

St. Thomas Anglican Church

Fort McMurray, Alberta

Parish Bylaws

I. Parish Jurisdiction

Enacted under the authority of the provisions of Article XV of the Constitution and Canon XVI of the Canons of the Diocese of Athabasca.¹

II. Parish Meetings

Parish meetings are held in accordance with Canon VIII. Reasonable notice of a parish meeting shall be given by announcement during the service, notice in the church bulletin or advertising. An annual general meeting (AGM) will be held within the first two months of the year. During the AGMs, election of People's Warden, Synod delegates and other Vestry members will take place as needed. A minimum of twenty parishioners is considered a quorum.

III. Parish Membership

Parish membership is governed by Canon VII. In addition, members are those persons identified as actively supporting the parish through their regular attendance and/or their envelope subscription.

IV. Vestry

The Vestry is the corporate body acting on behalf of the Parish and is given authority under and governed by Canon VI. The Incumbent, Wardens, Secretary, Treasurer and Synod Delegates are ex officio members of Vestry. The Incumbent is appointed by the Bishop and the Rector's Warden is appointed by the Incumbent. The Secretary and Treasurer are appointed by Vestry and can be current Vestry members or from the congregation at large. The Secretary and Treasurer only have voting rights if they are currently elected Vestry members. The People's Warden is elected at the Annual General Meeting as are eight other Vestry Members. Election of these eight Vestry Members is staggered over two years. Parish members, at each annual meeting, shall elect four persons to Vestry for two-year terms. Synod Delegates are elected in the year of a Synod and the number of other Vestry Members elected is reduced accordingly. Anyone elected or appointed to Vestry must have been a Parish member in good standing for a minimum of six months prior to the election or appointment. A Vestry member can be related to another Vestry member, either by blood or marriage so long as the total of members with such relationships do not equal or exceed half the total number of members. An elected Vestry member remains in office for a two year term unless disqualified or resigns. Any elected Vestry member who is absent from three consecutive Vestry meetings without leave of the Vestry, is automatically disqualified. The Vestry may appoint a replacement for an elected member when a vacancy occurs.

¹ St. Thomas' is a Parish in the Diocese of Athabasca, herewith referred to as "the Diocese". The Diocese has four governing documents: the Act of Incorporation; the Constitution; the Canons and the Regulations. When any of these names are referred to in this document, they are "of the Diocese of Athabasca." Any of these documents can be found in the *Diocese of Athabasca Hand Book*.

IV. Executive

The Incumbent and Wardens as Officers of the Parish are responsible to provide leadership among the parish members. The Executive shall act, in cases of emergency, within the perimeters of Vestry. The Wardens shall have signing authority on behalf of the parish.

V. Vestry Meetings

The Vestry shall hold official meetings on a regular basis to be agreed upon by the Vestry members. If the need arises, the Executive can call a non-scheduled meeting at any time. The Secretary shall record the minutes of all meetings and correspondence. All minutes shall be signed by the Secretary and Chairman to the Vestry meetings and retained in an official minute book.

VI. Signing Authority

The Treasurer and Wardens shall have signing authority on all bank accounts managed by the Treasurer. At the discretion of Vestry, one other Vestry member can be given signing authority. All cheques must have two signatures

VII. Memorials

Any proposal to place a memorial in the church will first make an application to the Vestry for consideration and if recommended request the Bishop's approval.

VIII. Expenditures

Only expenditures authorized by the Vestry shall be paid by the Treasurer. Emergencies may be authorized by the Executive then reported to the Vestry. In addition, the Treasurer will prepare monthly financial statements and any reports requested by the Vestry. Any non-budgeted, non-emergency expenditures totaling over 10% of budget must have approval of the congregation through a special meeting called by the Incumbent and/or wardens.

IX. Smoking Policy

It is the express wish of Vestry that smoking not be allowed in the building and that no smoking area be provided with exceptions duly recorded in Vestry minutes.

X. Amendments

The Bylaws may be amended by Parish members duly assembled at the annual general meeting or any special parish meeting, providing that such amendments receive a majority of sixty percent.