

Bylaws
Trinity Episcopal Cathedral
Adopted by
Trinity Cathedral Chapter,
October 25, 2022

PREAMBLE

Trinity Episcopal Cathedral is a church of the Diocese of Arizona of the Protestant Episcopal Church in the United States of America (“the Episcopal Church”). As such, it accedes to the Constitution and Canons of the Episcopal Church and to the Constitution and Canons of the Diocese of Arizona, provided that said Constitutions and Canons conform to the teaching of Holy Scripture and the Prayer Book tradition of the Episcopal Church.

Trinity Cathedral is the seat of the bishop and the center of diocesan worship and life. It occupies a unique place within the Diocese of Arizona, existing both as a congregation and as a home for the diocese as a whole, hosting ordinations, confirmations, and other diocesan gatherings.

In accordance with the Book of Common Prayer’s mission for the church, Trinity also holds as its core mission to “restore all people to unity to God and each other in Christ.” (Book of Common Prayer, p. 855).

ARTICLE I

Name, Intent and Definitions

Sec. 1 Name: The name of this church shall be Trinity Episcopal Cathedral.

Sec. 2 Intent: These Bylaws are intended to supplement the Constitutions and Canons of the Episcopal Church and the Diocese of Arizona, the authority governing this congregation as a cathedral of the Episcopal Church. The provisions of Canon 16, “Cathedrals,” of the Diocese, are specifically adopted and incorporated herein by reference as binding and governing.

Sec. 3 Definitions: As they pertain to these Bylaws, the following definitions shall have the meanings ascribed:

CANON includes the Constitution and Canons of the Episcopal Church and the Constitution and Canons of the Diocese of Arizona.

RECTOR means the Bishop of Arizona.

DEAN means the Clergy in charge of the Cathedral.

CHAPTER means the governing body of this cathedral.

QUALIFIED VOTER is a baptized individual age 16 or older who is a communicant in good standing whose name is enrolled on the Parish Register.

ARTICLE II

The Chapter

Sec. 1 Government: The affairs of this cathedral shall be exercised by the Chapter in accordance with the Canons of the Episcopal Church and the Diocese of Arizona. At its discretion, the Chapter may delegate said authority to the officers. The officers shall be the Dean, the Wardens, the Clerk and the Treasurer.

Sec. 2 Composition of the Chapter: The Bishop shall appoint the Chapter consisting of the Dean, the Senior Warden, the Junior Warden and no less than two and not more than ten additional laypersons. The Senior Warden shall be nominated by the Dean from the communicant membership of the Chapter and shall be appointed by the Bishop. The Junior Warden shall be elected at the Annual Meeting from among the communicant membership of the congregation. So far as practicable, the Senior and Junior Warden shall have the same duties, responsibilities and authority, as would a Senior Warden and Junior Warden of a Parish. The members of the Chapter shall be qualified voters of the cathedral. The Chapter shall elect a Treasurer and a Clerk who need not be members of the Committee but must be communicants of the Cathedral. Members of the Chapter shall be elected at the Annual Meeting. All those that serve in any capacity as Chapter members serve at the pleasure of the Bishop. Terms shall be for a period of three years, and regular, faithful attendance is expected at all meetings. Two terms can be served consecutively before any individual must wait a period of one year before becoming eligible to serve again. The Dean, or Senior Warden in the Dean's absence, may seek the Bishop's permission for an exception to this term limit rule. No two Members serving on the Chapter should be from the same family, as Diocesan policy states, "Immediate family members are not to serve together on the Vestry and Chapter."

Sec. 3 Nominating Committee: The Chapter shall appoint a Nominating Committee, consisting of the Dean and three members of the Chapter, for the purpose of nominating persons to be recommended for election. The Dean shall preside over this Committee and shall present to the members of the Cathedral a list of nominations of those who have agreed to stand for election or recommendation. Nominations from the floor may be added during the Annual Meeting, provided that the nominator has received the nominee's consent, either in person at the Annual Meeting or in writing if the nominee is not present. All nominees shall be qualified voters of the cathedral in order for them to serve. Upon election at the Annual Meeting, the names of those elected will be furnished to the Bishop for appointment to the Chapter.

