

# Bylaws of St. John's Episcopal Church of Alamogordo, Inc.

## **I**

### **NAME**

The name of this organization is St. John's Episcopal Church of Alamogordo, Inc., hereinafter referred to as "Parish".

## **II**

### **MISSION**

The mission of this Parish shall be to proclaim the Good News of the Gospel and to seek and serve Christ in all people.

## **III**

### **MEMBERSHIP**

- A. A parishioner is any person who regularly worships at St. John's and supports the Parish.
- B. A Communicant is a member in good standing who, unless good cause prevents, has been a partaker of Communion at least three times yearly (during the preceding year).
- C. All communicants or baptized persons shall be entitled to equal rights and status, to worship and sacraments, and to parochial membership.

- D. Qualified voters of the Parish are parishioners sixteen years of age or older. A parishioner is eligible to be a member of the Vestry.

## IV OFFICERS

- A. Officers of this Parish are a Rector, a Senior Warden, a Junior Warden, and a Treasurer. These officers shall perform the duties prescribed by these By-Laws, the Canons, the rubrics of the Book of Common Prayer, and by the parliamentary authority adopted by the Parish.
- B. Officers of the Parish are selected as follows:
1. The Rector shall be elected in the manner provided by canon and shall be the President of the Corporation.
  2. The Senior Warden shall be appointed annually by the Rector from among the parishioners and shall be the First Vice President of the corporation.
  3. The Junior Warden shall be elected by the Vestry from among the Vestry, and shall be the Second Vice President of the Corporation.
  4. At the first Vestry meeting after the Annual Parish Meeting, the Vestry shall elect a Treasurer who need not be a member of the Vestry.
- C. Vacancies in offices shall be filled as follows:
1. In the office of Rector the Senior Warden shall assume all duties, except those prohibited by Canon law, until a new Rector is elected.
  2. In the office of Warden, Senior or Junior, the appointing or electing authority shall fill the position.
  3. In the office of Vestry, by vote of a majority of the remaining Vestry members, to serve until the next Annual Parish meeting.

D. Duties of the Officers shall be as follows:

1. Rector:

- a. Acts as the principal officer of the Parish;
- b. Supervises and conducts the affairs of the Parish with the advice of the Vestry;
- c. Sees that all orders and resolutions are carried out;
- d. Appoints a Senior Warden annually from among the Vestry;
- e. May assign work, through guidelines, to assistants who are under this authority;
- f. Presides at all meetings of the Vestry and of the Parish unless the Sr. Warden is assigned to do so;
- g. Generally supervises every organization of the Parish;
- h. Controls the worship and exercises spiritual jurisdiction over all other ministers of the Parish;
- i. Oversees use of the buildings and furnishings of the Parish.

2. Senior Warden:

- a. Coordinates administration of the Parish;
- b. Represents the Rector, as the Rector may from time to time direct, including presiding at all meetings of the Vestry and at the annual Parish meeting in the absence of the Rector;
- c. Assists the Rector in maintaining parochial statistics and preparing the annual parochial report.
- d. Attends the annual Diocesan convention.

3. Junior Warden:

- a. In the absence of the Rector and the Senior Warden, presides at all meetings and at the annual Parish meeting;
- b. Supervises the care and upkeep of and reports the condition of the real property of the Parish;

- c. Represents the membership, as the Rector of the Vestry may from time to time direct; and,
- d. Attends the annual Diocesan convention.

4. Treasurer:

- a. Acts as custodian of all funds pertaining to operation of the Parish in normal business, including savings accounts, trusts, stocks, or other assets;
- b. Keeps itemized records of receipts and disbursements in accordance with good accounting practices;
- c. Disburses funds only as authorized by the budget and the Vestry.
- d. Compiles financial reports for monthly Vestry meetings and for the annual Parish meeting;
- e. Provides appropriate data for the Every Member Canvass, for preparation of the budget, and for the Vestry.

## V

### PARISH MEETINGS

- A. An annual Parish meeting shall be held in January of every year for the purpose of electing members to the Vestry, electing delegates and alternates to the annual diocesan Convention, receiving reports, and conducting any other business that may properly come before the membership. A general notice of the annual Parish meeting shall be issued at least ten (10) days prior to the meeting.
- B. Special Parish meetings may be called by the Bishop, the Rector, a Warden, any two members of the Vestry, or on petition of 25% of the qualified voters of the Parish. Notice of the meeting, including the purpose of the meeting,

shall be given by listing in the monthly bulletin or newsletter or announcement at regular services on two (2) consecutive Sundays. If the meeting is called by the Bishop, he may direct that notice be given by any reasonable method.

- C. For any Parish meeting, 50% of the qualified voters in attendance constitute a quorum provided that the Rector or a Warden is in attendance.

