

**BYLAWS**  
**OF**  
**THE HOUSE OF LAITY**  
**of the Ecumenical Catholic Communion**

Article I- Preamble

The delegates of the House of Laity (“HOL”) hereby adopt these bylaws pursuant to Canon 2.3 of the ECC Constitution. The delegates understand these bylaws reflect this particular time in our journey together and will grow with the ECC

Article II - Delegates

Section 1. Powers and Duties. The delegates selected by an ECC organization shall exercise the power to vote at any authorized meeting of the HOL and shall exercise those duties set out in the current ECC Constitution.

Section 2. Synod. The delegates shall meet at least once every two years at such time and place as shall be determined by the ECC for the purpose of electing the Steering Committee, enacting legislation and other functions consistent with the Constitution and those Bylaws. At the Synod, the Treasurer of the HOL shall report to the delegates concerning the finances during the past year and present the budget for the upcoming two years.

Section 3. Special Meetings. Additional meetings of the delegates may be held from time to time as determined by the Chair or as called by a written petition for a meeting signed by at least twenty (20) delegates, and stating the purpose for which such meeting has been called. At a meeting called via petition the delegates may not consider or transact any business at any special meeting other than the established agenda . Special meetings may be conducted via telephone or electronic communication.

Section 4. Notice of Meetings. Except as otherwise provided herein, notice of any special meeting of the delegates shall be given at least two (2) weeks previous thereto by written notice delivered either personally, by telegraph, teletype, facsimile, or other form of wire or wireless communication, or by mail to each delegate at his or her business or home address. Any delegate may waive notice of any meeting. The attendance of a delegate at any meeting shall constitute a waiver of notice of such meeting, except where a delegate attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. A majority of the delegates eligible to vote shall constitute a quorum for conducting business.

Section 5. Quorum Needed to Conduct Business. At Synod, a quorum needed for a binding vote shall be a majority of the delegates in attendance who are eligible to vote. At Synod or special meetings, proxy voting shall not be allowed. For special meetings a quorum

needed for a binding vote shall be a majority of the delegates who vote electronically within the time frame established at the special meeting.

Section 6. Chair of Delegates. The Chair of the HOL shall preside as the Chair at all meetings of the delegates. The Chair shall appoint from among the delegates a recording Clerk for the meetings. The Clerk shall keep the minutes of the meetings and provide all such records to the delegates.

### Article III – Steering Committee

The Steering Committee shall consist of the Chair, the Vice Chair, the Treasurer and the Member at Large (“SC Members”).

Section 1. Powers and Duties. The Steering Committee shall fully manage and control the property, business, and affairs of the HOL. It shall do all these things in a manner consistent with these Bylaws and applicable job descriptions.

Section 2. Election of Steering the Steering Committee. The Chair shall facilitate the drafting and updates for job descriptions for the SC Members and distribute the same to the delegates. At least two months prior to the Synod, each delegate shall be requested to submit to the Chair the name(s) of the delegates whom they believe will be active and effective members of the Steering Committee. The Chair will place all submitted names on a ballot and submit the list to the delegates no later than thirty (30) days before the Synod. The election shall take place on or before the Synod.

Section 3. Qualifications. In order to qualify as a member of the Steering Committee an individual must be willing to serve the term and perform the responsibilities described in the Bylaws and job description. The ECC organization from which the proposed individual is a member must be an organization in good standing as defined by the Constitution. The Chair, the Vice-Chair and the Treasurer are not required to be current voting delegates of the HOL. However, in order to stand for election (or appointment in the case of the Treasurer) the Chair, the Vice-Chair and the Treasurer must have served as delegates in the past.

Section 4. Vacancy on Steering Committee. Whenever any vacancy on the Steering Committee shall occur by reason of death, resignation, removal or otherwise, such vacancy may be filled by a qualified person elected by the unanimous vote of the remaining members of the Committee, with the person so appointed to fill such vacancy to serve the remainder of the term of the office being filled.

Section 5. Compensation. No member of the Steering Committee shall be paid for his or her service.

Section 6. Act as a Group Procedure. The SC Members shall, in all cases, act as a group, and they may adopt such rules and regulations for the conduct of their meetings and the management of the HOL as they deem proper. Any decisions made or actions taken by the Steering Committee will be communicated to the full HOL.

Section 7. Meetings of the Steering Committee. The Steering Committee shall meet regularly, at least once per quarter, and at any additional times as the Committee shall determine. Meetings of the Committee may be called by the Chair or upon receipt by the Chair of a written request for a special meeting signed by two (2) SC Members.

