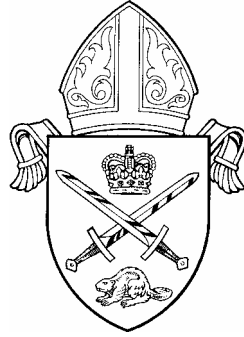


**CONSTITUTION
OF
THE INCORPORATED SYNOD OF THE DIOCESE OF HURON**



MEMBERSHIP

1. The membership of The Incorporated Synod of the Diocese of Huron (hereinafter called "Synod") shall consist of the Bishop of the Diocese, who shall be president of the Synod, all Coadjutor, Suffragan and Assistant Bishops thereof, all members of the Clergy holding licences from the Bishop or who with the Bishop's sanction hold any Diocesan office, or perform any Diocesan work, the Chancellor of the Diocese, the Vice-Chancellor of the Diocese, the Synod Solicitor, Chancellor(s) Emeritus, and the Lay Representatives and Youth Members elected in accordance with the Constitution and Canons of Synod. The Principals of Canterbury College, Huron University College and Renison College, if they are communicant members of the Anglican Church of Canada, shall also be voting members of Synod. Three (3) Deacons (who have been elected or appointed by their fellow Deacons annually) shall also be voting members of Synod. The Diocesan President of the Anglican Church Women and the Diocesan President of the Brotherhood of Anglican Churchmen, as elected or appointed according to their Constitutions, shall also be voting members of Synod. The Secretary-Treasurer, the Director, Human Resources and the Director, Parish Services, if they are communicant members of The Anglican Church of Canada, shall also be *ex officio* members of Synod while holding such positions, with the right to move and second motions, the right to speak at Synod but without the right to vote.
2. Superannuated Clergy who do not hold a licence for continuing active service and Clergy on leave of absence from the Diocese of Huron are honorary members of Synod and are free to express their opinion in Synod debate, but without a vote.

3. The Lay Representatives shall be communicants of at least one year's standing and of the full age of 16 years and shall be elected annually by the Vestry of each congregation from among its own members at a duly held Vestry meeting in accordance with the Canons of the Diocese. So long as duly qualified, each Representative shall continue in office until his/her successor is elected or appointed at the next annual Vestry meeting.
4. The number of Lay Representatives shall be as follows:
 - (a) for every congregation - one;
 - (b) when the eligible members of the Vestry exceed 124 - two;
 - (c) when the eligible members of the Vestry exceed 299 - three; and
 - (d) when the eligible members of the Vestry exceed 499 - four.
5. The Vestry of every congregation shall, subject to the provisions of Section 3, elect one substitute for every Lay Representative to whom it is entitled, and where more than one substitute is elected, they shall be arranged in order of their election as first, second, third and fourth.
6. If a vacancy occurs by reason of the death, removal or resignation of any Lay Representative, the substitute first in order of election shall forthwith become for all purposes the Lay Representative and the Incumbent shall forthwith file with the Secretary-Treasurer a certificate stating the name of the Lay Representative, the cause of the vacancy and the name of the substitute who has become the Lay Representative.
7. Whenever a Lay Representative is unable to attend Synod then a substitute may be summoned in order of election. The Incumbent in every such case shall file a certificate with the Secretary-Treasurer setting out the name of such Lay Representative who is unable to attend Synod and the name of the substitute so summoned. Such a substitute shall not be eligible for election in Synod elections.
8. It shall be the duty of the Secretary-Treasurer, not later than the first week of January in each year, to forward to each member of the Clergy a certificate to be completed for each congregation under his/her charge giving the following information:
 - (a) the name of the congregation;
 - (b) the number of eligible members of the Vestry;
 - (c) the date of the annual Vestry meeting;

