

The
Constitution and Canons
Of The
Diocese of Fond du Lac



And
Rules of Order



*As amended and revised by the 136th Annual Diocesan Convention 2010
Meeting in Waupaca, Wisconsin*

THE CONSTITUTION

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THE CONSTITUTION OF THE DIOCESE OF FOND DU LAC

ARTICLE I—OF THE DIOCESE

SECTION 1. The title of the Church in this Diocese is “The Diocese of Fond du Lac”.

SECTION 2. The jurisdiction of this Diocese extends over that part of the State of Wisconsin lying north and west of the south line of the counties of Sheboygan, Fond du Lac, Green Lake, Marquette, Adams and Wood, and east of the east line of the counties of Clark, Taylor, Price and Iron, together with such portion of the county of Dodge as is or may be included in the city of Waupun.

SECTION 3. The Diocese of Fond du Lac accedes to the Constitution and Canons of the Protestant Episcopal Church in the United States of America and acknowledges the authority of the General Convention thereof.

ARTICLE II—OF THE CONVENTION OF THE DIOCESE

SECTION 1. The legislative authority of the Diocese is vested in a Convention composed of clerical and lay members.

SECTION 2. Anyone elected or appointed to a committee or commission or office of the Diocese shall be one of the following:

- (A) a clerical member having a vote in the Convention;
- (B) a lay communicant in good standing in a congregation of this Diocese.

ARTICLE III—OF THE MEMBERS OF THE CONVENTION

SECTION 1. The clerical members of the Convention shall consist of:

- (A) the Bishop, the Bishop Coadjutor, if there be one; the Bishop Suffragan, if there be one; together with each cleric canonically resident in the Diocese and in good standing; but no cleric shall have vote unless said cleric have a parochial cure, or other ecclesiastical office in the Diocese; or be an instructor in a Church institution of learning, or be engaged in work under the Executive Council; or be a Chaplain in the Armed Forces of the United States; or be retired because of age or infirmity;
- (B) any retired Bishop of this Diocese;
- (C) any priest of this Diocese engaged in full-time academic study with the permission of the Bishop or Ecclesiastical Authority;
- (D) a member of a religious community canonically resident in the Diocese may have vote in the election of a Bishop, or members of the Standing Committee, and of deputies and alternate deputies to General Convention.

SECTION 2.

- (A) The lay members of the Convention shall consist of one delegate for each twenty-five of Average Sunday Attendance according to the previous year’s parochial report, or fraction thereof, in each organized congregation of the Diocese, but no congregation shall have more than seven delegates, nor shall any congregation have less than two.
- (B) Delegates shall be communicants in good standing and members of the congregation from which elected.
- (C) They shall be chosen in such manner as the Canons may prescribe.

SECTION 3. Lay delegates to a Special Convention shall be chosen in such manner as the Canons may prescribe.

ARTICLE IV—OF THE MEETINGS OF THE CONVENTION

SECTION 1. There shall be an Annual Convention of the Diocese to be held during October. The Bishop or Ecclesiastical Authority may change the time by giving four weeks notice to the clerical and lay members of the Convention.

SECTION 2. The Bishop or Ecclesiastical Authority may call special Conventions.

SECTION 3. When a Special Convention is called, every clerical and lay member of that Convention entitled to vote shall be notified by letter at least four weeks previous to the time appointed. Such letter shall designate the time and place of meeting and shall specify the purpose for which the Special Convention is called. No other business shall be transacted than that stated in the notice, except by unanimous consent.

ARTICLE V—OF THE PRESIDENT OF THE CONVENTION

SECTION 1. The Bishop shall be *ex officio* President of the Convention.

SECTION 2. In the absence of the Bishop, the Bishop Coadjutor, if there be one, shall preside.

SECTION 3. If there be no Bishop present to act, the President of the Standing Committee, or in such President’s absence the senior presbyter of the Standing Committee present, shall act as President *pro tempore* of the Convention.

SECTION 4. The President, or President *pro tempore*, in addition to a vote as a member of the Convention, shall have a casting vote in case of a tie, except in case of elections.

ARTICLE VI—OF THE OFFICERS OF THE DIOCESE

- SECTION 1.** The following officers shall be elected at each Annual Convention to hold office until the next succeeding Annual Convention and until their successors have taken office:
- (A) A Secretary of the Diocese and of the Convention,
 - (B) A Treasurer of the Diocese,
 - (C) A Chancellor of the Diocese,
 - (D) Other Officers, Standing Committees, and Trustees as are herein prescribed or are elsewhere provided for by the Canons or by Resolution of the Convention.
- SECTION 2.** The Convention shall prescribe by Canon the security to be given by Treasurers and other fiscal agents before taking office.
- SECTION 3.** The Chancellor shall be a lay communicant of this Diocese in good standing, learned in the law, and shall be nominated by the Bishop, or Ecclesiastical Authority.
- SECTION 4.** The duties of the several officers shall be such as are herein enumerated or are elsewhere presented by the Canons or by Resolution of the Convention.
- SECTION 5.** In case of a vacancy occurring *ad interim*, or of the inability or refusal of an officer to act, or of the removal from the Diocese without resignation, the Bishop or Ecclesiastical Authority shall fill the vacancy.

ARTICLE VII—OF THE TRANSACTION OF CONVENTION BUSINESS

- SECTION 1.** A majority of the Clergy of the Diocese entitled to vote and a majority of the Lay Members present, duly assembled in Convention, shall constitute a quorum to do business, but a smaller number may meet and adjourn from time to time and take such steps as may be necessary to secure the attendance of a quorum.
- SECTION 2.** The Clerical and Lay Members shall deliberate as one body, and a majority of votes shall decide.
- SECTION 3.** On the call of any three members entitled to vote, the two orders shall vote separately and a concurrence of a majority of each Order shall be necessary to a decision.
- SECTION 4.** The Convention shall have power to adopt suitable Rules of Order to govern its procedure.

ARTICLE VIII—OF THE STANDING COMMITTEE

- SECTION 1.** The Standing Committee shall be composed of four Presbyters and four Lay Communicants. The Convention shall elect annually one Presbyter and one Lay Communicant for a term of four years. No member shall be eligible for re-election after serving a full elected term, until after the lapse of one year.
- SECTION 2.** The Standing Committee shall perform such duties as are prescribed by the Constitution and Canons of the Episcopal Church or of the Diocese or by resolution of the Convention.
- SECTION 3.** In case of a vacancy occurring *ad interim*, or of the inability or refusal of a member to act, or of the removal of a member from the Diocese without resignation, the Bishop or Ecclesiastical Authority shall appoint for the remainder of the unexpired term.

ARTICLE IX—OF THE EXECUTIVE COUNCIL

- SECTION 1.** There shall be an Executive Council of the Diocese to be composed of the Bishop, the Bishop Coadjutor, if there be one, and such other members as may be prescribed by the Canons.
- SECTION 2.** The Bishop shall be *ex officio* the President of the Executive Council. From its members the Council shall elect a Vice President who shall preside in the absence of, or at the request of the President. If there be a Bishop Coadjutor, the Bishop Coadjutor shall sit as President in the Diocesan's absence.
- SECTION 3.** The Executive Council shall have such powers and duties as may be prescribed by the Constitution and Canons of the Diocese or by Resolution of the Convention.

ARTICLE X—OF THE DEPUTIES TO THE GENERAL CONVENTION AND TO THE PROVINCIAL SYNOD

SECTION 1. At the Annual Convention held nearest to, but at least twelve months preceding the opening date of the General Convention, four clerical and four lay deputies shall be elected by ballot to represent the Diocese at the next General Convention. They shall continue in office until their successors have been elected.

SECTION 2. The next Annual Convention following the Annual Convention at which the Deputies are elected shall elect by ballot a like number of Alternate Deputies, provided that said next Annual Convention shall occur prior to the opening day of the General Convention. If said next Annual Convention shall not occur prior to the opening day of the General Convention, the Alternate Deputies shall be elected at the same Annual Convention as the Deputies.

SECTION 3. Each Deputy-elect shall notify the Bishop or Ecclesiastical Authority in writing at least six weeks before the General Convention of that Deputy-elect's intention to attend, in default of which the Bishop or Ecclesiastical Authority shall designate one of the Alternates to take that Deputy-elect's place.

SECTION 4. At each Annual Convention there shall be elected Clerical and Lay Deputies and Alternates to represent the Diocese in the Provincial Synod, but if the Convention shall fail to elect they shall be chosen by the Executive Council.

ARTICLE XI—OF THE ORGANIZATION OF CONGREGATIONS

Congregations shall be organized in such manner as the Canons shall prescribe.

ARTICLE XII—OF THE CATHEDRAL

SECTION 1. St. Paul's Church, Fond du Lac, is recognized as the Cathedral Church of the Bishop and Diocese of Fond du Lac under the name and title of "The Bishop and Chapter of the Cathedral Church of St. Paul, Fond du Lac."

SECTION 2. In lay representation in the Convention, diocesan assessments, and similar matters, the Cathedral congregation shall have the status of an organized parish of the Diocese.

SECTION 3. Diocesan representatives on the Cathedral chapter shall be chosen in such manner as the Canons may prescribe.

ARTICLE XIII—OF THE ASSESSMENT OF THE CONGREGATIONS

An Annual or a Special Convention shall have authority to request pledges and or other financial support from the congregations of the Diocese.

ARTICLE XIV—OF EPISCOPAL ELECTIONS

SECTION 1. If the See shall become vacant, the election of a Bishop shall be held at the Annual Convention next succeeding, provided the same shall convene within sixty days after the occurrence of the vacancy; but if later, the Standing Committee shall issue a call for a Special Convention, giving at least four weeks notice in writing to every Cleric entitled to vote and to the Clerk of every organized congregation.

