

Draft of Feb. 19, 2021

Adopted by the Diocesan Council of Trustees

BYLAWS

ADVISORY BOARD

OF

DEAN T. STEVENSON SCHOOL FOR MINISTRY

Article I. NAME.

The name of this organization shall be the Advisory Board of the Dean T. Stevenson School for Ministry (herein, "Board"), a ministry of the Episcopal Diocese of Central Pennsylvania.

Article II. PURPOSE

Section 1-- To maintain an association of members interested in the objectives and activities of the Dean T. Stevenson School for Ministry (School) within the scope of the Episcopal Diocese of Central Pennsylvania.

Section 2--To encourage greater interest in and support of the School as a collaborative ministry of formational and educational opportunities.

Section 3--To advise the Dean, Associate Dean and Faculty in furthering the purposes and objectives of the School.

Article III. MEMBERSHIP

Section 1--The Board shall consist of up to eleven members, appointed by the Diocesan Bishop in consultation with the Dean, to serve at the pleasure of the Bishop.

Section 2-- The officers of the Board shall be a Chairperson of the Board, a Vice-Chairperson, a Secretary, a Treasurer, and other officers as may be appointed by the Bishop of the Diocese of Central Pennsylvania.

Section 3--Appointed officers shall serve for a term of three years unless terminated by the Bishop or unless the officer resigns. Appointed officers shall take office directly after their appointment. No appointed individual shall be eligible to hold the same office for more than three successive terms unless this stipulation is waived by the Bishop.

Section 4--The Chairperson in consultation with the Dean may appoint one or more committees and designate the chairs. The Dean and the Associate Dean shall be ex officio members of all committees

Section 5--Vacancies of members of the Board shall be filled by appointment by the Bishop.

Article IV. MEETINGS

Section 1—Four (4) meetings of the Board shall be held each year, plus such additional meetings as shall be called by the Chairperson. A quorum shall consist of not less than six of the members currently serving on the Board.

Article V. DUTIES OF OFFICERS

Section 1--The Chairperson shall preside at all meetings and shall direct the affairs of the Board. The Chairperson in consultation with the Dean shall call all meetings.

Section 2--The Vice-Chairperson shall preside at all meetings and direct the affairs of the Board in the Chairperson's absence.

Section 3--The Secretary shall keep the official minutes of the Board.

Section 4--Section 4--The Treasurer shall provide financial strategic planning and financial reports for SSFM (subject to prior review and approval of the Diocesan Finance Officer) to provide up-to-date information to the Dean and Advisory

Board and to the Diocesan Council of Trustees and Finance Committee, with the goal of bringing SSFM financial matters into alignment with Diocesan financial parameters. All receipts and disbursements of SSFM shall be accounted for by the Diocesan Financial Officer.

Article VI. FINANCES

Section 1--The fiscal year of the Board shall be determined by the Diocese of Central Pennsylvania within the budgeting process for the Diocese.

Section 2--The Financial Officer of the Diocese shall appoint an auditor to review SSFM financials as deemed necessary within the auditing process for the Diocese.

Article VII. PARLIAMENTARY AUTHORITY

All meetings shall be conducted according to Robert's Rules of Order, Newly Revised, except when in conflict with these Bylaws or with the laws of the State of Pennsylvania.

Article VIII. AMENDMENTS

These Bylaws may be amended by the Council of Trustees of the Diocese.