



The Peninsula Deanery of the Diocese of California

Version 6/11/11

EPISCOPAL DIOCESE OF CALIFORNIA PENINSULA DEANERY BYLAWS

Adopted September 14, 1974.
Revised September 22, 1979, December 5, 1981,
September 16, 1995, November 16, 2002, and June 11, 2011.

ARTICLE I CONFORMITY TO THE CANONS OF THE EPISCOPAL CHURCH AND THE DIOCESE OF CALIFORNIA

§ 1.1 Relationship with The Episcopal Church. This Deanery accedes to the Constitution and Canons of The Episcopal Church and the Constitution and Canons of the Diocese of California (“diocesan canons”). It acknowledges the authority of the General Convention of The Episcopal Church and of the general and special conventions (“Convention”) of the Diocese of California. The following bylaws shall conform to the Constitution and Canons of The Episcopal Church and of the Diocese of California, and in the event of any conflict between these bylaws and any of said Constitutions and Canons, the latter shall prevail.

ARTICLE II NAME AND AREA

§ 2.1 Name and Boundaries. The name of this Deanery is The Peninsula Deanery of the Diocese of California (“the Deanery”). The geographical boundaries of the Deanery shall be as established in the diocesan canons.

ARTICLE III PURPOSES

§ 3.1 Deanery Objectives. The principal objectives of the Deanery are to develop and implement the policies and plans of the Diocesan Convention and of the Executive Council; to provide education for and participation in the governance of the Diocese; to provide

leadership training and development; to aid communication between the Diocese and the congregations and institutions located in the Deanery; and to support ministries located in the Deanery.

§ 3.2 Deanery Finances. The Deanery may solicit dues and contributions from member parishes, missions, and other Episcopal congregations, but shall not have the power of assessment except with respect to parishes, missions, and other congregations which have consented in writing to be assessed. Where consent has been so given, the terms of the writing shall control the nature and form of the assessment. The funds from any assessment or solicitation shall be used for administrative expenses, for outreach, and for other work of the Deanery. No part of such funds shall belong or inure to the benefit of any of its members nor be used for pecuniary gain to any of its members or any other individual; provided, however, that nothing shall prevent the Deanery from employing persons and compensating them for services rendered.

ARTICLE IV

MEMBERSHIP AND VOTE AT CONVOCATIONS

§ 4.1 Classes of Membership. All clerics serving congregations and institutions or who have been assigned by the Bishop to duties within the Deanery, and all Delegates to Convention and alternates representing congregations within the Deanery, shall be entitled to vote at Deanery Convocations. All other clerics canonically resident in the Diocese and residing in the Deanery, all communicants in good standing of The Episcopal Church registered in a congregation in the Deanery, and all representatives of Episcopal institutions located in the Deanery, shall have seat and voice, but not vote.

ARTICLE V

OFFICERS

§ 5.1 Deanery Officers. The officers of the Deanery shall be a president, a vice president, a secretary, and a treasurer.

§ 5.2 President and Vice President. The president and vice president shall be clerical or lay members of a congregation within the Deanery. Each shall be elected by a majority vote of those present and entitled to vote at Deanery Convocations. The election shall take place at the first regular Convocation of the Deanery following the annual Diocesan Convention, which shall be designated as the Annual Convocation. The term of office of the president and vice president shall be two (2) years, and the terms shall be timed so that the

terms of both officers expire together. No person who has served at least one (1) year in one of these offices shall be eligible for election or appointment to a new term in the same office until at least two (2) years after the expiration of the term served.

§ 5.3 Secretary and Treasurer. The secretary and treasurer shall be clerical or lay members of a congregation within the Deanery. Each shall be appointed by the Cabinet at its first meeting of the calendar year following the election of the president and vice president. The term of office of the secretary and treasurer shall be two (2) years or until a successor is appointed. No person who has served at least three (3) consecutive years in one of these offices shall be eligible for appointment to a new term in the same office until at least two (2) years after the expiration of the final term served.

