the Vestry shall, in order to qualify as such, subscribe to the following declaration and promise: "I believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary to salvation; and I do yield my hearty assent and approbation to the doctrine, worship, and discipline of the Protestant Episcopal Church in the United States; and I promise that I will faithfully execute the office of a member of the Vestry of St. John's Parish, or church, in Sebastian County, according to my best knowledge and skill."

No person shall act or vote as a member of the Vestry until he has subscribed to this declaration and has been installed in a public service of the Church. A signed document of this assent and approbation shall be kept in the church office.

QUALIFICATIONS FOR NOMINATION AND MEMBERSHIP: (24.6c)

The qualifications for a member of the Parish Vestry shall be as follows: A confirmed communicant of the Parish in good standing of not less than 18 years of age, a frequent attendant upon the services of the Parish for the six months next preceding the election and a regular contributor and pledger of record, or a member of a family unit which is a regular contributor and

pledger of record for the support of the parish; PROVIDED (1) a husband and wife shall not both be members of the Vestry at the same time; (2) clergy wives/husbands shall not be eligible to serve; (3) members of the paid staff of a parish shall not be eligible to serve. In case of a question as to eligibility, the report of the Rector or Priest-In-Charge in consultation with the Treasurer shall be final.

The provision of this Bylaw relating to the qualifications of members of the Vestry shall be read to the congregation by the Rector or Senior Warden at the time notice for the Annual Parish Meeting is given from the Chancel, and also at the Annual Parish Meeting before nominations for the Vestry are made.

NOMINATION AND ELECTION:

A Nominating Committee of five (5) voting members of the Parish shall be appointed by the Vestry. This committee shall contain at least two members from the current Vestry and will normally be composed of the outgoing Vestry members. The Vestry shall designate the chairperson from among the appointees to preside over the Nominating Committee. No paid staff member shall be eligible to serve on the Nominating Committee.

Parishioners who desire to submit names to the Nominating Committee shall first obtain the written consent of nominees and said written consent shall be delivered to a member of the Nominating Committee at the time the name is submitted for consideration. The names of all potential nominees shall be delivered by the Chairperson of the Nominating Committee to the Rector and Wardens, who shall promptly notify the Nominating Committee of any potential nominees who do not meet the minimum qualifications for Vestry membership as prescribed by the Constitution and Canons of the Diocese of the State of Arkansas. The Nominating Committee shall only consider those nominees who meet the minimum qualifications for Vestry membership.

The Nominating Committee shall present a slate of nominees for Vestry to the Annual Parish Meeting. Such slate shall contain the same number of nominees as the number of positions that are to be filled. The slate of nominees shall be furnished to the Parish Secretary at least thirty (30) days prior to the Annual Parish Meeting. The Secretary shall publish the names and qualifications of the nominees in the next ensuing Sunday bulletin.

Other nominations for the Vestry may be submitted by a voting member of the Parish provided that: the nomination be in writing, signed by two voting members of the Parish, also signed by the person being nominated, and submitted to the Parish Secretary at least fourteen (14) days prior to the Annual Parish Meeting. The Parish Secretary shall immediately deliver the names of any additional nominees to the Rector and Wardens who shall in turn promptly notify the Secretary of any potential nominees who do not meet the minimum qualifications for Vestry membership as prescribed by the Constitution and Canons of the Diocese of the State of Arkansas. In the event that any of the additional nominees do not meet the minimum qualifications for Vestry membership, the Rector shall immediately notify those nominee (s) of said determination. The Parish Secretary shall publish the names and qualifications of any additional eligible nominees in the next ensuing bulletin.

In addition to the above-mentioned publications in the Sunday bulletins, the Parish Secretary shall publish, distribute and mail a circular with the names and qualifications of all nominees for the Vestry to all Parish families at least ten (10) days prior to the Annual Parish Meeting. There will be no nominations for the Vestry accepted from within fourteen (14) days of the Annual Parish Meeting; and no nominations may be made from the floor at the Annual Parish Meeting.

Vestry members shall be elected by a majority of those present and voting at the Annual Parish Meeting.

In any election where there is more than one position to be filled, as the result of one ballot, those receiving a majority and the highest number of votes on the first or any subsequent ballot shall be declared elected for the respective positions and the ensuing terms thereof and until their successors shall have been elected and qualified. In order for a ballot to be counted in the election, the number of votes cast on the ballot must be equal to the number of positions to be filled. Those ballots that contain votes for fewer or more persons than the total number of positions to be filled shall be invalid and not counted.

