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**THE CONSTITUTION OF THE DIOCESE OF NORTHERN CALIFORNIA**

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**CONSTITUTION**  
*of the*  
**EPISCOPAL CHURCH**  
*in the*  
**DIOCESE OF NORTHERN CALIFORNIA**

**ARTICLE I**

**Title and Territory**

**Section 1.** This Diocese shall be known as the "Diocese of Northern California", and shall consist of the portion of the State of California contained in the following counties:

Amador	Lake	Plumas	Sonoma
Butte	Lassen	Sacramento	Sutter
Colusa	Mendocino	Shasta	Tehama
Del Norte	Modoc	Sierra	Trinity
El Dorado	Napa	Siskiyou	Yolo
Glenn	Nevada	Solano	Yuba
Humboldt	Placer		

**ARTICLE II**

**Acceding to the Constitution of the General Convention**

**Section 1.** The Church of the Diocese of Northern California accedes to the Constitution and Canons of that branch of the Holy Catholic Church known as the Episcopal Church in the United States of America, and recognizes the authority of the General Convention of the same.

**Section 2.** The Constitution is the fundamental law of this Diocese under and in subordination to the Constitution and Canons of the Episcopal Church in the United States and the Constitution and laws of the United States and of the State of California.

**ARTICLE III**

**Authority**

**Section 1.** The Authority of this Diocese is vested in the Bishop (the Bishop Coadjutor the Bishop Suffragan), the Convention and the Standing Committee. Authority in specific areas may be delegated to the Board of Trustees.

**ARTICLE IV**

**The Ecclesiastical Authority**

**Section 1.** The Bishop is the Ecclesiastical Authority of the Diocese.

**Section 2.** If the Bishop is unable to exercise Ecclesiastical Authority, (first the Bishop Coadjutor then the Bishop Suffragan) shall assume the duties of the Bishop, subject to the Constitution and Canons of the General Convention and of this Diocese.

**Section 3.** If the Bishop Coadjutor or the Bishop Suffragan, are unable to exercise Ecclesiastical Authority, the Standing Committee shall assume such authority in accordance with the Constitution and Canons of this Diocese.

**ARTICLE V**

**The Convention**

**Section 1.** The legislative power of the Diocese is vested in the Convention.

**Section 2.** The Convention shall be composed of the Bishop (the Bishop Coadjutor, the Bishop Suffragan), Presbyters, Deacons and Laypersons as herein provided.

**Section 3.** The Bishop (the Bishop Coadjutor, the Bishop Suffragan), the Chancellor, and the Treasurer shall each have a seat, voice and vote in the Convention.

**Section 4.** Clergy in good standing who are actually and canonically resident in the Diocese, and clergy of churches in full communion with the Episcopal Church who are in charge of a congregation in this Diocese and actually resident in this Diocese, shall have seat, voice and vote in the Convention.

**Section 5.** Lay members shall consist of delegates from each Parish or Mission, in union with the Convention. They shall be adult communicants in good standing in the respective Parish or Mission they represent and are entitled to vote for Vestrypersons or officers in the same. The number of delegates from each Parish or Mission shall be based on the Congregational Range which is published each year by the Board of Trustees according to the following formula:

<i>Congregational Range</i>	<i>Delegates Allowed</i>
A	3
B	3
C	4
D	5
E	6
F	7
G	8*

\*One additional Delegate is allowed for every 100 Congregational Points, in the previous year, above the Diocesan Standard.

The Lay Delegates from each Parish shall be elected by the Annual Meeting of each Parish or Mission. Each Parish or Mission shall also designate Alternate Delegates in the same manner as the Delegates. In the event Delegates are unable to serve, the Rector or Vicar shall fill the vacancy first from the Alternates and if the Alternates are unable to serve, from adult communicants in good standing in that Parish or Mission.

**Section 6.** The Convention shall be the final judge of the qualification of its members.

**Section 7.** Lay members of the Board of Trustees and members of the Standing Committee shall have seat and voice in the Convention but be without vote unless otherwise entitled to vote.

**Section 8.** Youth (under age 18), and young adults(aged 18 to 30), to be the duly authorized representatives known as the Official Diocesan Youth and Young Adult Presence, shall have seat and voice in the Convention but be without vote unless otherwise entitled to vote.. Each deanery shall elect one youth (under age 18) and one young adult (aged 18 to 30), plus one alternate for each position.

## ARTICLE VI

### **Meetings of Convention**

**Section 1.** There shall be an annual meeting of the Convention in each calendar year at such time and place as the Ecclesiastical Authority shall appoint.

**Section 2.** The Ecclesiastical Authority shall have power to call a special meeting of the Convention (and shall call a special meeting upon the request of the Standing Committee), designating the time, place and purpose of such meeting. No business, other than that stated in the call, shall be transacted except by unanimous vote of the special meeting. The record of the vote must show a quorum was present.