§5.4 Vacancies. A vacancy that occurs in any elected or appointed office of the Deanery other than representative to Executive Council shall be filled by the Cabinet.

§5.5 Duties of President. The responsibilities and duties of the president shall be:

- (a) To preside at all Convocations of the Deanery;
- (b) To preside at all meetings of the Cabinet;
- (c) To make an annual report to the Convocation and such others reports as may be required; and
- (d) To fulfill such other responsibilities and duties as shall be prescribed for a Deanery president by diocesan canons or these bylaws.

§5.6 Duties of Vice President. The responsibilities and duties of the vice president shall be:

- (a) To assume any responsibilities and duties delegated to him or her by the president; and
- (b) To preside at Convocations and meetings of the Cabinet in the absence of the president, and to perform the other duties of the president specified in these bylaws in the absence of the president.

§5.7 Duties of Secretary. The responsibilities and duties of the secretary shall be:

- (a) To record and make proper distribution of the minutes of all Convocations and of all meetings of the Cabinet; and
- (b) To handle correspondence and coordinate Deanery communications.

§5.8 Duties of Treasurer. The responsibilities and duties of the treasurer shall be:

- (a) To act as the Deanery's chief financial officer and to handle all its financial matters;
- (b) To set up proper procedures for the safekeeping and accounting of the funds of

- the Deanery, and to maintain proper records and books of account; and
- (c) To report regularly to the Convocation and the Cabinet on the conditions and disposition of the funds of the Deanery.

ARTICLE VI

REPRESENTATIVES TO EXECUTIVE COUNCIL

§6.1 Election. Two (2) Deanery representatives to Executive Council shall be elected at the Annual Convocation in accordance with diocesan canons; provided, however, that elections for such representatives may be held at such earlier or later times as may be required to assure that such representatives shall be seated at the first meeting of Executive Council for the new term. Such representatives shall be clerical or lay members of a congregation within the Deanery; provided, however, that at least one (1) of the representatives shall be a lay person. The term of office shall be three (3) years, and no representative who has served all or more than half of a term shall be eligible for re-election for a period of one year after the expiration thereof. The terms of the representatives shall be spaced so that an election is held at two (2) of every three (3) Annual Convocations.

§6.2 Duties. The Deanery representatives to Executive Council shall attend Executive Council meetings regularly, report the views and positions of Deanery Cabinet and Convocations to Executive Council, and provide reports of Council meetings at each Deanery Convocation and meeting of the Cabinet.

§6.3 Vacancies. A vacancy may be declared by the Cabinet if an elected Deanery representative is absent from three consecutive regular meetings of Executive Council or from one-half of the regular meetings of Executive Council in any six-month period. The remainder of a vacant term of office shall be filled by election at the next succeeding Deanery Convocation, and may be filled by any eligible cleric or lay person; provided, however, that at least one (1) of the Deanery representatives shall be a lay person at all times.

ARTICLE VII

REPRESENTATIVES TO THE COMMITTEE ON NOMINATIONS

§7.1 Election. Two (2) representatives to the diocesan Committee on Nominations shall be elected for a term of one (1) year at each Annual Convocation in accordance with diocesan canons; provided, however, that elections for such representatives may be held at

such earlier or later times as may be required to assure that such representatives shall be seated at the first meeting of the Committee on Nominations in the following calendar year. One (1) cleric and one (1) lay person shall be elected, each of whom shall be members of a congregation within the Deanery. No person may serve as a representative to the Committee on Nominations for more than four (4) consecutive years.

§7.2 Duties. The representatives shall attend Committee on Nominations meetings regularly, report the views and positions of Deanery Cabinet and Convocations to it, and suggest qualified and interested clerics and lay persons in this Deanery willing to serve in the offices and positions to which the Committee on Nominations may make nominations. It shall provide reports of Committee on Nominations meetings and activities at each Convocation, and, at the Deanery Cabinet's request, at any meeting of the Deanery Cabinet.