## VI

### VESTRY

A. Duties of the Vestry are:

1. Responsible for the business matters of the Parish, including the annual audit of the Church Finances;
2. Providing, and keeping in good order, a house of worship and all the necessary furnishings;
3. Providing all things needed for the work of the Parish;
4. Providing (and amending as necessary from time to time) an annual budget and paying all Parish obligations, including Fair Share;
5. Conducting an Every Member Canvass annually;
6. Providing support to the Rector, including an adequate housing allowance or a rectory;
7. Assuming stewardship involvement on an individual basis;
8. Electing a Rector by a majority vote in accordance with the Canons and after conference with the Bishop;
9. Electing a Treasurer by a majority vote immediately following the annual Parish meeting;
10. Identify an individual who shall take minutes and provide them to the Parish Secretary;
11. Filling vacancies in the Vestry by majority vote;

12. Approving appointments, including salaried employees, made by the Rector;
13. Recommending by majority vote qualified persons seeking licensing as lay ministers;
14. Assisting the Rector in preparing the annual parochial report;
15. Fixing the hour and place of regular meetings;
16. Adopting such standing rules as are reasonable and necessary to carry on the work of the Parish;
17. Acting as agents and legal representatives of the Parish in all matters related to Parish projects and the relations of the Parish to its clergy;
18. Delegating such authority as it deems advisable;
19. Performing any and all other duties prescribed by these By-Laws and the Canons;
20. Acceding to the authority of the General Convention and the Convention of the Diocese of the Rio Grande, and the Bishop or the ecclesiastical authority of the Diocese of the Rio Grande.

- B. The Vestry of St. John's Episcopal Church of Alamogordo, Inc. shall have six (6) elected members.
- C. Regular meetings of the Vestry shall be held at least monthly at a time selected by the Vestry and generally announced to the Parish.
- D. Special Vestry meetings may be called by the Bishop, Rector, one (1) Warden, or two (2) Vestry members, on five (5) days notice with the purpose of the meeting to be given in writing. Urgent business may be conducted by telephone or e-mail canvass of all Vestry members provided it is ratified at the next regular meeting and recorded in the minutes.
- E. Any Vestry member having a monetary interest in a matter pending before the Vestry shall abstain from voting thereon.

- F. The absence of a Warden or Vestry person from four (4) consecutive regular or special meetings without good cause recorded in the minutes of the meetings from which that member is absent shall cause a vacancy in that position.
  
- G. A quorum of the Vestry shall be a simple majority of the Vestry plus the Rector, or if the office of Rector is vacant, plus a Warden.

## **VII**

### **NOMINATIONS, ELECTONS, AND APPOINTMENTS**

- A. The Senior Warden shall be appointed annually from among the qualified voters of the parish by the Rector. If the office of Rector is vacant, the qualified voters at the annual Parish meeting shall elect from among the Vestry a nominee for appointment as Senior Warden by the Bishop acting as Rector. If an unscheduled vacancy occurs while the office of Rector is also vacant, between annual Parish meetings, the Vestry shall elect from among the Vestry a nominee for appointment as Senior Warden by the Bishop acting as Rector until the next annual parish meeting, after first filling any vacancy in the Vestry. If the office of Bishop is vacant, the appointment is made by the Standing Committee as the Ecclesiastical Authority.
  
- B. The Junior Warden shall be elected annually from among the Vestry by the Vestry. If a vacancy occurs, the Vestry shall fill the vacancy by election after first filling any vacancy on the Vestry.
  
- C. Wardens may serve only three (3) consecutive one-year terms. Terms on the Vestry are for three (3) years, rotating one-third of the positions elected each year. A Vestry member may be re-elected for a second three year term. After a second term that member must have one (1) full year off the Vestry.

- D. Delegates and alternate Delegates to the Deanery and annual Diocesan convention shall be elected to two-year terms from among the qualified voters at the annual Parish meeting. If no Delegate or alternate Delegate is able to attend a particular meeting, the Rector shall appoint another alternate or alternates.
  
- E. The outgoing Vestry members shall serve as a nominating committee to enlist qualified candidates for the positions to be filled at the annual Parish meeting and to verify the nominees' willingness to serve. Additional nominations may be made from the floor at the annual Parish meeting.

## VIII

### FINANCIAL MATTERS

- A. All donations, bequests, pledges, and all other income received by the Parish shall be under the control of the Vestry.
  
- B. Gifts limited or restricted by donors or testators shall be kept apart from the general Parish fund. The vestry may authorize appropriate expenditures from such designated gifts by majority vote.
  
- C. The Vestry shall prepare a budget for the fiscal year of the Parish and may from time to time amend it as necessary by majority vote. The Vestry shall present the budget to the annual Parish meeting.
  
- D. The Vestry shall conduct an Every Member Canvass annually.
  
- E. The Vestry shall appoint an audit committee or contract with an established accounting or bookkeeping firm to perform an annual audit of the Parish finances.



## IX

### PARISH HALL

The Parish Hall may be used by any responsible group by applying to the Rector. Church and St. John's Pre-School uses are given priority, with others scheduled on a first come, first served basis. The Vestry shall determine a usual and customary fee for use. The Rector may amend or waive the fee.

## X

### AMENDMENTS

These By-Laws may be amended at any annual Parish meeting or any special Parish meeting called for that express purpose by two-thirds vote of the qualified voters present, provided that the amendment has been submitted to the qualified voters in writing at least one month prior to the meeting. No amendment shall conflict with the Canons of the General Convention or with the Constitution and Canons of the Diocese of the Rio Grande or with the rubrics of the Book of Common Prayer.

ADOPTED BY AND APPROVED BY a majority of a quorum of the qualified voters of St. John's Episcopal Church of Alamogordo, Inc., at the annual meeting on the 27<sup>th</sup> day of January, 2019.

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President

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Secretary