

**BYLAWS**

**of**

**[NAME of MISSION]
[●], Oklahoma**

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# BYLAWS

# of

# [NAME OF MISSION]

# [●], Oklahoma

# Preamble

[Name of Mission], [●], Oklahoma (the “*Mission*”), adopts these Bylaws to govern its corporate and temporal affairs as a not-for-profit and religious corporation organized under the laws of the State of Oklahoma, and to conform its conduct with the requirements of the Constitution and Canons of the Episcopal Diocese of Oklahoma, Inc. (the “*Diocese*”) and the Constitution and Canons of the Protestant Episcopal Church in the United States of America (the “*Church*”).

# ARTICLE 1Authority Acknowledged

The Mission accedes to the doctrine, discipline and worship of the Church and the Diocese and acknowledges their authority.

# ARTICLE 2Voting Membership

* 1. *Mission Members.* Every baptized person whose name and baptism are recorded in the Mission Register is a member of the Mission. A member sixteen years of age or older is an adult member of the Mission.
	2. *Voting Members.* Every adult member of the Mission in good standing is eligible to vote. A member is in good standing if he or she has received Holy Communion in the Church at least three times during the preceding year and has otherwise been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God. The Secretary keeps a list of qualified voters in the Mission Register and only those members listed are eligible to vote.

Any question concerning a person’s eligibility for voting must be raised before voting begins. The Vicar decides eligibility questions and his or her decision is final for the purposes of that meeting and any adjournment.

# ARTICLE 3Meetings of the Congregation

* 1. *Annual Meeting.* The Mission holds its annual meeting by March 31st at a date and time and place, if any, appointed by the Bishop’s Committee. The purpose of the meeting is to elect officers and other Bishop’s Committee members to new and any unexpired terms, elect lay delegates and alternate lay delegates to diocesan convention, receive the budget and reports, and conduct such other business as may properly come before the meeting.
	2. *Special Meeting.* A special meeting of the Mission may be called at any time by the [Vicar, the Wardens, the Bishop’s Committee or 10% or more of the adult members in good standing]. The Mission may transact only the business set forth in the notice of the meeting.
	3. *Place of Meetings.* The notice or waiver of notice for a meeting shall specify the place, if any, where the members are to meet. Unless the Bishop’s Committee otherwise directs, the place shall be at the Mission. In lieu of or in addition to a place, the Bishop’s Committee may direct that the meeting be held by means of remote communication if (a) the Mission has taken reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a member entitled to vote, (b) the Mission has taken measures to provide the voting members a reasonable opportunity to participate in the meeting and to vote on matters submitted to them, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with such proceedings, and (c) if the eligible members vote or take other action at the meeting by means of remote communication, a record of the vote or other action is maintained by the Mission.
	4. *Notice.* Notice of any Mission meeting is given during all services held on the two Sundays preceding the meeting and by any written means provided in Section 10.3 sent at least ten days before the meeting to the persons of the Mission eligible to vote. The written notice shall include the purpose of the meeting and, in the case of the annual meeting, the slate of candidates proposed by the nominating committee.
	5. *List of Voting Members.* At least ten days before every meeting of the Mission, the Secretary shall prepare a list of the members eligible to vote, arranged in alphabetical order, and showing the members’ addresses. The Mission shall make the list available for examination by any adult member for any purpose germane to the meeting, either at a place within the city where the meeting will take place, at the place designated in the notice of the meeting or on a reasonably accessible electronic network. If the list is available on an electronic network, the notice of the meeting shall provide the information required to access the list.
	6. *Quorum.* The presence of 10% of the persons eligible to vote and a majority of the Bishop’s Committee constitute a quorum for the transaction of business.
	7. *Vote.* Except as these bylaws and parliamentary authority may otherwise provide, elections are carried by a plurality of those present and voting and resolutions are carried by the affirmative votes of a majority of those present and voting. All elections are to be by written ballot, unless the election is by acclamation. Voting by proxy or absentee ballot is not permitted.
	8. *Presiding Officer.* The Vicar presides at Mission meetings, unless the Bishop is present. If the Bishop is present, the Bishop presides. In the Vicar’s absence, the Wardens preside according to seniority by title.
	9. *Rules of Procedure.* In all matters of parliamentary procedure not governed by canon or these Bylaws, the latest edition of Robert’s Rules of Order governs.

