

*St. George's Episcopal Church  
550 Ridge Road  
Maplewood, NJ*

BYLAWS  
OF  
ST. GEORGE'S EPISCOPAL CHURCH

Original: June 19, 1995  
Rev. #1: January 20, 2026

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## Introduction

The following references appear in portions of these By Laws to indicate the authority on which the text is partly or wholly based:

NJSA	New Jersey States Annotated
EC Canon	Canons of the General Convention of the Protestant Episcopal Church
DN Canon	Canons of the Diocese of Newark

As used in these By Laws and capitalized as defined terms referring back to Article III thereof and the Canons of the National Church and of the Diocese of Newark cited therein,

"Church" means the (National) Protestant Episcopal Church

"Member" means a baptized person whose baptism has been recorded in the Church

"Parish" means the Rector, Wardens, Vestrypersons, and other Members of the Church, who attend St. George's Church

"Communicant" means a Member as defined above who has received Holy Communion at least three times in the preceding year

"Communicant in Good Standing" means a Communicant as defined above who has been faithful in worship and working for the spread of God's Kingdom

"Confirmed Communicant" means a Communicant who has been confirmed in the Church

"Vestry" means the Rector, Wardens, and Vestrypersons

"Vestrypersons" means a member of the Vestry other than the Rector and the Wardens

Most of these terms are used in the Canons of the National Church and of the Diocese, and some are set forth in more detail in Article III below.

# THE BYLAWS

## Article I.

### Authority Acknowledged

St. George's Episcopal Church, Maplewood, New Jersey, consisting of the Rector, Wardens, Vestrypersons and other Members (collectively referred to herein as the "Parish"), accede to the doctrine, discipline and worship, and to the Constitution and Canons of (a) the Protestant Episcopal Church in the United States of America (the "Church") and (b) of the Episcopal Diocese of Newark, and acknowledge their authority, and also the authority of the Constitutions and Statutes of the United States of American and the State of New Jersey as they relate to the Parish (NJSA 16: 12-5). It is the intent of the Vestry that these Bylaws shall be consistent in all major respects with the requirements of all of the aforesaid authorities.

## Article II.

### The Corporation

#### Section 2.01 Corporate Identity

"The Rector, Wardens, and Vestrypersons of St. George's Church in Maplewood, New Jersey" shall be the corporate title of the Parish, and said individuals shall constitute the trustees and the vestry (the "Vestry") of the Parish. (NJSA 16: 12-1(a) and 2(e))

#### Section 2.02 Corporate Role of the Vestry

The Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy, except as provided in the law of the State or of the Diocese. (EC Can I-14-2)

#### Section 2.03 Corporate Role of the Rector

The Rector shall be the presiding officer of the Corporation. (NJSA 16: 12-6)

## Article III.

### Membership

#### Section 3.01 Episcopal Church Membership

All persons who have received the Sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, and whose baptisms have been duly recorded in the Protestant Episcopal Church are members thereof. (EC Can I-17-1(a))

**Section 3.02 Church Communicants, and Communicants in Good Standing**

All Members who have received Holy Communion in the Church at least three times during the preceding year are Communicants in the Church. (EC Can I-17-2(a)) All Communicants who for the previous year have been faithful in corporate worship unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are Communicants in Good Standing (EC Can I-17-3)

**Section 3.03 Voting Members of the Parish at Meetings**

All Members who have met the requirements of Section 1 and, in addition, are at least sixteen (16) years of age, of good moral character, adherents of the Church, and have been regular attendants at the services of the Parish for six months prior to any meeting of the Parish and have been regular contributors of record for the same period to the current expenses of the Parish are Voting Members entitled to vote at any meeting of the Parish. A record of the regular contributors shall be maintained by the Treasurer, with the dates of their contributions. (DN Can 9-5)

**Article IV.  
Parish Meetings**

**Section 4.01 Annual Parish Meeting**

The Annual Meeting of the Members of the Parish for the election of Wardens, Vestrypersons, Deputies and Alternates to the Diocesan Convention, and Representatives to the District Convocation shall be held on the first Sunday of February. (NJSA 16:12-10)

**Section 4.02 Special Parish Meetings**

Special meetings of the Parish may be called by the Rector at any time, or if there be no Rector, by the Wardens. (NJSA 16:12-13) No vote shall be taken at a special meeting upon any question not specified in the notice of the meeting. (NJSA 16:12-13)

**Section 4.03 Actions Restricted to Special Parish Meetings**

A vote upon a change in

- a) The corporate title
- b) The number of Vestrypersons
- c) The terms of office of the Wardens or Vestrypersons,

