

BY-LAWS OF THE
CHURCH WARDENS AND VESTRY OF
FORK EPISCOPAL CHURCH
DOSWELL, VA. 23047

ARTICLE I
THE VESTRY

CANON 12
Section 6.

SECTION 1.

The agents
and legal
representa-
tives.

The temporal affairs of Fork Church shall be administered by the Wardens and Vestry thereof in conjunction with the Bishop, subject to the approval of the congregation, and, except as otherwise provided by the laws of this State, the Constitution and Canons of the Protestant Episcopal Church and of the Diocese of Virginia, shall be the agents and legal representatives of the Church in all matters pertaining to its property, both real and personal, its fiscal affairs and the relation of the Church to its Clergy.

SECTION 2.

Meetings and
affairs.

It shall be the duty of the Wardens and all Vestry persons to attend all regular, called or special meetings of the Vestry, and to properly and diligently attend to all business affairs of the Church.

SECTION 3.

Order of
precedence
in the event
of conflict.

In all of its actions the Vestry shall be guided and governed by the Bishop, and governed by the wishes of the congregation, the Constitutions and Canons of the Protestant Episcopal Church, and the Diocese of Virginia and these By-laws. In the event of conflict between these By-laws and the said Constitutions and Canons, the latter shall prevail, subject if necessary, to the vote and approval of the congregation.

SECTION 4.

Name of
record.

The execution of all conveyances, evidences of debt, contracts, and other writings shall be in the name of Fork Church, the name of record being "The Fork Episcopal Church in the Diocese of Virginia" and by the Senior Warden and a member of the Finance Committee hereinafter provided for, and shall be attested by the Treasurer. The Vestry may, by majority vote, establish and administer such lawful monetary trusts and funds as they shall deem necessary and advisable.

CANON 11
Section 2.

SECTION 5.

Number of
Vestry
members and
term.

The Vestry of Fork Church shall be composed of nine (9) Vestry persons, qualified according to the Canons of the Diocese of Virginia and elected as hereinafter specified. Vestry persons are to serve for a term of three(3) years or until their successors are elected and qualified. A member of the Vestry may not succeed him or her self and may not be eligible for election to the Vestry until one (1) year has passed since the termination of their previous term.

CANON 11
Section 6.

Nomination
of Vestry
members.

Three (3)

SECTION 6.

At the regular November meeting of the Vestry, the Rector, or if none, the Senior Warden shall appoint a nominating committee consisting of those Vestry persons who must retire at the next annual parish meeting. It shall be the duty of said committee to confer with the Rector and consider all members of the parish eligible for election as Vestry persons at the next annual parish meeting and to select there from five (5) or more names, plus one (1) or more additional names for each vacant unexpired term. The nominating committee shall confer with each proposed nominee prior to the publication of proposed nominees and the annual parish meeting and determine his or her ability and qualifications to serve if elected, with special attention to consideration of a Vestry of broad interest in the Congregation. The nominating committee shall publish its proposed nominees to the congregation not later than two (2) weeks prior to the annual parish meeting.

Vestry
elections.

As its first order of business at the annual parish meeting, to be held on the Sunday before the 1st Vestry meeting in January, the committee shall report its nominations to the congregation with appropriate information concerning each nominee. The Chair of the meeting shall ask for additional nominations from the floor. From all persons nominated, the congregation shall elect three (3) persons to serve as Vestry persons for a term of three (3) years to replace those whose regular terms expire at the time of the annual parish meeting, and one (1) person to serve for each unexpired term being vacated at such meeting.

Section 5
Eligibility
of voters.

The following alone shall be entitled to vote in any parish meeting: All adult communicants being registered in Fork Church as defined in the General Convention Canons, of not less than eighteen (16) years of age, being communicants who shall be canonically connected with the parish. These voters so qualified and being present at the parish meeting shall constitute a quorum. There shall not be any absentee ballots.

Section 5
Casting of
votes.