# ARTICLE 4Vicar

* 1. *Authority and Responsibilities.* Subject to the Church and Diocesan Canons, the Rubrics of the Book of Common Prayer, and the authority and pastoral direction of the Bishop, the Vicar is the chief executive officer of the Mission and as such is vested with the authority over and responsibility for the conduct of the worship and the spiritual growth of the Mission and its members, the use and control of Mission property, and the employment, supervision and direction over the Mission staff. With the advice and consent of the Bishop, a Vicar may select one or more assistant Clergy, who serve under the authority and direction of the Vicar. The Vicar has general responsibility for administrative implementation of decisions and policies legislated or mandated by the Church, the Diocese, and the Mission. The Vicar has those further responsibilities set forth in the Church and Diocesan Canons.
	2. *Appointment of Vicar.* When the Mission is without a Vicar, the Bishop appoints a Vicar, who serves under the authority of the Bishop.
	3. *Resignation and Removal.* Except upon mandatory resignation by reason of age, the Vicar may not resign without the consent of the Bishop, and the Bishop’s Committee may not remove the Vicar against the Vicar’s will, except as provided in the Diocesan Canons.

# ARTICLE 5Officers

* 1. *Officers*. After the Mission is organized, the officers of the Bishop’s Committee and the Mission are the Vicar, Senior Warden, Junior Warden, Treasurer and Secretary. The Vicar nominates the Senior Warden, who is appointed by the Bishop. The Bishop’s Committee nominates the Junior Warden, Secretary and Treasurer. The Junior Warden is appointed by the Bishop. The Mission elects the Secretary and Treasurer from those nominated by the Bishop’s Committee. The Secretary must be a member of the Bishop’s Committee. The Treasurer may or may not be a member of the Bishop’s Committee. The Mission’s officers serve in the Bishop’s discretion, and the Bishop retains the right to fill any vacancies. The initial Bishop’s Committee and officers are covered in Section 6.1.

### Qualification and Terms.

* + 1. Wardens shall be confirmed voting members of the Mission, 18 years of age or older, and are elected to a term of [one year] [two years]. [A Junior or Senior Warden may be elected to no more than three consecutive terms and is ineligible for one year for reelection to that office after having served three consecutive years in the same.]
		2. The Treasurer shall be a confirmed voting member of the Mission, 18 years of age or older, and is elected to a term of one year. [The Treasurer may be elected to no more than three consecutive terms and is ineligible for one year for reelection to that office after having served three consecutive years in the same.]
		3. The Secretary shall be a confirmed voting member of the Mission, 18 years of age or older, and is elected to a term of one year. The Secretary may serve successive terms.
		4. Each officer holds office until hisor her death, resignation, retirement, removal, or disqualification, or until his or her successor is elected and qualified. If the office of Senior Warden or Junior Warden becomes vacant, the Bishop may appoint a successor to serve until the next annual meeting of the Mission. If any other office becomes vacant, the Bishop’s Committee may fill the office.
	1. *Duties*.
		1. The Wardens assist the Vicar in promoting the general interest of the Mission, supervise the care, protection and maintenance of the Mission buildings and ensure 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. The Wardens discharge such other duties as the Bishop, Vicar or Mission requires.
		2. The Treasurer ensures that funds of the Mission are properly received and disbursed in accordance with Bishop’s Committee policy; prepares monthly financial reports for the Bishop’s Committee, a report to the annual meeting, and the annual financial report to the Diocese; presents and recommends to the Bishop’s Committee a budget before the annual meeting; and annually submits the financial records of the Mission to audit. The Treasurer shall be adequately bonded by inclusion in the Mission’s errors and omissions liability insurance coverage.
		3. The Secretary records minutes of all Bishop’s Committee, annual, and special meetings; gives notice of all such meetings as required by the Diocesan Canons and these Bylaws; reports the names of the Mission’s delegates to Diocesan Convention to the Secretary of the Convention; and keeps a current list of all voting members of the Mission.
	2. *Other Officers*. The Bishop’s Committee may designate other officers, who have such powers and duties as the Bishop’s Committee determines.