Section 8. Telephone Conference Call. The Steering Committee may conduct a meeting by means of conference telephone call or by other electronic means by which all members participating in the meeting may hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

#### Article IV – SC Members

Section 1. The Chair. The Chair shall preside at regular and special meetings of the Committee and do and perform all acts incident to the position of Chair consistent with the applicable job description. The Chair shall serve on the ECC Leadership Council.

Section 2. The Vice Chair. The Vice Chair shall serve on the ECC Leadership Council and in the absence of the Chair, perform Chair responsibilities. In accepting the position the Vice Chair acknowledges a willingness and expectation to serve as Chair at the expiration of the term.

Section 3. The Treasurer. The Treasurer shall chair the Finance Committee as described in Article V below. The Treasurer shall be appointed by the Chair and Vice Chair in consultation with the Finance Committee.

Section 4. Member at Large. The Member(s) at Large shall be voting delegates of the HOL and shall be knowledgeable about the polity of the ECC. The Member(s) at Large shall be appointed from the body of the current delegates by the Chair in consultation with the Vice Chair.

#### Article V- Finance Committee

Section 1. Role of the ECC Finance Committee in the ECC. Canon 2.4 states that issues of finance shall originate in the HOL and be affirmed by House of Pastors (“HOP”) and signed by the Presiding Bishop. Canon 6 states that all canons and bylaws regulating finances of the Communion must originate and be passed in the HOL and be confirmed by the HOP. The Finance Committee will serve the HOL regarding those functions and manage development activities.

Section 2. Purpose. The purpose of the committee is to help maintain a sound financial basis for the ECC as it continues to grow.

Section 3. Operating Procedures. The Finance Committee shall develop procedures for selecting members and making decisions. The Committee shall be chaired by the Treasurer. The Comptroller of the ECC shall be a standing member of the Finance Committee.

Section 4. Budgets. Two (2) annual budgets, covering a total span of two (2) years, will be prepared by the ECC Finance Committee and presented to the HOL. The first will be a

budget for the next or upcoming year which the HOL will approve during the synod. The 2<sup>nd</sup> budget will be for the next or following year, which the HOL will tentatively approve during the Synod. This budget will receive its final approval by the HOL prior to its implementation. Every effort shall be made to prepare a balance budget. If the ECC Finance Committee presents a budget that is not balanced there must be sufficient funds in the carryover funds from prior years to handle the deficit.

Section 5. Non-budgeted Items. Any item that will result in deficit spending should come to the ECC Finance Committee for approval prior to the disbursement being expended. In the event of an emergency expenditure that cannot wait until the next scheduled meeting of the ECC Finance Committee the Comptroller will email members of the ECC Finance Committee, for consideration of the emergency expenditure request.

#### Article VI- Miscellaneous Provisions

Section 1. Number of Votes. At every meeting of the HOL at which a quorum exists, each delegate shall be entitled to one vote on each matter properly brought to the vote of the HOL. Except as otherwise provided in these Bylaws or the Constitution, a majority of the votes cast on any matter properly brought to a vote shall be necessary and sufficient to pass any measure.

Section 2. Minutes of HOL Meeting. The clerk shall provide each delegate with a copy of the minutes of each meeting of the HOL.

Section 3. Personal Liability. The delegates and SC Members shall not be personally liable for any debt, liability, or obligation of the HOL in the absence of fraud or willful misconduct. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against, the ECC, may look only to the funds and property of the ECC for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them for the Corporation.

Section 4. Conflict of Interest. No delegate or SC Member shall vote on any matter under consideration by the delegates of the HOL or at a committee meeting, in which such person has a conflict of interest. The minutes of such meeting shall reflect that a disclosure was made and that the delegate or SC Member having the conflict of interest abstained from voting.

Section 5. Tax Statute. The HOL shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate the ECC's status (1) as a corporation which is exempt from federal income taxation as an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or (2) as a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986, as amended. No part of the net earnings of the ECC shall inure to the benefit of or be distributable to its delegates, directors, officers, or other private persons, except that the ECC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes and powers of the ECC.

Section 6. Dissolution. Upon dissolution of the ECC, the delegates acting through the Finance Committee, after making provision for the payment of all of the liabilities of the

ECC, shall arrange for the distribution of all of the assets in accordance with these bylaws, but said assets shall be distributed exclusively for the tax-exempt purposes of the ECC, either by direct distribution or by distribution to one or more organizations, contributions to which are deductible under Section 170(c) of the internal Revenue Code of 1986, as amended, as they may determine, and in accordance with the laws of the State of California.