

DIOCESE OF HAWAI'I, ST. TIMOTHY'S EPISCOPAL CHURCH
ORGANIZED MISSION BYLAWS
Effective August 2020

ARTICLE I
NAME OF THE MISSION

This Mission church shall be known as "St Timothy's Episcopal Church."

ARTICLE II
ACKNOWLEDGMENT OF ACCEDECE

As an Organized Mission in union with the Convention of the Diocese of Hawai'i, St. Timothy's Episcopal Church accedes to the Constitution and Canons of the Diocese of Hawai'i and the Constitution and Canons of The Episcopal Church as the respective documents may be duly amended from time to time.

ARTICLE III
MEMBERSHIP

The membership of this Mission shall consist of all baptized persons on the records of this Mission who shall have been appropriately recognized by the Vicar for their support and attendance.

ARTICLE IV
MISSION MEETINGS

Section 4.1. A meeting of the membership of the Mission shall be held annually during the month of January, the day and hour thereof being determined by the Bishop's Committee with the approval of the Vicar.

Section 4.2. Special meetings may be held at any time by a call of the Bishop, or a call of the Vicar with the consent of the Bishop's Committee, or in the event of a vacancy in the office of Vicar, on the call of the Bishop's Committee, or upon the receipt of a petition by the Vicar or Bishop's Committee calling for a special meeting specifying the purpose therefor bearing the signatures of at least twenty-five percent (25%) of the qualified voters of the Mission, provided, however, that the notice of such special meeting shall set forth the business which is to be transacted at such meeting and no other business than such specified business shall be transacted except by a two-thirds (2/3) majority vote in favor thereof.

Section 4.3. Notice of any Mission meeting shall be given at all services held on the two (2) Sundays preceding such meeting and by mail or other electronic communication to the membership of the Mission at least ten (10) days prior to such meeting.

Section 4.4. Members Qualified to vote Shall be those persons of sixteen (16) years of age or over, who, at the time of such meeting, shall be either (a) communicants on the records of the Mission or (b) baptized persons who have been contributors to the funds of the Mission for six (6) months or more and whose names as regular contributors shall have been for that period entered or entitled to be entered upon the books of the Treasurer of the Mission. Upon the recommendation of the presiding officer at any meeting, the members thereof shall be authorized to determine an individual's eligibility to vote.

Section 4.5. Ten percent (10) of qualified voters of the Mission shall constitute a quorum for the transaction of business at a Mission meeting. No person shall be permitted to vote by absentee ballot or by proxy.

Section 4.6. In the absence of the Bishop, the Vicar shall preside at all Mission meetings. In the absence of the Bishop and the Vicar, the Bishop's Warden shall preside.

Section 4.7. The Clerk of the Bishop's Committee shall serve as Clerk of the Mission and Shall discharge duties of that office at any meeting of the Mission, but in the case of the absence or disability of the clerk, the officer presiding shall appoint a Clerk Pro Tempore to serve for that meeting.

Section 4.8. The nomination of the members of the Bishop's Committee and the Junior Warden shall be by ballot. The presiding officer shall appoint two (2) tellers who shall receive and count the ballots and notify the presiding officer the results thereof.

ARTICLE V THE BISHOP'S COMMITTEE

Section 5.1. The Bishop's Committee shall consist of the Bishop, the Vicar, the Bishop's Warden, a Junior Warden, if one has been appointed, and at least four (4) lay members at large.

Section 5.2. Lay members of the Bishop's Committee shall be nominated to the Bishop by election for a term of three (3) years at each annual meeting of the membership of the Mission. Terms shall be staggered among the members. In the event of a permanent vacancy among the members at large, the remaining members shall nominate a successor member for appointment by the Bishop to hold office for the remainder of such member's unexpired term. A permanent vacancy shall be declared to exist upon a majority vote of the Bishop's Committee when a member shall have been absent for three (3) regular Bishop's Committee meetings in a calendar year or for three (3) successive regular Bishop's Committee meetings.

Section 5.3. The Bishop's Committee shall meet on such day of the month and at such time and place as it shall from time to time determine. All Bishop's Committee meetings shall be open to

any interested Mission member unless the Bishop or by a two-thirds (2/3) majority vote, the Bishop's Committee shall decide to meet in executive session to discuss matters of personal or unusual delicacy or sensitivity. Any action taken in such executive session shall be fully reported in the minutes of the Bishop's Committee meeting.