SECTION 2. When a Bishop Coadjutor is to be elected, such election shall take place at the Annual Convention or at a Special Convention as the Bishop may direct, and due notice shall be given at least four weeks in advance to each Cleric entitled to vote and to the Clerk of every organized Congregation.

SECTION 3. In Episcopal Elections, the Clerical and Lay Members shall vote by ballot separately at the same time, and the concurrent majority of both orders shall elect.

SECTION 4. When some canonically qualified person shall be elected, the testimonial required by the Constitution and Canons of the General Convention shall be signed before the adjournment of the Convention.

ARTICLE XV—OF ELECTIONS

All elections provided for in this Constitution shall be by ballot, unless the same be unanimously dispensed with by the Convention.

ARTICLE—XVI. OF CANONS

The Convention shall have power to adopt canons, and to amend or repeal them by a concurrence of a majority of each Order and the approval of the Bishop or Ecclesiastical Authority. The adoption, amendment or repeal shall become effective immediately unless otherwise specified by the Convention.

ARTICLE XVII—OF THE TRUSTEES OF THE DIOCESE OF FOND DU LAC

SECTION 1. The Bishop and the Bishop Coadjutor, if there be one, together with three Clergy and six Lay Communicants, shall be a body corporate under the laws of the State of Wisconsin, by the name of "The Trustees of the Diocese of Fond du Lac," known as "The Corporation." The Treasurer of the Diocese of Fond du Lac shall be an *ex officio* member of the Trustees without vote. All real and personal property held for or for the benefit of any Parish, Mission, or Congregation is held in trust for the Diocese of Fond du Lac. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission or Congregation otherwise existing over such property so long as the Parish, Mission or Congregation remains a part of, and subject to, the Protestant Episcopal Church in the United States and its Constitution and Canons and of the Constitution and Canons of the Diocese of Fond du Lac.

SECTION 2. Each Annual Convention shall elect one Cleric and two Lay Communicants for a term of three years. Vacancies occurring *ad interim* may be filled by the Trustees on the nomination of the Bishop or Ecclesiastical Authority until the next succeeding Annual Convention. At such time, an election will be conducted to fill the remaining term of any *ad interim* vacancy of a Cleric or Lay Communicant. Any Cleric or Lay Communicant elected to fulfill an unexpired term may stand for re election for one consecutive three year term. Trustees are limited to a maximum of two consecutive elected three year terms. A two year break in service is required before a former Trustee may stand for election to the Trustees.

SECTION 3. The Bishop shall be *ex officio* President of the Corporation; the Bishop Coadjutor, if there be one, shall be *ex officio* Vice President, but if there be no Bishop Coadjutor, the Corporation shall elect a Vice President from among its own members.

SECTION 4. The Trustees shall elect a Secretary whose duty shall be to keep accurate minutes of the proceedings of the Corporation, and to perform all duties required by the laws of the State of Wisconsin, or by the Constitution of this Diocese, or by Resolution of the Convention or of the Executive Council.

SECTION 5. The Treasurer of the Diocese shall receive and pay out all money as directed by the Corporation; shall take charge of all deeds, papers, and securities which may be entrusted to the Corporation and shall keep up its books, accounts and records. The Treasurer shall also give such security as may be required for the faithful performance of the duties of the office.

SECTION 6. The Trustees shall have no power to mortgage or convey the title of any real estate held by it without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee, or without previous consent of the Ecclesiastical Authority if there be no Bishop.

SECTION 7. The Trustees shall conform to such directions as may from time to time be given by the Convention of the Diocese or the Executive Council, provided such direction conform to the Constitution and Canons.

SECTION 8. The Trustees of the Diocese of Fond du Lac shall report annually to the Executive Council of the Diocese at its meeting preceding the Annual Convention, and the Executive Council shall certify to the Convention that it has examined the report of the Trustees of the Diocese and found it in order.

ARTICLE XVIII—OF AMENDMENTS

This Constitution may be amended by a concurrence of a majority of each Order at two successive Annual Conventions and the approval of the Bishop or Ecclesiastical Authority at two such successive Annual Conventions. The amendment shall become effective immediately upon the successful vote of the second Convention.

ARTICLE XIX—OF GENDER

Words in this Constitution and in the Canons of the Diocese importing one gender extend and may be applied to any gender where applicable.

CANONS OF THE DIOCESE OF FOND DU LAC

TITLE 1 OF THE CONVENTION

CANON 1.1 OF THE CLERICAL MEMBERS OF THE CONVENTION

Before the convening of an Annual or a Special Convention the Bishop, or Ecclesiastical Authority, shall deliver to the Secretary of the Diocese an official list of the Clergy canonically resident in the Diocese and entitled to seats and votes in the Convention; and such copy shall be *prima facie* evidence of membership and shall be printed in the Journal.

CANON 1.2 OF THE LAY MEMBERS OF THE CONVENTION

- (1) The Lay Members of the Convention shall be those delegates chosen and certified according to the Constitution, whose certificates having been presented and referred to the proper committees, are reported as regular.
- (2) Such certificates shall be on the blank form provided by the Secretary of the Diocese and shall be in accordance with Canon.
- (3) Delegates and alternates shall be elected no later than one hundred twenty (120) days prior to the date of the Convention by one of the following methods: (A) at the Annual Parish Meeting, (B) if authorized by resolution adopted at an Annual Parish Meeting, at a meeting of the Vestry, or (C) if authorized by resolution adopted at an Annual Parish Meeting, by the Rector, or Priest-in-Charge, and the Wardens.
- (4) In case a delegate be unable to attend, the Rector, or Priest in Charge, and Wardens shall designate which alternate shall serve.

CANON 1.3 OF QUESTIONS RELATING TO DELEGATES

- (1) Certificates of Lay Delegates reported as irregular, defective or contested, shall immediately be reported to the Convention for disposition.
- (2) In every case the decision of the Convention shall be conclusive and final for the several sessions of that particular Convention.

CANON 1.4 OF THE LAY MEMBERS OF A SPECIAL CONVENTION

- (1) The Lay Members of a Special Convention shall be the delegates certified to the last Annual Convention, unless the Bishop or Ecclesiastical Authority shall direct that Special Parish Meetings be held for the purpose of electing delegates and alternates to the Special Convention.
- (2) Should any Parish fail to hold such Special Parish Meeting, the delegates and alternates shall be chosen according to Canon 1.2(3).

CANON 1.5 OF NON ATTENDANCE

- (1) It is the duty of every Cleric entitled to a seat and vote in the Convention to attend every session thereof, unless excused in advance by the Bishop or Ecclesiastical Authority.
- (2) No Cleric or Lay Delegate absent from the Convention shall be entitled to vote by proxy.

CANON 1.6 OF THE SERVICES AND THE ORDER OF BUSINESS

- (1) The order of services of worship and other devotions held in connection with the Convention shall be determined by the Bishop or Ecclesiastical Authority.
- (2) The order of business at an Annual or a Special Convention shall be determined by the Convention.
- (3) The Convention shall adopt suitable rules of order, but may suspend them at any time by a two-thirds vote.

**CANON 1.7
OF ELECTIONS**

- (1) Nominations for all elected positions shall be submitted to the Secretary of the Convention at least 10 days prior to the Convention in order to appear on the printed ballot. This does not prohibit later nominations or nominations from the floor.
- (2) Prior to the convening of the Convention, the Secretary shall prepare printed ballots on which there shall be designated the officers to be elected, their several terms of office, and the order, clerical or lay, from which the several offices are to be filled.
- (3) A majority of the Convention shall be necessary to any election.
- (4) Subsequent to the first ballot on any election, the name(s) of the nominee(s) receiving the lowest votes be removed leaving no more nominees on the ballot than twice the number of positions to be elected.

**CANON 1.8
OF DELINQUENT CONGREGATIONS**

- (1) Lay Delegates from any congregation shall not be entitled to vote in the Convention if the congregation (A) shall have failed to pay its pledge to the Diocese for the preceding fiscal year; or (B) shall have failed to file its annual parochial report required by the canons of THE EPISCOPAL CHURCH with the Bishop of the Diocese on or before the opening of the Convention; or (C) shall be in arrears to the Church Pension Fund for any portion of the pension assessments for the preceding year ; or (D) shall have failed to file its annual financial review or audit report required by the canons of the Diocese with the Bishop prior to September 1st.
- (2) It shall be the duty of the Secretary of the Diocese to prepare a list of delinquent congregations prior to the opening of the Convention and to submit the same to the Committee on Certificates of Lay Delegates.
- (3) The Convention shall be competent to excuse such delinquencies by a majority vote, after consideration by the Finance Committee.
- (4)(A) Every parish or self-supporting mission which shall fail to file the annual parochial report required by the canons of THE EPISCOPAL CHURCH on or before March 1st of each year shall be subject to a fine of five dollars for each month or fraction of a month of delinquency.
- (B) Every aided mission which shall fail to file the annual parochial report required by the Canons of THE EPISCOPAL CHURCH on or before March 1st of each year shall receive no further aid until the report is received.

