

BY-LAWS of GRACE EPISCOPAL CHURCH
Windsor, Connecticut

I. This Parish shall be known as **Grace Episcopal Church**, hereafter referred to as the "Parish."

The Parish acknowledges the authority of the Protestant Episcopal Church in the United States, its Constitution and General Canons, and the authority of the Diocese of Connecticut, its Constitution and Canons.

II. Membership in the Parish shall be acquired as provided in the Constitution and Canons of the Diocese of Connecticut. Of the members of the Parish, only Voting Members shall be entitled to vote at any Parish meeting. A Voting Member shall be a baptized, adult communicant who for at least six months prior to that meeting shall have been a faithful attendant at the services of the Church and the Parish, unless for good cause prevented, a faithful contributor to its support, and faithful in working, praying and giving for the spread of the Kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of the Constitution and Canons of the Diocese of Connecticut.

III. There shall be an annual meeting of the members of the Parish on the third Sunday in January or some other day appointed by the Vestry, for the purpose of electing the Wardens, members of the Vestry, Clerk and Treasurer, and of transacting such other business as may legally come before such meeting.

The order of business at the Annual Meeting shall be at least but not limited to:

1. Opening Scripture and Prayer
2. Adoption of the Roll of Voting Members
3. Minutes of previous Parish Meeting(s)
4. Reports of the Rector and Staff
5. Reports of the Treasurer
6. Reports of the Vestry Committees
7. Reports of Parish Organizations
8. Presentation of operating budget for the new year
9. Elections
10. Other Business
11. Benediction and adjournment

Special Parish meetings may be called by vote of the Vestry or upon the written request of ten percent (10%) of the Voting Members of the Parish. The warnings of all Parish meetings shall be signed by the Clerk or, in the absence of the Clerk by one of the Wardens, and shall be posted at the door of the Parish Church or sent by the Clerk to every member of the Parish at least one week before the time of meeting. The warnings of all Parish meetings except the annual meetings shall contain a statement of the objects for which the meeting is called; and at all meetings the Rector of the Parish, if he be present, shall preside.

Except as otherwise may be provided herein or by Canon, all questions shall be decided by majority vote of those Voting Members present at any Parish Meeting. Voting on all questions shall be by voice or show of hands of the Voting Members at the discretion of the chair, except that upon motion which is seconded and voted by a majority, voting shall be by written ballot.

IV. The officers of a Parish shall be a Rector, and a Vestry composed of two Wardens, a Clerk, a Treasurer, and nine (9) Voting Members of the Parish.

- A.** The Clerk and the Treasurer shall be voting members of the Vestry.
- B.** The Rector shall be Chairman ex officio of the Vestry; and the Rector or such other member designated by the Rector shall preside at all meetings of the Vestry. The Parish shall not elect to the Office of Warden, or for the first time to the Vestry, a member of the Parish who is not also a Voting Member of the Parish and age eighteen (18) or over.
- C.** The members of the Vestry, including the Wardens, the Clerk, and the Treasurer, shall be elected by vote at the annual Parish meeting from the Voting Members of the Parish. The Wardens, the Clerk, and the Treasurer, and assistant Clerk and Treasurer shall all hold office for one year. The Members-at-large shall be elected for three (3) year terms. No Member-at-large may be elected for more than two (2) terms except after an interval of at least one year, except where that person has completed a vacated term. A member-at-large may fill a vacated position without serving an interval of at least one year.
- D.** Any vacancy occurring in the office of Warden during the course of the year may be filled at a special Parish meeting duly called for that purpose. Any vacancy in any other office may be filled

for the unexpired balance of the term at the next annual meeting or at a special meeting duly called for that purpose, or may be filled until the next annual meeting by the Vestry, as the Vestry at its discretion may determine. Lay Delegates and Alternate Delegates to the General Convention and Deanery shall be chosen in accordance with Article 4 of the Constitution of the Diocese of Connecticut.

- E.** The property and all business affairs of the Parish shall be subject to the direction, management and control of the Vestry except as otherwise provided by Canon and in accordance with these By-laws and the laws of the State of Connecticut.
- F.** The Vestry may appoint such committees as it shall deem advisable for the management of its affairs. The Vestry records shall be open to examination of members of the Parish during regular business hours.
- G.** Meetings of the Vestry may be called by the Rector, either of the Wardens or any three members of the Vestry, the time and place to be designated in the notice of such call. There shall be at least ten (10) monthly meetings for the regular transaction of business. Notice of any meeting shall be given at least twenty-four hours prior to the meeting unless otherwise provided by vote of the Vestry.
- H.** At all Vestry meetings a majority of the Vestry shall constitute a quorum. All matters at such meetings shall be decided by a simple majority vote of those present. Members of the Vestry, including the Wardens, the Clerk, and the Treasurer shall each have one vote.
- I.** At all regular Vestry meetings, the Treasurer shall render a written report showing the financial condition of the parish.
- J.** No Officer shall be elected for more than six(6) consecutive one-year terms except after an interval of at least one year, except where that person has completed a vacated term.
- K.** The Clerk of the Parish shall be sworn to the faithful discharge of his duties and
 - a. the Clerk of the Vestry will have full voice and vote;
 - b. shall attend all general meetings of the Parish and all meetings of the Vestry or shall make suitable arrangements to the end that full and proper records of the proceedings are made and preserved;