Shall be taken only at a special meeting and in the following manner: A special meeting of the Vestry shall be called on a least one week's notice, the notice stating the object thereof. If the Vestry, by a two-thirds vote of All Vestrypersons shall recommend such change or change, a special Parish meeting shall be called. At such meeting, each recommended change shall be voted upon separately. Requiring approval by two-thirds of those present for enactment. (NJSA 16:12-14)

#### Section 4.04 Notice of Annual and Special Parish Meetings

Notice of the time and place of a meeting shall be given by advertisement set up in open view at the door of the church ten days prior to the meeting and also shall be read by the Rector or officiating minister at the services on the two Sundays preceding meeting. The notice of a special meeting shall specify the object for which the meeting is called. (NJSA 16 12-10 and 12-13)

This notice shall also be disseminated as follows:

1. Digital Publication: The notice shall be published on the church website.
2. Electronic Distribution: The notice will be sent to the congregation via the church's regular email list. It may be included with other announcements or sent separately if no routine communication occurs within the 30-day notice period.

#### Section 4.05 Quorum at Parish Meetings

Three Voting Members or the number of Voting Members present at a meeting, whichever is larger, shall constitute a quorum. (NJSA 16:12-10)

#### Section 4.06 Chairperson at Parish Meetings

The Rector shall preside, with the right to vote, or if absent, or if no Rector is settled in the Parish, the meeting shall choose one of the Wardens, or if neither of the Wardens is present, then some Voting Member to act as chairperson. The chairperson shall be the judge of the qualifications of the voters as specified in Article III, Section 3 and shall receive the votes and declare the results. (NJSA 16:12-10)

#### Section 4.07 Clerk

The Clerk or Secretary of the Vestry, or, if they are absent, a person appointed by the chairperson, shall enter the proceedings in the minute book of the Vestry and shall sign the same together with the chairperson. (NJSA 16: 12-10)

#### Section 4.08 Procedures for Nominations; Nominating Committee

- a) Not later than October 1 of each year the Warden whose term is not ending at the next Annual Parish Meeting shall appoint, with the advice and consent of the Rector, a Nominating Committee consisting of not fewer than five nor more than twelve members, comprising a reasonable cross-section of the constituencies of the congregation. A Warden shall be the chairperson of the Committee.
- b) A notice containing the names of the members of the Nominating Committee and inviting submission to it of recommendations for nominations for Vestrypersons and other offices to be filled at the Annual Meeting, shall be posted on the bulletin board in the Parish Hall, communicated electronically and published in the next regular parish mailing following December 1.
- c) As soon as practicable after their appointment the chairperson shall call a meeting of the Nominating Committee and instruct it as to the offices for which nominations are to be made and as to the requirements for eligibility as set forth in these By-Laws.

- d) At a Vestry meeting prior to the Annual Meeting the Nominating Committee shall present a written report setting forth the names of the person or persons nominated for each office. A notice of these names shall be posted on the bulletin board in the Parish Hall and disseminated to the congregation prior to the Annual Meeting. The notice shall also state that other nominations, with the prior consent of the nominees, may be made at the Annual Meeting.

#### Section 4.09 Procedures for Elections

- a) Election to all offices shall be by ballot cast at the Annual Meeting for that purpose. The polls shall remain open for one-half hour and for such longer time as may be required to receive the ballots of the persons present and ready to vote. (NJSA 16: 12-10) However, the Secretary may be authorized by the chairperson, in the absence of objection by the Voting Members present, to cast a single ballot for election to any uncontested office.
- b) The candidates for any contested offices who receive the highest number of votes cast shall be elected. If there are Vestryperson terms of varying lengths to be filled, the largest number of votes shall determine election to the longest terms.
- c) The three Deputies and three Alternates to the Diocesan Convention and the four Representatives to the District Convocation shall be Members and confirmed Communicants of the Parish and shall be elected to terms expiring on the first of the month following the Diocesan Convention in the following calendar year unless specified otherwise by the Vestry. Not fewer than two of the Representatives to the District Convocation shall be a Warden, the Clerk or a Vestryperson. (DN Can. 8-2 (ii))

### Article V. Rector

#### Section 5.01 Presiding Officer

The Rector shall be a member and the presiding officer of the Corporation (NJSA 16: 12-6) . The Rector, when present, shall preside at all meetings of the Vestry. (E.C. Canons I-14-3)

#### Section 5.02 Actions Requiring Presence of Rector

If there is a Rector called to or settled in the Parish, no action shall be taken in his or her absence relating to or affecting the personal or exclusive rights of the Rector, or the alienation of the capital or principal of any investments held by the Corporation, or the sale of its real estate, or the encumbrance thereof, except as may be necessary for ordinary repairs. (NJSA 16: 12-9)

#### Section 5.03 Vacancy

When a vacancy shall occur in the office of Rector, the vacancy shall be filled in the manner specified in E.C. Canon III-17 and NJSA 16: 12-7.