TITLE 2
OF THE OFFICERS OF THE CONVENTION AND OF THE DIOCESE

CANON 2.1

OF THE SECRETARY AND OF THE TREASURER

- (1) In addition to the usual duties of the office, and such duties as may be prescribed by the Constitution and Canons of the Diocese, or by Resolution of the Convention, or by the direction of the Bishop or Ecclesiastical Authority, the Secretary shall prepare and distribute the Annual Journal; the Secretary shall, also within thirty days after the adjournment of the Convention, put into the hands of the Bishop or Ecclesiastical Authority a certified statement of all bills or accounts ordered by the Convention to be paid.
- (2) The Secretary may nominate some fit person to serve as Assistant Secretary and who, when confirmed by the Convention, shall serve during the sessions.
- (3) The Treasurer shall keep such accounts as the Convention or Executive Council shall determine, in a manner satisfactory to the Executive Council. On due order the Treasurer shall pay such bills and appropriations as the Executive Council may direct in accordance with the budget approved by the Convention and adopted by the Executive Council according to Canon 4.3(1).
- (4) The Treasurer shall make such regular reports to the Executive Council as may be required.
- (5) The books and papers of the Secretary and Treasurer shall be open at all times to inspection by the Bishop or Ecclesiastical Authority, by the Executive Council, or by a committee of the Convention.

CANON 2.2

OF THE CHANCELLOR

The Chancellor shall act as the legal advisor of the Bishop, of the Standing Committee and of the Trustees of the Diocese. The Chancellor shall be *ex officio* a member of the Committee on the Constitution and Canons.

CANON 2.3

OF THE COMMISSION ON MINISTRY

- (1) The Commission on Ministry shall be appointed by the Bishop, or Ecclesiastical Authority.
- (2) The Commission shall perform its duties in such manner as may be prescribed by the Canons of the Church, and shall keep a proper record of its acts, reporting in writing to the Annual Convention.

CANON 2.4

OF THE REGISTRAR

- (1) The Registrar shall be appointed by the Bishop or Ecclesiastical Authority.
- (2) The Registrar shall keep safely all books, documents, records, and like property entrusted to the Registrar's care, and shall be the custodian of the Journals of this and other dioceses. The Registrar shall collect and preserve books, papers, and other historical matter relative to the history of the Diocese and its several congregations.

CANON 2.5

OF THE HISTORIOGRAPHER

The Bishop or Ecclesiastical Authority may appoint annually a Historiographer, who shall prepare a historical record of the Diocese for the preceding year and file the same with the Registrar.

CANON 2.6

OF THE CONFIRMATION OF APPOINTMENTS

- (1) All appointments made by the Bishop or Ecclesiastical Authority of officers provided for by the Canons under this title shall be reported to the Annual Convention for confirmation.
- (2) A majority vote of the Convention shall confirm.

CANON 2.7

OF PRO TEMPORE APPOINTMENTS

- (1) Whenever any office shall become vacant or the incumbent unable to act, the Bishop or Ecclesiastical Authority shall have power to make immediate *pro tempore* appointment.
- (2) The provisions of the foregoing section shall not apply to vacancies in the membership of the Trustees of the Diocese of Fond du Lac.

TITLE 3
OF DIOCESAN COMMITTEES, COUNCILS AND INSTITUTIONS

CANON 3.1

OF THE STANDING COMMITTEE

- (1) The Standing Committee shall be the Ecclesiastical Authority in the absence of the Bishop, shall be the Council of advice to the Bishop, and shall perform such other activities as prescribed by the Constitution and Canons of the Diocese or National Church or by resolution of the Convention.
- (2) The Standing Committee shall, at its first meeting, choose a President from among its clerical members and a Secretary.
- (3) At any meeting, all members having been duly summoned, a majority of each order present shall constitute a quorum, except as otherwise provided in the canons.
- (4) The Standing Committee shall present to the Convention annually a report of all official acts and expenditures during the previous fiscal year.

CANON 3.2

OF THE COMMITTEES OF THE CONVENTION

- (1) On or before the opening of an Annual or a Special Convention, the Bishop or Ecclesiastical Authority shall appoint a Committee on the Certification of Lay Delegates consisting of three clerics, who shall receive and examine the said certificates and shall report to the Convention: (A) the list of those entitled to seat and vote in the Convention; (B) those whose credentials are in proper form, but whose congregations are delinquent under Canon 1.8; and (C) those whose credentials are defective or contested.
- (2) The Bishop or Ecclesiastical Authority shall appoint a Committee on the Dispatch of Business who shall recommend to the Convention at its opening session and from time to time as they shall see fit an appropriate order of business to be followed, and a report from this committee shall always be a privileged order of business.
- (3) After the Convention is organized the President may appoint the following committees, who shall hold office for that session only, and provided that at a Special Convention the President may omit the appointment of such committees as, in the President's judgment, will not be necessary at that session: (A) A Committee on the Distribution of the Episcopal Address, who shall receive Episcopal addresses made at that session and distribute them among the proper committees. (B) A Committee on Privilege, who shall note the attendance of distinguished visiting clergy or lay guests. (C) A Committee on Memorials and Gifts, who shall prepare and present a report on valuable gifts and memorials received by the Diocese or its several congregations during the preceding year. (D) A Committee on the State of the Church, who shall take notice of all reports and proceedings of the Diocese and report the same with appropriate recommendations.
- (4) Unless otherwise ordered all committees shall consist of at least three members, both Orders being represented.

CANON 3.3

OF SPECIAL OR TEMPORARY COMMITTEES

All special or temporary committees provided for by resolution of the Convention shall be appointed by the President.

CANON 3.4

OF THE FINANCE COMMITTEE

- (1) The Treasurer of the Diocese shall be the Chair of the Finance Committee.
- (2) The Finance Committee shall maintain an office of record and shall make an annual report to the Convention of such acts as it has performed under the specific direction of the Convention.

CANON 3.5

OF THE COMMITTEE ON THE CONSTITUTION AND CANONS

- (1) At each Annual Convention there shall be appointed a Committee on the Constitution and Canons, consisting of three members of the Clergy and two members of the laity, together with the Chancellor of the Diocese, *ex officio*.
- (2) The members shall hold office for one year, or until their successors are appointed.

CANON 3.6

OF THE EXECUTIVE COUNCIL

- (1) In addition to its *ex officio* members provided for by the Constitution, the Executive Council shall be composed of the following: (A) the Secretary of the Diocese; (B) the Treasurer of the Diocese; (C) four members of the Clergy elected by the Convention; (D) four Laity elected by the Convention; (E) the rural dean of each deanery, who shall be a member of the Clergy, appointed by the Bishop or Ecclesiastical Authority; (F) four members appointed by the Bishop or Ecclesiastical Authority, with at least two being Laity.
- (2) The four members of the Clergy and the four Laity who are to be elected by the Convention shall be elected for a term of four years each. No Cleric nor lay person shall be eligible to serve a successive term immediately after having served a full elected four year term.
- (3) The Council shall meet no less than once per calendar quarter. At the first meeting following the Annual Convention in each year, it shall organize such departments as it shall deem necessary for the efficient administration of diocesan work.

TITLE 4
OF FINANCES AND BUSINESS METHODS

CANON 4.1
OF GENERAL FINANCE REGULATIONS

- (1) The fiscal year of the Diocese and of all subsidiary organizations shall begin January 1st.
- (2) Audits and Reviews
 - (A) All accounts of the Diocese, parishes, missions, and associated organizations, having receipts, expenditures, or investments of at least \$10,000 at the close of each year shall be audited by a certified public accountant or reviewed by some competent person approved by the Finance Committee.
 - (B) All reports of such audits or reviews, including any memorandum issued by the auditors or reviewers regarding controls or other accounting matters, together with a summary of actions taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum shall be filed with the Diocesan Office, Rector or Vicar, Senior Warden, Clerk and Treasurer of the Vestry of a respective parish or mission, or Secretary and Treasurer of an associated organization not later than 30 days following the date of such report, but in no event, later than September 1st of each year, covering the financial reports of the previous calendar year.
- (3)
 - (A) The Diocese, parishes, missions, and organizations, having funds held in trust, endowment, and other permanent funds, and securities represented by physical evidence of ownership or indebtedness, shall be deposited with a federally insured national or state bank requiring at least two signatures on any order of withdrawal of such funds or securities.
 - (B) The above section, (3)(A), shall not apply to funds and securities refused by the depositories named as being too small for acceptance. Such small funds and securities shall be under the care of the persons properly responsible for them.
 - (C) The above section, (3)(B), shall not be deemed to prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.
 - (D) Records shall be made and kept of all trust and permanent funds showing at least the following: (1) source and date; (2) terms governing the use of principal and income; (3) to whom and how often reports of condition are to be made; (4) and how the funds are invested.
- (4) No Vestry, Trustee, or other body authorized by civil or canon law to hold, manage or administer real property for any parish, mission, congregation, or institution shall alienate or encumber the same, or any part thereof, without the written consent of the Bishop or Ecclesiastical Authority and the Executive Council; provided, however, that existing mortgages, notes, or other obligations may be renewed or refinanced without such permission, if the original principal amount be not exceeded.
- (5) No Vestry, Trustee, or other body authorized by civil or canon law to receive, hold, manage, or administer trust funds, gifts, or legacies shall make use of such trust funds, gifts, or legacies for other than their designated purposes without the written approval of the Chancellor of the Diocese, together with the written consent of the Bishop or Ecclesiastical Authority and the Executive Council.
- (6) All treasurers and other fiscal agents of the Diocese shall be required to furnish such bonds as the Executive Council shall deem proper, the cost of such bonds to be borne by the Diocese.
- (7) The Treasurer of the parish or mission shall be adequately bonded. The cost of such bond shall be borne by the parish or mission.
- (8) All diocesan, parochial and mission buildings and their contents shall be kept adequately insured.