Each qualified voter shall cast one (1) vote for each nominee of his or her choice for each regular term to be filled and one (1) vote for the nominee of his or her choice for each unexpired term to be filled; and, the persons receiving the majority of votes shall be considered duly elected.

Tie Vote.

In the event of a tie vote, the voting shall continue until the necessary number have clearly been elected. The names of those elected to the Vestry shall be announced at once, and a meeting of the Vestry called as hereinafter provided.

Section 8.

SECTION 7.

Declaration
and promise
of office.

Every person chosen a Vestry member shall qualify by subscribing the following declaration and promise: "I do believe the Holy Scriptures of the Old and New Testament 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 doctrines, worship and discipline of The Episcopal Church; and I promise that I will faithfully execute the office of Vestry member of Fork Episcopal Church, in Region 11, in the County of Hanover, Va. according to my best knowledge and skill." No person shall act as Vestry member until this declaration and promise have been subscribed to.

SECTION 8.

Calendar Year.

The Church year shall be the calendar year.

SECTION 9.

CANON 11
Section 9.

Election of officers.

At the regular 1st January meeting of the Vestry, the Vestry shall nominate Vestry persons who will be on the Vestry the following year, to serve in the offices of Senior Warden, Junior Warden, and Register for the year beginning January 1; and, shall also nominate a communicant of the parish in good standing to serve as Treasurer for the ensuing year.

SECTION 10.

Section 10

Quorum.

A quorum to do business shall be five (5), except for the purpose of electing Wardens, which shall be a quorum of seven (7).

SECTION 11.

Section 11

Unfulfilled term or vacancies.

If, during his or her term, an elected Warden or Vestry person or officer be unable to serve, his or her resignations shall be submitted in writing, and the Vestry shall elect to his or her place one qualified person to serve for the remaining part of the current year. Vacancies on the Vestry may be filled by a majority vote of the remaining members of the Vestry at any regular meeting, of which election previous notice shall have been given in writing, to every member of the Vestry. The remainder of the unexpired term shall be filled by election at the next annual parish meeting.

SECTION 12.

Duty to attend Vestry meetings regularly.

Members of the Vestry are charged diligently to pursue their duties and to attend with regularity the meetings scheduled. Considering, however, that the circumstances of personal necessity may force a Vestry person into non-attendance, it shall be considered that three (3) consecutive absences or a total of four (4) in any calendar year from regular meetings of the Vestry shall constitute his or her resignation in that capacity and from such office as he or she may hold. In which event, the Register shall be instructed to notify said Vestry person of the acceptance of his or her resignation and the remaining members of the vestry shall dully elect his or her successor as elsewhere herein provided.

ARTICLE II
PROPERTY

SECTION 13.

Property

Pursuant to section 57-8 and 57-10 of the Code of Virginia, the title to the real and personal property of Fork Church is vested in the Trustees for benefit of the congregation.

ARTICLE III
MEETINGS

Calling of
congregational
meeting.

SECTION 14.

An annual parish meeting of members of the parish shall be called by the Rector or, in his or her absence by the Senior Warden or Junior Warden, to be held on the Sunday in January prior to the Vestry meeting in the Church building, or at such location in the Parish as selected by the Vestry, for the purposes of electing members to the Vestry and conducting other business as may properly come before the congregation.

Vestry
Meetings.

SECTION 15.

The Wardens and Vestry shall hold a regular monthly meeting on a day and time designated by and of the Vestry's choosing, notice to be published in the Fork Church Newsletter.

Selection of
the Chair.

SECTION 16.

The Rector of the Church shall be ex-officio, Chair of all meeting of the Fork Vestry, in the absence of the Bishop. In the event of the absence of the Rector, the Senior Warden shall preside, and in the event of absence of these persons, the Junior Warden shall preside. In the absence of the Rector and Wardens the Vestry shall appoint a Chair by Majority Vote.

SECTION 17.

Calling of
Special
Meetings.

Special meetings may be called by the Rector, the Senior Warden, or in his or her absence, the Junior Warden. Upon request of two (2) or more of the Vestry, a meeting of the Vestry must be called.

