

TITLE: Bylaws and Policies Committee	NUMBER: F-3
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BYLAWS AND POLICIES COMMITTEE

SCOPE:

The Bylaws and Policies Committee assists the Vestry by reviewing, developing or studying bylaws, canons, resolutions, policies, and procedures affecting the Parish. This committee does not develop, write, or revise policies. Rather, it serves as the review committee to assist Committee Chairs as they develop new or revise existing policies for consideration by the Vestry.

COMPOSITION: The Committee consists of, as a minimum, a Chair who is a member of the Vestry, and the Senior Warden who may or may not serve as Chairman.

PROCEDURES:

Bylaws and Policies are two different things and should not be confused with each other. Bylaws are legal documents, while policies describe local committee functions and responsibilities.

Bylaws are reviewed and revised as needed by following these steps.

- 1) Identify and address the need.
- 2) Appoint a Bylaws Review Committee.
- 3) Amend as necessary.
- 4) Review by the Diocesan Chancellor.
- 5) Approve by the Vestry.
- 6) Present the revisions at the annual meeting for approval by the parish.

Policies are reviewed by the appropriate committee chair and members.

- 1) The language is amended by the Committee Chairs to reflect how the committee actually functions.
- 2) The proposed revised or new policy is submitted to the Bylaws and Policies Committee for concurrence.
- 3) The appropriate committee chair presents the revised or new policy to the Vestry for approval.

RESPONSIBILITIES:

The Committee:

1. Reviews and maintains the Policy Manual of the Parish (Bylaws and Policies) in accordance with the actions of the Vestry, Diocesan Convention, and the National Church. The official Policy Manual is published and maintained on the Parish website.

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RESPONSIBILITIES:

2. Reviews annually the Parish Organization structure -- including committee responsibilities -- and, along with the Committee Chairs, recommends revised or new policies to the Vestry.
3. Advises the Vestry and others on the policies, procedures, and canons affecting current or proposed actions, in concurrence with Committee Chairs.