§7.3 Vacancies. A vacancy may be declared by the Cabinet if an elected representative is absent from three consecutive regular meetings of the Committee on Nominations or from one-half of the regular meetings thereof in any six-month period. The remainder of a vacant term of office shall be filled by Cabinet appointment.

ARTICLE VIII OFFICIAL YOUTH PRESENCE

§8.1 Appointment. The Cabinet shall at its first meeting of the calendar year appoint an authorized youth representative to Diocesan Convention and an alternate. Both the representative and the alternate shall be high school students and members of a congregation within the Deanery. The term of office shall be one (1) year or until a successor is appointed, and no representative or alternate may serve in that position for more than two (2) consecutive years. Certification of the appointments shall be forwarded to the Secretary of Convention at least 20 days prior to the date of Convention.

§8.2 Duties. The representative shall be part of the Official Youth Presence at Diocesan Convention, and shall have seat and voice in a designated section on the Convention floor. The representative is also expected to attend Deanery Convocations that may introduce or discuss Convention business.

§8.3 Vacancies. A vacancy may be declared by the Cabinet for any reason. The remainder of a vacant term of office shall be filled by Cabinet appointment. Certification of the appointment shall be forwarded to the Secretary of Convention at least 20 days prior to the date of Convention.

ARTICLE IX

REPRESENTATIVE TO THE DEPARTMENT OF CONGREGATIONAL DEVELOPMENT

§9.1 Appointment. The Cabinet shall at its first meeting of the calendar year appoint representatives to the diocesan Department of Congregational Development. One (1) cleric and one (1) lay person shall be appointed, each of whom shall be members of a congregation within the Deanery. The term of office of the representatives shall be two (2) years or until a successor is appointed. No person who has served at least three (3) consecutive years in one of these offices shall be eligible for appointment to a new term in the same office until at least two (2) years after the expiration of the final term served. The terms of the representatives shall be spaced so that one of the representatives is appointed each year.

§9.2 Duties. The representative shall participate in the work of the Department of Congregational Development:

- (a) To assist the Bishop in the development of missions and specialized mission projects;
- (b) To make recommendations to the Department of Finance and Executive Council concerning the use, management, and preservation of real and personal property devoted to mission use; and
- (c) To originate, coordinate, and oversee policies concerning the temporal affairs of missions in accordance with diocesan Canons, and resolutions of Convention and the Executive Council.

§9.3 Vacancies. A vacancy may be declared by the Cabinet for any reason. The remainder of a vacant term of office shall be filled by Cabinet appointment.

ARTICLE X

CONVOCATIONS

§10.1 Schedule of Meetings. There shall be four regular Convocations of the Deanery each year. One of these shall be designated the Annual Convocation and shall be the first Convocation held after the Annual Diocesan Convention. The president and vice president of the Deanery, representatives to Executive Council, and representatives to the Committee on Nominations shall be elected at this Convocation.

§10.2 Special Convocations. Special Convocations may be called by resolution of the regular Convocation or by the majority of voting members of the Cabinet. Notice of such

Special Convocations shall be posted at each parish and mission within the Deanery at least seven days in advance and shall state the specific purpose of the Special Convocation.

§10.3 Vacancies among Lay Delegates. The presiding officer of the Convocation shall have discretionary authority to fill vacancies in the delegation of any congregation from among those not elected delegates or alternates to Diocesan Convention, but present at the Convocation from such parish or mission in which vacancies exist.

§10.4 Quorum. The presence of at least one cleric or lay delegate from a majority of parishes and missions within the Deanery constitutes a quorum.

§10.5 Functions. The Convocation shall be the representative body of the Deanery and shall have the following functions:

- (a) To serve as the legislative and policy forming body on behalf of the Deanery;
- (b) To take action on an ongoing basis to implement the purposes enumerated in Article III of these bylaws;
- (c) To implement Diocesan programs and programs adopted by the Convocation;
- (d) To develop and formulate Deanery programs to be implemented under the direction and supervision of the Cabinet;
- (e) To elect certain Deanery officers, representatives to Executive Council, and representatives to the Committee on Nominations;
- (f) To inform Executive Council of the reaction to Diocesan program, budget and resolutions, and to inform all persons in the Deanery concerning the same; and
- (g) To submit to Diocesan Convention such proposals and recommendations as it may deem appropriate.

