

Vergers' Guild of the Episcopal Church

Bylaws

Article I – Name

The name of this organization shall be the Vergers' Guild of the Episcopal Church.

Article II – Purposes

- A. To encourage, through the fellowship and work of the Guild, the sharing of ideas, skills and pertinent information among the members.
- B. To promote communications between members of the Guild at all levels as a way of maintaining the pastoral, administrative and liturgical traditions of the office of verger in the Episcopal Church.
- C. To provide mutual assistance by advice and counsel with on-the-job problems experienced by members of the Guild.
- D. To organize and promote courses of training in the office of verger.
- E. To foster a relationship between the clergy and vergers.
- F. To be open to the needs and concerns of the laity.

Article III – Seal

The Board of Officers of the Guild may adopt an appropriate seal or coat of arms which may be engraved, printed, impressed, or otherwise affixed to any correspondence, document, or other appurtenance approved by the Guild.

Article IV – Membership

- A. **Classes:** There shall be three classes of membership, to wit, regular members, life members, and honorary members. Such of the following as are duly admitted as hereinafter provided shall be members of the Guild.
 - 1. *Regular* membership includes those who function as vergers, full-time, or as volunteers in parish churches, chapels or cathedrals of the Anglican Communion, whose ability and interest enables them to contribute toward the purposes and objectives of the Guild.
 - 2. *Life* membership includes regular members who have reached the age of retirement and wish to remain active members of the Guild. They have reduced

dues status and retain all privileges of regular members.

3. *Honorary* membership may be conferred by majority vote of the regular and life members at any full meeting of the Guild upon distinguished persons. They have dues free status, may participate at meetings, but may or may not vote at the discretion of the Board of Directors.
- B. **Admission to the Guild:** Any person interested in the purposes and objectives of the Guild may apply for membership by filling out an application form from the Secretary of the Guild. Upon the receipt of the same by the President and appropriate review, proper notification shall be submitted to the candidate.
- C. **Dues:** Members of the Guild shall be assessed annual dues in an amount set by the Board of Officers. A change in the amount of dues may be proposed to the Board and must be approved by majority vote of the members at the Full Meeting. Such a change would apply to all dues assessed after the date of the Full Meeting.
- D. **Payment of Dues:** Members must pay dues by a prescribed date determined by the Board of Officers to maintain membership. Those in arrears for longer than three months shall be terminated as members. Membership, however, may be restored by payment of back dues plus a reinstatement fee, the amount of which shall be determined by the Board of Officers.

Article V – Board of Officers

- A. The governing body of the Guild at times apart from the Full Meeting of the entire Guild shall consist of a Board of Officers. These officers shall include a *President*, *Vice President*, *Secretary*, and *Treasurer*. The offices of Secretary and Treasurer may be filled by the same person. Each member of the Board shall have one vote. An additional At-Large Guild member shall also serve on the Board. This person shall be chosen by the Board of Officers.
- B. **Election of Officers**
1. The Board of Officers shall be elected by ballot of the Guild as a whole with the exception of the Member-at-large.
 2. Designated officers ex-officio shall be appointed by the President.
 3. An election of officers shall take place at a Full Meeting of the Guild. Due provision for mail-in balloting shall be made. Elected officers shall serve staggered terms. The election of the first officers shall be by those present at the Inaugural Conference, and shall elect the Secretary and Treasurer for three year terms, the Vice President for four years, and the President for five years.
 4. Upon due consideration of the Board of Officers a chaplain or spiritual adviser may be appointed.
- C. **Vacancies**

1. In the event a vacancy occurs in the office of President due to death, resignation or incapacity to fulfill the duties of the office, the Vice President shall fill the office until a regular election is held.
 2. All vacancies other than that of President shall be filled by appointment by the President to be subsequently confirmed by majority vote of the Board of Officers.
 3. A vacancy may be filled only for a term of office continuing until the next election.
- D. **Resignations:** A member of the Board may resign in writing to the President of the Secretary as representatives of the Guild. The resignation shall be effective upon its receipt by the President or at a subsequent time as set forth in the notice of resignation. A Board member may be removed with cause, by a vote of a majority of the Guild.
- E. **Nominating Committee:** The nominating Committee of the Guild shall be composed of not less than three and not more than five members of the Guild. A Chair shall be appointed by the Board of Officers. Not more than two members of the Nominating Committee shall be members of the existing Board of Officers. The Nominating Committee shall meet prior to a Full Meeting of the Guild and shall recommend a slate of candidates for office. The slate shall be considered by the Board and mailed to the membership in advance of the Full Meeting.
- F. **Other Committees:** Other committees consisting of Guild members who may or may not be Board members may be formed for specific purposes as deemed necessary by the Board of Officers. These committees shall be reviewed and appointed annually by the Board of Officers.