- (d) the name (including initials and one Christian name), address and telephone number of each of the Churchwardens, Lay Representatives to Synod and the substitute Lay Representatives (in order of election) duly elected at the Vestry meeting.
- 9. Subject to the provisions of Section 4, if a vacancy occurs by reason of the death, removal, resignation, or promotion of a substitute to Lay Representative of any Lay Representative or substitute, the Incumbent shall proceed to call a special meeting of the Vestry as soon as practicable to fill the vacancy or vacancies in accordance with the Canons of the Diocese and to provide promptly to the Secretary-Treasurer of Synod the name, address and telephone number of each person so elected.
- 9A. Each Deanery Council shall annually elect or appoint not less than one nor more than two persons who are Youth Representatives from the congregations in the Deanery to be Youth Members of Synod in accordance with the Canons. In the event of a vacancy or vacancies in the position of Youth Member of Synod during the year, such vacancy shall be filled by appointment by the chairperson and vice-chairperson of the Deanery Council from amongst the Youth Representatives elected or appointed from congregations in that Deanery. The chairperson of the Deanery Council shall promptly advise the Secretary-Treasurer in writing of the name, address and telephone number of each Youth Member of Synod and of any person elected or appointed to fill a vacancy in the position of Youth Member of Synod from the Deanery Council. Youth Members of Synod shall have full voting privileges as members of the laity at all meetings of Synod and shall be eligible for election to committees by Synod.

ANNUAL MEETINGS OF SYNOD

- 10. The Synod shall meet annually in May or at such other time or times as may be deemed expedient by the Bishop. Notice of such meeting shall be given to all of the members of the Synod not less than 14 days before the date of the meeting. Notice shall not be given orally.
- 11. If at any time during the session of Synod the Bishop is not present, he/she shall appoint a deputy to preside.
- 12. A quorum of the Synod shall consist of the chairperson and 30 members of Clergy and 30 Lay Representatives, except when electing a Bishop, when the quorum shall consist of 75 members of the Clergy and 75 Lay Representatives, respectively, including the chairperson. Youth Members shall not be included in the quorum, notwithstanding that they may vote.

13. No business which requires a vote of Synod may take place in the absence of a quorum. Whenever the chairperson determines that a quorum is not present, he/she may declare the Synod adjourned to the next ordinary hour for assembling or until a new session of Synod is summoned.

HONORARY SECRETARIES OF SYNOD

14. An Honorary Clerical and an Honorary Lay Secretary shall be chosen annually by the Synod from among the members thereof, and such persons shall remain in office until the next annual meeting of the Synod. Their duty shall be to take minutes of the proceedings of the Synod and to prepare the same for printing in the annual journal, and within a reasonable time after the close of the session of Synod, to deposit with the Secretary-Treasurer of Synod for safekeeping, all books and papers relating to the Synod which may be in their possession; to transmit to their proper destination all memorials, resolutions, etc., passed by the Synod; to attest the public acts of the Synod; to issue, after notification by the Bishop of the time and place of meeting, the circular convening the ordinary meetings of the Synod; and in case of a vacancy in the See, to summon the Synod for the election of a Bishop.

ELECTION OF BISHOPS

15. In the case of a vacancy in the See, it shall be the duty of the Honorary Secretaries of the Synod, within ten days of such vacancy, to give notice thereof to every member of the Synod; and at the same time to summon a meeting of the Synod to be held at London within 90 days of such vacancy for the election of a Diocesan Bishop and to give at least 30 days' notice thereof. The Chairman of the Electoral Synod shall be the Metropolitan of the Ecclesiastical Province of Ontario or his/her delegated representative, who shall not be entitled to have a vote unless a member of Synod. The Clergy and Lay Representatives present shall vote by ballot separately by orders. The election of a Diocesan Bishop shall be conducted as hereinafter provided.
16. The Diocesan Council of the Diocese shall form the Nominating Committee for the election of any Bishop, and at a suitable meeting prior to the Electoral Synod, or by deposit with the Secretary-Treasurer prior to such meeting, each member shall nominate by secret written ballot up to three eligible persons. To these may be added the names of up to three persons who are nominated by the Provincial House of Bishops, through the Metropolitan, at the request of the Diocesan Council. These in addition to those who receive the highest number of nominations in the Diocesan Council balloting, to the total of not more than ten (plus ties),

provided that none shall have received less than five votes, shall be the nominees of the Nominating Committee.

