

# SUMMARY OF SIGNIFICANT CHANGES TO BYLAWS OF ALL SAINTS' EPISCOPAL CHURCH, FREDERICK, MD

## Preamble

Updated to reflect appropriate Section of Annotated Code of Maryland and to define legal name of the Church.

## **Article I - Members**

Section 3. Annual Meeting: Changed from 3<sup>rd</sup> Sunday in January to 2<sup>nd</sup> Sunday in February

Section 6. Notice and Place of Meetings: Change from a preset time and location to the requirement that location, time and date shall be specified in the advance Notice.

## **Article II – The Vestry**

Section 1. Eligibility: Vestry Youth Member must be at least 16 years old.

### Section 4 Election:

Updated to reflect current practice of election of Vestry Youth Member and Alternate. They shall be chosen separately by the Youth of the Parish, presented at the Annual Meeting to the Congregation, and approved by Voice vote. At Vestry Meetings, in the absence of the Youth Member, the Alternate Youth Member may exercise the Youth Member's vote.

A clause was added that on each ballot, voters must vote for as many candidates as there are positions to be filled. Current practice is that ballots are thrown out if more votes are cast than there are positions to be filled, and sometimes in the past ballots with fewer votes than positions were thrown out.

Section 7. Duties and Powers: Deleted the requirement that descriptions and compensation for positions of employment within the church be approved by the Vestry, nor shall contracts be established between employees and the Vestry.

Section 8. Meetings: While visitors may attend vestry meetings as observers, they may be excluded when sensitive topics are discussed.

## **Article III – Officers**

Section 5. The Registrar: At the end of the calendar year the compiled minutes and other appropriate documents from Vestry Meetings shall be given to the church Archivist for binding and permanent preservation.

Section 7. Assistant Treasurer: This section *deleted*.

## **Article V – Fiscal Matters**

NEW Section 7. Bequests and Special Gifts.

*A new section, defining allocation to various endowment and special purpose accounts.*

- a. Permanently Restricted Endowment. This account shall consist of all gifts and bequests to the endowment that have been restricted by the donors so that the principal may not be invaded.

- b. Vestry Designated Endowment. This account shall consist of all gifts and bequests to the church that have not been restricted by the donors and have been added to the endowment by the Vestry. The principal of this account may be invaded by the Vestry only on the affirmative vote of two-thirds of the entire vestry. Unrestricted bequests shall be added to this account. When such bequests are received, the Vestry may elect to withhold up to 10% of the bequest to be used for other purposes. This provision may be suspended on a case by case basis upon affirmative vote by two-thirds of the entire Vestry. For accounting purposes this account will be classified as temporarily restricted by action of the Vestry.
- c. Special Purpose Accounts. These accounts shall consist of all gifts and bequests to the church that have been restricted to funding a specific program, activity, or asset belonging to the church. Funds in these accounts shall be administered in accordance with the directives of the donors. For accounting purposes these accounts will be classified as permanently restricted or temporarily restricted according to the directives of the donor.

**Deleted paragraph (it's included in Investment Committee Policies, not in Bylaws):**

The investment manager shall refrain from investing any funds of the parish in enterprises which he or she knows to be engaged primarily in any of the following businesses: tobacco, gambling, firearms, or prostitution.

**NEW Section 8. Facility Leasing**

Rental of any part of church facilities for ongoing activities, such as office space, shall be approved by a majority vote of the Vestry prior to signing a contract or lease agreement. Ongoing activities shall be defined as activities regularly recurring daily or weekly for a significant period of the calendar year.

**Former Article VI—Relationship with Community Using St. Barnabas' Chapel - DELETED**

**(Renumbered) Article VII – Amendment to Bylaws**

**Added:** 1) Proposals for changes may be initiated by the Vestry or a minimum of 25 Voting Members of the Church. 2) Details of Proposed changes to Bylaws must be made available to the Voting Members at least one month prior to the annual or special meeting of the church membership.