

**BY-LAWS
FOR THE GOVERNANCE OF
PROVINCE V OF THE EPISCOPAL CHURCH
(THE PROVINCE OF THE MIDWEST)
April, 2022**

ARTICLE I: PURPOSE

Sec. 1. Association. The Province of the Midwest (also known as Province V) is an association of dioceses authorized in Article VII of the Constitution and Canons for the Governance of the Protestant Episcopal Church in the United States of America and established in Title I, Canon 9.1 thereof.

Sec. 2. Purpose. The purpose of the Province of the Midwest shall be to: provide a structure which facilitates its member dioceses' ability to collaborate together in ministry, whether it be in common projects or through the sharing of resources, assets, opportunities, and experience.

ARTICLE II: SYNOD

Sec.1. Houses. There shall be a Synod of the Province consisting of a House of Bishops and a House of Deputies, which shall deliberate together and vote as a single body.

(a) The House of Bishops shall consist of every Bishop Diocesan of this Church, having jurisdiction within the Province, every Bishop Coadjutor, Bishop Suffragan, and Assistant Bishop, and every Bishop whose episcopal work has been within the Province, but who by reason of advanced age or bodily infirmity has resigned, shall have a seat and vote in the House of Bishops of the Province." [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 9.5.]

(b) Each Diocese within the Province shall be entitled to representation in the Synod House of Deputies by one (1) Presbyter or Deacon canonically resident in the Diocese, and two (2) Lay Persons, confirmed adult communicants of this Church in good standing and members of churches within the Diocese. The method of selection for Deputies shall be determined by their respective dioceses. Deputies shall serve for a term of three years. Every deputy shall have seat, voice, and vote.

(c) The President and Vice President are the President of their respective Provincial House.

Sec. 2. Meetings. The Synod shall meet at least once each triennium, in the same year of, but a few months prior to, General Convention. The Synod may be convened electronically or in other acceptable formats during the triennium as initiated by the President. The President may call special meetings of the Synod with at least 30 days' notice. The purpose of a special meeting shall be stated in the call. Unless otherwise provided by these by-laws or other duly adopted rules of order, business shall be conducted in accordance with Robert's Rules of Order, most recently revised.

Sec. 3. Powers. The Provincial Synod shall have power: (a) to enact Ordinances for its own regulation and government; (b) to perform such duties as may be committed to it by the General Convention; (c) to deal with all matters within the Province; *provided, however,* that no Provincial Synod shall have power to regulate or control the internal policy or affairs of any constituent Diocese; and provided, further, that all actions and proceedings of the Synod shall be subject to and in conformity with the provisions of the Constitution and the Canons for the governance of this Church; (d) to adopt a budget for the maintenance of any Provincial work undertaken by the Synod, such budget to be raised in such manner as the Synod may determine; (e) to create by Ordinance a provincial Executive Board with power to administer and carry on such work as may be committed to it by the General Convention, or by the Presiding Bishop and the Executive Council or by the Synod of the Province. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 9.9.]

Sec. 4. Quorum. A quorum for the Provincial House of Bishops and Provincial House of Deputies shall be the members entitled to vote who are present after a duly notified meeting.

ARTICLE III: OFFICERS

Sec. 1. Officers. The Officers of the Province shall be a President, a Vice-President, a Secretary, and a Treasurer.

(a) **The President**, who may be a Bishop, Presbyter, Deacon or Lay Person of the Province shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The President shall preside at Synod meetings, convene and lead the Executive Board, supervise the work of the compensated employees, and execute other duties as delineated in these By-Laws. A written report on the ministries, programs and other work of the Province shall be submitted annually to the Executive Council by the President. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 9.13.]

(b) **The Vice-President**, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The election shall be concurrent with the election of President. The Vice-President shall assist the President in fulfilling the duties of the President. In the absence of the President, the Vice-President leads the Synod or Executive Board. If the President resigns, the Vice-President fulfills the remainder of the President's term until there is an election at the next Synod.

(c) **The Secretary**, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The secretary is responsible for taking and in the filing of minutes for Provincial Executive Board and Provincial Synod meetings. The Secretary also assists the Provincial Coordinator in the filing of reports as mandated by the Canons of the Episcopal Church, Executive Council action, and per Title I, Canon 9.12 of the Constitution and Canons of The Episcopal Church.

(d) **The Treasurer**, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The

nominees for Treasurer should be familiar with the business methods of this Church. Provincial funds will be held by a diocese of the Province as a designated account for Provincial use only. Those funds shall be audited each year as a part of the audit of the custodial Diocese. The Treasurer is responsible for the collection and distribution of Provincial funds and to report regularly to the Executive Board and Synod on the state of Provincial finances. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 7.1.]