17. In case of a resolution being passed by the Synod or the Diocesan Council when a Diocesan Bishop has announced his/her resignation date in writing to the Metropolitan approving the Diocesan Bishop's proposal that a Coadjutor Bishop or Suffragan Bishop is necessary, it shall be the duty of the Honorary Secretaries of the Synod, upon instructions of the Diocesan Council, to give notice thereof to every member of the Synod, and at the same time to summon a meeting of the Synod to be held at London for the election of such Coadjutor Bishop or Suffragan Bishop at such time, upon such date and upon such notice thereof (being not less than 60 clear days' notice) as determined by the Diocesan Council. At such meeting, such Coadjutor Bishop or Suffragan Bishop shall be elected in the same manner and subject to the same conditions as are contained herein for the election of the Diocesan Bishop.

- 17A The Diocesan Bishop may appoint an Assistant Bishop in the following manner. The Diocesan Bishop shall cause to give written notice to each member of the Diocesan Council of his/her intention to request permission from the Diocesan Council to appoint an Assistant Bishop. Upon the giving of such notice, it shall be the duty of the Secretary/Treasurer of Synod to summon a meeting of the Diocesan Council within 60 clear days of the giving of the notice by the Diocesan Bishop, at such date, and at such time in London for the purpose of considering the request of the Diocesan Bishop to appoint an Assistant Bishop. At such meeting the Diocesan Bishop shall outline his/her reasons for requesting permission of the Diocesan Council to appoint an Assistant Bishop. There shall be a period of time set aside at such meeting for members of the Diocesan Council to ask such relevant questions of the Diocesan Bishop concerning the appointment of an Assistant Bishop. After a reasonable time has been allowed for the presentation by the Diocesan Bishop and for questions from members of the Diocesan Council present at such meeting, there shall be a vote held by secret written ballot by the members of the Diocesan Council present at such meeting. Upon receiving permission from at least 2/3rds of the members casting ballots by orders at such meeting the Diocesan Bishop shall appoint a person holding Episcopal Orders as an Assistant Bishop of the Diocese of Huron, for a period of not more than three years.

18. Immediately upon such notice being given of a vacancy in the See or upon notice being given of a resolution being passed by the Synod, or the Diocesan Council, approving the Diocesan Bishop's proposal that a Coadjutor Bishop or Suffragan Bishop is necessary, an Electoral Procedures Committee shall be named and convened by the Vice-Chancellor or, in his/her absence, by the Synod Solicitor, consisting of two other members of the laity and three members of the Clergy, such members to be appointed by the Vice Chancellor or the

Synod Solicitor as the case may be. The Electoral Procedures Committee shall secure from the nominees their willingness to stand, and shall advance the list of nominees in alphabetical order to all members of Synod, along with a recent photograph of each nominee, and along with biographical information about the nominees, giving their educational background, work experience outside the Church, date of Ordination, appointments and record of service in the Church. Such nominations, pictures, and biographical material shall be mailed to the Synod members as early as possible, and not later than 20 days prior to the Electoral Synod. The Electoral Procedures Committee shall also gather, as soon as practicable, questions from each Deanery Council of the Diocese that the Deanery Councils wish the nominees for Bishop to address. The questions shall be reviewed by the Electoral Procedures Committee and the Electoral Procedures Committee shall decide, in its sole discretion, which of the questions, if any, will be put to the nominees. The same question or questions, if any, shall be put to each nominee and the written answers of each nominee along with the nominee=s picture shall be published in the Huron Church News and on the Diocese of Huron web site not later than seven days prior to the Electoral Synod.

