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STANDING RULES
PROVINCE OF THE MIDWEST
OF THE EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA
Amended May 4, 2004
Amended May 2, 2006

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RULE 1. Budget

- Sec. 1. The Executive Board shall annually prepare a budget to present to the Synod. The budget will be sent to all Synod members. The President shall establish and implement a process by which amendments to the budget may be submitted and voted upon.
- Sec. 2. In order to maintain a balanced budget, it shall be the responsibility of the Executive Board to make periodic budget adjustments.
- Sec. 3. The amount of financial support requested from each diocese in the Province shall be 1.1% of the total amount pledged by the diocese to support the Budget for the Episcopal Church.
- Sec. 4. The President and Treasurer shall annually review the amount requested from each diocese and make recommendations, as necessary, at the triennial meeting of the Synod.
- Sec. 5. The financial support of the Province is a voluntary responsibility of each member Diocese.

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RULE 2. Program Units

- Sec. 1. Program Units may be established and discontinued by the Provincial Executive Board or by action of the Synod.
- Sec. 2. The President must appoint or approve a Chair for each Program Unit established.
- Sec. 3. Members of the Program Units established may be appointed by the President or by the Chair with the approval of the President.
- Sec. 4. Each Program Unit shall follow Synod approved policies and procedures.
- Sec. 5. Each Program Unit Chair shall submit to the Provincial Treasurer, a proposed program unit budget by October 1 prior to the year for which funding is proposed.
- Sec. 6. It shall be the responsibility of the Program Unit Chairs to maintain the approved budget for his/her program unit and submit an accounting of funds disbursed during the year within 30 days after the end of the year.

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RULE 3. Compensated Employment Positions

- Sec. 1. The Executive Board may establish compensated employment positions to support the work of the Province.
- Sec. 2. Compensated employment positions shall include a written job description, which shall incorporate the following:
- (a) Title of the position;
 - (b) Duties of the position;
 - (c) Estimated number of compensated hours for the position per year;
 - (d) Who the position is directly accountable to;
 - (e) Method of evaluation for the position;
- Sec. 3. Funding for compensated employment positions shall be funded through the budget process of the synod.

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RULE 3. Amendments

These Standing Rules shall become effective upon adoption by a majority vote of the Synod of the Province of the Midwest.

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BY-LAWS
FOR THE GOVERNMENT OF THE PROVINCE OF THE MIDWEST
OF THE EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA
TOGETHER WITH THE STANDING RULES

Adopted April 24, 2001

Amended May 4, 2004

Amended May 2, 2006

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ARTICLE I: PURPOSE

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Sec. 1. Association. The Province of the Midwest (also known as Province V) is an association of dioceses authorized in Article VII and established in Title I, Canon 9.1, of the Constitution and Canons for the Government of the Protestant Episcopal Church in the United States of America.

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Sec. 2. Purpose. The purpose of the Province of the Midwest shall be to:

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A. Strengthen and encourage one another in our common life in Christ and Christ's Church.

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B. Initiate programs on behalf of the dioceses of the Province.

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C. Support cooperative programs among the dioceses of the Province.

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D. Fulfill requirements of the Constitution and Canons of the Episcopal Church.

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E. Express the mind of the Province to the Executive Council and program staff of the Episcopal Church.

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ARTICLE II: SYNOD

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Sec. 1. Houses. There shall be a Synod of the Province consisting of a House of Bishops and a House of Deputies, which shall deliberate together.

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A. The House of Bishops shall consist of every Bishop Diocesan of this Church, having jurisdiction within the Province, every Bishop Coadjutor, Bishop Suffragan, and Assistant Bishop, and every Bishop whose current Episcopal work is within the Province shall have a seat, voice and vote in the House of Bishops.

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B. Each Diocese within the Province shall be entitled to representation in the House of Deputies by one (1) Presbyter or Deacon canonically resident in the Diocese, and two (2) Lay Persons, confirmed adult communicants of this Church in good standing and resident in the Diocese. The method of selection and length of term for Deputies shall be determined by their respective dioceses. Every deputy shall have seat, voice and vote.

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Sec. 2. Meetings. The Synod shall meet at least once each triennium, at a time in the same year of, but prior to, General Convention. The Synod may be convened electronically or in other acceptable formats during the triennium as initiated by the President. The President may call special meetings of the Synod with at least 30 days written previous notice provided to current Synod members. The purpose of a special meeting shall be stated in the call. Business shall be conducted using Roberts Rules of Order, most recently revised.

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Sec. 3. Powers. The Synod shall have the powers enumerated in Title I, Canon 9. 8, of the Constitution and Canons of the Episcopal Church.

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Sec. 4. Quorum. A quorum of the Synod shall consist of a majority of the members of the House of Bishops present and a majority of the members of the House of Deputies present. In the absence of a quorum no business shall be transacted excepting the Synod may adjourn sine die until a quorum is present.

54 **ARTICLE III: OFFICERS**

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56 Sec. 1. Offices. The Officers of the Province shall be a President, a Vice-President, a Secretary a Treasurer.