CANON 4.2
OF SALARIES AND OTHER BUDGET EXPENDITURES

- (1) All salaries for Clergy of missions, aided parishes, and diocesan staff, unless determined by the Convention, shall be fixed by the Executive Council.
- (2) The Executive Council shall set the minimum salary annually for all clergy in the Diocese. Any congregation which shall fail for one calendar year or more to pay its full-time clergy the minimum salary so established by the Executive Council, shall upon proof of such failure satisfactory to the Bishop or the Ecclesiastical Authority be declared a mission of the Diocese.
- (3) The Executive Council shall have power to expend all money provided in the budget approved by the Convention for the purpose therein specified; and also any money actually received in any year over the amount required by the budget for that year, together with any unexpended balances.
- (4) If the expenditures for any year shall exceed the budget provision, a detailed account shall be made to the next Annual Convention.

**CANON 4.3
OF BUDGETS**

- (1) The budget of the Diocese shall be proposed by the Finance Committee, approved by the Annual Convention, and adopted by the Executive Council within thirty (30) days following the Convention. The proposed budget shall be distributed to each congregation and deanery at least forty-five (45) days prior to the Annual Convention.
- (2) The Treasurer of the Diocese shall have power to borrow, and to make payments as authorized by the annual budget. Each member of the Executive Council will be notified in writing, by the Treasurer of the amount borrowed and the reason thereof within ten (10) days of such action.

**CANON 4.4
OF PLEDGES FROM CONGREGATIONS**

- (1) Each congregation shall annually make a pledge to the Diocese.
- (2) The Finance Committee shall set an Asking level for pledges. The Asking shall be a percentage of the congregation's immediate prior year's operating income.
 - Operating income shall include plate offerings, pledge payments received, Diocesan aid, contributions from organizations used for general budget purposes, and interest from investments or endowments used for general budget purposes or budget relief.
 - Operating income shall exclude funds designated for building or other capital purposes, gifts to endowment principal and trusts, special offerings not used for general operating purposes (e.g. UTO Ingathering), and borrowed money or endowment principal used for budget relief.
- (3) A congregation is expected to Pledge at the Asking level. A congregation that submits a Pledge below the Asking level will provide written explanation concerning the Pledge not meeting the Asking level and the Bishop may meet with the congregational leadership to discuss the Pledge and provide financial information requested by the Bishop.
- (4) The Finance Committee shall notify each congregation, prior to October 30th, of the percentage to be used in calculating the Asking level pledge for the next calendar year.
- (5) Each congregation shall notify the Diocesan Office prior to December 31st of its pledge for the next calendar year.
- (6) The pledge shall be payable in monthly installments no later than the fifteenth day of each month.

**CANON 4.5
OF THE CHURCH PENSION FUND**

- (1) The Executive Council shall do all things necessary to carry out the rules and directions of the Church Pension Fund.
- (2) The Executive Council shall provide for the payment to the Church Pension Fund of the premiums due on behalf of the Bishop; the Bishop Coadjutor, if there be one, other diocesan staff; and on such portions of missionary stipends as are paid by the Diocese.
- (3) It shall be the duty of all clergy, and of every congregation or ecclesiastical organization, to furnish such reports as the Church Pension Fund shall require, whenever the Executive Council or the Treasurer of the Church Pension Fund shall ask in writing for them.
- (4) Vestries shall provide for the payment of Church Pension Fund premiums for the Rector, salaried assisting clergy, and other eligible parish employees.

**CANON 4.6
OF MAJOR MEDICAL INSURANCE**

- (1) Health insurance coverage will be provided through the Diocese for active diocesan employees and for active salaried parish clergy, spouses, and dependents, unless equal or better coverage is available elsewhere.
- (2) The Executive Council may provide moneys for health insurance coverage for retired clergy and dependents.

**CANON 4.7
OF THE FUNDS OF THE DIOCESE**

- (1) The funds entrusted to the care of the Trustees of the Diocese of Fond du Lac shall be divided into three classes, viz.: (A) Permanent Diocesan Endowment Funds; (B) Temporary Funds; (C) Permanent Parish Endowment Funds.
- (2) The Permanent Diocesan Funds shall be:
 - (A) The Endowment Fund, the income of which shall be paid to the Treasurer of the Diocese for the support of the Episcopate and other diocesan expenses.
 - (B) The Diocesan Missions Permanent Fund, the income of which shall be paid to the Treasurer of the Diocese for the support of diocesan missions.
 - (C) The Infirm Clergy Fund, the income of which shall be paid to the Treasurer of the Diocese to be expended, on order of the Bishop, for the relief of infirm clergy.
 - (D) The Bishop's Permanent Fund, the income of which shall be paid to the Treasurer of the Diocese to be expended for such purposes as the Bishop may direct.
 - (E) The principal of each permanent fund shall be kept intact and is not expendable.

- (3) The Temporary Funds shall be those entrusted to the Trustees from time to time for safekeeping, and of which both the principal and income are expendable.
- (4) The Permanent Parish Funds shall be those deposited with the Trustees to be administered for the benefit of a particular parish, congregation, or institution. The principal of such funds shall be kept intact and not expended unless the original device or gift shall provide otherwise.
- (5) At every official visitation of the Bishop, a collection shall be taken which shall be remitted to the Treasurer for the Bishop's Discretionary Fund.
- (6) In the auditing of payments from the income of the Bishop's Permanent Fund and the Infirm Clergy Fund, the Bishop's order shall be sufficient voucher.
- (7) The Trustees are authorized to accept legacies or gifts for the augmentation of any fund under their control, but no legacy or gift with conditions attached shall be accepted without the approval of the Executive Council or of the Diocesan Convention in session.

**CANON 4.8
OF A COMMON TRUST FUND**

- (1) There shall be established by the Trustees of the Diocese of Fond du Lac, hereinafter referred to as "the Trustees," a Common Trust Fund, hereinafter referred to as "the Fund," for the investment of such moneys and the retention or reinvestment of such other property, consisting of federal, state or municipal bonds, notes or other evidences of indebtedness, corporate stocks, bonds or other evidences of corporate indebtedness and notes of corporations or individuals secured by first mortgage on real estate "which, except as to taxes and assessments not delinquent are a first lien on improved real property situated in this state or adjoining states" (such other property being hereinafter referred to as "securities") as may have been heretofore or hereafter placed with the Trustees for the benefit of the Diocese of Fond du Lac, the Bishop of the Diocese, the various congregations of the Diocese and any of the religious, charitable and educational organizations and institutions of or affiliated with the Episcopal Church and functioning within the Diocese, hereinafter referred to as Participants, it being understood that no real estate, leaseholds or other species of real property shall be accepted for inclusion in the Fund.
- (2) No moneys or securities shall be received for or placed in the Fund other than moneys or securities owned and held as endowments or otherwise for the religious, charitable or educational purposes of said Diocese, Bishop, congregations and religious, charitable and educational organizations and institutions as are set forth in subsection (1) hereof.
- (3) The Fund shall be managed, administered, invested and reinvested and in general its operations conducted by the Trustees.
- (4) Within thirty days after the adoption of this Canon the Trustees shall make an evaluation of all moneys and securities of endowments and trusts in the possession of the Trustees at that time; and in making such evaluation, the Trustees shall use market values, whenever such values are available, but where they are not available, the Trustees may determine fair value on any other basis which to the Trustees seems fair and reasonable. United States Savings Bonds issuable at par shall be valued at the face amount thereof. If, at any time, after the creation of the Fund any moneys or securities are offered to the Trustees for any of the purposes enumerated in subsection (1) hereof, for inclusion in the Fund, the Trustees shall make an evaluation of the same as hereinbefore set forth.
- (5) Upon receipt by the Trustees of a request in writing, in a form acceptable to the Trustees, to participate in the Fund, with an offer of moneys or securities or both, to be added to the Fund, if the Trustees in their sole discretion accept such offer and receives such property, it shall add such property to the Fund.
- (6) The net asset value shall be determined four times a year, on January 1, April 1, July 1, and October 1. All valuations shall be made in the manner set forth in Section (4).
- (7) United States Savings Bonds issuable at par shall be valued at the face amount thereof and any security of the type in which the only income provided is appreciation in value due to approaching maturity shall be valued at the surrender value thereof at the date of evaluation and all appreciation due to approaching maturity shall be considered principal.
- (8) Any participant which has voluntarily placed in the Fund moneys or securities over which it previously had jurisdiction, may withdraw in whole or in part such amounts in whole or in part, by request in writing to the Trustees and the Trustees shall at the next evaluation date make such distribution to the withdrawing participant on the basis of the net asset value determined at such evaluation date, and such distribution may be made in whole or in part in securities instead of in cash and the securities so distributed shall be valued as of such evaluation date. Such withdrawing participant shall also be entitled to its *aliquot* portion of the net income of such Fund as has been received and not distributed as of such evaluation date.
- (9) The Trustees may invest moneys of the Fund in any securities in accordance with the provisions of subsection (1) and may sell any such securities as well as any securities accepted by it from a participant for placement in the Fund and may reinvest the proceeds of such sale in securities as aforesaid.
- (10) The Trustees shall keep full books of account of the Fund relating to both principal and income and shall have full power to determine what is income and what is principal, except that: (A) interest and dividends shall be considered income; (B) in case of securities purchased at a discount, the entire subsequent sale price or maturity value shall be credited to principal; (C) securities purchased at a premium, the premium shall be charged against principal without amortizing the same; and (D) any dividend payable by shares of the issuing corporation itself or in shares of a subsidiary

or of any other corporation and the right to subscribe to or purchase shares of the issuing corporation, subsidiary or other corporation or the proceeds of the sale of such right shall be considered principal.