19. Further written nominations by five members of Synod with the written consent of the nominee may be placed before Synod by forwarding them to the chairperson of the Electoral Procedures Committee in care of the Synod office, and if received ten clear days before the Electoral Synod, at which time the nominations shall be closed, biographical material, a recent picture, and written answers to the questions will also be distributed to members of Synod on registration, and posted on the Diocese of Huron web site.
- 19A A period of not more than two hours shall be set aside on the day of the Electoral Synod, prior to the first ballot being held, where all nominees will be available to answer specific questions put to them by members of Synod in attendance at the Electoral Synod. It is intended that this be an informal gathering of the candidates to provide an opportunity to Synod delegates to address specific issues with the candidates in a one on one setting
20. The Electoral Procedures Committee shall have responsibility for appointing in advance a sufficient number of scrutineers to complete the tabulating of votes.
21. The first ballot at the election will also contain space for a write-in vote, but such name will not be eligible for future ballots if less than a total of five votes are recorded in either or both orders.
22. Balloting shall continue by orders, during which time the names of the nominees, augmented by any names which secured the required number of votes on the first ballot, shall be posted

at the front of the assembly. When any nominee receives more than half of all votes cast on a ballot by both orders, voting separately, that nominee shall be declared elected.

SECRETARY-TREASURER OF SYNOD

23. A Secretary-Treasurer shall be appointed by vote of Synod, whose duty it shall be to attend to all business of the Synod including, except as otherwise provided by the Synod, the receipt and custody of all monies belonging to the Synod, under the direction of the Bishop and the Diocesan Council, and to be the custodian and guardian of all papers and documents relating to the affairs of the Synod. The Secretary-Treasurer may, but need not be, also referred to as the "Director, Administrative Services" or such other title as may be approved by resolution of the Diocesan Council from time to time and such reference shall be deemed to be a reference to the Secretary-Treasurer.
24. If any vacancy shall occur by death, removal or resignation of the Secretary-Treasurer, the Bishop shall appoint a successor to act until the next meeting of Synod, and notice of such vacancy and appointment shall be given to the next meeting of the Diocesan Council.
25. All monies shall be paid by cheque signed by one of the Bishop, the Coadjutor Bishop, the Suffragan Bishop(s), or the Administrator, and counter-signed by one of the Secretary-Treasurer, the Assistant Secretary-Treasurer, or a person so designated by the Diocesan Council.
26. The Synod shall have a corporate seal of which the Secretary-Treasurer of the Synod shall have the care and custody, and the Secretary-Treasurer is hereby authorized and empowered as heretofore to execute all discharges of mortgages, cessations of charges and agreements for extension of mortgages, which from time to time may be required to be executed on behalf of the Synod, provided that all deeds and other documents requiring the seal of the Synod shall be executed by the Bishop or any one of the Coadjutor Bishop, the Suffragan Bishop(s) or the Administrator together with the Secretary-Treasurer or either the Assistant Secretary-Treasurer, or a person so designated by the Diocesan Council.
27. The mode of execution of all discharges, cessations and agreements shall be, as heretofore, by the Secretary-Treasurer causing the seal to be affixed thereto and by his/her signature attesting the same; and in the case of deeds and other documents by the Secretary-Treasurer causing the seal to be affixed thereto and by the signature of the Bishop, or any one of the Coadjutor Bishop, the Suffragan Bishop(s) and the Administrator; together with the Secretary-Treasurer or either the Assistant Secretary-Treasurer or a person so designated by the Diocesan Council, attesting the validity of the seal.

28. The Bishop and Secretary-Treasurer are hereby authorized and empowered on behalf of The Incorporated Synod of the Diocese of Huron to execute all powers of attorney to transfer, and/or letters of transmittal as may be necessary effectually to assign and transfer under the corporate seal of the Synod any stocks, bonds and other securities held by the Synod from time to time; and without further authorization to make good and valid delivery of all such documents and stocks, bonds, and other securities on behalf of the Synod upon the sale thereof.
29. There shall be annually appointed by the Synod a firm of independent chartered accountants as auditors whose duty shall be to examine all accounts of the Synod and to report on them to the Synod.