ARTICLE IV
OFFICERS

SECTION 18.

CANON 12.
Sections
2., 3., 4., 5.,
6., 7.

The duties of the officers shall be those prescribed in the Canons of the Diocese of Virginia.

SECTION 19.

Section 8.

Duties of
the
Register.

The Register shall attend all meetings of the Vestry, make and preserve an accurate record of all proceedings at each meeting, and perform such other duties as may be delegated to the Register. The Register shall provide and have available at all meetings of the Vestry, a copy of the latest issue of the Constitutions and Canons of the Protestant Episcopal Church and the Diocese of Virginia.

SECTION 20.

Treasurers
report to
the Vestry.

The Treasurer may attend all meetings of the Vestry and shall attend once each quarter, and at each regular meeting shall submit an appropriate financial statement of the affairs of the Church, which shall be made a matter of records. In addition to duties prescribed by General and Diocesan Canons, he or she shall perform such other duties as are contemplated in these By-Laws and as the Vestry shall direct.

SECTION 21.

Election of
delegates to
Council.

Delegates to the Council of the diocese of Virginia, and such other lay delegates or representatives as it may be necessary to select from time to time, shall be elected by the Wardens and Vestry in conformity with the Constitution of the Diocese of Virginia.

ARTICLE V
COMMITTEES

Appointment
of
committees.

SECTION 22.

All committees shall be established and appointments made with the advice and consent of the Vestry.

ARTICLE VI
ACCOUNTING AND FISCAL YEAR

Fiscal Year.

SECTION 23.

The fiscal year of the parish, for accounting purposes, the making of all contracts and arrangements shall, on renewal or revision, be arranged to turn concurrently with the calender year.

SECTION 24.

Authority of
expenditure.

All purchases and expenditures shall be by requisition in such form as the Treasurer of the parish shall provide, and shall show by whose authority the purchase or expenditures is made, the purpose for which made and the appropriation or budget provision against which same is to be charged.

SECTION 25.

Handling of
special
offerings.

All special offerings, provided by the Canons of the Church or otherwise specially and properly authorized, shall be passed to the Treasurer for record, and by the Treasurer at once applied to the purpose for which they are taken. The Treasurer shall be the officer of the parish through whom all monies shall pass.

SECTION 26.

Expenditures
by
committees.

The several committees, which are charged with the expenditure of money shall each severally use its method of authorization and making expenditures, and shall establish such rules and regulations in connection therewith as may be deemed expedient and systematic.

CANON 13.
Section 4.

SECTION 27.

Annual
audit.

The Vestry shall annually cause to be audited the accounts of its Treasurer and all other custodians of funds or securities. Such audit will be in compliance with Section 1 of CANON 13. of the Diocese of Virginia and with such instructions as may be promulgated by the Diocesan Finance Committee. The audit shall include all accounts which exceed five hundred dollars at any one time during the fiscal year.

SECTION 28.

Finance
Committee.

The Vestry shall establish an ongoing Finance Committee of not less than three persons as required by Section 2 of CANON 25.

ARTICLE VIII
AMENDMENTS

SECTION 29.

Method of
amendment or
repeal.

These By-Laws may be repealed or amended and others adopted at any parish meeting by a majority vote of those of those of the qualified voters present. All resolutions seeking the repeal, amendment, or the adoption of a new By-Law shall have been first offered at one meeting of the Vestry, notice given to each member of the Vestry, and not finally acted upon until the next or a later meeting.

ARTICLE IX
READING OF BY-LAWS

SECTION 30.

Providing
copies to
Vestry .

At the January meeting of the Vestry each year, a copy of these By-Laws shall be furnished to each member of the Vestry.

Fork Church Bylaws History (per Boo Smythe 12/05)

- written by John Dixon
- proofed and edited by Russ Palmere
- accepted + adopted by vestry
- change in Section 6 adopted by vestry but not
~~the~~ written ~~into~~ ~~the~~
visible in current draft:
vestry elections not contested - 3 nominees per
year; 1 per
slot to
be
filled