Section 5.4 The Clerk of the Bishop's Committee shall cause five (5) calendar days notice of each meeting to be given. This notice may be either oral, electronic, or in writing.

Section 5.5. A quorum for the meeting of the Bishop's Committee shall consist of a majority of all member's thereof, each having been given due notice thereof.

Section 5.6. In the absence of the Bishop, the Vicar shall preside at all Bishop's Committee meetings. In the absence of the Bishop and the Vicar, the Bishop's Warden shall preside.

Section 5.7. No meeting of the Bishop's Committee shall be valid unless one of the Bishop, the Vicar or the Bishop's Warden shall be present.

Section 5.8. The Bishop's Committee shall have charge of the secular and financial affairs of the Mission, including the providing and keeping in good order a house of worship and all the necessary furniture and appointments of the same and the payment of all Mission obligations and dues. It shall be the agent and legal representative of the Mission in all matters concerning the Mission's property and relations of the Mission with its clergy.

ARTICLE VI WARDEN AND OFFICERS

Section 6.1. The Bishop's Warden shall be appointed by the Bishop upon nomination by the Vicar for a term of one (1) year or until a successor shall be duly appointed. Upon the absence of the Bishop and Vicar, the Bishop's Warden shall serve as Chair of the Bishop's Committee.

Section 6.2. A Junior Warden may be appointed by the Bishop upon nomination by ballot of membership at the annual meeting for a term of one (1) year or until a successor shall be duly appointed.

Section 6.3. It shall be the duty of the Bishop's Warden or the Wardens jointly if a Junior Warden has been appointed to supervise the care, protection and maintenance of the church and other buildings of the Mission, to see that they are kept in proper repair and to guard them from use prohibited by law of the church. The Warden(s) shall also see that all things needed for the orderly worship of God and for the proper administration of the sacraments are provided at the expense of the Mission and shall discharge such duties as may devolve upon the office by the provisions of the law of the church.

Section 6.4. At the first Bishop's Committee meeting held after the annual meeting of the Mission, the Bishop's Committee shall nominate a Clerk from among its members to be appointed by the Bishop to serve a period of one (1) year and until a successor shall be appointed. The Clerk shall or cause to be kept true and accurate minutes of all meetings. The Clerk may appoint an assistant in preparing items for the Mission publication or to cover a temporary absence. Copies of Bishop's Committee minutes shall be made available to each member prior to the next regularly scheduled meeting.

Section 6.5. The Treasurer shall be nominated by the Bishop's Committee to be appointed by the Bishop for a term of one (1) year or until a successor is duly appointed. The Treasurer need not be a member of the Bishop's Committee. The Treasurer shall receive, have custody of and dispense all funds and monies belonging to the Mission and shall keep or cause to be kept full, detailed and true accounts of all financial transactions relating to the Mission, its property or affairs.

Section 6.6. The Clerk and Treasurer shall faithfully deliver in the hands of their respective successors in office all property of the Mission in their possession, including records, books, electronic files, and other papers relative to the affairs and business of the Mission.

ARTICLE VII DELEGATES TO THE CONVENTION

Section 7.1. The Mission shall be represented at each meeting of the Convention of the Diocese of Hawai'i by that number of lay delegates to which it is entitled in accordance with the Constitution of the Diocese. Such delegates shall be at least sixteen (16) years of age and shall be communicants in good standing.

Section 7.2. The delegates and one (1) alternate for each delegate shall be elected by ballot at the annual meeting of the Mission.

ARTICLE VIII STANDING COMMITTEES

Section 8.1. Members of each standing committee shall be appointed by the Vicar in consultation with the Bishop's Warden, subject to confirmation by the Bishop's Committee. Committee members shall serve for a period of one (1) year. Each standing committee and any other committee created hereunder shall have at least one (1) elected member of the Bishop's Committee serving on it. The Vicar and Bishop's Warden shall be ex officio members of all committees.

Section 8.2. The following standing committee[s] with the duties and responsibilities as enumerated are hereby established:

- A. The Compensation Review Committee shall consist of the Warden(s) and one (1) other person appointed by the Vicar and confirmed by the Bishop's Committee, and it shall be the duty of such committee to review annually the compensation to be paid the clergy and all lay employees in the ensuing year, to the end that all clergy and all lay employees shall receive fair and equitable compensation. The word "compensation" shall include not only cash salary, but also allowances for housing, utilities, travel, insurance and any other customary allowances.
- B. Outreach Committee shall seek opportunities for the Mission to serve and support the community as well as foster, maintain, and nurture relationships that support our endeavors. This includes but is not limited to the maintenance, management, and distribution of donations.