DIOCESAN COUNCIL

30. (a) There shall be an Diocesan Council consisting of:
- (i) the Bishop;
 - (ii) the Coadjutor and Suffragan Bishop(s), if any;
 - (iii) the Dean of Huron;
 - (iv) the Chancellor;
 - (v) the Vice-Chancellor;
 - (vi) the Synod Solicitor;
 - (vii) the Registrar;
 - (viii) the Secretary-Treasurer;
 - (ix) the active Archdeacons of the Diocese as may be appointed from time to time by the Bishop;
 - (x) 1 Clerical member and 1 lay member of the Synod from each Deanery in the Diocese to be nominated annually by the clergy and laity respectively of the Deanery Council of each Deanery and to be confirmed by the Synod;

- (ix) 11 Clerical members and 17 lay members of Synod to be elected annually by ballot by Synod in accordance with the provisions of the Canons of the Diocese.
31. In the event that a vacancy occurs in those members of the Diocesan Council elected by ballot by Synod in accordance with the provisions of the Canons of the Diocese by reason of the death, removal or disqualification by ceasing to be a member of Synod, or for any other reason, the Secretary-Treasurer shall immediately fill such vacancy by adding to the list of members of the Diocesan Council elected by ballot the name of the qualified person with the highest number of votes at the last election who is not already a member of the Diocesan Council. For this purpose, the Scrutineers of the ballots at the last election shall deposit with the Secretary-Treasurer immediately after the election a certified list in numerical order of the 30 persons of each order who have received the highest number of votes.
 32. Each Deanery Council shall also nominate annually a substitute clerical and a substitute lay member of Synod from each Deanery and shall notify the Secretary-Treasurer of the names of such substitutes.
 33. In the event that a vacancy occurs for any reason among those members of the Diocesan Committee nominated annually by the Clergy and laity respectively at a meeting of the Deanery Council of each Deanery and confirmed by Synod, the Secretary-Treasurer, upon becoming aware of such vacancy, shall immediately notify the appropriate substitute clerical or lay member of Synod, as the case may be, from the Deanery who had nominated the person who caused the vacancy and such substitute shall fill the vacancy and become a member of the Diocesan Council for the remainder of the term of the person who caused the vacancy. In the event that there is no such substitute clerical or lay member of Synod, as the case may be, the Secretary-Treasurer shall immediately notify the appropriate Regional Dean, who shall arrange for the election of a new clerical or lay representative and substitute, as the case may be.
 34. The Bishop shall *ex officio* preside, but in his/her absence he/she may appoint a member of the Diocesan Council to act as his/her deputy, and failing such an appointment, the Committee shall elect a chairperson for the session from the members present.
 35. It shall be the duty of the Diocesan Council to manage and administer all the funds, lands and property of the Synod and generally to exercise all the powers and functions of the Synod between sessions of the Synod in accordance with the Constitution and Canons thereof, except enacting, amending or repealing the Canons or the Constitution. The

Diocesan Council shall submit to the Synod a complete financial statement for the year, together with such other matters as may be deemed expedient.

36. The Diocesan Council, of which a quorum shall consist of ten members, shall meet not less than three times in each calendar year, provided, however, that the Bishop shall have the power of calling the Diocesan Council together at any time. When the See becomes vacant by the death of the Bishop, or in case of the incapacity of the Bishop, the Honorary Secretaries of the Synod shall summon a meeting of the Diocesan Council which shall elect a chairperson of the Diocesan Council (the "Administrator") who shall administer the Diocese until the consecration of a Bishop.