It shall be the duty of the Secretary of the Annual Parish Meeting to notify promptly the Vestry members-elect of their election and to inform them of the time and place appointed for their qualifying as members of the Vestry.

TERM OF OFFICE: (24.6c)

Members of the Vestry shall be elected to serve a three-year term. One-third of the Vestry shall be elected annually to serve for a period of three years, plus additional positions to fill unexpired terms. No retiring member of the Vestry shall be eligible for re-election until there shall have elapsed a period of at least one year, or until the Annual Parish Meeting next following the expiration of the term.

ORIENTATION OF NEW VESTRY MEMBERS:

As soon as may be after their election, all newly elected Vestry members shall undertake a course of orientation to be given by the Rector and Wardens. Such course shall include the following and such other items deemed appropriate by the Vestry.

- A review of the Constitution and Canons of the Diocese of Arkansas.
- A review of the Articles of Incorporation and Bylaws of St. John's Episcopal Church, Inc.
- A review of the Minutes of the Vestry for the six months preceding their election.
- A review of the Minutes of the Annual Parish Meeting immediately preceding their election.
- A review of the current financial affairs and books of the Parish.

ANNUAL ORGANIZATIONAL MEETING: (25.1)

As soon as may be after their election, the persons elected to the Parish Vestry shall assemble at such time and place as the Rector or Priest-In-Charge shall appoint or as shall be designated by any two members of the Vestry, the Rector or Priest-In-Charge and each member of the Vestry being notified in writing, and proceed to organize the Vestry. The proceedings of this and every meeting of the Vestry shall be opened with one or more collects and the Lord's Prayer by the Rector or Priest-In-Charge, or in their absence by any member who may be chosen to preside over the meeting.

MEETINGS: (25.4)

The Vestry shall meet at least once a month. The Vestry shall also meet at least once a year at a designated time and place in retreat for the purpose of spiritual reflection and consideration of the affairs of the parish. The Rector or Priest-In-Charge if present, shall preside at all meetings of the Vestry. And be entitled to give the casting vote in case of a tie. In the absence of the Rector or Priest-In-Charge, the Senior Warden, or if both are absent, the Junior Warden may preside.

QUORUM: (25.4)

Eight (8) qualified members of the Vestry, exclusive of the Rector or Priest-In-Charge, shall constitute a quorum.

CONDUCT OF VESTRY MEETINGS:

The conduct of all Vestry Meetings shall be governed by Robert's Rules of Order except as may otherwise be provided for by the Constitution and Canons or these Bylaws. All non-procedural motions made at Vestry meetings shall be submitted in writing to the Secretary at the time they are made.

ELECTIONS AND VOTING:

All elections and other matters voted upon at Vestry Meetings shall be decided by a majority of those present at a meeting at which there is a quorum.

REMOVAL OF A VESTRY MEMBER: (25.5)

Any of the following shall be cause for the removal of a lay member of the Vestry: (a) Failure to maintain in force during the term of office those requirements necessary to qualify for a member of the Vestry.

(b) Four (4) unexcused absences from Vestry meetings during any one calendar year.

Whether or not a vacancy exists shall be determined by a majority vote of the Vestry present at a meeting at which there is a quorum, after receiving the recommendations of the Rector. Any member of the Vestry who resigns or is removed from the Vestry shall not be eligible for election

to the Vestry either by an Annual Meeting or by the Vestry until one year has expired following the date of his removal or resignation.

FILLING OF VACANCIES: (25.5)

Vacancies occurring in the Vestry shall be filled within a reasonable time by majority vote of the remaining members and the person so elected shall serve for the remainder of the unexpired term of the person succeeded. Any person so elected for an unexpired term of one year or less shall be eligible for election by the Annual Parish Meeting for a successive three (3) year term.

DUTIES OF THE VESTRY: (25.6)

It shall be the duty of the Vestry to determine upon and elect a Rector or Priest-In-Charge, to cooperate in promoting the spiritual welfare of the cure; to support the Rector or Priest-In-Charge properly, to see that the salary is paid regularly and punctually; to make and execute all contracts for the erection, furnishing, preserving and insuring the Church edifice and other property; to make all necessary provisions for Church music, with the advice and consent and subject to the control of the Rector or Priest-In-Charge; and generally, as the constituted agent of the Parish or congregation, to transact all its temporal business and such other duties as may be designated by these Bylaws.