# ARTICLE 6Bishop’s Committee

* 1. *Composition; Qualifications*. The initial Bishop’s Committee is appointed by the Bishop, who selects from those appointed, a Warden, a Secretary and a Treasurer. The Vicar is an ex officio member. After the Mission’s organization, the Bishop’s Committee shall consist of the Vicar, two Wardens, a Secretary, and [●] Bishop’s Committee members elected by a plurality vote of the Mission and approved by the Bishop. Persons may be nominated to serve by the Bishop’s Committee or by any member of the Mission from the floor of a Mission meeting. Bishop’s Committee members shall be adult confirmed voting members of the Mission, 18 years of age or older. The Bishop is an ex officio member of the Bishop’s Committee.
	2. *Terms.* The elected Bishop’s Committee members serve [one year] [staggered, two-year] [staggered, three-year] terms. The Mission elects annually one-third of the elected Bishop’s Committee. An elected Bishop’s Committee member is not eligible for reelection to that position for one year following the completion of a full term but may be appointed or elected to the office of Warden, Treasurer, or Secretary. Members of the Bishop’s Committee hold office until their successors are selected and have qualified.
	3. *Duties.* The Bishop’s Committee manages and directs the temporal affairs of the Mission, including the maintenance of its property, under the supervision and authority of the Bishop. Subject to the Bishop’s authority, the Bishop’s Committee is also the agent and legal representative of the Mission in all matters concerning its corporate property and in its relation to its Clergy. It is the duty of the Bishop’s Committee to take charge of the property of the Mission, to promote the good stewardship of the Mission’s resources, to provide for and preserve the Mission register and other records, to prepare an annual Mission budget, to support and maintain the Mission’s Clergy, and to pay the diocesan mutual ministry support.
	4. *Meetings.* The Bishop’s Committee meets at least monthly. Bishop’s Committee meetings are open to all members of the Mission, except when the Bishop’s Committee adjourns to executive session.
		1. The Bishop’s Committee need not give notice of regular meetings or specify a purpose. The Vicar, the Senior Warden or any two members of the Bishop’s Committee may call a special meeting of the Bishop’s Committee. The person or persons calling a special meeting must give written notice to each member of the time, place (if any), date and purpose of the special meeting. Notice is given in person, by e-mail or by telephone not less than forty-eight hours preceding the meeting or by mail posted not less than two days preceding the date of such meeting unless an emergency exists which requires the immediate attention of the Bishop’s Committee. No business may be transacted at special meetings except that specified in the notice.
		2. The notice or waiver of notice for a meeting shall specify the place, if any, where the members are to meet. Unless the Bishop’s Committee otherwise directs, the place shall be at the Mission. In lieu of or in addition to a place, the Bishop’s Committee may meet, or members of the Bishop’s Committee may participate in meetings, by means of remote communication if reasonable measures are taken to enable members to communicate with one another.
		3. The presence of the Vicar or one of the Wardens and a majority of the Bishop’s Committee constitute a quorum.
		4. The Vicar presides at Bishop’s Committee meetings, unless the Bishop is present, in which case the Bishop presides. When the Vicar is absent, the Wardens, according to seniority by title, preside. The Vicar and Wardens have voice and vote in all matters.
		5. Except as may be otherwise required by law, canon, or these Bylaws, any action of the Bishop’s Committee requires the affirmative votes of a simple majority of those present and voting. No Bishop’s Committee member is permitted to vote by absentee ballot or proxy.
		6. The latest edition of Robert’s Rules of Order governs all matters of parliamentary procedure not governed by canon or these Bylaws.
	5. *Standing Committees.* The Bishop’s Committee and Vicar are supported by the work of standing committees, which are subject to the supervision and ultimate control of the Vicar and the Bishop’s Committee.
		1. *Designation*. The Mission has the following standing committees: [such as Building and Grounds, Compensation Review, Education, Finance, Funds Management, Nominating, Outreach, Mission Life, Stewardship and Planned Giving, and Worship (advisory to Vicar)].
		2. *Composition*. The Vicar, with the advice and consent of the Bishop’s Committee, appoints members to the standing committees, designates the chair of each, and requires such activities as will assist the Bishop’s Committee in its duties. All adult confirmed members of the Mission are eligible to serve on any committees, as well as such other baptized Christians as the Vicar may designate. The Secretary of the Bishop’s Committee maintains lists of committee members.
		3. *Term*. Committee membership terms are for one year. All committee members may serve successive terms.
		4. *Chair*. The Vicar appoints the chair of each committee whose term is for one year. Chairs may serve successive terms. Members of the Bishop’s Committee may serve as committee chairs.
		5. *Meetings*. A standing committee meets as necessary to conduct its business. The committee keeps records of its activities and reports to the Vicar and the Bishop’s Committee.
	6. *Ad Hoc Committees.* The Bishop’s Committee may create and charge committees to undertake specific tasks in the governance of the Mission. The Vicar, with the advice and consent of the Bishop’s Committee, appoints the committee members, including the chairs. Each such committee dissolves upon completion of its work.
	7. *Guilds and other Mission Organizations.* The Mission may support and encourage guilds and other Mission organizations to assist in its missions. These organizations report at least annually at the Mission’s annual meeting and are subject to the supervision and ultimate control of the Vicar and the Bishop’s Committee. The assets of these organizations are the assets of the Mission.
	8. *Bishop’s Committee Vacancies.* Upon the death, resignation, or removal of a Bishop’s Committee member, the Bishop appoints a qualified person to fill the vacancy until the next Annual Meeting of the Mission or until a successor is elected and qualified.
	9. *Resignations.* A member of the Bishop’s Committee, other than the Vicar, may resign at any time by tendering his or her resignation in writing to the Vicar or to a Warden. The Bishop’s Committee need not accept the resignation to be effective.
	10. *Removal of Bishop’s Committee Member.* The Bishop may remove a member of the Bishop’s Committee at any time with or without cause. A member of the Bishop’s Committee, other than the Vicar, may be removed at any time for due cause by the votes of a two-thirds majority of the entire Bishop’s Committee, provided notice of the proposed removal and the reasons for the same have been given to the Bishop’s Committee member and the Bishop at least five days in advance of the meeting. Grounds for removal include conduct in violation of the Church Canons or Diocesan Canons or otherwise detrimental to the mission and best interests of the Mission; failure to disclose and, if appropriate, abstain from Bishop’s Committee deliberations and determinations by reason of conflict of interest; absence without excuse or good cause shown from four consecutive duly convened Bishop’s Committee meetings or from six such meetings within one calendar year; breach of confidentiality with respect to matters discussed or acted upon by the Bishop’s Committee in a duly convened executive session; ineligibility for office; failure to support the Mission by regular pledging or failure to honor the pledge once made, in either case without excuse or good cause shown; disability; failure to attend with reasonable diligence to his or her duties as a Bishop’s Committee member; failure to attend divine services with reasonable frequency or otherwise participate in the corporate life of the Mission, in either case without excuse or good cause shown.

