



# **Licensed Lay Ministers' Association**

## **Diocese of Nova Scotia and Prince Edward Island**

### **By-Laws and Constitution**

#### **A. THE ASSOCIATION**

1. (1) The name of the Association is: Licensed Lay Ministers' Association of the Diocese of Nova Scotia and Prince Edward Island  
  
(2) The Association may also be referred to as the Licensed Lay Ministers' Association
2. The Association is formed under direction from and is governed by the prevailing Canons of the Anglican Church of Canada and the Diocese of Nova Scotia and Prince Edward Island, the official Handbook of Standards and Regulations, and these By-Laws and Constitution. When these By-Laws and Constitution contradict, are in conflict with, or have a discrepancy with the official Canons and Handbook, the Canons and Handbook supersede these By-Laws and Constitution.
3. The By-Laws and Constitution of the Association may be amended from time to time as approved by the membership present at an Annual or Special General Meeting and such changes would take effect immediately.

#### **B. AIMS AND OBJECTIVES**

1. To provide fellowship opportunities for and among its members.
2. To provide educational opportunities for its members.
3. To provide opportunities for personal spiritual growth within its membership.
4. To provide a forum or vehicle for its members to express their concerns, ideas, questions, and suggestions with regards to their ministry.
5. To keep its members informed.
6. To promote the ministry of Licensed Lay Minister within the Church.
7. To encourage the recruitment and support Commissioned Lay Ministers-in-Training.

#### **C. MEMBERSHIP**

1. All Licensed Lay Ministers in the Diocese of Nova Scotia and Prince Edward Island are members.
2. All Commissioned Lay Ministers-in-Training in the Diocese of Nova Scotia and Prince Edward Island are members.
3. The Warden of Licensed Lay Ministers, as appointed by the Diocesan Bishop, is a member.

4. The Immediate Past President of the Association is a member, even if he/she is no longer a Licensed Lay Minister in this Diocese, unless his/her license was revoked.

#### **D. VOTING**

1. All business meetings are to be conducted respecting standard Parliamentary Rules of Order.
2. At all Annual General Meetings and at all Special General Meetings members as identified in Section C.1, all Licensed Lay Ministers in the Diocese of Nova Scotia and Prince Edward Island are entitled to cast one, and only one vote. In the event of a tie, the vote is lost.
3. At all Executive meetings, all Executive officers as members identified in Section E.1, 3, and 4 are entitled to cast one, and only one, vote.
5. At all Annual General Meetings and all Special General Meetings no votes cast by proxy will be accepted or counted.

#### **E. EXECUTIVE**

1. There shall be an Executive consisting of the following officers:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Immediate Past President
  - f. Warden of Licensed Lay Ministers
  - g. Area Representatives (such that there will be a maximum of one representative for each Diocesan Archdeaconry)
  - h. Editor of the Diakonia
2. Only members as defined in Section C.1 can be elected to executive offices as identified in Section E 1.
3. Executive positions listed in Section E1 must be filled by elections at the Annual General Meeting. Area Representatives are to be filled, if at all possible, by elections at the Annual General Meeting. Vacancies may be filled by appointment by the Executive.
4. The Executive may co-opt a member as defined in Section C 1. The co-opted officer will only hold such office for the whole or remainder of the term of the vacant office. The selection of an officer in this manner must be ratified by the membership present at the next Annual General Meeting.
5. The Executive shall meet on a regular basis and as frequently as necessary to conduct the business of the Association. The Executive is to meet no less than (4) times a year.
6. The quorum required to conduct a regular meeting of the Executive shall be the President or Vice President and three other elected officers.

7. The duties of each officer are to be determined, from time to time by the Executive, as necessary. The prevailing description of duties is to be attached to these By-Laws and Constitution.
8. Terms of Office:
  - a) The term for all offices, except that of the Warden of Licensed Lay Ministers and the Immediate Past President of the Association, is to be a period of (2) years beginning and ending at the nearest Annual General Meeting, which may be extended by one two-year term.
  - b) The term of office of the Warden of Licensed Lay Ministers is of such length as is determined by the Diocesan Bishop.
  - c) On resignation of an officer, in the midst of a term, the Executive shall appoint a person to hold the office for the unexpired portion of the term. Such replacement for more than one (1) calendar year is considered a full term in respect of Section E 8 (a).
  - d) The person holding the office of Vice-President is to proceed immediately, without election, to the office of President on the ending of the incumbent's term or upon the incumbent ceasing to hold office. Replacement, due to resignation or otherwise ceasing to hold office for a period of more than one (1) calendar year is to be considered a full term in respect of Section E 8 (a).
  - e) The membership or Executive Officers present at an Annual General Meeting, or at a Special General Meeting called for such purpose, may present a motion, 45 days prior to the meeting in compliance with Section G 5, to remove an officer of the Association, except the Warden, prior to the end of his/her term. Such a vote of non-confidence requires an assent of sixty-six (66%) of the voting members present to be carried. The election of a replacement officer will be as if the officer had resigned.