Sec 4. Limitations of Terms: As stated in Section 2 of this Article, members of the Chapter are appointed annually by the Bishop, and no person shall be recommended for appointment to serve for longer than three years per term and not more than two consecutive three-year terms may be served before waiting a period of one year before becoming eligible to serve again.

Sec. 5 Vacancies: Should a vacancy occur in the Chapter, the committee may, by majority vote, recommend a suitable person to the Bishop for appointment to serve until the next Annual Meeting.

Sec. 6 Presiding Officer, Votes and Quorum: The Bishop as Rector, or in their absence the Dean, is the presiding officer at all meetings of the Chapter. In the absence of the Bishop or the Dean, the Senior Warden will preside. In order for the Committee to vote on any matter, a quorum of the majority of the number of committee members must be present. All votes shall be decided by a majority of those present.

Sec. 7 Meetings: Chapter meetings shall use the following agenda: Opening Prayer, Approval of Minutes, Dean's Report, Wardens' Report, Property Report, New Business, Old Business, Closing Prayer. The Chapter shall meet a minimum of four times each calendar year. Meetings shall be called by the Dean, or in the absence of a Dean, by the Senior Warden, with at least seven days notice. Members of the Chapter may participate in a Chapter meeting by video conference or phone if necessary.

Sec. 8 Budget: The Chapter shall approve the budget annually to be presented to the congregation at the annual meeting.

ARTICLE III

The Rector and the Dean

Sec. 1 The Rector: The Bishop shall have the authority over the affairs of the cathedral, and shall appoint a Dean as their representative.

Sec. 2 The Dean: The Dean, serving as the Bishop's representative, shall be in charge of all matters pertaining to the spiritual life of the Cathedral. The Dean is a member of the Cathedral. The Dean, showing cause to the Chapter, may disband any organization or group of the Cathedral. The Dean has full authority to hire, manage, supervise and fire all part-time or full-time employees of the Cathedral, and is responsible for their conduct.

ARTICLE IV

Annual Meeting and Special Meetings

Sec. 1 Annual Meeting:

- a. A meeting of the cathedral shall be held annually, normally on one of the Sundays in January, for the purpose of recommending persons to be appointed to the Chapter, electing delegates and alternates to the Diocesan Convention, receiving the reports covering parochial statistics and finances, and conducting such other business as may come before the meeting.
- b. Notice of the time and place of such Annual Meeting shall be given at least ten days prior to the meeting, and shall be read by the Dean or other officiating minister on the Sunday next preceding the meeting at all worship services.
- c. Those voting members of the Cathedral present shall constitute a quorum.
- d. The meeting may be adjourned and rescheduled by a majority vote of those attending in the event unusual circumstances prevent reasonable attendance.
- e. The Annual Meeting shall be opened with prayer and shall be presided over by the Bishop, who shall have a vote in such meetings. In the absence of the Bishop, the order of priority for the presiding officer shall be: Dean, Senior Warden, Junior Warden, and members of the Chapter in order of seniority.
- f. The Dean shall report to the congregation on the spiritual health of the congregation and how they are representing Christ to their local community. This report shall also be submitted to the Bishop.
- g. A Secretary shall be appointed to take the minutes of the meeting.
- h. All elections will be by secret ballot. No votes may be cast by proxy. All elections will be decided by a majority of votes cast. In any election to fill more than one vacancy, if the vacancies are of varying terms in length of tenure, the nominee receiving the highest number of votes shall be elected to the longest term, the nominee with the second-highest number of votes the second-longest term, and so on. In the case where each voter may vote for more than one person for an office, a ballot is valid if less than the number of votes is cast, but is invalid if more than the number of votes is made for that particular office.

ARTICLE V

Finance Committee

Sec. 1 Composition: The Dean shall appoint a Finance Committee, composed of the Treasurer, Senior Warden and at least one other member. The Treasurer shall chair the committee, and the Dean shall be an ex-officio member.

Sec. 2 Duties: The Finance Committee is responsible for preparing the annual budget to be approved by the Chapter and then presented to the congregation at the Annual Meeting. The Finance Committee shall establish financial procedures consistent with the "Manual of Business Methods in Church Affairs" published and occasionally revised by

The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the USA. The Finance Committee shall also review financial records, receipts, and reports, maintain the annual budget under the guidance of the Dean, and regularly provide financial reports to the Chapter.