**Section 3.** Notice of the time and place of every annual or special meeting of the Convention shall be given by the Secretary of Convention. Such notification shall be in printed or written form sent by mail to every member of the Clergy actually and canonically resident in the Diocese, and Clerk of every Vestry or Mission Committee in union with Convention. Notification shall be sent at least twenty-five days before the time appointed for the meeting unless otherwise stipulated in this Constitution or the Canons of this Diocese. The notice of every annual meeting shall include: an agenda of the Convention, a copy of the proposed Diocesan Budget for the coming year, the text of any proposed change to the Constitution or the Canons of this Diocese, the text of any measure affecting the financial responsibility of Parishes or Missions to the Diocese, the text of Resolutions to be brought before the Convention, except for Resolutions received by the Convention by unanimous consent of the Delegates, and a verbatim copy of the call issued by the

Ecclesiastical Authority. This canon does not apply to the election of a Bishop, nor to a member of the clergy serving in, or a lay person who is a communicant in good standing in a parish or organized mission in union with the convention of the Diocese of Northern California.

**ARTICLE VII**  
**Religious Services at Convention**

**Section 1.** The Ecclesiastical Authority shall appoint and order all religious services in the Convention.

**ARTICLE VIII**  
**President of Convention**

**Section 1.** The Bishop is ex officio President of the Convention.

**Section 2.** If the Diocesan Bishop is unable to act as President, such duty shall fall to the Bishop Coadjutor or next, the Bishop Suffragan.

**Section 3.** In the absence of a Bishop, the President of the Standing Committee or other Clerical member of the Convention shall call the Convention to order, and a President Pro-Tempore shall be elected from among the Presbyters with seat and vote in the Convention.

**ARTICLE IX**

**Quorum**

**Section 1.** Thirty percent (30%) of the Clergy entitled to seat and votes in the Convention, and Lay Delegates from a majority (50% + 1) of the congregations entitled to representation, when duly assembled, shall constitute a quorum for the transaction of business.

**Section 2.** In the event that a quorum is not present at any meeting of Convention or of any Committee or Commission, the members present may adjourn from time to time until a quorum is obtained.

**ARTICLE X**

**Transaction of Business**

**Section 1.** The Convention shall deliberate and act as one body, except as provided elsewhere in this Constitution).

**Section 2.** All elections shall be by ballot unless a voice vote is approved by unanimous consent of the Convention.

**Section 3.** Except in the case of the election of a Bishop when a vote by orders is required, a vote by orders may be required by five members of the convention representing at least two congregations in union with the Convention or by three priests. In a vote by orders each Lay Delegate and each Clerical member shall be entitled to one vote. In a vote by orders, an affirmative decision shall require a majority (50% + 1) of the votes cast in each order.

**Section 4.** No vote may be cast by proxy in the Convention or any Parish or Mission of this Diocese.

## ARTICLE XI

### **Officers**

**Section 1.** At each annual meeting the Convention, the Bishop shall nominate and the Convention shall elect a Secretary (who shall serve ex-officio as Registrar), a Treasurer, a Chancellor, and may elect Vice-Chancellors. The Convention shall elect such other Officers as may be required by Canon. The election of officers designated in this section shall be by voice vote, notwithstanding the provisions of Article X, Section 2, of this Constitution. Officers designated in this section shall perform the duties prescribed in this Constitution, Diocesan Canons and the Resolutions of the Diocesan Convention. They shall remain in office until their successors are elected and assume office.

**Section 2.** Repealed.

**Section 3.** The Treasurer shall be a confirmed adult communicant in good standing of a Parish or Mission in union with this Convention and have such additional qualifications as may be prescribed by Canon. The Treasurer may be removed from office in the manner prescribed by Canon.

**Section 4.** The Registrar shall be elected from among the Clerical members of the Convention.

**Section 5.** The Chancellor and Vice-Chancellors shall be learned in the law and confirmed adult communicants in good standing of a Parish or Mission in union with this Convention.

**Section 6.** In the case of an officer designated in this Article, who is unable to act for any reason, the Board of Trustees shall fill the vacancy until the next annual Diocesan Convention. Persons thus appointed shall meet all requirements of this Article.

## ARTICLE XII

### The Standing Committee

**Section 1.** The Standing Committee of the Diocese shall consist of four Lay Members and four Presbyters or Deacons elected by the Convention for a term of four years. Each annual meeting of Convention shall elect one Lay Member and one Presbyter or Deacon to the Standing Committee unless it is necessary to elect an additional member to fill the position of a member who is unable to complete a four year term. Upon expiration of a member's term, a period of one year must elapse before that person may serve as a member of the Standing Committee.

**Section 2.** When this Diocese is without a Bishop, or in absence or inability of the Bishop (Bishop Coadjutor, Bishop Suffragan) to act, the Standing Committee shall be the Ecclesiastical Authority for all purposes declared in the Constitution and Canons of the General Convention and of this Diocese.

**Section 3.** Lay Members of the Standing Committee shall be confirmed adult communicants in good standing in this Diocese. Presbyters and Deacons shall be canonically resident in this Diocese with seat, voice and vote in the Diocesan Convention.