# ARTICLE 7Diocesan Convention Delegates

For the election of delegates to the Diocesan Convention, the Nominating Committee nominates the number of authorized delegates at the Mission’s annual meeting. Additional nominees may be accepted from the floor. Voting to elect delegates is by written ballot. Those nominees receiving the greatest number of votes are delegates. All other nominees are alternate delegates ranked in order of votes received. Delegates and alternates shall be adult confirmed voting members, and each serves a term of one year.

Delegates attend all Regional and Diocesan Convention functions unless for good cause prevented. Delegates and alternates may discuss anticipated convention business with the Bishop’s Committee before Diocesan Convention, and report convention proceedings to the Bishop’s Committee and the Mission within one month after each Diocesan Convention.

# ARTICLE 8Indemnification

To the extent permitted by applicable law and unless proscribed or otherwise limited by the Constitutions and Canons of the Church or the Diocese, the Mission shall indemnify, defend and hold harmless past and present officers and Bishop’s Committee and committee members (including the Vicar and other members of the clergy in their capacities as such) and their respective heirs and legal representatives (each an “Indemnitee”) from and against any and all liabilities, costs and expenses (including settlement costs, attorneys fees and other defense costs) incurred by an indemnity in connection with any threatened, pending or completed civil, criminal or administrative proceeding in which an indemnitee may become involved by reason of his or her service to the Mission in such capacities, except with respect to matters as to which the indemnitee may be adjudged in such proceeding to be liable for willful, wanton or grossly negligent misconduct. The Mission may advance costs and expenses under such terms as the Bishop’s Committee deems appropriate, including receipt of an undertaking to repay the advances if the Indemnitee is determined to have failed the standard of conduct set forth above. Indemnification (and advances) are limited to instances in which the Mission, acting on the advice of counsel and without participation by any party to the proceeding in question, has (a) determined that indemnification is appropriate under the provisions of this Article, and (b) in the event of any settlement of such proceeding before a final and binding adjudication of the same, approved the terms of the settlement. The right of indemnification under this Article is not exclusive and is in addition to and not in derogation of any such right under applicable law or by contract. If this Article is amended or repealed, such action has prospective effect only, and does not affect the indemnification rights of an Indemnitee with respect to proceedings in respect of which indemnification has been properly sought by application to the Bishop’s Committee in writing by the Indemnitee before the effective date of such action.