ARTICLE XI CABINET

§11.1 Composition. The voting Cabinet shall consist of the officers of the Deanery and the Deanery representatives to Executive Council. The presence of a majority of the voting Cabinet shall constitute a quorum. In addition, each parish and mission within the Deanery shall appoint a chair of its delegation to Convention and Deanery Convocations, who shall have seat and voice at meetings of the Cabinet, but not vote.

§11.2 Duties. The Cabinet shall hold meetings not less than four (4) times each year, as established during a prior Cabinet meeting, or at the call of the president, or at the written request to the president by two (2) members of the Cabinet, and shall have the power:

- (a) To exercise general supervision of the affairs of the Deanery between Convocations, subject to the limitations and restrictions provided by these bylaws, the Deanery Convocation and diocesan canons; provided, however, that the Cabinet shall be subject to the orders of the Convocation, and none of its acts shall conflict with action taken by the Convocation;
- (b) To recommend financial budgets to the Convocation, to supervise receipts and expenditures of the Deanery, and to authorize expenditures up to \$500 between Convocations on condition that it report such action to the next scheduled Convocation;
- (c) To develop and recommend proposed Deanery programs to an appropriate Deanery Convocation;
- (d) To fix the time and place of Deanery Convocations and meetings of the Cabinet;
- (e) To appoint a youth representative to Diocesan Convention, representatives to the Department of Congregational Development, and representatives to other functional groups as may be required;
- (f) Except as otherwise provided in these bylaws, to appoint persons to fill vacancies in elected offices for the remainder of the unexpired term;
- (g) To appoint the members of a Deanery Nominating Committee; and
- (h) To perform such other duties as are specified in these bylaws or may be requested of it by resolution of the Deanery Convocation.

§11.3 Meetings. When the date and time of a future meeting is not adopted during a prior Cabinet meeting, at least twenty four (24) hours' notice of a meeting of the Cabinet shall be given to Cabinet members and the chairs of each delegation representing a parish or mission within the Deanery. Such notice may be personal, by telephone or fax, by overnight mail, or by email to the last known telephone or fax number, or address, or email address, respectively. Service is effective at the time of transmittal.

ARTICLE XII DEANERY COMMITTEES

§12.1 Appointment of Nominating Committee. The Cabinet shall at its first meeting of the calendar year appoint a Deanery Nominating Committee comprising three (3) members, including at least one (1) cleric and at least one (1) lay person, all of whom shall be members of a congregation within the Deanery. Voting members of the Cabinet may not serve on the Nominating Committee. The term of office shall be one (1) year or until a successor is appointed, and there shall be no limit to the number of terms an individual may serve.

§12.2 Duties of Nominating Committee. The Deanery Nominating Committee shall produce a slate of candidates that includes at least one (1) for each office to be elected. Notice of the names of candidates and the office for which each is nominated shall be delivered by the committee at least thirty (30) days prior to the Annual Convocation at which elections will be held. Such notice shall take place either at a Deanery Convocation, or by notice to the Cabinet and the chairs of each delegation representing a parish or mission within the Deanery.

§12.3 Other Deanery Committees. Standing and special committees shall be appointed by the Cabinet as deemed necessary to carry on the work of the Deanery. The President shall be an ex officio member of all such committees except the Nominating Committee.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

§13.1 Robert's Rules of Order. The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Deanery in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Deanery may adopt.

ARTICLE XIV

AMENDMENTS

§14.1 Bylaw Amendments. These bylaws may be amended by a majority vote of those present and entitled to vote at any Convocation; provided, however, that notice of any such proposed amendment shall be delivered by the proposer at least thirty (30) days prior either at a Deanery Convocation, or by notice to the Cabinet and the chairs of each delegation representing a parish or mission within the Deanery.