

**DIOCESE OF KANSAS
SOUTHEAST CONVOCATION BOARD
BYLAWS**

**ARTICLE I
Name**

The name of this board shall be the Southeast Convocation Board of the Diocese of Kansas of the Episcopal Church hereinafter referred to as “the Board.”

**ARTICLE II
Object**

The objects of the Board are as follows:

1. To communicate to the Diocese, the needs of the Church within the Southeast Convocation.
2. To conduct the business of the Southeast Convocation.
3. To inform the parishes of the Convocation on issues before the Diocese.
4. To communicate among and to share ideas of parishes in the Convocation.

**ARTICLE III
Membership**

Members: Per diocesan Canon III.5 Sec. 2. The Convocation Board. “Lay Convention Delegates from the Convocation (including delegates from campus missions and youth delegates) elected pursuant to Canon II.2, the lay member of the Council of Trustees elected pursuant to Article V of the Constitution by the Convocation, and the clergy assigned to parishes in or, if not assigned to a parish, resident in the Convocation and canonically resident in the Diocese shall comprise the Convocation Board.”

Regular Meetings: Per diocesan Canon III.5 Sec. 4. Duties. “The Board shall meet at least three times a year. One of the three meetings shall be held within 45 days prior to each Diocesan Convention to consider items proposed to come before Convention, and one shall be held before the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority to consider and propose the items of Convention business contemplated by Canon II.2.”

Special Meetings: A special meeting may be called by the Convocation President or by a written request of six (6) parishes. A written notice shall be sent to all voting members and alternates at least (10) days prior to any special meeting.

Quorum: The representation of three-fourths (3/4) of the parishes of the Convocation will constitute a quorum at any duly convened meeting of the Board.

ARTICLE IV

Officers and Elections

Officers: The officers of the Convocation shall be the President, Vice-President, Dean of the Convocation (appointed by the Bishop), and Secretary. Said officers shall have such duties as are specified in the parliamentary authority adopted herein. In addition, the President of the Convocation Board shall be ex-officio a member of all committees appointed pursuant to Article V of these Bylaws.

Election and Term of Office: The President and Vice President shall be elected for a two-year term at the first regular meeting after the time specified by Diocesan Canon for parish annual meetings, in even numbered years. The President and Vice President will be of differing orders. Said Officers shall take office upon adjournment of the Diocesan Convention. If the President is no longer qualified or able to serve, then a president shall be elected at the first regular meeting after the time specified by Diocesan Canon for parish annual meetings, in odd numbered years. Until such time as a new president is elected, the Vice President shall fulfill the duties of the President. Nominations for president shall be made from the floor. Upon the resignation of any other elected officer, a successor shall be elected at the next regularly convened meeting to complete the unexpired term of such office. No person shall serve more than one full term in any particular elected Board office without a two year absence from the Executive Committee. The Secretary of the Convocation shall be appointed by the President of the Convocation, and may serve for more than one term.

Executive Committee: The Executive Committee shall consist of the President, the Vice President, Dean of the Convocation, Secretary, and members of the Diocesan Council of Trustees who are also communicants of a congregation in the Convocation. The Executive Committee shall meet at a time and place designated by the President in cases where decisions need to be made before the next convocation meeting. Notice to the members of the Executive Committee of the time and place of said meeting shall be in a form acceptable to the President and the members of the Executive Committee. Any decisions made by the Executive Committee must be confirmed or affirmed by the Board at the next scheduled meeting of the Board.

Diocesan Trustees: At the meeting preceding the Annual Diocesan Convention, the Convocation Board shall elect such delegates to the Diocesan Council of Trustees as may be required to fill the terms specified for election from the Convocation by the Constitution and Canons of the Diocese. Terms of office for members of the Council of Trustees shall commence at the adjournment of the Annual Diocesan Convention following their election.

ARTICLE V Committees

The President shall, subject to approval by the Board, make and appoint committees at such time, and from time to time, as he or she deems necessary for the transaction of the business of the Convocation.

Nominating Committee: The members of the Nomination Committee shall be appointed for a two-year term at the first regular Board meeting immediately following the Diocesan Convention in even numbered years, and must be duly qualified voting members of the Board. It shall be the duty of the Nominating Committee to present nominations to the Board for all elective Board offices as more specifically set forth in Article IV above, for representatives to the Council of Trustees, for representatives to other Diocesan commissions of committees and for members of other Board committees as may be necessary from time to time.

Other Committees: The President may appoint other committees for such purposes as the President or the Board may deem appropriate; provided however, that the authority of each such committee and the term of its members shall expire in September of each year and the committee shall have no existence thereafter unless specifically reestablished by the Board. The chair of each committee shall be a duly qualified voting member of the Board, but the members of the committee may include any communicant of a congregation within the Convocation and any of the clergy of the Convocation.

Authority: No committee shall have authority to act on behalf of the Board unless such authority is specifically expressed in a duly adopted resolution of the Board. The committees' responsibility shall be to report their deliberations and recommendations to the Board for official action.

ARTICLE VI Miscellaneous

Parliamentary Authority: Roberts Rules of Order, newly revised, shall be the parliamentary authority.

Record of Board Actions: The secretary shall keep minutes of all Board meetings. The minutes or an executive summary listing all action, decisions and pending matters shall be provided to the Council of Trustees, to the Vestry of each parish, and all Convocation Delegates and Alternates in the Convocation within a reasonable time after the meeting.

Diocesan Constitution and Canons: The Board shall be governed by the Constitution and Canons of the Diocese of Kansas. To the extent there are inconsistencies with the Bylaws, such Constitution and Canons shall control.

Amendments to Bylaws: These Bylaws may be altered, amended or repealed and new bylaws may be adopted upon the recommendation of any general or special meeting of the Board with the approval of the Bishop and the Council of Trustees. These bylaws must be reviewed no less than every five years.