Section 8.3. The standing committee shall prepare a written report of its activities to be presented to the Bishop's Committee before the preparation of the annual budget and at the annual meeting of the Mission.

Section 8.4. From time to time, other committees may be formed with size, composition, function and duration as may be determined to be appropriate by the Vicar and the Bishop's Committee. The members and chairs of all other committees are appointed by the Vicar.

ARTICLE IX THE VICAR

Section 9.1. Subject to the authority of the Bishop of the Diocese, the Vicar shall have ultimate responsibility for all things pertaining to or affecting the spiritual interests of the Mission. It shall be the Vicar's duty and right to give orders concerning public worship, together with all the appertains thereto.

Section 9.2. For the purposes of the office and for the full discharge of all functions and duties pertaining thereto, at all times, the Vicar shall be entitled to the use and control of the church and Mission buildings with appurtenances and furniture thereof.

Section 9.3. The Vicar shall be the custodian of the Mission Register and shall also be responsible, together with the members of the Bishop's Committee for the annual submission of the parochial report.

Section 9.4. Any other minister within the Mission, by whatever name designated, shall be under the authority of the Vicar and shall have such duties as shall be determined by the Vicar.

ARTICLE X
MISSION ADMINISTRATION

Section 10.1. The fiscal year of the Mission shall be the calendar year.

Section 10.2. The financial records of the Mission shall be audited annually by such person or persons as appointed by the Treasurer of the Episcopal Church of Hawai`i.

Section 10.3. All checks, notes, drafts, bonds, acceptances, leases, contracts, and all other documents and instruments shall be signed by two (2) of the following persons: the Vicar, Bishop's Warden, Junior Warden, Treasurer, Clerk, or other authorized member of the Bishop's Committee.

Section 10.4. The Treasurer and any other individual within the Mission whose job description shall include (on a regular basis) the unsupervised handling of substantial amount of funds shall be adequately bonded.

Section 10.5. The Bishop's Committee shall prepare or cause to be prepared each year a report of its business and activities together with an adopted budget for the following year which shall be presented for information at the annual meeting of the membership.

Section 10.6. No indebtedness shall be incurred by the Bishop's Committee on behalf of the Mission unless it is in accordance with the provisions of Canon 42 of the Canons of the Diocese.

Section 10.7. The methods utilized by the Mission in conducting its business shall be in conformance with those delineated in Canon 36 and Canon 41 of the Canons of the Diocese.

ARTICLE XI
RULES OF ORDER

Unless contradicted by other provisions found herein or in the Constitution and Canons of the Diocese of Hawai`i, the proceedings of the Mission meetings of the Bishop's Committee shall be governed by Robert's Rules of Order Newly Revised.

ARTICLE XII
AMENDMENTS

Section 12.1. The Bylaws may be amended or repealed, or new Bylaws may be adopted at any meeting of the Bishop's Committee called for that purpose, by an affirmative vote of two-thirds (2/3) of the entire membership of the Bishop's Committee, provided that a copy of the proposed changes shall be delivered or sent electronically or by mail to the last known place of residence

of the members at least ten (10) days before the date of the meeting and provided further that a copy of the proposed changes shall have been conspicuously posted on the Mission grounds and notice of such posting has been generally circulated to the congregation at least fourteen (14) days prior to the date of the meeting at which such changes are to be considered.

Section 12.2. The Bylaws may also be amended or repealed or new Bylaws also adopted at any annual or special meeting of the Mission by a simple majority vote. This power in the membership of the Mission shall include the power to change or override any otherwise effective action taken by the Bishop's Committee to amend or repeal or adopt new Bylaws taken pursuant to *Section 12.1*. The notice of any annual or special meeting whose agenda shall include the amendment, repeal, or adoption of new Bylaws shall set forth the proposed change or a summary and the rationale therefor.

Section 12.3. No amendment to these Bylaws shall become effective until approved in writing by the Chancellor and the Bishop.

Certified as adopted at the Annual [*or at a Special Meeting*] of the Congregation:

Sue Ann Wargo, Clerk of the Meeting of the Congregation

Date

Approved:

Robert L. Fitzpatrick, Bishop

Date

Wayne Yoshigai, Chancellor

Date