- c. shall see that an accurate role of the legal members of the Parish is maintained and that such role is available at every meeting of the Parish;
 - d. shall be official custodian of the files, records and archives of the Parish;
 - e. shall immediately after the election of lay delegates and substitute delegates to the General Conventions of the Diocese and to the Deaneries, transmit to the Director of Administration and Finance of the Diocese or to the Secretary of the Deanery, as appropriate, a Certificate of Election indicating the names of the delegates and substitute delegates; and
 - f. shall perform such other duties as the Parish may assign to him or her.
- L.** The Treasurer of the Parish shall be sworn to the faithful discharge of his duties and
- a. shall collect, receive, hold custody and disburse all monies belonging to the Parish in accordance with Diocesan Canon;
 - b. shall make records of such collections, receipts and disbursements in such a form and manner as will provide the basis for satisfactory accounting of the same;
 - c. shall keep records of all trust and permanent funds showing at least the source and date, terms governing the use of principal and income, to whom and how often reports of conditions are to be made, and how the funds are invested;
 - d. shall attend the meetings of the Vestry and shall furnish the Vestry a financial report of condition for the month recently ended together with a statement of receipts and disbursements since the last report , have full voice and vote;
 - e. shall perform such other tasks as the Parish may assign to him.
- M.** The Wardens and Vestry shall be sworn to the faithful discharge of their duties and shall acknowledge that the property and all business affairs of the Parish are subject to their direction, management and control except that the election of a Rector, the disposition of the real estate of the Parish and the borrowing or lending of money shall not be within the control of the Vestry, unless by special vote of the Parish.
- N.** The voting Officers and Members-at-large are encouraged to attend all of the meetings of the Vestry, all Special Meetings as well as the Annual Meeting. If any voting Officer or Vestry member misses three (3) consecutive meetings without due notice to the Rector, Clerk or either

of the Wardens, that person shall be considered to have resigned their position, a written explanation will be sent to them by the Clerk of the Vestry thanking them for their service and that the Vestry will appoint a person to fill their vacancy for the remainder of their term.

V. The Worship of the church in this Parish shall be the sole charge of the Rector, who shall be guided in these duties by the Canons, the Rubrics, and the Bishop of the Diocese of Connecticut. The Rector shall at all times be entitled to the use of and control of the Church and Parish buildings for the purpose of this office and for the full and free discharge of all functions pertaining thereto. The Rector shall have full power to appoint lay and clerical assistance with the advice and consent of the Vestry. The Rector shall have no power to bind the parish to the payment of money.

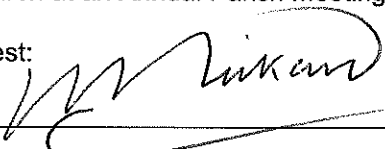
VI. The business affairs of the Parish shall at all times be governed by the Constitution and Canons of the Protestant Episcopal Church of America, the Constitution and Canons of the Episcopal Church in the Diocese of Connecticut, and the provisions of these By-laws.

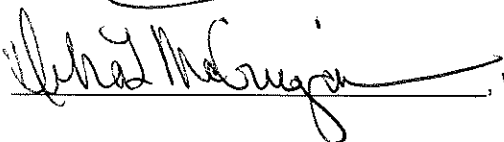
VII. These By-laws may be altered, amended or repealed at any validly called and convened meeting of the Voting Members of the Parish by the affirmative vote of two-thirds (2/3) of such members present at such meeting.

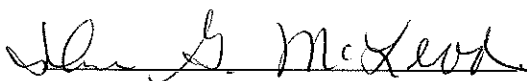
Adopted by an affirmative majority vote for submission to the 2016 Annual Meeting by a duly authorized meeting with quorum of the Grace Church Vestry on January 12, 2016

Adopted by an affirmative vote of at least two thirds (2/3) of the Voting Members of Grace Episcopal Church at an Annual Parish Meeting properly warned and held on the 17th day of January, 2016.

Attest:


_____, Warden


_____, Warden


_____, Clerk

SEAL OF PARISH

Approved by Annual Meeting 1/17/2016