- (11) The Trustees shall collect the income arising from the investments of the Fund and after payment of expenses of operation of the Fund. Participants shall designate if their *aliquot* portion of the net income shall be distributed to the participant or reinvested in the original fund.
- (12) The Trustees may employ a bank or trust company to act as custodian of the securities in the Fund and as agent for the collection of income therefrom, and such other agents and employees as the Trustees shall deem necessary or advisable in connection with the safekeeping and management of said Fund and the income arising therefrom. All expenses arising from the management, safekeeping and conducting of said Fund shall be paid by the Trustees and charged against the income of said Fund, before the distribution of income as hereinbefore provided. Securities held by the Fund may be registered in the name of the Trustees or in the name or names of a nominee or nominees as the Trustees may from time to time determine.
- (13) No member of the Trustees shall receive any compensation for services rendered or any commission or profit on transactions of the Trustees, but shall be reimbursed from the income account of the Fund for expenses incurred and disbursements made by them for and in connection with the operation of the Fund. No member of the Trustees shall be liable for any loss to the Fund or to any participant therein, arising from the management of said Fund or the investment of the same, or otherwise, unless such loss shall result from breach of good faith on the part of such member of the Trustees. The Trustees may require any officer, agent or employee, whose duties pertain to the maintenance or operation of the Fund, to furnish bond in such form and amount as the Trustees may fix and determine.
- (14) The Trustees shall submit annually to the Diocesan Convention and the participants in the Fund a written financial report of its transactions in respect to the Fund for the fiscal year last ended, including a balance sheet and detailed list of securities at the end of such year and including a statement of asset value in the name of each participant. Copies of this report and other notices and communications from the Trustees to participants shall be deemed properly delivered as of two days after the date of mailing when sent by first class mail addressed to the participant at the last known address of said participant. Any participant through its duly appointed agent may at any time examine the books and records pertaining to the Fund.
- (15) If the Fund is terminated by law or by action of the Diocesan Convention, or in any other manner, all assets of the Fund, after payment of all expenses and obligations, shall be distributed among the participants in *aliquot* proportion, either in cash or securities.
- (16) Any amendments to this Canon may be made by the Diocesan Convention, provided that written notice setting forth the proposed amendment or amendments, together with the date of the meeting of the Diocesan Convention at which the same are to be considered, is given to each participant not less than thirty (30) days prior to the date of such meeting.

CANON 4.9

OF THE FINANCES OF MISSIONS AND OF AIDED PARISHES

- (1) The Vestry of every congregation, whether parish or mission, which receives financial aid from diocesan or other missionary funds, or which is not able or willing of itself to provide the entire stipend of at least one full-time Cleric, shall prepare and submit annually to the Executive Council, a budget showing its probable income and expenses for the coming fiscal year. Each such congregation annually shall hold a Stewardship Program, both for the support of the local congregation and for the Church's Program, and report shall be made thereon to the Executive Council.
- (2) When the Executive Council shall have received the report of the canvass it shall, in conference with the officers of the congregation, fix the stipend of the Cleric for the ensuing year, naming the amount to be paid by the congregation and the amount to be paid by the Diocese.
- (3) The annual budget of such aided congregation shall contain the diocesan pledge, the stipend of the clergy, a proper amount for the Church Pension Assessment, and adequate provision for insurance. These four items in order named shall be first charges against the income of the congregation.
- (4) The Executive Council shall have power to require from aided congregations such financial reports as it shall specify, and may prescribe the method of accounting to be used.
- (5) No congregation shall receive financial aid from diocesan or other missionary funds unless the foregoing conditions be fulfilled to the satisfaction of the Executive Council.
- (6) The Executive Council shall have power, if it deem necessary, to cause the Every Member Canvass in any aided congregation to be conducted under the direction of representatives of the Executive Council.

CANON 4.10

OF GIFTS OF SECURITIES

- (1) The Vestry of any Parish or Mission which receives a gift of marketable securities is authorized to sell such securities.
- (2) Missions are required to sell such gifts of securities within 30 days of receipt, unless restricted by the written terms of the gift. Parishes are encouraged to sell such gifts of securities within 30 days of receipt, unless restricted by the written terms of the gift.

**TITLE 5
OF CONGREGATIONS**

**CANON 5.1
OF UNORGANIZED MISSIONS**

Nothing contained in these canons shall be construed to conflict with the right of the Bishop to establish unorganized missions as the Bishop shall see fit.

**CANON 5.2
OF ORGANIZED MISSIONS**

- (1) Missions may be organized upon written application to the Bishop signed by all the adult persons who propose to become members thereof; and the said application shall be in the form prescribed in Title 9.
- (2) If the Bishop or Ecclesiastical Authority approve the application, the Bishop or the Ecclesiastical Authority shall:
 - (A) name the mission;
 - (B) appoint a Vestry for the first year, and thereafter annually during the first week in January, *viz.*: two Wardens and at least one Vestry Member.
- (3) The title to real estate given to or purchased by the mission, or any other property or trust funds, shall be vested in the Trustees of the Diocese of Fond du Lac; and no purchase shall be made or gift accepted without the approval of the Bishop or Ecclesiastical Authority.
- (4) Any duly organized Mission shall be entitled to representation in the Convention on a certificate from the Bishop of the Diocese stating that the mission has been properly organized and has 25 communicants.
- (5) An organized Mission shall in all matters be held and treated as a parish, except as may be otherwise provided by the Constitution and Canons, and except in such points as are necessarily differentiated by the fact that it has no corporate character.
- (6) If an aided Mission shall fail to fulfill its agreements, on the recommendation of the Executive Council, the Bishop may dissolve the organization and cause it to be stricken from the roll of congregations of the Diocese.

**CANON 5.3
OF THE ORGANIZATION OF PARISHES**

- (1) A parish may be formed from an organized Mission with the approval of the Bishop or Ecclesiastical Authority acting with the advice and consent of the Executive Council; but consent shall not be given until satisfactory evidence has been presented showing that the congregation:
 - (A) is provided with a place of worship and either a Vicarage or adequate housing for its clergy;
 - (B) contains thirty or more communicants; and
 - (C) for at least two years has supported its Vicar without missionary aid.
- (2) Consent having been given in due form, the persons concerned shall meet and:
 - (A) elect two Wardens and at least three, nor more than nine, Vestry Members; and
 - (B) adopt a parish Constitution, in which they shall distinctly, by article, accede to the Constitution and Canons, the Doctrine, Discipline and Worship of the Church in the United States of America and of the Diocese of Fond du Lac; and provided, that new constitution shall be submitted to the Bishop, and no further steps shall be taken until the Chancellor shall have certified that the new Constitution is in accord with the model constitution shown under Title 9 of these Canons.
- (3) The organization of the Parish being completed, its Wardens and Vestry Members shall give notice to the Bishop or Ecclesiastical Authority requesting the parish be taken under the Episcopal care of the Bishop of Fond du Lac.
- (4) When such Parish seeks incorporation all the provisions of the Statutes of the State of Wisconsin regarding the incorporation of religious societies shall be strictly followed, together with the Constitution and Canons of the General Convention and of the Diocese of Fond du Lac.

**CANON 5.4
OF PARISH MEETINGS**

- (1) In every congregation a Parish Meeting shall be held annually during January, or at some other time determined appropriate by the Rector and Vestry, of which public notice shall be given at the principal service for two preceding Sundays.
- (2) The Annual Parish Meeting shall be presided over by the Rector or, in the Rector's absence, by one of the Wardens.
- (3) In addition to the usual business, the following officers shall be chosen by ballot for the ensuing year; (A) a Senior and a Junior Warden; (B) not less than three, nor more than twelve, Vestry Members, all of whom shall be adult communicants in good standing; (C) the proper number of Lay Delegates to the Diocesan Convention to which the Parish may be entitled, and the same number of duly qualified Alternates.

- (4) A Parish, by resolution, may classify the Vestry Member into three classes, one third, as near as may be, to be elected for three years; one third, as near as may be, for two years; and one third, as near as may be, for one year; and thereafter all Vestry Members shall be elected for three years, except when elected to fill vacancies.
- (5) No persons shall be entitled to vote at any Parish Meeting except such regular attendants of the Church as are sixteen years of age, whose names have been duly recorded on the parish list according to this Canon, contribute regularly to the support of the Church according to the appointed methods of the local congregation, and who belong to one of the following classes: (A) communicants in good standing; (B) baptized persons.
- (6) A list of all such voters shall be kept in every Parish, under the direction of the Rector, or if there be no Rector, by the Wardens, and such list shall be closed against further entries two weeks before a Parish Meeting.
- (7) No person shall hold office or vote in more than one parish in the Diocese at the same time.
- (8) Contested elections shall be referred to the Bishop or Ecclesiastical Authority, whose decision shall be final.

CANON 5.5}

OF SPECIAL PARISH MEETINGS

- (1) A Special Parish Meeting may be held at any time on written order of the Bishop or by call of the Rector; or by Resolution of the Vestry. All such orders or resolutions shall specify time and place of such Special Parish Meeting, and the particular business to be transacted thereat.
- (2) Due notice of Special Parish Meetings shall be given as the Annual Parish Meeting.

CANON 5.6

OF MISSION MEETINGS

- (1) Annual and Special Meetings of Organized Missions shall be governed by the same canons as for parishes, except that the Wardens and Vestry Members are appointed by the Bishop.
- (2) In addition to the usual business, at the Annual Meeting of each Organized Mission the following officers shall be nominated by ballot for appointment by the Bishop for the ensuing year:
 - (A) a Senior and a Junior Warden, each of whom shall be at least 18 years of age and shall have been a communicant in good standing in an Episcopal congregation for a period of not less than two calendar years prior to such election;
 - (B) members of the Vestry. The Vicar of every Organized Mission shall submit such nominations to the Bishop, who may but is not required to appoint such nominees.