## **F. COMMITTEES AND TASK FORCES**

1. The Executive may form committees and task forces they deem necessary to effectively carry out the aims and objectives of the Association.
2. Area Representatives may form regional or local committees and task forces as they deem necessary to carry out their duties and in effect meet the aims and objectives of the Association.
3. All committees and task forces are responsible and accountable to the Executive of the Association. They must provide minutes of meetings, financial statements, meet with, or disclose information to the Executive when requested.

## **G. ANNUAL GENERAL MEETING**

1. The Annual General Meeting shall be held within three (3) months of the end of the preceding fiscal year.
2. There shall be an educational program held in conjunction with the Annual General Meeting.

3. The date, time, and location of the Annual General Meeting are to be determined by the Executive. Notice of the Annual General Meeting is to be published in the four (4) preceding issues of the Anglican Net News (ANN), in the preceding issue of the Diakonia and posted on the Licensed Lay Ministers' website.
4. The quorum required to conduct an Annual General Meeting shall be twenty (20) members.
5. Business to be conducted at the Annual General Meeting:
  - a. Declaration of Quorum
  - b. Acceptance of the minutes of the preceding Annual General Meeting.
  - c. Reports from the President, Vice-President, Warden of Licensed Lay Ministers, Area Representatives, and any current standing committees.
  - d. Financial report of the previous fiscal year.
  - e. Presentation of a proposed budget for the current year.
  - f. Elections of officers, as required.
  - g. Business that the Executive wishes to bring before the membership
  - h. Business or motions when:
    - i. The Secretary has received written notice of such at least forty-five (45) days preceding the meeting,
    - ii. The Chair accepts such business or motions on request from at least sixty-six percent (66%) of the voting members present.
  - i. Any business the Diocesan Bishop wishes to bring before the membership.

## **H. SPECIAL GENERAL MEETING**

1. The Executive may call a Special General Meeting to conduct such business as it feels necessary and deemed important that it could not wait until the next Annual General Meeting. Notice for such a Special General Meeting (time, location, and business to be considered) shall be given either by publishing notice in the one preceding issue of the Diocesan Times and two (2) preceding Anglican Net News or by an all member mailing at least three (3) weeks prior to the meeting date.
2. The Diocesan Bishop may call a Special General Meeting to conduct such business as may be deemed necessary. Notice of such a meeting will be as the Diocesan Bishop deems reasonable.
3. The membership may petition the President to call a Special General Meeting. The written petition must contain the names and signatures of members equal to the quorum required to conduct such a meeting and nature of the business they wish to have conducted. The notice of such a meeting will be as described in Section H 1.
4. The quorum required to conduct a Special General Meeting shall be twenty (20) members.

## **I. MEMBERSHIP DUES**

1. All members are expected to pay annual membership dues.

2. Parishes, any individual or group may pay the dues on behalf of any member.
3. All annual membership dues are due and payable by the first day of the fiscal year of the Association, as described in Section J 6.
4. The amount of the annual membership dues is to be determined, from time to time, by the membership present at an Annual General Meeting.

## **J. FINANCES**

1. All monies belonging to the Association are to be expended for administrative support or programs meeting the aims and objectives of the Association.
2. The Executive has the right, the power and must practice due diligence in expending, investing, and dispersing any funds and properties of or for the Association in respect of Section J 1.
3. The Executive is to maintain financial records of all transactions made and properties held. These records are to be made available for viewing to any member of the Association, Bishop of our Diocese, or the Diocesan Bishop's appointed agent at a convenient place and at a reasonable time.
4. A financial report including a proposed budget for the Association is to be made at every Annual General Meeting.
5. The Executive is to be prudent in its handling of the Association's funds and therefore it is necessary that all transactions made on behalf of the Association will require signatures of at least two Executive Officers.
6. The fiscal year of the Association is to be from April 1 in a calendar year to March 31 of the succeeding calendar year.
7. The financial records of the Association are to be reviewed and/or audited by an independent body (appointed by the Executive) on an annual basis, following the end of the fiscal year and prior to the presentation of the financial report to the Annual General Meeting.

## **K. BANNER**

1. The Association shall maintain a banner symbolic of its members' ministries.
2. The banner is to be made visible at every opportune and appropriate time and place.
3. The banner is the responsibility of the President during his/her term of office and may be prominently displayed in the parish church of the President.

## **L. DUTIES OF EXECUTIVE OFFICERS**

The descriptions of duties are prepared in respect of the By-Laws of the Licensed Lay Ministers' Association of the Diocese of Nova Scotia and Prince Edward Island (Section E 7).