#### Section 5.04 Duties and Powers

The duties and powers of the Rector shall include the following:

- a) The authority and responsibility for the conduct of the worship and the spiritual jurisdiction of the Parish are vested in the Rector, subject to the Rubrics of the Book of Common Prayer, the Canons of the Church, and the pastoral direction of the Bishop. (E.C. Can. III-14-1(a))
- b) For the purposes of the office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall, at all times, be entitled to the use and control of the church and parish buildings (including the Rectory) with the appurtenances and furniture thereof. (E.C. Can. III-14-1(c))
- c) The Rector shall have responsibility for hiring, and shall have the final authority over all other persons employed by the Parish. They shall review the performance of each such person at least once a calendar year and report on said review at a meeting of the Vestry.

## Article VI. Wardens and Vestrypersons

### Section 6.01      Number and Qualifications

The authorized number of Vestrypersons shall be not fewer than six nor more than twelve as determined from time to time by the Vestry. The authorized number of Wardens shall be two. Vestrypersons and Wardens shall be Voting members of the Parish and Confirmed Communicants. (D.N. Can 6)

### Section 6.02      Terms of Office

- a) One-third of the Vestry persons shall be elected to three-year terms, and one Warden to a two-year term, at each Annual Meeting, or until their successors are chosen. (NJSA 16: 12-11) In addition to the one-third regularly standing for election, incomplete terms may be filled.
- b) A Vestryperson who has been initially elected to a full three-year term may serve a second three-year term immediately following his or her first term. Thereafter they may not run for said office until at least two years have elapsed. A Vestryperson who has been elected or appointed to fill an unexpired term of one year or less may serve up to two consecutive terms immediately following the expiration of said partial term. If filling an unexpired term of more than one year, they may serve an additional three-year term. Thereafter they may not run for said office until at least two years have elapsed.
- c) A Warden who has been initially elected to a full two-year term may serve up to two consecutive two year terms immediately following his or her first term. (D.N. Can. 9-6(b)). Thereafter they may not serve in said office until at least two years have elapsed. A Warden who has been elected or appointed to fill an unexpired term of one year or less may serve up to two terms immediately following the expiration of said partial term. (D.N. Can. 9-6(b)). If filling an unexpired term of more than one year, they may serve an additional two-year term (D.N. Can. 9-6(b)). Thereafter they may not run for said office until at least two years have elapsed.

### Section 6.03 All Vestrypersons

As used in these By-Laws "All Vestrypersons" shall mean the total number of Vestrypersons that the Vestry would have at such time if there were no vacancies among Vestrypersons.

### Section 6.04 Removal of Warden or Vestryperson

- a) A Warden or Vestryperson defaulting in his or her obligations to serve in such capacity may be removed at any Vestry meeting by a vote of two-thirds of All Vestrypersons.
- b) A Warden or Vestryperson missing four consecutive meetings shall forfeit his or her office in the absence of any action by the Vestry to the contrary.

### Section 6.05 Filling Vacancies between Annual Meetings

In the event of a vacancy caused by the death, resignation, removal, incapacity, refusal, or neglect for six months or any duly elected Warden or Vestryperson to serve in such capacity, the vacancy shall be filled by the Vestry until the next Annual Meeting. Such vacancy shall be filled from the candidates for Vestrypersons at the Annual Meeting immediately preceding the vacancy, otherwise from among the Voting Members of the Parish. A nomination must be put before the next Annual Meeting for a candidate to fill the unexpired term of a Warden or Vestryperson so appointed. (NJSA 16: 12-12)

### Section 6.06 Duties of the Vestry

Except as may be provided by the laws of the State of New Jersey or the Canons of the General Convention of the Protestant Episcopal Church or those of the Diocese of Newark, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy. (E.C. Can. I-14-2)

### Section 6.07 Meetings

The Vestry shall hold regular meetings monthly on a date set by the Vestry except July and August. A special monthly meeting of the Vestry may be called on at least twenty-four hours' notice by either the Rector, Wardens, or others. (NJSA 16: 12-8)

### Section 6.08 Quorum and Manner of Acting

To constitute a quorum of the Vestry there must be present

- a) The Rector, a Warden, and a majority of All Vestrypersons, or
- b) The Rector, both Wardens, and one less than a majority of All Vestrypersons, or
- c) The Rector and two-thirds of All Vestrypersons. (NJSA 16: 12-9)
- d) Action of the Vestry shall be authorized by the vote of a majority of the individuals present at the time the vote is taken, provided a quorum is then present, except as otherwise specified in these By-Laws.

