

DIOCESE OF KANSAS
SOUTHWEST CONVOCATION BOARD
BY-LAWS

ARTICLE I

Name

The name of this board shall be the Southwest Convocation Board of the Diocese of Kansas of the Episcopal Church; hereinafter referred to as "the Board."

ARTICLE II

Duties

1. The duties of the Southwest Convocation Board include those set out in Canon III.5.4 of the Episcopal Diocese of Kansas.
2. To communicate to the Diocese the needs of the parishes within the Southwest Convocation.
3. To inform the parishes in the Convocation on issues before the Diocese.
4. To communicate among and to share ideas of parishes in the Convocation.
5. To further the work of Breakthrough (Episcopal Social Services).
6. To elect trustees from the Convocation Board to the Council of Trustees.

ARTICLE III

Membership and Meetings

1. The Convocation Board shall consist of those persons set out in Canon III.5.2 of the Episcopal Diocese of Kansas.
2. Regular meetings: The Southwest Convocation Board shall meet not less than three times annually, or as otherwise set out in the Canons of the Episcopal Diocese of Kansas. Said meetings shall be called by the President of the Convocation and notice given of the time and place of said meeting to the members of

the Board not less than 15 days prior to the date of said meeting.

3. Special meetings: A special meeting may be called by the Convocation President or by a written request from Convocation Board Members from three parishes. Notice shall be sent to all voting members and alternates at least 10 days prior to any special meeting.

4. Quorum: The representation of a majority of the parishes of the Convocation will constitute a quorum at any duly convened meeting of the Board.

ARTICLE IV

Officers and Elections

1. Officers: The officers of the Convocation shall be the President, Vice President and the Secretary. Said officers shall have such duties as are specified in the By-laws. The Secretary shall keep minutes of all Convocation Board meetings. The minutes or an executive summary listing all actions, decisions and pending matters shall be provided to the Council of Trustees and to the Vestry of each parish in the Convocation within two weeks of each meeting. In addition, the President of the Convocation Board shall be an ex-officio member of all committees, except the Nominating Committee, appointed pursuant to Article V of these By-laws.

2. Election and Terms of Office: The President and Vice President shall be elected for two-year terms at the first regular meeting after the time specified by Diocesan Canon for parish annual meetings, in odd numbered years. The President and Vice President shall be of differing orders. Said officers shall take office upon election. If qualified and able to serve, the Vice President shall become President upon the expiration of the prior President's tenure. Nominations for each office shall be made from the Nominating Committee and from the floor. Nominees must be a member of the Southwest Convocation Board as set out in the Diocesan Canon III.5.2. Upon the resignation of any officer, a successor shall be elected at the next regularly convened meeting to complete the unexpired term of such office. The Secretary of the Convocation shall be appointed by the President of the Convocation.

3. Diocesan Trustees: At the meeting preceding the Annual Diocesan Convention, the Convocation Board shall elect such

representatives 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

1. Nominating Committee: The four members of the Nominating Committee shall consist of two lay and two clergy members. One lay and one clergy member shall be appointed by the President of the Convocation, and one lay and one clergy member shall be appointed by the Dean of the Convocation. They shall serve a one-year term. They shall be appointed at the first meeting of the Board after the time specified by Diocesan Canon for parish annual meetings (and after the election of the President in odd numbered years), and must be duly qualified voting members of the Board. It shall be the duty of the Nominating Committee to present at least one nomination to the Board for all elective offices as set forth in Article IV above. It may also be the duty of the Nominating Committee to furnish names for representatives to other commissions or committees as may be necessary from time to time.

2. Breakthrough Nominating Committee: The Breakthrough Board shall select a nominating committee on an annual basis for the purpose of nominating at least one nominee for each of the annual vacancies on the Breakthrough Board. This nominating committee shall submit the names of the nominees to the Southwest Convocation Board for the Board's approval.

3. Other Committees: The President may appoint other committees for such purposes as the President or the Board may deem appropriate. The authority of such committee and the term of its members shall expire after one year and the committee shall have no further existence thereafter unless specifically re-established by the Board. The chair of each committee shall be a 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. 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

Parliamentary and Legal Authority

1. Parliamentary Authority: The current Roberts Rules of Order shall serve as the parliamentary authority.
2. 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 these By-laws, the Diocesan Constitution and Canons shall control.

ARTIVE VII

Amendments

These By-laws may be amended or revised by a 2/3 vote at any general or special meeting of the Board with the approval of the Bishop and the Council of Trustees. Previous notice of at least 15 days shall be necessary to notify the Board members of the proposed amendments.

Date adopted: September 10, 2022