CANON 5.7

OF THE DISSOLUTION OF A PARISH ORGANIZATION

- (1) Whenever a parish has, in the judgment of the Bishop, for three continuous years given evidence of its inability to maintain adequately the organization and status of a parish, and to support its Rector without missionary aid, the Bishop may institute proceedings to dissolve the parish organization.
- (2) The Bishop shall notify in writing the Wardens and Vestry Members of the intention to proceed with the dissolution of the parish organization and shall state the reasons therefor.
- (3) If, before the expiration of sixty Days, the Wardens and Vestry Members shall agree in writing to such dissolution, and shall deed to Trustees of the Diocese of Fond du Lac all property possessed by Parish, the Bishop may pronounce the dissolution complete.
- (4) If, at the end of sixty days, the Wardens and Vestry Members shall not have agreed to such dissolution or submitted to the Bishop satisfactory reasons against such dissolution, the Bishop shall lay the matter before the Executive Council.
- (5) If the Executive Council shall consent to the proposed dissolution, the Bishop shall notify the Wardens and Vestry Members in writing of that judgment, and shall declare the parish organization dissolved.
- (6) If the parish thus dissolved shall be possessed of real estate or other property, the Chancellor shall take the proper legal steps to convey the title to the Trustees of the Diocese of Fond du Lac.
- (7) When a parish organization shall have been dissolved, the congregation shall have the status of an organized mission.
- (8) At the ensuing Convention the Bishop shall report the dissolution of the Parish.

CANON 5.8

OF OWNERSHIP OF PROPERTY

All real and personal property held by or for the benefit of any Parish, Mission or Congregation in this Diocese is held in trust for the Diocese of Fond du Lac, in accordance with Title 1, Canon 7.4 of the Canons of THE EPISCOPAL CHURCH.

TITLE 6
OF CLERGY, OFFICERS AND MEMBERS OF PARISHES

CANON 6.1
OF THE CLERIC

- (1) The Cleric shall have the exclusive charge of all things pertaining to the spiritual interests of the congregation, subject only to the Bishop. The cleric:
 - (A) shall order and direct the Services and Worship the Church and all things pertaining thereto.
 - (B) shall have the spiritual direction and general oversight of the Church school and all other organizations connected with the parish.
 - (C) may appoint persons to perform, under the Cleric's direction, such duties pertaining to the services and to the care and decoration of the church building as are properly performed by lay members.
- (2) The Cleric shall at all times have free access to the Church or Chapel, and to the Parish or Guild Hall, to open and use same for religious services, and for such parochial objects and occasions as the Cleric shall deem necessary. The Cleric may arrange, improve or modify the appointments and conveniences of the Church or Chapel as The Cleric shall deem desirable; provided, that The Cleric shall not disturb the material fabric, or involve the congregation or the Diocese in any expenditure of funds not authorized by the Diocese or the officers of the congregation.
- (3) The Cleric shall preside, with right to vote, at all meetings of the Parish or of the Vestry.
- (4) The Cleric shall have custody of the Parish Register and shall keep such records and make such reports as may be required by the Canons of the Diocese, or by the Executive Council, or by the Bishop or Ecclesiastical Authority.

CANON 6.2
OF MISSIONARY CLERGY

- (1) The Cleric in charge of an organized mission shall be appointed by the Bishop and shall have the title of Vicar.
- (2) The stipend of vicars in congregations receiving missionary aid shall be fixed by the Bishop and Executive Council and are subject to change annually.

CANON 6.3
OF VACANT CURES

- (1) The Cleric in charge of a congregation shall give notice to the Wardens thereof and to the Bishop at least one month in advance of the Cleric's intention to resign the cure.
- (2) When such resignation becomes effective, if the authorities of the Parish shall for thirty days have failed to make provisions for divine service, it shall be the duty of the Bishop to take such measures as the Bishop may deem expedient for the temporary maintenance of such services therein.
- (3) The Vestry shall appoint a Search Committee which shall submit names of persons to be considered by the Vestry and the Bishop in filling the vacant cure.
- (4) The Bishop shall give due consideration to nominations originating within the Parish.
- (5) Written notice of the elections, signed by the Church Wardens, shall be sent to the Bishop or Ecclesiastical Authority, and when the person elected has notified the Bishop or Ecclesiastical Authority of acceptance of the office, both of the within mentioned notices shall be sent to the Secretary of the Diocese for record. Such record shall be sufficient evidence of the relation between the Rector and the Parish.
- (6) In case of the election of an assistant Minister, a certificate thereof from the Rector and Wardens shall be sent to the Bishop or Ecclesiastical Authority and no such assistant may become canonically resident without the consent of the Bishop.
- (7) If the Wardens and Vestry Members of a vacant parish shall make no effort to fill a vacancy for a period of six months, the Bishop shall then have the right to appoint a priest in charge, who, during incumbency shall have all the rights, duties and privileges of the duly elected Rector of the Parish.

CANON 6.4
OF WARDENS, VESTRY MEMBERS, AND OTHER OFFICERS OF CONGREGATIONS

- (1) Wardens and Vestry Members shall hold office until their successors have been duly elected or appointed. No Warden shall be elected for more than three consecutive one-year terms. Should a Junior Warden be elected Senior Warden, prior service as Junior Warden shall not be considered a part of the service as Senior Warden. Vestry Members shall be elected for a three-year term. There shall be an interval of at least one year between terms of Vestry Members. Prior service as a Vestry Member shall not preclude election as a Warden immediately subsequent to the vestry term. Wardens and Vestry Members appointed to interim office are eligible for election to the same office without regard to the interim period served.
- (2) The Wardens and Vestry Members of a Parish shall be competent to fill vacancies occurring in the interim between parish meetings.

- (3) No person shall be eligible for election as Senior Warden or Junior Warden unless such person shall have been an adult communicant in good standing in the Episcopal parish which such warden is to serve for a period of not less than two calendar years prior to election.
- (4) The Wardens shall care for and protect the church buildings, and shall see that they are kept in good and reverent repair and sufficiently insured. Under the Rector, they shall see that all things needed for the orderly worship of God and for the proper administration of the Sacraments are provided. In the absence of the Rector, or Vicar, they shall, with the advice of the Bishop, procure suitable supply for the continuance of stated services.
- (5) If there be no Rector, or if the Rector be absent or unable to preside, Wardens in the order of seniority, shall preside at the meetings of Vestry. They shall take care that the Church building be kept from all secular and other uses not authorized by the Canons. They shall make and certify all entries in the Parish Register required by these Canons, and shall make out and present to the Bishop the annual report therein required.
- (6) In every congregation the Wardens shall, at the expense of the Congregation, provide a proper book in which shall be recorded names of all persons baptized, married, and buried, together with a list of the persons confirmed and those who are communicants of the Church, with the date of every event recorded and under the signature of the person recording. From this register there shall be prepared the annual report to the Bishop showing the number of baptisms, marriages and burials, and the number of persons confirmed and admitted to the Holy Communion. There shall also be presented at the same time a full and accurate statement on the form provided all moneys received and expended during the preceding fiscal year of this Diocese.
- (7) A Clerk shall be elected annually by the Vestry, to serve until a successor has been chosen; the clerk shall attend all meetings of the Vestry, taking minutes of the proceedings; shall attest all documents requiring the same and shall, under the direction of the Rector, or if there be no Rector, by the Wardens, keep the list of voters provided by the Canons.
- (8) A Treasurer shall be elected annually by the Vestry to serve until a successor has been elected. Under the authority of the Vestry the Treasurer shall be responsible for the collection, reception, and disbursement of Parish funds, making a full and complete account of the same to the Annual Parish Meeting, and at such other times as the Vestry may require.

**CANON 6.5
OF VESTRY MEETINGS**

- (1) Regular meetings of the Vestry shall be held at least four times a year in the months of January, April, September, and December.
- (2) Special Meetings of the Vestry may be called at any time by the Rector, and must be called whenever two members of the Vestry shall request the same.
- (3) No Vestry shall be competent to transact business unless there shall be present the Rector; or, in the Rector's absence, or if there be no Rector, one of the Wardens; and except there be a majority of the Wardens and Vestry Members present.
- (4) No action affecting the rights of the Rector shall be taken at any meeting at which the Rector has not been given actual notice and an opportunity to be present; the compensation package of the Rector may not be adjusted without the consent of the Rector.

**CANON 6.6
OF THE REPULSION OF COMMUNICANTS**

- (1) When a person to whom the Sacraments of the Church shall have been refused, shall lodge a complaint with the Bishop, it shall be the duty of the Bishop, unless the Bishop shall see fit to require the person be admitted or restored because of the insufficiency of the cause assigned by the Cleric, to institute an inquiry.
- (2) Such inquiry shall be made by at least two discreet persons, appointed by the Bishop, both orders being represented and they shall report to the Bishop for the Bishop's final decision.
- (3) Should the See be vacant, the Standing Committee shall invite some other Bishop to act, and that Bishop's findings shall be as binding upon all concerned as if that Bishop were the Bishop of the Diocese.

