

CONSTITUTION AND BY-LAWS
CHRIST AND THE EPIPHANY CHURCH
EAST HAVEN, CONNECTICUT

CONSTITUTION

Article I Name

The name of this corporation shall be Christ and The Epiphany Church, East Haven, Connecticut, being the merged Parish of The Church of the Epiphany, New Haven, Connecticut organized in 1902; Christ Church, East Haven, Connecticut organized in 1788; and St. Mark's Mission, East Haven, Connecticut, organized in 1929.

Article II Purpose

The purpose of this parish is to establish and maintain public worship, proclaim the Gospel of Jesus Christ, and to administer the Sacraments of the Church according to the rites and ceremonies of the Protestant Episcopal Church in the United States of America.

Article III Acknowledgement of Authority

This Parish acknowledges itself to be a member of and belongs to The Protestant Episcopal Church in the United States of America and, as such, accedes to and acknowledges the authority of the Constitution, Canons, Doctrine, Discipline, and Worship of said church, and the Constitution and Canons of the Episcopal Diocese of Connecticut, acknowledging the authority over its affairs of both entities.

BY-LAWS

Article I Parish Meetings

Section 1

The annual Parish Meeting of this parish shall be held on the 4th Sunday in January.

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Section 2

No member shall be represented by proxy or absentee ballot at any Parish meeting.

Article II Parish Officers and Their Duties

Section 1

The officers of this Parish shall be a Rector, two Wardens, a Clerk, a Treasurer, and a Vestry composed of five Vestry persons.

Section 2

The officers and members of the Vestry shall be elected by ballot at the annual Parish meeting from among the communicant members of the parish 18 years of age or older, who are eligible to vote. The Rector shall be entitled to vote at Vestry meetings only to break a tie vote. The Wardens, ex officio, shall be entitled to vote at Vestry meetings; the Clerk and Treasurer shall be entitled to voice, without vote, at Vestry meetings.

Annual elections shall be held to replace those Vestry members who have served for three consecutive years, to fill any vacant positions, and to elect two Wardens, a Clerk, and a Treasurer.

Section 3

The Treasurer shall be responsible for the receipt and deposit of all money and contributions to the bank accounts and investments of the Parish, and shall keep an accurate and detailed record of all receipts and expenditures. The records shall be the property of the Parish. The Treasurer and others designated to do so in his/her absence or inability to act shall have the power to sign all checks for the Parish and shall pay all current bills and other disbursements authorized by the Vestry. The Treasurer shall, at every regularly scheduled Vestry meeting, render a statement of accounts to the Vestry and shall submit a written report of the previous year's account at the annual Parish meeting. The Treasurer shall be adequately bonded to ensure the faithful performance of the duties of this office. All endowment, trust, and memorial funds shall be subject to Diocesan Canon VIII, Section 2 (1).

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Section 4

There shall be an Executive Committee of the Vestry, comprised of the Rector and Wardens, with authority to act on behalf of the Vestry when emergency action is required, all such actions and the rationale for them to be communicated to the Vestry within three days.

Section 5

The Vestry shall meet monthly (except July and August, at its option). There must be a quorum in order to conduct business. Any change from its customary meeting date shall be made at least two (2) weeks in advance of the meeting, when possible, but in no case without the knowledge of the full Vestry. Vestry meetings shall be open to all members of the congregation, except when the Vestry adjourns to executive session.

Section 6

A quorum shall consist of the Rector, or in the absence of the Rector, one of the Wardens, the Clerk or the Treasurer, and one half of the currently filled positions on the Vestry.

Section 7

The Rector and Wardens shall appoint whatever committees and task forces are deemed necessary for the efficient operation of the Parish, subject to the provisions of Canon I, Section 9 of the Diocesan canons.

Section 8

The Rector and Wardens shall ascertain the cause of any member of the Vestry being usually absent from the worship services of the Church and/or absent from two (2) consecutive regular Vestry meetings. If there be no sound reason for such absences, said member of the Vestry shall be asked to resign. Should the member decline to resign, the Vestry may remove said member by majority vote.

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Section 9

The Finance Committee shall consist of the Rector, Wardens, Treasurer and up to four (4) at-large members. They shall meet quarterly for the purpose of examining the financial affairs of the Parish. They shall direct and conduct the annual Every Member Canvass..They shall prepare an annual budget to be presented to the Vestry. They shall, under the direction of the Vestry have charge of insuring all Parish property, supervision of endowment, trust, and memorial funds, and carry out the sale, transfer, or purchase of securities belonging to the Parish. Such transactions shall require the signature of the Parish Clerk and Treasurer.

Article III Amendments

Section 1

These By-Laws may be altered, amended, or repealed at any validly called and convened meeting of the members of the Parish entitled to vote, by the affirmative vote of two-thirds (2/3) of such members present at such meeting, provided that such changes have been submitted in writing and have appeared in the bulletin or newsletter at least three (3) weeks prior to the meeting.

Adopted at the Annual Parish meeting held January 24, 2021

(Prior adoption at a Special Parish Meeting held November 20, 2011)