

1 **BY-LAWS**
2 **FOR THE GOVERNMENT OF THE PROVINCE OF THE MIDWEST**
3 **OF THE EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA**
4 **(effective as of April 18, 2015)**
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6 **ARTICLE I: PURPOSE**
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8 Sec. 1. Association. The Province of the Midwest (also known as Province V) is an association
9 of dioceses authorized in Article VII and established in Title I, Canon 9.1, of the
10 Constitution and Canons for the Government of the Protestant Episcopal Church in the
11 United States of America.
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13 Sec. 2. Purpose. The purpose of the Province of the Midwest shall be to: provide a structure
14 which facilitates dioceses' ability to collaborate together in ministry, whether it be in
15 common projects or through the sharing of resources, assets, and experience.
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18 **ARTICLE II: SYNOD**
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20 Sec.1. Houses. There shall be a Synod of the Province consisting of a House of Bishops and a
21 House of Deputies, which shall deliberate together.
22 (a) The House of Bishops shall consist of every Bishop Diocesan of this Church, having
23 jurisdiction within the Province, every Bishop Coadjutor, Bishop Suffragan, and
24 Assisting Bishop, and every Bishop whose current Episcopal work is within the Province
25 shall have a seat, voice and vote in the House of Bishops.
26 (b) Each Diocese within the Province shall be entitled to representation in the House of
27 Deputies by one (1) Presbyter or Deacon canonically resident in the Diocese, and two (2)
28 Lay Persons, confirmed, adult communicants of this Church in good standing and
29 resident in the Diocese. The method of selection and length of term for Deputies shall be
30 determined by their respective dioceses. Every deputy shall have seat, voice and vote.
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32 Sec. 2. Meetings. The Synod shall meet at least once each triennium, at a time in the same year
33 of, but prior to, General Convention. The Synod may be convened electronically or in
34 other acceptable formats during the triennium as initiated by the President. The President
35 may call special meetings of the Synod with at least 30 days written previous notice
36 provided to current Synod members. The purpose of a special meeting shall be stated in
37 the call. Business shall be conducted using Roberts Rules of Order, most recently
38 revised.
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40 Sec. 3. Powers. The Synod shall have the powers enumerated in Title I, Canon 9.8, of the
41 Constitution and Canons of the Episcopal Church.
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43 Sec. 4. Quorum. A quorum of the Synod shall consist of a majority of the members of the House
44 of Bishops present and a majority of the members of the House of Deputies present. In
45 the absence of the quorum no business shall be transacted excepting the Synod may
46 adjourn *sine die* until a quorum is present.

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ARTICLE III: OFFICERS

Sec. 1. Officers. The Officers of the Province shall be a President, a Vice-President, a Secretary, 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 Provincial Coordinator and execute other duties delineated in these By-Laws.

(b) The Vice-President, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province shall be elected by the Synod of 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. When the person elected President is not a Bishop, only a member of the House of Bishops may be a candidate for Vice-President and the Bishop so elected shall service, *ex officio*, as President of the House of Bishops, and shall represent the Province in all matters requiring the participation of a Bishop. The Vice-President shall assist the President in fulfilling his/her duties. 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 filing of minutes for Executive Board and Synod meetings. The Secretary also assists the Provincial Coordinator in filing of reports as mandated by Episcopal Church Canons Executive Council action.

(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 custodial Diocese's audit. The Treasurer is responsible for working with the Provincial Coordinator on the collection and distribution of Provincial funds and to report regularly to the Executive Board and Synod on the state of Provincial finances.