57 A. The President, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and a
58 Synod member, shall be elected by he Synod for a term of three years, or until a successor is elected,
59 and the term of office shall begin at the close of the Synod meeting where elected. The President shall
60 preside at Synod meetings, and execute other duties delineated in these By-Laws.

61 B. The Vice-President, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and a
62 Synod member, shall be elected by the Synod for a term of three years, or until a successor is elected,
63 and the term of office shall begin at the close of the Synod meeting where elected. The election shall
64 be concurrent with the election of President. When the person elected President is not a Bishop, only
65 a member of the House of Bishops may be a candidate for Vice-President and the Bishop so elected
66 shall serve, ex officio, as President of the House of Bishops, and shall represent the Province in all
67 matters requiring the participation of a Bishop.

68 C. The Secretary, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and a
69 Synod member, shall be elected by the Synod for a term of three years, or until a successor is elected,
70 and the term of office shall begin at the close of the Synod meeting where elected. The election shall
71 take place at the Synod meeting immediately following the Synod meeting where election for
72 President and Vice-President are held.

73 D. The Treasurer, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and not
74 necessarily a Synod member, shall be elected by the Synod for a term of three years, or until a
75 successor is elected, and the term of office shall begin at the close of the Synod meeting where
76 elected. The nominees for Treasurer should be familiar with the business methods of this Church.
77 Upon election of a new Treasurer there will be a financial audit.

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79 Sec. 2. Rights and Limits. The Officers of the Province shall have seat, voice and vote at Synod meetings
80 and shall serve no more than two consecutive elected terms in the same Office.

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82 Sec. 3. Vacancies. Should the office of President become vacant, the Vice-President shall assume the duties
83 of President until the next regular Presidential election. Should any office become vacant, the President shall
84 appoint a person in accordance with Sec.1 of this Article, to serve in the office until such time as the Synod
85 shall meet, when there shall be an election to fill the unexpired portion of the term. Vacancies for
86 Representative to Executive Council of the Episcopal Church may be nominated by members of the Synod
87 House of Bishops and House of Deputies and filled by a majority vote of the same.

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89 **ARTICLE IV: CANONICAL RESPONSIBILITIES**

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91 Sec. 1. Representatives to Executive Council. At the meeting immediately prior to a General Convention of
92 the Episcopal Church, the Synod shall elect one of its two Representatives to the Executive Council of the
93 Episcopal Church for a term of six years. Representatives must be canonically and physically resident in the
94 Province. Terms shall be alternated between a lay and clerical representative and shall commence at the first
95 meeting of the Executive Council following General Convention. This section shall conform with, be subject
96 and pursuant to Title I, Canon 4, of the Constitution and Canons of the Episcopal Church.

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98 Sec.2. Provincial Court of Review. The Synod shall, immediately after the meeting of the General
99 Convention of the Episcopal Church, elect members to the Provincial Court of Review as prescribed by Title
100 IV, Canon 3.3-4 of the Constitution and Canons of the Episcopal Church.

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102 Sec.3. General Convention Action. As prescribed by Title I.9.10 of the Constitution and Canons of the
103 Episcopal Church, it shall be the duty of the Executive Board to consider the subject or subjects referred to
104 them at the first meeting of the Executive Board held after General Convention, and to report their action and
105 judgment in the matter to the Secretary of the House of Bishops and to the Secretary of the House of
106 Deputies at least six months before the date of the meeting of the next General Convention.

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ARTICLE V: EXECUTIVE BOARD

Sec.1. Members. The Executive Board or "Council" of the Province shall consist of the Synod President, Vice-President, Secretary and Treasurer, the two elected Province V members of Executive Council, Program Chairs, and the Province Coordinator who shall have seat and voice.

Sec. 2. Meetings. The Executive Board shall meet at least once each calendar year. The President or any three members of the Executive Board may call a special meeting with at least 30 days written notice provided to the current Executive Board members.

Sec. 3. Duties. The Executive Board shall have general supervision of the affairs of the Province between Synods. The duties of the Executive Board shall include, but not be limited to:

- A. Evaluating the Provincial Statement of Purpose;
- B. Examining and responding to program needs in the Province;
- C. Receiving reports from Program Units of the Province and evaluating their effectiveness;
- D. Establishing and discontinuing Program Units to implement the Purpose of the Province;
- E. Receiving reports from the Elected Representatives to the Executive Council;
- F. Being a Council of Advice for the President and the Executive Council Representatives as needed;
- G. Suggesting policy statements for action by the Synod;
- H. Organizing and designing the Synod meeting;
- I. Recommending to Synod a budget and diocesan askings;
- J. Monitor and review expenses and reallocate budgeted amounts as needed. Provide written notification to all Bishops of the Province, Program Unit Chairs and others with budgeted line items of any reallocation of budgeted amounts.
- K. Review By-Laws at least once every three (3) years and make recommendations for amendments at the meeting of the Synod as needed.

ARTICLE VI: AMENDMENT

These By-Laws shall become effective upon adoption by a majority vote of the Synod of the Province of the Midwest. These By-Laws may be amended at any Synod meeting by a two-thirds vote.