

THE MARK EMORY GRAHAM CHAPTER  
THE VERGERS' GUILD OF THE EPISCOPAL CHURCH  
DIOCESE OF ATLANTA  
BYLAWS

ARTICLE I - NAME

The name of this body shall be "The Mark Emory Graham Chapter (Diocese of Atlanta) of the Vergers' Guild of the Episcopal Church," hereinafter referred to as "The Chapter."

ARTICLE II - MISSION STATEMENT

The mission of the Chapter is to promote and support vergers in their ministries throughout the parishes in the Episcopal Diocese of Atlanta. The Chapter will create an atmosphere of fellowship to provide opportunities to welcome and assist any verger within the Diocese. The Chapter will be a resource for the exchange of information vital to vergers in performing their duties as well as training when requested. The Chapter will also maintain a close and enduring connection with the National Vergers' Guild of the Episcopal Church.

ARTICLE III - AUXILIARY ORGANIZATION FOR TAX EXEMPT AND OTHER PURPOSES

The Guild, expressly binding itself and its members, submits itself to the authority of the Constitution of the Diocese and the Constitution of ECUSA, separately or collectively the "Constitution," Canons of the Diocese and the Canons of ECUSA, separately and collectively the "Canons" and the duly elected, installed and serving Bishop of the Episcopal Diocese of Atlanta, variously known as the "Bishop," "Ecclesiastical Authority" or the "Ordinary."

ARTICLE IV - BOARD AND OFFICERS

4-1 Government: The affairs of the Chapter shall be governed by a Board consisting of six officers as defined in Article 4-2, together with such members-at-large as may be defined under the terms of Article 4-4.

4-2 Officers - Duties:

4-2-1 Chair: The Chair shall provide leadership and vision for the Chapter, shall act as chair of business sessions and meetings of the Board, represent the Chapter at official functions, and shall perform any other normal duties of that office, including the preparation of an annual report.

4-2-2 Vice Chair: In the absence of the Chair, the Vice Chair shall act in his/her place. The Vice Chair shall be nominated to become the new Chair when his/her term as Vice Chair expires.

4-2-3- Secretary: The Secretary shall maintain the records of the Chapter, undertake all necessary correspondence, assist in scheduling and planning meetings, take minutes of official meetings and act as liaison with other bodies.

4-2-4- Treasurer: The Treasurer shall be responsible for the financial affairs of the Chapter and shall be authorized to receive dues and other funds, make authorized disbursements, keep necessary records of financial transactions, and prepare an annual financial report.

4-2-5- Training: The Training Chair shall be responsible for conducting periodic educational meetings for the Chapter and shall be responsible for arranging verger training for member parishes when so requested.

4-2-6- Communications: The Communications Chair shall be responsible for making

known the activities of the Chapter as considered appropriate by the Board and as approved by the Chair, including posting information on the web site, preparing the periodic chapter newsletter, etc. Additionally, the Communications Chair shall be responsible for maintaining a current roster of all dues paying members of the Chapter and, to the extent possible, a list of all vergers in the diocese.

4-3 Election of Board Officers:

4-3-1 Election of board officers shall take place at the annual business meeting as defined in section 6-1 in even numbered years. Board officers shall hold office for two (2) years.

4-3-2 Prior to the annual meeting, the Board shall propose a slate of nominees to be presented at the meeting, including the name of the current vice chair as the proposed new chair.. Nominations from the floor shall also be accepted at the meeting subject to the consent of the candidate.

4-3-3 All candidates must be Chapter Members (see Article V).

4-3-4 Voting for each office shall be carried out separately, and the candidate receiving the largest number of votes shall be elected and shall take office at the end of the meeting at which they were elected..

4-4 Members at Large - Appointed Board Members:

4-4-1 Members-at-large may be appointed by the Chair of the Board and may act as chairs of committees for specified functions, such as membership, bylaws, displays, etc.

4-4-2 The number and spheres of responsibility of the members-at-large shall be determined from time to time by the Board.

4-4-3 No more than three (3) members-at- large may be appointed by the Chair at any time, but shall hold office, and be voting members of the Board, only until the next annual business meeting or until the completion of their assigned duties.

4-5 Vacancies:

4-5-1 Vacancies in the position of any officer shall be filled by election at the next annual, special, or mid-year business meeting.

4-5-2 Vacancies may be filled temporarily by the Chair as necessary to ensure the continuity of the duties of that position but such appointments must be ratified at the next meeting of the Chapter.

## ARTICLE V - MEMBERSHIP

5-1 Membership: All vergers in the Diocese are automatically members of the Chapter and can attend and participate in meetings, take advantage of training, materials, fellowship, etc. Payment of dues is required to be eligible to vote.

5-2 Types of Membership: There shall be the four types of membership:

5-2-1 Members are those vergers serving in the Diocese of Atlanta.

5-2-2 Chapter members are those Atlanta Diocese Vergers who have paid their dues to the Chapter.

5-2-3 Associate members are those Vergers from outside of the Diocese of Atlanta who have paid the dues to the Chapter.

5-2-4 Honorary Members are those persons who have been selected by the Board for recognition for their service to the Chapter, particularly retired Vergers, or members of the Clergy. They shall pay no dues and shall not have voting rights.

5-3 Dues and Records:

5-3-1 Membership dues shall be set by the Board from time to time and membership shall be for one year from the payment of dues.

5-3-2 Dues shall be received by and accounted for by the Treasurer.

5-3-3 A roster of Members shall be maintained by the Communications Chair .

## ARTICLE VI - MEETINGS

6-1 Annual Business Meeting: The annual business meeting shall normally be held in June of each year at a parish within the Diocese of Atlanta that has extended an invitation to host the meeting and which is convenient to as many members as may be possible.

6-2 Acolyte Festival:

The Chapter is committed to supporting the acolyte festival sponsored by the Liturgical Commission of the Diocese of Atlanta in even-numbered years.

6-3 Special Meetings:

6-3-1 A special business meeting of the Chapter may be called by the Board or by written notice from not less than thirty percent of the paid members.

6-3-2 Written notice of such a meeting shall be given at least three weeks prior to the meeting and shall include full details of the reason for the meeting.

6-3-3 Only those matters contained in the written notice shall be considered at a special business meeting.

6-4 Conduct of Business:

6-4-1 The term "written notice" shall include transmission by U.S. mail, by e-mail, or publication in the Chapter newsletter.

6-4-2 All Chapter meetings shall be conducted using Robert's Rules of Order as a reference.

## ARTICLE VII - BYLAWS

Amendments to these bylaws shall be by majority vote of those Chapter members in attendance at the annual business meeting and shall be effective at that time unless otherwise stated. Any such proposed amendments shall be published on the Chapter web site and in the newsletter at least two months prior to the meeting at which they are presented for a vote. In that notice, members shall be advised of the opportunity to provide written comments or questions to the Chair during that time frame.

Original Adopted June 12, 2010

Proposal as approved January 17, 2015 (clarification 1-19-15)

Amendment approved June 4, 2016