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 office become vacant, the President shall appoint 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. Vacancies for Representative

93 to Executive Council of the Episcopal Church may be nominated by members of the
94 Synod House of Bishops and House of Deputies and filled by a majority vote of the
95 same.
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97 Sec. 4. Nominations

98 Candidates for Officers of the Province shall be submitted by the Bishops or Standing
99 Committees of the dioceses of the Province. The President shall establish a nominating
100 committee which shall issue a call for nominations to the dioceses no less that 90 days
101 before the Synod. The nominating committee shall ensure there are adequate candidates
102 for each office.
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105 **ARTICLE IV: CANONICAL RESPONSIBILITIES**
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107 Sec. 1. Representatives to Executive Council. At the meeting immediately prior to a General
108 Convention of the Episcopal Church, the Synod shall elect one of its two Representatives
109 to the Executive Council of the Episcopal Church for a term of six years. Representatives
110 must be canonically and physically resident in the Province. Terms shall be alternated
111 between a lay and clerical representative and shall commence at the first meeting of the
112 Executive Council following General Convention. This section shall conform with, be
113 subject and pursuant to Title I, Canon 4, of the Constitution and Canons of the Episcopal
114 Church.
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116 Sec. 2. General Convention Action. As prescribed by Title I.9.10 of the Constitution and Canons
117 of the Episcopal Church, it shall be the duty of the Executive Board to consider the
118 subject or subjects referred to them at the first meeting of the Executive Board held after
119 General Convention, and to report their action and judgment in the matter to the
120 Secretary of the House of Bishops and to the Secretary of the House of Deputies.
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122 **ARTICLE V: EXECUTIVE BOARD**
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124 Sec. 1. Members. The Executive Board or “Council” of the Province shall consist of the Synod
125 President, Vice-President, Secretary and Treasurer, the two elected Province V members
126 of Executive Council, and one representative from each diocese who is appointed by the
127 Bishop with the advice and consent of the Standing Committee, or by the Standing
128 Committee when it is the Ecclesiastical Authority. The Province Coordinator serves as
129 an ex-officio member with seat and voice.
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131 Sec. 2. Meetings. The Executive Board shall meet at least once each calendar year. The
132 President or any three members of the Executive Board may call a special meeting with
133 at least 30 days written notice provided to the current Executive Board members.
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135 Sec. 3. Duties. The Executive Board shall have general supervision of the affairs of the Province
136 between Synods. The duties of the Executive Board shall include, but not be limited to:
137 (a) Evaluating the Provincial Statement of Purpose;

- 138 (b) Create and administer a grant process that provides funds for collaborative ministries
139 which are working towards the goals and objectives of member dioceses;
140 (c) Examining and responding to opportunities to promote and support collaboration
141 between dioceses in the Province;
142 (d) Receiving reports from the elected Representatives to Executive Council;
143 (e) Being a Council of Advice for the President and the Executive Council
144 Representatives as needed;
145 (f) Suggesting policy statements for action by the Synod;
146 (g) Organizing and designing the Synod meeting;
147 (h) Adopting and communicating to the Bishops of the Province an annual budget and,
148 when necessary, requesting a voluntary contribution beyond the diocesan asking in
149 Article VI;
150 (i) Monitor and review expenses and reallocate budgeted amounts as needed. Provide
151 written notification to all Bishops of the Province of any reallocation of budgeted
152 amounts;
153 (j) Review By-Laws at least once every three (3) years and make recommendations for
154 amendments at the meeting of the Synod as needed.
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157 **ARTICLE VI: DIOCESAN FINANCIAL SUPPORT**

158 Sec. 1. The amount of financial support requested from each diocese in the Province shall be
159 0.2% of the amount upon which the Diocese's asking to the Episcopal Church is based.
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161 Sec. 2. The President and Executive Board shall annually review the amount requested from each
162 diocese and make recommendations, as necessary, at the triennial meeting of the Synod.
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164 Sec. 3. The financial support of the Province is a voluntary responsibility of each member
165 Diocese.
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167 **ARTICLE VII: COMPENSATED EMPLOYEMENT POSITIONS**

168 Sec. 1. The Executive Board may establish compensated employment positions to support the
169 work of the Province.
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171 Sec. 2. Compensated employment positions shall include a written job description, which shall
172 include the following:

- 173 (a) Title of the position;
174 (b) Duties of the position;
175 (c) Estimated number of compensated hours for the position per year;
176 (d) To whom the position is directly accountable;
177 (e) Method of evaluation for the position.
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179 Sec. 3. Funding for compensated employment positions shall be funded through the budget
180 process of the Synod.
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184 **ARTICLE VIII: AMENDMENT**

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

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