WARDENS, SECRETARY, & TREASURER: (25.3)

A Senior Warden shall be appointed annually from among the Vestry by the Rector or Priest-In-Charge; or if there be none, then by the Bishop. The Vestry shall elect annually, from among its members a Junior Warden. The Vestry shall likewise elect annually a Secretary and a Treasurer, who need not be chosen from among the Vestry. All persons so appointed or elected shall continue in office until their successors shall have been chosen and qualified.

DUTIES OF THE WARDENS: (25.7)

It shall be the duty of the Wardens to keep watch over all Church property, to see that it is duly prepared for every occasion of public worship; to see that the sexton, and other employees properly discharge their duties; to provide out of the Parish funds, under the direction of the Vestry, a sufficient supply of vestments and books to be used in public worship, and also the elements for each celebration of the Holy Communion; to attend to the accommodation of the congregation with seats, and to maintain order and decorum in the time of public worship.

In case there shall be a non-parochial clergyman of the Church residing within the Parish who shall conduct himself in a manner contrary to the rules of the Church and unbecoming his office, the Wardens shall, in writing, give notice thereof to the Ecclesiastical Authority.

Any other such duties as may be designated in these Bylaws.

DUTIES OF THE SECRETARY: (25.9)

The Secretary shall be the Secretary of the Corporation by virtue of the office, and shall retain possession of the corporate seal. It shall be his/her duty to keep correct entries of all proceedings of the Vestry in a well-bound book to be provided for that purpose. The proceedings of the Vestry shall be immediately filed in the principal office of the corporation. The Secretary shall have a voice in the Vestry but shall have no vote unless he/she is also a duly elected member of the Vestry.

DUTIES OF THE TREASURER: (25.10)

The Treasurer elected annually by the Vestry shall be the Treasurer of the corporation by virtue of the office. Only communicants of legal age shall be eligible for the office of Treasurer. The duties of the Treasurer shall include, but not limited to:

- Receiving all monies contributed by the Congregation for the support of the Parish, except Communion alms and other special offerings and funds, keeping an accurate report of receipts and debentures, and to disburse the same for current expenses and such assessments as may be authorized by the Vestry.
- Furnishing the financial statistics for the annual Parochial Report to the Diocesan Convention and giving an accurate financial report to the Vestry and Parish at times to be designated by the Vestry or these Bylaws.

- Causing the books and accounts to be audited annually as of December 31 by a competent accountant approved by the Vestry and utilizing generally accepted accounting principals.
- To give Bond or security to all agents designated by the Vestry as having signatory authority to the Parish accounts, in such amount as may be required by the Vestry, the expense thereof to be paid by the Corporation.
- To function as chairman of the Finance Committee.

The Treasurer shall have a voice in the Vestry but shall have no vote unless he/she is also a duly elected member of the Vestry.

STANDING COMMITTEES OF THE VESTRY:

The following shall be Standing Committees of the Vestry and shall report thereto as called upon from time to time:

- **Finance Committee** – A Finance Committee shall be appointed annually by the Rector subject to ratification by the Vestry. It shall be chaired by the Treasurer and composed of the Rector and at least two (2) voting members of the Parish at least one of which must also be a member of the Vestry. The Finance Committee shall assist the Treasurer in the performance of his/her duties, prepare a proposed budget for the Parish fiscal year, make recommendations or carry out studies as called upon to perform from time to time by the Vestry.
- **Building and Grounds Committee** – A Building and Grounds Committee shall be appointed annually by the Rector subject to ratification by the Vestry. It shall be chaired by the Junior Warden and composed of the Rector and at least three (3) voting members of the Parish at least one of which must also be a member of the Vestry. When possible one of the members shall also be a trained architect. The Building and Grounds Committee shall assist the Wardens in their duties pertaining to Church property, make recommendations or studies and carry out duties as called upon to perform from time to time by the Vestry.
- **Gifts and Memorials Committee** – A Gifts and Memorials Committee shall be appointed annually by the Rector subject to ratification by the Vestry. It shall be chaired by the Rector or his/her designee and composed of the Senior Warden, Treasurer and at least two (2) voting members of the Parish. This committee shall have responsibility for carrying out the policies and guidelines governing gifts and memorial donations to the church as established by the Vestry, provided such policies and guidelines shall not be in conflict with the Constitution and Canons of the Protestant Episcopal Church in the Diocese of Arkansas.