DIOCESAN SUB-COUNCIL

37. There shall be an Diocesan Sub-Council which shall consist of the Bishop, who shall be chairperson, the Coadjutor and/or Suffragan Bishop(s), who shall be vice-chairpersons, the Chancellor, the Vice-Chancellor, the Secretary-Treasurer of the Diocese, who shall be voting members *ex officio*, together with six members of the Clergy and six members of the laity, who shall be members of Synod and who shall be elected and/or appointed in the manner following:
 - (a) The Diocesan Council shall annually elect at its organizational meeting, held as soon as practicable following the annual session of Synod, from its members, by ballot taken separately by orders, six members of the Clergy and six members of the laity.
 - (b) In the event of a vacancy on the Diocesan Sub-Council at any time during the year, the Bishop, acting upon the advice of the Diocesan Council, shall appoint from the members of the Diocesan Council and/or Synod a member of the Clergy or a member of the laity as the case may be to fill such vacancy.
38. The Diocesan Sub-Council shall have all of the powers of the Diocesan Council to act between meetings of the Diocesan Council.
39. The Secretary-Treasurer shall be secretary of the Diocesan Sub-Council and in his/her absence from any meeting the chairperson of such meeting shall appoint a person to act as secretary, and the actions of each meeting shall be reported through the Secretary-Treasurer to the Diocesan Council at its next meeting.
40. The Diocesan Sub-Council shall meet at the call of the Bishop at such place and time as he/she shall designate and a quorum shall consist of the chairperson or, in his/her absence, a

vice-chairperson, together with four other members. Meetings of the Diocesan Sub-Council may be held by means of conference telephone.

BUDGET AND APPORTIONMENT

- 41. In order to provide sufficient means to carry on the work of the Diocese, each congregation shall be required to contribute to the funds of the Synod such a sum as shall be apportioned to such congregation by the terms of the Canon on the Diocesan Budget. Each Vestry shall raise its contributions to the Diocese in the way best suited to the congregation in accordance with the methods approved by the Synod.
- 42. All contributions collected for special purposes sanctioned by the Synod as well as the Diocesan Budget Apportionment shall be forwarded to the Secretary-Treasurer of the Synod at the end of every month.

VOTING

- 43. No act or resolution of Synod shall become effective without the concurrence of the Diocesan Bishop, and a majority of the Clergy and laity present; provided that, ordinarily, the votes of the whole Synod shall be taken collectively; but that at the direction of the Diocesan Bishop or at the written request of not less than five members of the Synod, the votes of each of the orders shall be taken separately, in which case a majority of each order shall be necessary. For greater clarity, all members of Synod who are in episcopal orders (other than the Diocesan Bishop) shall vote with the order of Clergy.

AMENDMENTS

- 44. A motion for the enactment, amendment or repeal of any part of the Constitution or Canons may be forwarded by any two members of the Synod, at any time not less than 90 days before the next annual meeting of the Synod, to the Secretary-Treasurer of the Synod who shall forthwith refer the same to the Committee on Revision of Constitution and Canons, which committee shall assist the mover and seconder to frame a properly worded motion to present to Synod. Such motions shall be included in the convening circular of the next annual meeting of the Synod.
- 45. The Committee on Revision of Constitution and Canons may at any time submit to the Secretary-Treasurer its recommendations for any enactment, amendment or repeal of any part or provision of the Constitution or Canons.

46. No such motion for the enactment, amendment or repeal of any part of the Constitution or Canons shall be adopted unless it receives the assent of the Bishop and two-thirds of the Clergy and Lay Representatives respectively voting by orders. Such motion if adopted shall become effective at once, unless the motion contains another effective date.

GENERAL

47. The proceedings of the Synod, printed under the direction of the Honorary Secretaries, shall be accepted as the official record of such proceedings, subject to the approval of the next succeeding meeting of the Synod, and such proceedings with the seal of the Synod attached thereto, shall be preserved in the Diocesan Archives as the authentic minutes of the Synod.
48. All paragraph headings have been inserted herein for convenience of reference only and shall not form part of the contents hereof.