**CANON 6.7
OF COMMUNICANTS**

- (1) 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 in a Christian Church, and whose baptism has been duly recorded in this Church, are members thereof.
- (2) All such members who have received Holy Communion in an Episcopal Church at least three times during the preceding year are communicants.
- (3) All such communicants who for the previous year have been faithful in the observance of the general church canon "Of the Due Celebration of Sundays," 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.
- (4) None shall be removed from communicant status without pastoral inquiry into his or her intentions. In the case of missions, the names and addresses of persons removed shall be reported to the Bishop. Those who are not communicants as herein defined shall be removed from the communicant list of the congregation; but, until such time as he or she is transferred to another cure or is restored to communicant status, his or her name shall be carried on the list of confirmed persons.

TITLE 7
OF ECCLESIASTICAL DISCIPLINE

CANON 7.1
OF GENERAL CANONS

Those provisions of Title IV of the General Canons enacted by the 2009 General Convention having an initial effective date of July 1, 2011, which are applicable to the Diocese are hereby incorporated as of January 1, 2011, as part of this Title. To the extent, if any, that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

CANON 7.2
OF DISCIPLINARY STRUCTURE

- (1) **Disciplinary Board.** A Board is created which shall consist of not less than seven persons, four of whom are members of the Clergy and three of whom are Laity.
- (2) **Clergy Members.** The Clergy members of the Board must be canonically and geographically resident within the Diocese.
- (3) **Lay Members.** The lay members of the Board shall be Adult Communicants in Good Standing, and geographically resident in the Diocese.
- (4) **Election.** The members of the Board shall be elected by the Convention. Each member shall be elected for a three (3)-year term. The term of the member shall commence on the first day of the year following election. The terms of office of the Board shall be staggered and arranged into three classes.
- (5) **Vacancies**
 - (A) Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the vacancy and request appointment of a replacement member of the same order as the member to be replaced.
 - (B) The Bishop shall appoint a replacement Board member in consultation with the Standing Committee.
 - (C) Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board members.
 - (D) With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.
- (6) **Preserving Impartiality:** In any proceeding under this Title, if any member of a Conference Panel or Hearing Panel of the Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.
- (7) **President:** Within sixty (60) days following the annual Convention, the Board shall elect a President to serve for the following calendar year. Such election may be conducted by telephone, by electronic polling by written ballot distributed to members, or at a meeting of the Board.
- (8) **Intake Officer:** The Intake Officer shall be appointed from time to time by the Bishop. The Bishop may appoint one or more Intake Officers according to the needs of the Diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.
- (9) **Investigator:** The Bishop shall appoint an Investigator in consultation with the President of the Board. The Investigator may, but need not, be a Member of the Church.
- (10) **Church Attorney:** Within sixty (60) days following each annual Convention, the Bishop in consultation with the Standing Committee shall appoint an attorney to serve as Church Attorney to serve for the following calendar year. The person so selected must be a Member of the Church and a duly licensed attorney, but need not reside within the Diocese. The Church Attorney may be removed with or without cause by the Bishop in consultation with the Standing Committee.
- (11) **Pastoral Response Coordinator:** The Bishop may appoint a Pastoral Response Coordinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8 of the General Canons and this Title. The Pastoral Response Coordinator may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Title.
- (12) **Advisors:** In each proceeding under this Title, the Bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected positions provided for under this Title, and shall not include chancellors or vice chancellors of this Diocese or any person likely to be called as a witness in the proceeding.
- (13) **Clerk:** The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.

CANON 7.3
OF COSTS AND EXPENSES

- (1) **Costs Incurred by the Church:** The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Board Clerk and the Pastoral Response Coordinator shall be the obligation of the Diocese subject to budgetary constraints as may be established by the Executive Council.
- (2) **Costs Incurred by the Respondent:** In the event of a final Order dismissing the complaint, or by provisions of a Covenant approved by the Bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the Diocese, subject to budgetary constraints as may be established by the Executive Council.

CANON 7.4
OF RECORDS

- (1) **Records of Proceedings:** Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk.
- (2) **Permanent Records:** The Bishop shall make provision for the permanent storage of records of all proceedings under this Title at the Diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the General Canons.

**TITLE 8
OF MISCELLANEOUS CANONS**

**CANON 8.1
OF THE DEANERIES**

- (1) The Diocese shall be divided into five Deaneries, viz.: The Green Bay Deanery; The Lake Shore Deanery; The Lake Winnebago Deanery; The Northwoods Deanery; The Wisconsin River Deanery
- (2) The congregations in each area Deanery shall be assigned to that Deanery by the Bishop.

**CANON 8.2
OF THE MEMBERS OF A DEANERY**

- (1) The Clerical members of each Deanery shall consist of the Bishop, the Bishop Coadjutor, if there be one, clergy canonically resident within the Deanery, together with clergy engaged in diocesan work whom the Bishop may assign to such Deanery.
- (2) The lay representatives of each Deanery shall consist of two of the delegates elected to the current Annual Convention of the Diocese as provided in Canon 1.2(3).
- (3) In case that a delegate be unable to attend a meeting or meetings of his or her Deanery, the Rector or Priest-in-Charge and the Wardens of that congregation shall designate which alternate shall be a delegate to the Deanery.

**CANON 8.3
OF THE OFFICERS OF A DEANERY**

- (1) The Dean of each Deanery shall be a Presbyter appointed by the Bishop and shall be the Presiding Officer of the Deanery.
- (2) The Dean of each Deanery shall have a term of office of three years and shall be permitted to succeed himself or herself.
- (3) Other officers may be elected by each Deanery in accordance with its by-laws.

**CANON 8.4
OF THE MEETING OF DEANERIES**

- (1) Each Deanery shall meet within two weeks before the Annual Convention or before a Special Convention should one be called.
- (2) The Deanery shall meet at other times during the year at the call of the Dean or the Bishop.
- (3) Each Deanery shall have a clericus composed of all of the clergy, active and retired, for the purpose of providing fellowship, study, mutual support, and a forum for discussions of common concerns of the clergy.
- (4) Each Deanery shall provide forums for the discussion of diocesan issues and resolutions preparatory to Diocesan Convention, the development of Deanery progress, and for the promotion of fellowship amongst the congregations of each Deanery.
- (5) Each Deanery shall provide means for developing lay leadership, ministry fellowship on the Deanery, Diocesan and Synodical levels of the Church's life.

**CANON 8.5
OF SUNDRY DIOCESAN OFFICERS**

- (1) Nothing contained in these canons shall be construed to conflict with the right of the Bishop to appoint archdeacons, rural deans, and other officers or agents to assist in diocesan work; to assign to them duties, and to confer upon them appropriate ecclesiastical titles.
- (2) The salaries and other remunerations, if any, of such officers or agents, shall be determined by the Bishop and Executive Council.

TITLE 9 OF BLANK FORMS

CANON 9.1

CERTIFICATES OF LAY DELEGATES TO THE CONVENTION DIOCESE OF FOND DU LAC

CERTIFICATE OF ELECTION OF LAY DELEGATES

Name of Parish or Mission _____ Place _____ Date _____

WE HEREBY CERTIFY, that the following lay members, being Communicants in Good Standing in this congregation, were duly elected Lay Delegates or Alternate Delegates to the _____ Diocesan Convention of 20_____.

Manner of Election

1. By the Adult Members of the congregation at the Annual Meeting held the ____ day of _____ A.D., 20____.
- or*
2. By the Vestry of said Congregation at a meeting held the ____ day of _____ A.D., 20____, pursuant to resolution adopted at an Annual Meeting of the Congregation held the ____ day of _____ A.D., 20____.
- or*
3. By the Rector, or Priest-in-Charge, and the Wardens, pursuant to resolution adopted at an Annual Meeting of the Congregation held the ____ day of _____ A.D., 20____.

Delegates and Addresses _____

Alternate Delegates and Addresses _____

Not Valid unless _____

Signed by both _____ Rector, Vicar, or Warden

_____ Clerk of the Congregation or Vestry.

CANON 9.2

NOTIFICATION OF THE ELECTION OF A RECTOR OR ASSISTANT

The notification of the Ecclesiastical Authority of the election of a Rector or an Assistant shall be in the following form, or to that effect, with the date attached:

We, the Wardens (*or in case of an Assistant, We, the Rector and Wardens*), do certify to the Right Rev. (*naming the Bishop*), or to the Rev. (*naming the President of the Standing Committee*), that the Rev. (*naming the person*), has been chosen Rector (*or Assistant, as the case may be*) of (*naming the congregation and its city*).

Signed _____ Signed _____ Date _____

CANON 9.3

APPLICATION FOR THE ORGANIZING OF A MISSION

We, the undersigned residents of (*City, Town or Village*), County of (*County*), desiring the services of the Church and ready according to our several ability to sustain the same, do hereby request you to provide for us a Missionary as you may deem proper and expedient.

We do hereby agree to put ourselves under your charge, promising conformity to the constitution, canons, doctrine, discipline and worship of the Diocese of Fond du Lac and the Episcopal Church.

We now ask the privilege of being organized as a Mission under the name of (*Name*), furthermore, we hereby specially stipulate and agree to raise among us and faithfully pay, every year, such contributions as may be assumed as our minimum toward the stated salary of the Missionary who may be sent to us. And we now agree for the first year to pay in monthly installments the amount of at least (*Amount*) dollars.

Respectfully, your obedient servants.

CANON 9.4

APPLICATION FOR THE ORGANIZATION OF A PARISH

We, whose names are hereunto affixed, deeply sensible of the truth of the catholic religion, and conscientiously attached to the doctrine, discipline and worship of the Church, being earnestly desirous of establishing its authority, do hereby respectfully ask the permission of the Bishop to associate and organize ourselves and others as a Parish in the Diocese of Fond du Lac, under the name and title of (*Name*), hereby solemnly promise and declare that the said Parish shall be forever held and incorporated under the authority of the Bishop and of successors in office, and the Constitution and Canons of the Diocese of Fond du Lac, the authority of which we do hereby recognize.

