

**BYLAWS OF
DIOCESAN SINGLE ADULTS**

ARTICLE 1.

NAME

Section 1.01 Name. The name shall be Diocesan Single Adults, hereinafter referred to as DSA.

ARTICLE 2.

PURPOSE

Section 2.01 Purpose. The DSA is organized exclusively for charitable and religious purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code. The primary purpose of the DSA, subject to the limitations herein provided, is to provide support and assistance to singles and parish singles groups in the Diocese; to plan and coordinate events for singles and to facilitate awareness of and sensitivity to the needs of singles in the Church as a whole.

ARTICLE 3.

PRINCIPAL OFFICE

Section 3.01 Principal Office. The principal office shall be located at the address of the President or the Treasurer, or at an address designated by the Board.

ARTICLE 4.

THE DSA BOARD

Section 4.01 Function. The DSA Board functions as a steering committee, making financial, organizational, and activity decisions for the viability of the DSA.

Section 4.02 Number and Term. The DSA Board shall be composed of up to 15 voting Members. Board Members must be single and living single, Episcopalian and a member of an Episcopal Church within the Diocese. A maximum of two Board Members may be members of the same church.

Section 4.03 Nomination and Election. Candidates for Board membership must submit an application, which has the approval of their parish Priest, to the current Board President, prior to the election. Board Members shall be elected by majority vote of the DSA Board at the January Board meeting or at such time of a mid-term vacancy on the Board.

Section 4.04 Term. Board Members shall be elected for a term of one year, or until their successors are duly elected and have qualified. A Board Member may serve for a maximum of 5 consecutive years as a voting Member.

Section 4.05 Removal, Resignation and Vacancies. Any Board Member may be removed at any time for any reason by majority vote of the Board Members. Resignations should be submitted in writing to the President of the Board. Any vacancy that occurs as a result of the removal, resignation or death of any Board Member shall be filled by a majority vote of the remaining Board Members or by a sole remaining Board Member. The Board Member elected to fill a vacancy shall serve the unexpired portion of the vacated term.

Section 4.06 Regular Meetings. A regular annual meeting of the DSA Board shall be held in the month of January of each year. Board Members and officers are to be nominated at this annual meeting. Other meetings shall be held at places and times to be decided by the Board at the annual meeting.

Section 4.07 Special Meetings. Special meetings of the DSA Board may be called by or at the request of the President or any two Board Members. The person or persons calling a special meeting of the Board shall indicate in the notice of the meeting, the names of the Board Members calling the meeting, along with the time, place and purpose of the special meeting being called.

Section 4.08 Notice. Notice of any special meeting of the DSA Board shall be given at least ten (10) days prior to the meeting date. Delivery of the notice may be by telephone, e-mail, regular mail to each at his address as shown by the records of the DSA, or by telecopy. If mailed, the notice shall be deemed delivered three days after it is deposited with postage prepaid in the United States Mail so addressed. Any Board Member may waive notice of any meeting.

Section 4.09 Quorum. A majority of the current Members of the DSA Board present, or represented by proxy, shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Board Members are present or represented at said meeting, a majority of the Board Members present may adjourn the meeting. A person participating in a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened is not considered present at said meeting.

Section 4.10 Manner of Acting. The act of a majority of the Board Members present at a meeting at which a quorum is present shall be the act of the DSA Board, unless the act of a greater number is required by law or by these bylaws. A Board Member may vote only in person or by written proxy.

Section 4.11 Compensation. Board Members, as such, shall not receive any stated salaries for their services, but a Board Member should be reimbursed for expenses incurred in the DSA's business.

Section 4.12 Board Action Without Meeting. Any action required or permitted to be taken by the DSA Board may be taken without a meeting and with the same force and effect as a unanimous vote of Board Members, if all Members of the Board shall individually or collectively consent in writing to such action.

Section 4.13 Telephone and Similar Meetings. Board Members and committee members may participate in and hold a meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can interact with each other simultaneously.

ARTICLE 5.

OFFICERS

Section 5.01 Officers. The officers shall be a President, a Vice-President, a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this Article. The officers shall have the authority and perform the duties prescribed from time to time by the DSA Board. Any two or more offices may be held temporarily by the same person, except the offices of President and Secretary, until the next Board meeting at which an election should be held.

Section 5.02 Election and Term of Office. The officers of the DSA shall be elected annually by the DSA Board at the regular annual meeting of the DSA Board. New offices may be created and filled at any meeting of the DSA Board. Each officer shall be elected for a term of one year or until a successor has been duly elected and taken office.