# ARTICLE 9Accounting and Financial Matters

* 1. *Fiscal Year.* The fiscal year of the Mission is the calendar year.
	2. *Funds.* The handling of any or all of the cash, funds and investments of the Mission, including the purchase, custody, sale and transfer of the same, may be delegated by the Bishop’s Committee to the Wardens, the Treasurer, or to the Finance Committee of the Mission, if the same be appointed, either generally or as to specific instances, but subject to the ultimate direction and control of the Bishop’s Committee.
	3. *Indebtedness.* The Mission has the authority to borrow money, provided that no indebtedness shall be incurred, renewed or extended by or on behalf of the Mission without the express approval of the Bishop’s Committee and the written assent of the Bishop and Standing Committee of the Diocese except as provided in the Diocesan Canons.
	4. *Books of Account.* The Treasurer keeps proper books of account for the Mission, prepares periodic interim financial statements at least monthly, and prepares annual financial statements. The financial statements consist of a statement of financial position (balance sheet), a statement of activities (income statement) and a statement of cash flows. The financial accounts are to be maintained and the audit conducted either in accordance with generally accepted accounting principles or in accordance with the Standards Manual of Business Methods in Church Affairs, as promulgated by the Domestic & Foreign Missionary Society of the Church.
	5. *Audits.* The Mission’s financial statements are audited annually by an independent certified public accountant, or independent licensed public accountant, or such audit committee as the Diocesan Finance Committee may authorize. All audit reports, financial statements, footnotes and supplementary schedules, including memorandum issued regarding the sufficiency of internal controls or other accounting matters and a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, are to be filed with the Diocesan Finance Committee and the Bishop within 30 days following the date of the report, and in no event, not later than September 1 of the year following the year covered by the audit report.
	6. *Annual Reports.* The Vicar and the Bishop’s Committee are jointly responsible for preparing and filing with the Diocese, in the form required by the Diocese and the Church, an annual report of all business and financial matters of the Mission, including the complete, audited financial statements. The Bishop’s Committee approves the annual report and distributes the report to the Mission at least ten days before each annual meeting of the Mission.
	7. *Gifts and Memorials.* No object intended as a permanent addition to the property of the Mission, or to be used for public worship, may be accepted as a gift or memorial without the approval of the Vicar and the Bishop’s Committee, subject to such conditions as they may prescribe. All objects so accepted may be altered, removed or disposed of when deemed necessary or appropriate by the Bishop’s Committee. The names of the donors of and of the persons memorialized by such gifts and memorials, any terms and conditions of the gift and the dates of acceptance shall be preserved in the permanent records of the Mission.
	8. *Property Held in Trust.* All real and personal property of the Mission is held in irrevocable trust for the Church and the Diocese, provided that the trust does not in any way limit the power and authority of the Mission, otherwise existing over such property, while it remains a part of and subject to the Church and its Constitution and Canons.
	9. *Real Property.* The Mission holds title to real property as directed by the Bishop, the Standing Committee and the Diocesan Council. The Mission shall not acquire real property, whether by purchase, gift, bequest or otherwise, without the prior advice and consent of the Bishop and the Diocesan Council. The Mission must adequately insure all its buildings and their contents. The Bishop’s Committee may not encumber or alienate any real property of the Mission without the written consent of the Bishop, the Standing Committee and the Diocesan Council.