CANON 9.5

MODEL FOR PARISH CONSTITUTION

- (1) Each Parish shall include the following Articles in its Constitution:
 - (A) The parish, as a constituent part of the Church in the Diocese of Fond du Lac, expressly accedes to the Constitution, Canons, doctrine, discipline, and worship of the Church in this Diocese, and acknowledges the authority thereof.
 - (B) The Rector, Wardens and Vestry Members shall not mortgage or any way alienate the Church building or land, or other property belonging to the Parish, nor make use of trust funds or legacies for other than their designated purposes without the authority of the Bishop.

- (C) The Church building belonging to this Parish shall be open only to such services, rites, ceremonies or other purposes as are authorized or approved by the Book of Common Prayer, or by the Bishop or Ecclesiastical Authority of the Diocese.
- (D) No amendment to this Constitution shall be effective until the Bishop shall have certified that it is in accordance with the Constitution and Canons of the Diocese.
- (2) A Form for the Incorporation of a Church or Congregation: The manner of proceeding, in order that a Church or Congregation may become incorporated, is as follows: When a Church or Congregation has been duly organized as a parish, according to the Constitution and Canons of the Church, and of the Diocese, the Rector, Wardens and Vestry Members will assemble together, in a meeting duly called for that purpose, and shall sign and .knowledge, under their hands and seals, a Certificate in the following form, under and pursuant to Chapter 187 of the Statutes.

Know all by these Presents: That the undersigned, Rector, Wardens and Vestry Members of *(name)* of *(town, village or city)*, duly elected and qualified as such according to the Constitution and Canons of the Diocese of Fond du Lac; and those who are or may become associated with them for the purpose herein specified, have organized themselves into a religious society of the Episcopal Church, located in *(town, village or city)* in the County of *(county)*, State of Wisconsin, for religious, charitable and educational purposes, which society shall be known and incorporated by the name of the Rector, Wardens and Vestry Members of *(congregation and place)*.

Witness our hands and seal at *(name the place)* on this ____ day of _____, A.D. 20____.

_____ (Seal.)	_____ (Seal.)
<i>Rector</i>	_____ (Seal.)
_____ (Seal.)	_____ (Seal.)
_____ (Seal.)	_____ (Seal.)
<i>Wardens.</i>	<i>Vestry Members.</i>

The form of acknowledgment may be as follows:

STATE OF WISCONSIN, County of *(county)* ss.
 On this ____ day of ____ A. D. 20____, personally appeared before me the above named _____ to me known to be the persons who executed the forgoing certificate and acknowledged the same.

(Notary Public, Justice of the Peace, or other competent officer.)
 (Seal)

This Certificate being acknowledged, and recorded in the office of the Register of Deeds, the act of incorporation is then complete.

Rules Of Order Of The Convention

CLASS A. PRIVILEGED ORDERS

- (1) The Order of business hereinafter enumerated in this class shall be privileged in the order of precedence named.
- (2) Divine Service and other Devotions when ordered by the Bishop or Ecclesiastical Authority.
- (3) Episcopal Addresses.
- (4) Report of the Committee on the Dispatch of Business.
- (5) Motion to adjourn to a fixed date.
- (6) Motion to adjourn.
- (7) Motion to lay on the table.

CLASS B. REGULAR ORDER OF BUSINESS

- (1) The order of business enumerated in this classification shall be the regular order of business of the Convention, subject to the Privileged orders enumerated in Class A, and subject to the right of the Convention to suspend at any time the Order of Business.
- (2) The Bishop shall take the Chair, or if there be no Bishop present to act, the Senior Presbyter present entitled to vote shall call the Convention to order.
- (3) Roll Call of the Clergy entitled to vote.
- (4) Appointment of the Committee on Certificates of Lay Delegates, if not previously appointed. Recess, if necessary, followed by the Report of this Committee.
- (5) Roll Call of Lay Delegates, except those whose credentials are irregular, defective, or contested.
- (6) A constitutional quorum being present, the President shall then declare the Convention organized and ready for business
- (7) Election of a President *pro tempore*, if there be no Bishop present to act.
- (8) Election of a Secretary and Assistant Secretary.
- (9) Action upon irregular, defective or contested certificates of lay delegates.
- (10) Appointment of Committees:
 - (A) Distribution of the Episcopal Address.
 - (B) Privilege.
 - (C) Memorials and Gifts.
 - (D) State of the Church.
- (11) Reports as follows:
 - (A) Secretary of the Diocese.
 - (B) Standing Committee.
 - (C) Executive Council and its Department, except Finance and Pension.
 - (D) Examining Chaplains.
 - (E) Registrar.
- (12) Financial Reports:
 - (A) The Trustees of the Diocese of Fond du Lac.
 - (B) The Treasurer of the Diocese.
 - (C) The Treasurer of the Church's Program.
 - (D) The Treasurer of the Church Pension Fund.
 - (E) Miscellaneous Financial Reports.

- (13) Reports of Committees:
 - (A) Distribution of the Episcopal Address.
 - (B) Privilege.
 - (C) Memorials and Gifts.
 - (D) Committee on Canons.
 - (E) Finance Committee.
- (14) Elections:
 - (A) Treasurer of the Diocese.
 - (B) Standing Committee.
 - (C) Executive Council.
 - (D) Trustees of the Diocese.
 - (E) Ecclesiastical Court. (*if in order.*)
 - (F) Deputies, and Alternates to the General Convention. (*if in order.*)
 - (G) Deputies, and Alternates to the Provincial Synod.
- (15) Appointments of the Bishop.
- (16) Appointment of the Committee on Canons.
- (17) Report of the Committee on the State of the Church, who shall, among other things, invite attention to unfinished business.
- (18) Unfinished Business.
- (19) Miscellaneous Business.
- (20) Adjournment.

CLASS C. PARLIAMENTARY RULES

- (1) When the President takes the Chair, the members shall be seated, and shall not stand up except to address the Chair.
- (2) No member shall be absent from the house unless having leave, or being unable to attend.
- (3) When any member is about to speak, or deliver any matter to the house, the member shall with due respect address the President, confining comments strictly to the point in debate.
- (4) No member shall speak more than twice on the same question without leave of the house, nor more than once in any case until every member choosing to speak shall have spoken.
- (5) No motion shall be considered as before the Convention unless seconded, and, when required, reduced to writing.
- (6) A question once determined shall not again be brought before the house, unless on a motion of reconsideration made by one of the majority. No question shall be reconsidered more than once.
- (7) When a question is before the Convention, no motion shall be received unless:
 - (A) to lay it on the table;
 - (B) to postpone it to a certain time;
 - (C) to postpone it indefinitely,
 - (D) to commit it; or
 - (E) to amend it; which motions shall have precedence in the order herein named.
- (8) All amendments shall be considered in the order in which they are received. When a postponed amendment is under consideration, a motion to amend the same may be made. No other amendment to such second amendment, shall be in order.
- (9) A motion to lay on the table shall be decided without debate.
- (10) The mover may withdraw a motion or resolution at any time before decision or amendment, in which case it shall not be entered upon the minutes.
- (11) If a question under debate contains several distinct propositions, the same shall be divided at the request of any member, and a vote taken separately.
- (12) Every member present shall vote whenever a question is put, unless excused by the Convention on account of being personally interested in the result, or for other cause.
- (13) On the requisition of any two members, the yeas and nays shall be called and entered on the Journal. On the requisition of any three members, the vote shall be taken by orders, as provided for in article VII, Section 3, of the Constitution.
- (14) The reports of all committees shall be in writing, and shall be received without motion for acceptance. They shall be entered on the minutes unless otherwise ordered. If recommending or requiring any action or expression of opinion by the Convention they shall be accompanied by a resolution or resolutions for its consideration.
- (15) When a member is called to order by the President, or another member, the member shall immediately sit down, unless permitted to explain. All questions of order shall be determined in the first instance by the President; but any member may appeal from the decision of the Chair, and on such special appeal no member shall speak more than once without leave of the Convention.
- (16) All questions relating to the propriety of business shall be decided without debate.
- (17) The prescribed order of business shall not be departed from nor shall any Rule of Order be suspended unless by a vote of at least two-thirds of the members present.
- (18) When the Convention is about to adjourn each member shall keep his or her seat until the President leaves the chair.
- (19) The Convention shall not adjourn sine die without such devotions as the Bishop or Ecclesiastical Authority shall deem proper.
- (20) Miscellaneous Voting and Ballots. Where several persons are to be elected to the same position, a majority of the ballots cast shall elect. A ballot containing several questions or more than one position to be filled which leaves one or more of the choices blank shall be valid.
- (21) No resolution shall be in order at Convention unless it
 - (A) be submitted in writing to the Bishop or Ecclesiastical Authority no later than 45 days prior to the convening of the Convention or
 - (B) be found to be in order by a least a majority vote of the Convention.
- (22) Except when in conflict with the Constitution and Canons, or any Rule herein contained, the latest edition of Robert's Rules of Order shall govern the interpretation of these Rules and the procedure to be followed.

Inquiries and questions regarding these Constitution and Canons should be directed to the Diocesan Office at (920) 830-8866 or diofdl@diofdl.org.

A downloadable PDF file of these Constitution and Canons may be found on the internet at diofdl.org/org.asp?page=Constitution.

A downloadable PDF file of the Constitution and Canons of the Episcopal Church may be found on the internet at www.churchpublishing.org/general_convention/.

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