These policies and guidelines pertaining to gifts and memorials shall be attached as Addendum "1" to these Bylaws. They can be revised at any regular Vestry Meeting by a majority vote.

COMMITTEES:

The Rector, or the Vestry, each with approval of the other, may appoint such committees, commissions, or task forces as are deemed appropriate in order to carry out the work of the Parish. All committees, commissions, or task forces shall function under the direction and control of the Vestry and shall report thereto.

CHANCELLOR:

The Vestry is authorized to appoint for a two-year term a confirmed communicant of this parish, learned in law, to the office of Chancellor, as legal counsel to serve without compensation. The Chancellor shall be the legal advisor of the Rector and the Vestry in all cases and upon all questions in which advice is requested. The Chancellor shall have a voice in the Vestry, but shall not have a vote unless he/she is also a duly elected member of the Vestry. For legal services such as examinations of abstracts of title or representation of the parish in litigation, reasonable fees may be charged.

HISTORIOGRAPHER:

The Vestry is authorized to appoint a confirmed communicant of the Parish to function as Historiographer of the Parish who shall hold the office under the appointment and during the pleasure

of the Vestry. It shall be his/her duty to collect, preserve, arrange and edit historical, biographical, and pictorial material pertaining to the Parish, its organizations and activities; to store same in a retrievable manner in the corporate offices and to submit to the Parish an annual report.

FISCAL

BANK DEPOSITORY:

The Vestry shall designate the bank(s) or financial institutions to receive the deposits of the church.

CHECKS AND DRAFTS:

Checks drawn on the deposits of this corporation and Church shall be written by the Financial Secretary or the Treasurer. The checks shall be signed by the Senior Warden, or such other members of the Parish as may be designated by the Vestry. At the discretion of the Vestry such individuals shall be adequately bonded at the expense of the corporation.

CONVEYANCES:

Conveyances, deeds, notes, mortgages, agreements and other instruments of this corporation and Church, the execution of which has been authorized by the Vestry, and Diocese where appropriate, shall be executed by the Rector and Wardens and attested by the Secretary, who shall affix the corporate seal.

BUDGET:

The Vestry shall cause a budget to be prepared for the fiscal year, cause the budget to be presented at the Annual Parish Meeting, and the Rector shall appoint, with the consent of the Vestry, the Chairman of the Every Member Canvass (Stewardship Campaign).

AMENDMENT OR REPEAL OF BYLAWS:

The Vestry shall have authority to propose adoption, alteration or repeal of the Bylaws for the corporation, subject to the power of the voting members of the Parish at any annual or special Parish Meeting at which a quorum is present by a majority vote of those present, and entitled to vote, to alter or repeal such Bylaws; provided, however, that the Vestry shall not adopt or alter any bylaws fixing the number, qualifications, classifications or terms of office of Vestry Members or Wardens, and no Bylaw shall be adopted which is inconsistent with the Articles of the Constitution and Canons of the Protestant Episcopal Church in the United States of America or the Constitution and Canons of the Episcopal Diocese of Arkansas. Further, the Vestry shall not propose an adoption, alteration, or repeal of any Bylaw until the Congregation has been given notice of the proposed adoption, alteration or repeal by posting for three weeks at a conspicuous place in both main buildings on the Church premises.

LIMITATION ON DISBURSEMENTS:

No single purpose disbursement of unbudgeted, or unallocated corporate monies in excess of \$400.00 shall be made without prior Vestry approval.

PUBLISHING OF THE ARTICLES OF INCORPORATION AND BYLAWS:

An accurate copy of the Articles of Incorporation and Bylaws then in effect shall be made available at each Annual or Special Parish Meeting.

DEFINITION OF YEAR:

Whenever the term "year" or "years" is used in these Bylaws with reference to the term of or qualifications for any office herein provided, whether elective or appointive, the same shall mean the time from one Annual Parish Meeting to another.

Issued: January 1989

Revised: February 1992

Revised: January 2008

ADDENDUM "1"

POLICIES OF THE VESTRY OF ST. JOHN'S EPISCOPAL CHURCH REGARDING GIFTS AND MEMORIALS

All offers of gifts or property and other non-monetary gifts valued in excess of \$100.00 must be referred to the Gifts and Memorials Committee to decide whether the gift should be accepted. However, if the value of the above gift exceeds \$500.00, a recommendation must be made to the Vestry as to the appropriateness of accepting such gift(s), and the Vestry will decide on acceptance or rejection of such gifts.