# ARTICLE 10Other Mission Records; Agents

* 1. *Annual Parochial Reports.* The Mission prepares annually a report for the year ended December 31, in the form required by the Diocese. The preparation and delivery of this Annual Parochial Report is the joint duty of the Vicar and Bishop’s Committee. After approval, the Bishop’s Committee submits its Annual Parochial Report to the Bishop of the Diocese by March 1. The Annual Parochial Report includes the following information:
		1. The number of baptisms, confirmations, marriages, and burials during the year; the total number of adult baptized members, baptized members under 16 years of age, and total number of baptized members; the total number of adult communicants in good standing, the total number of communicants in good standing under 16 years of age, and the total number of communicants in good standing, and the total number of confirmed adult communicants;
		2. Financial information in the form required by the Church, including a summary of all receipts and expenditures, from whatever source derived and for whatever purpose used;
		3. A schedule of the property held by the Mission, whether real or personal, with an appraisal of its value, together with a statement of the indebtedness of the Mission, if any, and of the amount of insurance carried;
		4. A report stating whether the Mission has conducted the mandatory annual review of compensation and indicating levels of clergy compensation; and
		5. Such other relevant information as required by the form approved for the Annual Parochial Report, which may include information required by these Canons or as appropriate to secure an accurate view of the state of the Diocese and the Church.
	2. *Maintenance of Mission Register and Other Records.* The Vicar, or the Wardens if there is no Vicar, shall maintain a Mission Register, in the form adopted by the General Convention, to record all baptisms, confirmations, marriages and burials. The Vicar is the custodian of the Mission Register, and great care shall be taken to preserve the Register and other church records. When a new Register is begun, the old Register is sent to the Registrar of the Diocese for safekeeping.
	3. *Notices; Electronic Communications.*
		1. Unless these Bylaws expressly provide otherwise, the Mission, its Vicar, officers, committees or agents may give effective notice under these Bylaws by U.S. postal service, by overnight delivery service, by telegram or telegraph, or by electronic transmission, such as telephone, facsimile, e-mail, voice mail, or other similar medium. Effective notice may also be made in person. Receipt of effective notice must not be contingent upon the recipient’s payment of any charges as a prerequisite to the notice’s receipt. Effective notice must be posted or transmitted to recipient’s address, telephone number, facsimile number, or email address as shown on the books of the Mission in a manner normally used for the posting or transmission of information in the medium chosen. Unless these Bylaws expressly provide to the contrary, the time when the person sends notice constitutes the time of the giving of notice, and the burden of proving notice rests on the sender.
		2. Unless applicable law or these Bylaws otherwise provide, whenever the Bylaws require that communication be in writing, the requirement may be satisfied by an electronic transmission, and whenever the Bylaws require the signature of a person, the requirement may be satisfied by a facsimile or conformed signature sent by an electronic transmission. For purposes of this Section, the term “electronic transmission” means any form of communication not directly involving the physical transmission of paper that creates a record that may be retained, retrieved and reviewed by a recipient thereof and that may be directly reproduced in paper form by such a recipient through an automated process.
	4. *Agents of the Mission.* The Bishop’s Committee may delegate to the Vicar, one or both Wardens or the Treasurer, generally or as to specific instances, or to any employee or agent of the Mission as to specific instances, due authority to execute and deliver, on behalf of the Mission, such contracts, deeds, mortgages, notes, bonds, checks, drafts and other instruments and documents as the Bishop’s Committee may deem necessary or proper. Without a general or specific delegation of authority, residual authority lies with the Vicar, the Wardens or the Treasurer, or any of them. The Bishop’s Committee may appoint such employees, agents and representatives of the Mission (including legal counsel) and delegate to them due authority to perform such acts and duties for the Mission as the Bishop’s Committee sees fit, consistent with these Bylaws and with the Church Canons and Diocesan Canons. Except as provided in these Bylaws or as specifically authorized by the Bishop’s Committee, no Bishop’s Committee member, officer or employee of the Mission or any other person has the power or authority to bind the Mission by any contract or transaction or to render it legally or financially liable for any purpose or in any amount.

# ARTICLE 11Other Church Policies

11.1 *Tobacco Products.* The use of any and all tobacco products on Mission property or at a Mission-sponsored event is prohibited.

11.2 *Alcohol Use.* The use of alcohol on church property or at any church event shall be in compliance with the Diocesan and Church Canons. The Vicar may choose to make further restrictions.

11.3 *Weapons and firearms.* The use or carrying of weapons and firearms shall be in compliance with diocesan policy and Church Canons.

11.4 *Borrowing of Church Property.* The Mission will not loan property belonging to it for individual or personal use unless it is for a sponsored and / or sanctioned event.

# ARTICLE 12Amendments to Bylaws

Subject to the prior written approval of the Bishop and Diocesan Council, the Bishop’s Committee may adopt, amend or repeal these Bylaws at any meeting or by written consent. The Secretary records all amendments or repeals of these Bylaws by making the required changes on the Mission’s copy of the Bylaws and either noting the effective time of the change (and all other changes following the last restatement of the Bylaws) in a parenthetical following the amended or deleted Section or restating and certifying an amended and restated version of the then effective Bylaws.

The undersigned hereby certifies that the foregoing constitutes a true and correct copy of the Bylaws of the Mission as adopted by the Bishop’s Committee on [Month/ day/ year].

Executed as of [Month/day/year].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[name], Secretary