It is acknowledged that all people are different and each brings to the Association the gifts they have received from God through the Holy Spirit. Each person is expected only to perform duties that they are comfortable in performing and to the best of their ability. We are all expected to uphold our baptism and minister to God's people in the name of and to the glory of our Lord, Jesus Christ.

### **1. President**

- a. To provide guidance to the membership and the officers of the Association.
- b. To be responsible for the orderly conduct of all Association Annual General, Special General, Executive, and Executive Subcommittee meetings.
- c. To ensure an agenda is prepared for all Executive and Executive Subcommittee meetings.
- d. To prepare an agenda for all annual and special general meetings with the assistance of the Vice-President.
- e. To oversee the performance of the duties of the other officers of the Association.
- f. To represent the Association and its members at events and functions as requested by the membership or Executive.
- g. To communicate with the Bishops and Diocesan Committees and officers as required.
- h. To facilitate in any reasonable way the continuance of and promotion of the Association and Office of Licensed Lay Minister in our Diocese.

### **2. Vice-President**

- a. To shadow the duties of the President and to prepare for the office of President.
- b. To assist the President in the performance of her/his duties.
- c. To assist the President in the preparation of the agenda for all Annual and Special General Meetings.
- d. To perform the duties of the President when the President is incapacitated or temporarily unavailable.
- e. To perform any reasonable task or duty as requested by the President.
- f. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

### **3. Secretary**

- a. To ensure accurate minutes are recorded and maintained for all Association meetings.
- b. To ensure all Association correspondence is received and sent as necessary.
- c. To ensure all printed materials and reports required for Association meetings are prepared and circulated as necessary.
- d. To ensure the appropriate and required notice is given for all meetings of the Association.
- e. To perform any reasonable task or duty as requested by the President.

- f. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **4. Treasurer**

- a. To oversee all monetary and property transactions for the Association.
- b. To ensure a financial report is made available at all Executive, Executive Subcommittee, and Annual General Meetings of the Association.
- c. To ensure accurate financial records are maintained and made available in respect of Section J 3 and 4 of the Association's By-Laws and Constitution.
- d. To ensure the financial records of the Association are audited and/or reviewed by an independent body in respect of Section J 7 of the Association's By-Laws and Constitution.
- e. To ensure the preparation of an annual budget to be presented by the Executive at the Annual General Meeting.
- f. To perform any reasonable task or duty as requested by the President.
- g. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **5. Immediate Past President**

- a. To provide continuity for and act as a resource person to the Executive.
- b. To perform the duties of the Vice-President when the Vice-President is incapacitated or temporarily unavailable.
- c. To perform any reasonable task or duty as requested by the President.
- d. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **6. Warden of Lay Readers**

- a. To perform duties and tasks as prescribed by the Diocesan Bishop.
- b. To perform the duties as set out from time to time in the Licensed Lay Ministers' Handbook of Standards and Regulations
- c. To provide guidance and support to the Executive.
- d. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

#### **7. Archdeaconry Representatives**

- a. To provide a communication link between the Executive and the members in their archdeaconry (i.e. telephone committee).
- b. To communicate with their Archdeacon and the Regional Deans in their area.
- c. To facilitate educational, training, and fellowship opportunities for Licensed Lay Ministers and prospective Licensed Lay Ministers in their Archdeaconry.
- d. To be active with the Executive in planning and staging diocesan events and programs.
- e. To perform any reasonable task or duty as requested by the President.

- f. To facilitate in any reasonable way the continuance of and promotion of the Association and office of Licensed Lay Minister in our Diocese.

## **8 Editor of Diakonia**

- a. To ensure the publication of the Association's Newsletter twice yearly; one issue prior to the Annual General Meeting and another, prior to the Fall Conference.
- b. To select a theme for the Fall issue and ensure contributions are received from the Archdeaconry Representatives for the Spring issue.
- c. To collect the materials to appear in the publication and arrange the layout.
- d. To submit a draft of each issue to the Warden and President for review prior to publication.
- e. To maintain an up-to-date Database of Licensed Lay Ministers and Commissioned Lay Ministers-in-Training.
- f. To email the Diakonia to those using technology to receive it.
- g. To arrange for the printing and distribution of copies of the Diakonia by Canada Post to those without email.

## **9 BOARD OF STANDARDS**

There shall be a Board of Standards appointed by the Bishop.

The Board of Standards shall consist of the following officers:

- a. Warden of the Licensed Lay Ministers' Association of the Diocese of Nova Scotia and Prince Edward Island (the "Association")
- b. One additional Clergy representative appointed by the Bishop
- c. The President and Vice President of the Association
- d. The Immediate Past President of the Association
- e. Secretary
- f. Three (3) Licensed Lay Ministers elected at the Association's Annual General Meeting as representatives to the Board.
- g. One (1) Licensed Lay Minister to report to the Diocese