

BYLAWS OF
ST BARNABAS' MISSION OF THE DEAF

(Updated by the congregation at its Annual Meeting on 3/16/03)

In accordance with the Constitution and Canons of the Episcopal Church, adopted in General Convention 1798 and succeeding conventions St. Barnabas' Mission of the Deaf is an Organized Mission of the Diocese of Washington.

Since the primary membership of the Mission is that of deaf persons, all communication shall primarily involve the use of sign language at all services, meetings and assemblies.

The organization and conduct of business of the Mission shall be vested in the Mission Committee and shall be done in accordance with the Canons of the Diocese of Washington (Re: Canon 14)

ARTICLE I-Officers

Section 1. Chairperson

The Vicar shall preside at all meetings of the Mission Committee and shall call meetings of the Mission Committee on a regular basis (see Article III), or when requested by one-quarter of the Mission Committee members.

Section 2. Vice-Chairperson

In the absence of the Chairperson the Vice-Chairperson shall preside.

Section 3. Assistant Vice-Chairperson

The Assistant Vice-Chairperson shall serve in the absence of the Vice-Chairperson. In addition he/she will be Chair of the Finance Committee, Every Member Canvass and supervise the counting of collections

Section 4. Secretary

All resolutions and proceedings of meetings shall be entered in proper books by the Secretary. The Secretary shall conduct all correspondences related to the Mission Committee that are not handled by the Vicar and shall perform all duties pertaining to the office of Secretary. The Secretary shall keep a roster of the members of the Mission Committee and sub-committees.

Section 5. Treasurer

The Treasurer shall be responsible for maintaining the Financial records of the Mission including receipts and deposits, receipts from special fund raising occasions, financial statements to the Mission Committee, quarterly reports to the diocese and such annual reports as may be required and for overseeing the person recording and reporting pledge records. The Treasurer, following the guidelines set by the diocese, will appoint two members of the congregation to count the collections, such counters not to include the Treasurer. All checks will be signed by the Treasurer, or in his/her absence, by one of two Mission Committee members designated by the Mission Committee. All checks over \$500.00 will need two signatures.

ARTICLE II-Committees

Section 1. The Vicar and four officers with four elected Members-at-Large shall form the Mission Committee.

Section 2. Sub-Committees of the Mission Committee

The Mission Committee and /or the Vicar shall be responsible for appointing sub-committees and electing chairpersons for such committees. The following sub-committees are usual in the formation of Missions:

- A. Finance Committee
- B. Membership Committee
- C. Activities Committee
- D. Worship Committee
 - a. Altar Guild
 - b. Lay Eucharist Ministry
- E. Stewardship Committee
- F. Education Committee
- G. Welcoming and Visitation Committee

The Mission Committee and/or the Vicar may, by a majority vote, establish such additional sub-committees as may be desirable for the conduct of business of the Mission.

ARTICLE III-Meetings

Section 1. Semi-Annual Meetings

The semi-annual meetings of the Mission shall take place in March and October of each year. Announcements of the March election meeting shall be made 3 consecutive Sundays prior to the elections. Place of the meetings shall be determined by the Mission Committee. The agenda of the March meeting shall include an annual report from the Vicar on the status of the Mission, a report from the Treasurer, a statement on the qualifications for voting and an election of new members of the Mission Committee.

Section 2. Mission Committee Meetings

Regular meetings of the Mission Committee shall be called by the Vicar at least every two months, or more frequently should the business before the Committee so dictate.

A quorum shall be one-fourth of the members of the Mission Committee (Canon 14, Section 3).

ARTICLE IV – Election of officers and delegates

(OLD)

Section 1. Members of the Mission Committee shall be elected at the March congregational meeting of every other year (odd numbered years).

(NEW)

Section 1. Members of the Mission Committee shall be elected at the March congregational meeting. The Vice-Chair and the Assistant Vice-Chair and two Members-at-Large shall be elected during odd numbered years and the Secretary and Treasurer and the other two Members-at-Large shall be elected during even numbered years.

(NO CHANGE)

Section 2. During the March meeting a delegate and an alternate delegate to the Convention of the Episcopal Conference of the Deaf (ECD) shall be elected during the years that the Convention meets.

(NO CHANGE)

Section 3. During the March meeting a delegate and an alternate delegate to the Diocesan Convention shall be elected for three-year terms.

(OLD)

Section 4. The officers and members-at-large are elected for two-year terms. Exceptions to this are the Treasurer and the Assistant Treasurer. They shall be elected for four-year terms. All officers may be re-elected to the same position on the Mission Committee only once.

(NEW)

Section 4. The officers and Members-at-Large are elected for two-year terms except for the Treasurer who shall serve for a four-year term. All officers may be re-elected to the same position on the Mission Committee for one additional consecutive term.

(EXPLANATORY NOTES)

(1). The staggering is done in Section 1. What we need to do is, by resolution, agree that this year those who would be elected in even numbered years be elected this year for either only one year or for a three year period and subsequently they are up for re-election every even year thereafter.

(2). Put the Vice-Chair and Asst. Vice-Chair election in the same year so that when the Vice-Chair's term is up, so will the Asst. Vice-Chair's term be up so that he or she could be moved up to Vice-Chair if the Congregation wished this. Otherwise the Asst. Vice-Chair would have to resign with one more year left if he or she wished to compete for the vacant Vice-Chair slot.

ARTICLE V-Amendments

Amendments to the Bylaws of the Mission shall be proposed by written notice to the Secretary at least thirty days in advance of a Mission Committee meeting. A copy such a proposition shall be embodied in the call for the next regular meeting, and a copy given to each member of the committee at least ten days before the date of the next regular meeting of which the amendment is to be voted upon. Amendments to the Bylaws must be approved by two-thirds of the entire membership of the Mission Committee, and then ratified at the next semi-annual meeting.

ARTICLE VI-Rules of Order

The rules of parliamentary procedure as laid down in Robert's Rules of Order shall govern all meetings of the Mission Committee and at the semi-annual meetings.

ARTICLE VII-Dissolution

Upon the affirmative vote of a majority of the Mission Committee and the approval of two-thirds of the membership of the Mission, the Mission shall be dissolved and the Treasurer shall cause to be transferred all of the funds, including deposits and investments and all other assets and property of the mission, to the Diocese of Washington, for the full and unrestricted use and benefit of the latter, as its Standing Committee may direct.