### **Section 6.09 Chairperson at Vestry Meetings**

The Rector shall act as chairperson of meetings of the Vestry. (E.C. Canons I-14-3) If absent, or if the subject under consideration at a portion of a meeting makes it in appropriate for the Rector to preside, one of the Wardens shall act in this capacity.

### **Section 6.10 Elections by Vestry Following Annual Meeting**

At the first meeting of the Vestry after the Annual Meeting, the Vestry shall do the following:

- a) Elect for a one-year term a Clerk or Secretary, who shall be a Vestryperson. (NJS 16: 12-6) The Clerk shall record the minutes of the Vestry meetings and the Annual Meeting in the Vestry minute book, act as Parliamentarian at the Annual Meeting and have custody of the Corporate Seal. They shall have such other duties as may be determined by the Vestry.
- b) Elect a Treasurer. (NJS 16:12-6) The Treasurer shall have the duties set forth in Article VIII, Section 1 and other such duties as may be determined by the Vestry or the Finance Committee.
- c) Elect such other financial officers as it deems appropriate, with the advice of the Finance Committee.

### **Section 6.11 Performance Reviews of Rector and Wardens**

- a) The Wardens shall obtain input from the Vestry for inclusion in the Rector's performance evaluation each year prior to the presentation to the Rector.
- b) The Rector and Wardens shall meet in May or June each year or as soon as practicable to share evaluations of one another's performances for the preceding twelve months. A summary of these reviews shall be presented to the Vestry at its next meeting following these reviews.
- c) The Wardens shall present a recommendation to the Vestry during the budget process regarding the Rector's compensation for the following calendar year.

## **Article VII.**

### **Committees of the Vestry**

#### **Section 7.01 Terms of Chairpersons and Members**

Chairpersons and members of all Vestry committees shall serve from their dates of appointment until the next regular Vestry Meeting after the Annual Meeting succeeding their appointments and until their successors are chosen. They may serve successive terms.

#### **Section 7.02 Vestry Members on All Standing Committees**

There shall be at least one Vestry member on each standing committee, although it is not required that each Vestryperson be a member of a Committee.

### Section 7.03        Ministries

At the first meeting of the Vestry following the Annual Meeting, or as soon as practicable thereafter but not later than March 1, the Vestry shall confirm or modify by resolution the following Ministries that, except for the Executive Committee, were active as of January 2026, and each has an assigned companion within the Vestry :

Executive	Communications	Worship
Finance & Stewardship	Fun & Fellowship	Buildings & Grounds
Community Evangelism	Discipleship	Justice and Advocacy
Fundraising Strategies	Outreach	Sabbatical Planning

### Section 7.04        Establishment of Executive Committee

- a) The Executive Committee is established effective May 15, 1995.
- b) The Committee shall have the powers of the Vestry to act between regular meetings of the Vestry provided time is of the essence for such action prior to the next regularly scheduled Vestry meeting, subject to the following limitations:
  - a. No action may be taken on amending the by-laws;
  - b. expenditures in excess of \$2,500 in the aggregate between meetings except with respect to emergencies directly affecting the immediate usability of the Parish buildings and grounds (including the Rectory);
  - c. sale or acquisition of assets in excess of \$2,500 in the aggregate between meetings;
  - d. creating or abolishing any committee of the Vestry;
  - e. or changing the date of a Vestry meeting or the Annual Meeting
- c) The members of the Executive Committee shall be the Rector, the Wardens and a Vestryperson selected ad-hoc by those among the Rector and Wardens who are available to attend a proposed Committee meeting, with the Rector as chairperson if present.
- d) The quorum for a meeting of the Committee shall be three, consisting of any two among the Rector and Warden, plus the Vestryperson. All actions taken must be unanimous by the members attending the meeting.

### Section 7.05        Duties of Other Standing Committees

The duties shall be as determined from time to time by the Vestry.

### Section 7.06        Special Committees

- a) Nominating Committee – see Article IV, Section 8
- b) Audit Committee – see Article VIII, Section 4

### Section 7.07        Other Committees

The Vestry may establish by resolution other committees with such duties as it may provide, or change the duties of, or abolish, existing committees, including standing or special committees.

## Section 7.08      Functioning of Committees

- a) The members of all committees shall be determined by the chairperson of each committee in consultation with the Rector as may be appropriate. The membership shall be reported each April to the Vestry.
- b) Actions of the committees shall be reported to the Vestry at its next regular meeting following the committee meeting.