Section 5.03 Removal. Any officer elected by the DSA Board may be removed by the DSA Board whenever, in its judgment, the best interests of the DSA would be served thereby.

Section 5.04 Vacancies. A vacancy in any office, because of death, resignation, removal, or otherwise, may be filled by the DSA Board for the unexpired portion of the term.

Section 5.05 Clergy Advisor. The Clergy Advisor shall provide guidance and spiritual direction to the Board; work with Diocesan policies and clergy; and participate in policy decisions.

Section 5.06 President. The President shall be the principal executive officer and shall, in general, supervise and control all of the business and affairs of the DSA. The President shall preside at all meetings of the DSA Board, and, in general, the President shall perform all duties commonly incident to the office of President and such other duties as may be prescribed by the DSA Board from time to time.

Section 5.07 Vice-President. In the absence of the President, or in the event of his inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions on the President. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President or by the DSA Board.

Section 5.08 Secretary. The Secretary shall keep a record of the meetings of the DSA Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws, or as required by law; provide a copy of the minutes from the prior meeting of the Board to the current meeting attendees; be custodian of the records and in general, perform all duties incident to the Office of Secretary and such other duties as from time to time may be assigned to him by the President or by the DSA Board.

Section 5.09 Treasurer. If required by the DSA Board, the Treasurer shall have charge and custody of and be responsible for all funds and securities; receive and give receipts for monies due and payable from any source whatsoever and deposit all such monies in the name of the DSA in such banks, trust companies, or other depositories as shall be selected by the DSA Board; pay bills and issue reimbursements; submit an annual Budget request to the Diocese; submit a proposed Budget to the DSA Board for approval in January; provide a copy of the current financial reports to include a Balance Sheet and a comparison to Budget; and, in general, perform all the duties incident to the Office of Treasurer and such other duties as from time to time may be assigned to him by the President or by the Board.

Section 5.10 Immediate Past President. If available to serve, but the Member's term on the Board has expired, the Immediate Past President of the DSA Board may serve as a non-voting Member of the DSA Board to provide advice and counsel to the current board. This position may extend beyond the 5 consecutive year limitation on Board Members. If the Member's term on the Board has not expired, they may remain a voting Member.

ARTICLE 6.

COMMITTEES

Section 6.01 Committees. The DSA Board, by resolution, may designate standing and special committees having such membership and duties as the Board shall determine to be in the best interest of DSA. Standing Committees membership is determined by the DSA Board. Special Committees will be established by the President for up to one year. The President will designate a Chairman for each Committee, whether Standing or Special.

Section 6.02 Term of Office. Each member of a committee shall serve until the next annual meeting of the DSA Board unless the committee shall be sooner terminated, or unless such member be removed from such committee.

Section 6.03 Removal. Any member of any committee may be removed by the President or by vote of the DSA Board whenever in their judgment the best interest of the DSA shall be served by such removal.

Section 6.04 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6.05 Quorum. Unless otherwise provided in the designation of a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6.06 Standing Committees. The following committees will be considered permanent committees. Annually, the Board will approve the membership of each and the President will name the Chairman of each committee annually.

- a. River Not So Wild – to plan and conduct the spring river rafting event
- b. Summer Splash – to plan and conduct the summer water fun day event
- c. Fall Retreat – to plan and conduct the fall Camp Allen retreat event
- d. Communications – to plan and execute a complete Communications plan to include advertising, public relations, website management, and scrapbooks

ARTICLE 7.

MISCELLANEOUS

Section 7.01 Rules of Order. Meetings of the DSA Board shall be conducted in compliance with the Roberts Rules of Order.

Section 7.02 Authorized Signatures. Two signatures of Board officers shall be required on all checks issued by the Treasurer. Authorized signees may be the Clergy Advisor(s), the Treasurer, the Secretary and/or President, or any other person designated by the Board. All contracts should be signed by the President or anyone the President designates.

Section 7.03 Fiscal Year. The fiscal year of the DSA shall be the calendar year.

ARTICLE 8.

AMENDMENTS

Section 8.01 Amendments. The DSA Board shall have the power to alter, amend, or repeal these bylaws at any meeting of the DSA Board by a vote of two-thirds (2/3) of the Board

Members present, provided that written notice of the proposed change is given at least ten (10) days prior to such meeting.

The above bylaws were approved by the DSA Board of Diocesan Single Adults on the ____ day of _____, 20__.

[name of secretary] , Secretary