Article VI – Duties of Officers

A. The President shall:

1. Be the chief executive officer and the official representative of the Guild.
2. Preside at all meetings of the Guild.
3. Appoint the chair of special committees, and fill vacancies occurring in all committees with the approval of the Board of Officers.
4. Appoint a parliamentarian if desired.
5. Initiate necessary correspondence to the Guild and supervise the preparation of the *Annual Report of the Guild*.
6. Perform all other duties pertaining to the office of President.

A. The Vice-President shall:

1. Preside in the absence of inability of the President.
2. Fill the unexpired term of President in the event of a vacancy in that office as provided

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3. Serve in other capacities as shall be requested by the President or Board of Officers.

A. The Secretary shall:

1. Record the minutes of all meetings of the Guild and the Board of Officers.
2. Maintain an accurate membership list with names, addresses, and phone numbers.
3. Present a copy of the minutes of each meeting to the President within two weeks after each meeting.

A. The Treasurer shall:

1. Be custodian of all funds collected, keeping an accurate record of all monies received.
2. Collect all dues from members, giving acknowledgement for the same.
3. Pay all bills upon presentation of proper written notification.
4. Submit all books and records for financial review and files within thirty (30) days after the Full Meeting, or whenever leaving office.

Article VII – Meeting of Members

- A. **Full Meetings:** The full meeting of the Guild shall be held at a place and date determined at the Full Meeting one year preceding upon the invitation of the potential host verger(s). Due consideration shall be given to fair geographical distribution of the meetings from year to year. Should it become necessary, the Board of Officers may alter the arrangements.
- B. At the Full Meeting, the Board of Officers (if required) shall be elected by the members. Prior to the meeting, the names of those on the Nominating Committee shall be communicated to all members, who shall have the opportunity to suggest possible names for each office. In addition nominations for any office may be made from the floor of the Full Meeting. A candidate shall be elected by a majority vote of those voting in person or by absentee ballot. If no one candidate has a majority, a runoff election shall be held and a candidate shall be elected by a majority vote.
- C. **Meetings of the Board of Officers:** A regular meeting of the Board of Officers shall be after the Full Meeting, to organize and transact such business as may be properly presented to the Board of Officers.
- D. **Other Meetings:** Other meetings of the Board of Officers may be held at any time upon the call of the Present or Secretary, and the Secretary shall call a meeting at the direction of the President.
- E. **Quorum and Voting:** For the purposes of the Full Meeting or meetings of the Board of

Officers and other committees of the Guild, those present and eligible to vote shall constitute a quorum for the transaction of business. The vote of a majority of those voting at a meeting at which a quorum is present constitutes the action of the Full Meeting or Board of Officers.

- F. **Parliamentary Order:** *Robert's Rules of Order, Revised* shall be used to order the proceedings of the Vergers' Guild of the Episcopal Church in all cases not otherwise provided for in the By-Laws of the Guild.
- G. **Participation by Communication Equipment:** A member of the Board of Officers may participate in a meeting of the same by means of conference telephone or similar communications equipment by means which all persons participating in the meeting can hear each other. Such participation constitutes presence in person at the meeting. A meeting of a committee, or a joint meeting of the Board and one or more committees, may be conducted in the manner specified.

Article VIII – Financial

The monies of the Guild are derived from dues, donations, and grants paid to the Treasurer of the Guild. All monies in possession of the Guild shall be held in depositories as designated by the Board of Officers. All checks or demands for money and notes of the Guild shall be signed by the Treasurer, of President, or, at the discretion of the Board, the Treasurer and such other officer or officers as the Board of Officers may from time to time designate.

Article IX – Amendments

The Bylaws of the Guild may be amended by a two-thirds majority of the Guild membership either present at the Full Meeting or by mail ballot. Proposals for amendment are submitted to the Secretary of the Board of Officers at least one month in advance of the next scheduled Full Meeting of the Guild.