## Article VIII. Financial Matters

### Section 8.01      Duties of Treasurer

The Treasurer shall:

- a) Have charge of the monies of the Corporation, subject to the direction of the Vestry and the Finance Committee, and shall keep a current account of its receipts and disbursements. (NJSA 16:1-16)
- b) Render at each Annual Meeting a written statement of the receipts and disbursements of the Corporation for the preceding year. (NJSA 16:1-16)
- c) Render a written monthly statement of the receipts and disbursements of the Corporation to the Vestry at its meetings.
- d) Maintain the records of all trust and permanent funds belonging to the Parish (the "Funds") listing their sources and dates, the terms governing the use of their principal and income, and how they are invested.
- e) Render at each Annual Meeting a written statement of the investments in each fund and its total assets as of the beginning and end of the prior year, and an explanation of changes of more than ten percent (10%) in a fund's total assets.
- f) Keep the Corporation's buildings and their contents insured against fire and other customary hazards and see that public liability insurance is in force on the Corporation's premises and its employees, and such other insurance as may reasonably be required.
- g) Prepare the annual parochial report to the Diocese.
- h) Have other duties as determined by the Vestry or Finance Committee.

### Section 8.02      Reports by Church Organizations

The adoption by the Vestry of these By-Laws formalizes its responsibilities for the Parish under church and Diocesan Canons, primarily as set forth in Article VI, Section 5 hereof. In accordance with those responsibilities and to establish a uniform practice throughout the Parish, all Vestry and non-Vestry committees, guilds, commissions and other entities identified with the Parish shall be responsible to the

Vestry, and shall submit to the Treasurer for presentation at the Annual Meeting a report containing a summary of their activities and finances.

### Section 8.03 Bonding

The Treasurer and other custodians of funds as designated by the Vestry shall be adequately bonded under a blanket bond.

### Section 8.04 Audits and Audit Committee

- a) Not later than December 1 of each year the Wardens shall appoint an Audit Committee including at least one Warden and one other Vestry member (neither of whom shall be a member of the Finance Committee), and a non-Vestry parishioner.
- b) An independent Certified Public Accountant or independent Licensed Public Accountant selected by the audit Committee shall audit all accounts of the Parish and submit a report to the Committee.
- c) The Committee shall review the report with the Vestry including any recommendations made in said report, and arrange for the implementation of such recommendations.

### Section 8.05 Duties of the Finance Committee

The Finance Committee shall:

- a) Prepare and recommend annually to the Vestry a budget for approval by the Vestry and submission to the Annual Meeting and thereafter monitor expenditures during the year.
- b) Make recommendations in regard to the budget and establishment of financially-related items such as Gift Acceptance and Aspirant Fund policies
- c) Manage, subject to the general direction of the Vestry, the investments of the Corporation, including, but not limited to, carrying out the investment objectives set forth when each Fund was established, and arranging for acquisitions, dispositions and other transactions in the assets comprising each Fund that are in its judgment, in accordance with said objectives.
- d) Supervise, and provide support and advice to the Treasurer in carrying out his or her duties.
- e) Recommend to the Vestry rules for signatory authority over
  - a. All accounts maintained in the name of the Corporation including, but not limited to, depository, securities holding, and mutual fund accounts and
  - b. Any safe deposit box, and periodically review such authority to keep it current.
- f) Ensure that the bonding pursuant to Section 3 of this Article is up to date and adequate.

## Article IX. Consent Actions without Meetings

### Section 9.01

Any action required or permitted to be taken at any meeting of the Vestry may be taken without a meeting if all members of the Vestry consent in writing to the adoption of a resolution authorizing the action. These resolutions and written consents shall be filed with the minutes of the Vestry and reported to its next regular meeting.

## Article X. Amending By-Laws

### Section 10.01

These By-Laws may be altered or amended by a majority vote of All Vestry members at a regular monthly Vestry meeting except as restricted in Article IV, Section 3 hereof, provided that

- a) A copy of the proposed By-Law alteration or amendment shall have been included with the notice of the meeting in which it is to be voted on, and
- b) The Clerk posts the original and altered or amended By-Law in the Parish Hall and causes the same to be disseminated to the Parish following approval by the Vestry.
- c) Digital Publication: The notice shall be published on the church website.
- d) Electronic Distribution: The notice will be sent to the congregation via the church's regular email list. It may be included with other announcements or sent separately if no routine communication occurs within the 30-day notice period.

Such altered or amended By-Law shall become effective immediately upon its passage at the aforesaid Vestry Meeting.