- A memorial is any gift of property or money given to St. John's Episcopal Church, intended to commemorate or preserve the memory of a person or event.
- All memorials of either property or money shall be submitted to and reviewed by the Gifts and Memorials Committee, which will make a recommendation to the Vestry.
- Memorials may be designated for a specific use, area of use, or item of property subject to the approval of the Vestry. After giving every family an opportunity to make a designation, all undesignated memorials will be placed in the Vestry Discretionary Fund for continuance or enhancement of church programs or property.
- When a memorial fund is established, the family and/or donor are to be consulted by a member of the Memorial Committee regarding the use of the funds.
- It is recommended that all guilds, committees, and other groups of the Church who have needs for which the use of memorial funds would be appropriate, make these needs known to the Gifts and Memorials Committee.
- Express approval of the Vestry shall be required of all memorials possessing a value of \$500.00; memorials of a sensitive or controversial nature; memorials requiring substantial alteration of parish premises; and memorials requiring an additional expenditure from parish funds.
- Memorials of an essentially routine, non-controversial character not involving criteria set forth above may be approved by the Gifts and Memorial Committee. All memorials shall, however, be reported to the Vestry, which shall at all times reserve authority to ratify, reject, or modify the decision(s) of the Gifts and Memorial Committee.
- The placement of plaques, statuary, or other commemorative insignia in the Church, church buildings, or on the grounds shall be done at the discretion of the Vestry utilizing Diocesan guidelines where appropriate.
- All memorial funds shall be kept in an interest bearing account(s) that accurately itemizes the separate memorials and their designation, if any. Separate Endowment Funds for large gifts may be established by the Vestry. Following approval by the Vestry for use of memorial funds, the approved amount shall be transferred from the appropriate memorial account to the parish operating account.
- A Remembrance Book shall be kept of memorial gifts and shall be kept in the principal office of the corporation. Information regarding each gift shall contain the donors name, the amount of the gift, the date given, in whose memory given, and any purpose or restrictions designated.

It shall be the responsibility of the Gifts and Memorials Committee chairman to insure these records are accurately kept.

- If requested by family members and/or donor, memorial acquisitions will be published in the church newsletter or bulletin.
- Memorial Plaques will no longer be used to honor individuals after the current plaque is full. Individual plaques designating a particular donation are permitted if recommended by the Gifts and Memorials Committee and approved by the Vestry.

Revised: October 9, 2007

ADDENDUM "2"

POLICIES OF THE VESTRY OF ST. JOHN'S EPISCOPAL CHURCH REGARDING BEVERAGES AT CHURCH EVENTS

The Episcopal Church has never endorsed the prohibition of the moderate, adult enjoyment of beverages containing alcohol. Scripture offers Jesus' example of the presence of wine at a wedding party in his first miracle at Cana of Galilee and at the Last Supper when he instituted the Holy Eucharist. Hebrew tradition honors wine as a gift from God when used moderately in accordance with the purposes of the Creator.

The following policies will direct the enjoyment of alcoholic beverages at Church functions within the life of St. John's Parish:

- Alcohol is to be served only after receiving permission from the Rector or Vestry.
- All applicable Federal, State and local laws are to be obeyed, including those governing the serving of alcohol to minors.
- Alcohol is not to be consumed by adults at youth events.
- Alcoholic beverages and food containing alcohol must be clearly labeled as such and must be supervised by a mature person who is given the sole responsibility of serving the alcohol. Unsupervised access (e.g. champagne fountains) to alcohol is not allowed.
- Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal or greater attractiveness and accessibility.
- The service of alcoholic beverages should not be publicized as an attraction of the event (i.e. "Shrimp & Beer", Wine & Cheese").
- Chemical usage other than alcohol is forbidden.
- Only moderate consumption of alcohol is allowed. The sponsors or organizers of the event assume responsibility for the safe travel of anyone who might become intoxicated.
- Food appropriate to the occasion should be offered to prevent anyone drinking on an empty stomach.
- Except for Church functions in private homes, alcoholic beverages with less than 18% alcohol may be served.
- Alcoholic beverages cannot be sold without a license.

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