**Section 4.** The Standing Committee shall have power to fill vacancies occurring in its membership, through any cause, until the next annual meeting of the Convention when such vacancies shall be filled by an election for the unexpired term, subject to Section 1, above.

**Section 5.** The powers, functions and duties of the Standing Committee shall be those prescribed in the Constitution and Canons of the General Convention and of this Diocese.

## ARTICLE XIII

### Deputies to General Convention

**Section 1.** At the annual meeting of the Convention two years preceding the regular meeting of the General Convention, four Clerical and four Lay Deputies shall be elected by a vote by orders to represent this Diocese in said General Convention who shall continue in office until their successors are chosen. The Clerical Deputies shall be Presbyters or Deacons entitled to seat and vote in the Convention of this Diocese, and the Lay Deputies shall be Communicants in good standing and actually and canonically resident within the Diocese.

**Section 2.** The Convention shall also elect the same number of Alternate Deputies from each order whose qualifications shall be the same as those of Deputies.

**Section 3.** This Diocese shall be represented in the Provincial House of Deputies by one (1) Presbyter or Deacon and by two (2) Lay Persons who are Diocesan Deputies to General Convention. Deputies to General Convention shall select Provincial Deputies from among themselves by a method of their choosing.

## ARTICLE XIV

### **Election of a Bishop**

**Section 1.** Election of a Bishop, Bishop Coadjutor or Bishop Suffragan shall be made only in an annual meeting of the Convention or in a special meeting called for the purpose. The object of such special meeting shall be stated in the notice sent by the Secretary of Convention to all Clergy actually and canonically resident in this Diocese and to the Clerk of every Parish and Mission in union with the Convention. Notification of such special meeting shall be made at least sixty days before the meeting.

**Section 2.** Election of a Bishop, Bishop Coadjutor, or Bishop Suffragan shall be made in following manner: The Clergy and Lay Delegates shall vote by orders and election shall be by ballot. A quorum for election of a Bishop or Bishop Coadjutor shall require the presence of Lay delegates from two-thirds of all Parishes and Missions entitled to vote and tow-thirds of all Clergy entitled to vote. An election shall require a majority (50% +1) in both orders.

**Section 3.** Election of a Bishop Suffragan shall be made only with the approval of the Diocesan Bishop and in the manner prescribed in Sections 1 and 2 of this Article.

## ARTICLE XV

### **Parishes and Missions**

**Section 1.** Every Parish and organized Mission in this Diocese at the time the adoption of this Constitution, shall be considered in union with and entitled to representation in the Convention, unless hereafter deprived of such standing and right by vote of the Convention in accordance with the provisions of this Constitution and the Canons of this Diocese.

**Section 2.** The Convention, by Canon, may prescribe terms and conditions for the organization of Parishes and Missions.

## ARTICLE XVI

### **Apportionments**

**Section 1.** The Convention shall establish a formula for the contribution of each Parish and Mission to the greater church. The Convention shall have power to set the percentage of income



contributed and the timing of payments. If a Parish or Mission fails to make its contribution, the Diocese shall take such action as prescribed by the Canons of the Diocese.

## **ARTICLE XVII**

### **Alteration of Constitution**

**Section 1.** The method of altering this Constitution shall be as follows:

- a. A proposed amendment shall be submitted to the Committee on Constitution and Canons at least sixty (60) days prior to the date set for annual Convention.
- b. The Committee on Constitution and Canons shall file a report on the proposed amendment with the Secretary of the Convention for inclusion in that officer's report as required by ARTICLE VI of this Constitution.
- c. The proposed amendment shall be considered at the Convention and if approved by a majority (50% + 1) vote, shall lie over until the next annual Convention. If again approved by two-thirds of each order voting separately and by the Bishop, the amendment shall be adopted and shall be in force from the date of adoption unless some future date is specified in the amendment.
- d. The proposed amendment may be altered or added to before its adoption by a majority (50% + 1) of the first and second Conventions.

**Section 2.** This Constitution and any amendments thereto shall be authenticated by the Certification of the President and Secretary of Convention, adopting the same, and shall be recorded in the book entitled, "Constitution and Canons of the Diocese of Northern California."

## **ARTICLE XVIII**

### **Repeal of Former Constitutions**

**Section 1.** All previous Constitutions of this Diocese are hereby annulled and repealed.

**Section 2.** Any case of violation of a prior Constitution committed before the date of the adoption of a later Constitution, shall be governed by the Constitution in effect at the time of the violation.

I, the undersigned Jacqi Seppi, declare that I am and at all times mentioned herein have been, the duly appointed, qualified, and acting Assistant Secretary of the Convention of The Episcopal Church in the Diocese of Northern California and certify that the foregoing is a true and correct copy of the Constitution of The Episcopal Church in the Diocese of Northern California, an ecclesiastical body, as it existed on November 4, 2017, and that such Constitution has not been repealed, altered or amended and remains in full force and effect as of the date hereof. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2018, at Sacramento, California

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Jacqi Seppi