Sec. 2. Rights and Limits. The Officers of the Province shall have seat, voice and vote at Synod meetings and shall serve no more than two consecutive elected terms in the same Office.

Sec. 3. Vacancies. Should the office of President become vacant, the Vice-President shall assume the duties of President until the next regular Presidential election. Should any other office become vacant, the President shall nominate, with confirmation by the Province V Executive Board, a person in accordance with Sec. 1 of this Article, to serve in the office until such time as the Synod shall meet, when there shall be an election to fill the unexpired portion of the term.

Sec. 4. Nominations. Candidates for Officers of the Province shall be submitted by the Bishops or Standing Committees of the dioceses of the Province. The President shall establish a nominating committee which shall issue a call for nominations to the dioceses no less than 90 days before the Synod. The nominating committee shall ensure there are adequate candidates for each office.

ARTICLE IV: CANONICAL RESPONSIBILITIES

Sec. 1. Representatives to the Executive Council of the General Convention.

(a) At the meeting immediately prior to a General Convention of the Episcopal Church, the Synod shall elect one of its two Representatives to the Executive Council of the Episcopal Church for a term of six years. The Executive Council will advise the Province and create a description on what skills, gifts and experience are needed on the Council to enable it to function with maximum effectiveness. Terms shall be alternated between a lay and clerical representative and shall commence at the first meeting of the Executive Council following General Convention. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 4.1.]

(b) Should there be a vacancy in the position of Representative to the Executive Council of the General Convention, the President shall nominate, with confirmation by the Province V Executive Board, a person to serve in the position until such time as the Synod shall meet, when there shall be an election to fill the unexpired portion of the term. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 4.1.i.]

Sec. 2. General Convention Action. It shall be the duty of the Executive Board, on behalf of the Provincial Synod, to consider the subject or subjects referred to them by the General Convention at the first meeting of the Executive Board held after the General Convention, and to report their action and judgment in the matter to the Secretary of General Convention as requested. [Reference: *Constitution and Canons of The Episcopal Church*. Title I, Canon 9.10.]

ARTICLE V: EXECUTIVE BOARD

Sec. 1. Members. The Executive Board or “Board” of the Province shall consist of the Synod President, Vice-President, Secretary, Treasurer, the two elected Province V members of Executive Council, and one representative from each diocese who is appointed by the Bishop with the advice and consent of the Standing Committee, or by the Standing Committee when it is the Ecclesiastical Authority. The Provincial Coordinator serves as an ex-officio member with seat and voice.

Sec. 2. Meetings. The Executive Board shall meet at least once each calendar year. The President or any three members of the Executive Board may call a special meeting with at least 30 days’ written notice provided to the current Executive Board members.

Sec. 3. Duties. The Executive Board shall have general supervision of the affairs of the Province between Synods. The duties of the Executive Board shall include, but not be limited to:

- (a) Creating, examining and responding to opportunities to promote and support collaboration among dioceses in the Province;
- (b) Creating and administering a grant process that provides funds for collaborative ministries which are working towards the goals and objectives of member dioceses;
- (c) Evaluating the Provincial Statement of Purpose;
- (d) Receiving reports from the elected Representatives to Executive Council;
- (e) Being a Council of Advice for the President and the Executive Council Representatives as needed;
- (f) Suggesting policy statements for action by the Synod;
- (g) Organizing and designing the Synod meeting;
- (h) Adopting on behalf of the triennial Synod and communicating to the Bishops of the Province an annual budget and, when necessary, requesting a voluntary contribution beyond the diocesan asking in Article VI;
- (i) Monitoring and reviewing expenses and reallocating budgeted amounts as needed. Provide written notification to all Bishops of the Province of any reallocation of budgeted amounts;
- (j) Reviewing By-Laws at least once every three (3) years and making recommendations for amendments at the meeting of the Synod as needed.

ARTICLE VI: DIOCESAN FINANCIAL SUPPORT

Sec. 1. The amount of financial support requested from each diocese in the Province shall be 0.3% of the amount upon which the Diocese’s assessment to The Episcopal Church is based.

Sec. 2. The President and Executive Board shall annually review the amount requested from each diocese and make recommendations, as necessary, at the triennial meeting of the Synod.

Sec. 3. The financial support of the Province is a voluntary responsibility of each member Diocese.

ARTICLE VII: COMPENSATED EMPLOYMENT POSITIONS

The Executive Board may establish compensated employment positions to support the work of the Province.

ARTICLE VIII: AMENDMENT

These By-Laws shall become effective upon adoption by a majority vote of the Synod of Province V. These By-Laws may be amended at any Synod meeting by a two-thirds vote.