

Brotherhood of St. Andrew



Field Operations Reference Manual September 2009

Robert J. Dennis
Chair of the Field Operations Committee

Table of Contents

	Page
Purpose of Field Operations Reference Manual	3
Provincial Level:	
Field Leaders' Job Descriptions	4
Provincial Field Organization Chart	12
Generic Bylaws for a Province	13
Field Officer Reports	20
Diocese/Assembly/Chapter Level:	
How to Start a New Chapter	21
Chapter Enrollment Form	25
The Assembly Plan	28
New Chapter Sponsor's Guide	37
Chapter Retention Plan	43
Bulletin Inserts	50
National Level:	
Purpose of the National Council	54
National Constitution and Bylaws	63
Annual Chapter Report	76

Purpose of the Field Operations Reference Manual

First, I want to identify our Field Leaders who comprise Field Operations: Provincial Presidents, Diocesan Coordinators, Assistant Diocesan Coordinators, Associate Field Secretaries, Assembly Presidents and Chapter Directors. That does not mean that a Brother Andrew not having these specific titles is not part of Field Operations. In essence all Brothers Andrew are members of Field Operations when they become a member of the Brotherhood or hold a position at a national or local level. The men who have accepted the named titles are willing to promote the Brotherhood not only in their parishes, as with a chapter director, they are also willing to go out and start new chapters in their dioceses and provinces.

The purpose of this Reference Manual is to provide all Field Leaders with their job description, and to provide a convenient reference tool that he may use as a guide in Field Operations and to adapt the plans identified in his Diocese or Province. For example he may want to use the sections dealing with organizing a Province or an Assembly, with regard to reviewing a sample of bylaws. Information is now available for reference use by a Chapter Director can be found in the Chapter Reference Manual.

This Manual is written to answer questions about Field Operations and it is intended to provide up-to-date information that will be useful in starting and retaining chapters, and promoting the Brotherhood as a men's ministry. Updates will be made to the Manual on an ongoing basis as the need is determined to assist the field leader in the performance of his position. Equipping the Field Leader is essential and the tools must be made available to him as he is trained in his ministry he has been called to.

A manual needs to be current at all times and with your feedback from the Field I can assure you that we will be focused on the needs you identify to determine the level of training needed, and the promotional materials required by Field Leaders. Any techniques, methods or strategies you want to share with your Brothers Andrew will be welcomed. Please contact your Provincial President and Diocesan Coordinator to share this information with, or as Chair of Field Operations, please direct your recommendations to me at: rdennis4@nyc.rr.com.

Thank you and God bless your ministry to the Brotherhood of St. Andrew.

Robert J. Dennis, President

Brotherhood of St. Andrew

Field Leaders' Job Descriptions



Provincial President Job Description

Provincial Presidents may be elected by the National Council to provide for one for every Province of the Church, with the approval of the President of the Brotherhood. The National President may also appoint a Provincial President when a vacancy of the position becomes open. The Provincial President shall administer and promote all Brotherhood activities in his Province through the Diocesan Coordinators, and with the advice and assistance of the National President and Senior Vice-President.

Responsibilities:

To develop and implement a plan for the growth of the Brotherhood, establishing a vision and mission statement for the future, and to promote the disciplines of the Brotherhood, emphasizing the spiritual growth and evangelistic mission of all members in his Province.

Duties:

He will:

1. Develop a plan for his Province, including a mission statement, to identify and promote the Brotherhood's men's ministry in his Province.
2. Appoint Diocesan Coordinators for each Diocese within his Province, to build a field leadership and have presence throughout the geographies they will serve.
3. Be a member of the Executive Board and National Council, and attend all annual meetings, serve on Committees as is appropriate, utilizing his individual gifts.
4. Continually seek and mentor new leaders, implement training programs for all officers, and encourage a working relationship within his field leadership.
5. Submit articles to *St. Andrew's Cross* magazine for information purposes regarding the Brotherhood work being performed in his Province.
6. Regularly communicate to the field leadership, and membership the progress of all Brotherhood plans being implemented, either electronically or on paper.
7. Work closely with other organizations within his Province, to seek cooperation in promoting joint ministries in the Episcopal Church.
8. Become a resource for his field leadership to share ideas, and recommend specific service projects to encourage spiritual growth and evangelism in his Province.
9. Submit annual reports to the National President and Senior Vice-President, and the Dean of Provincial Presidents, if requested.
10. Plant the "seeds" for future chapters in his Province, as he conducts his activities throughout the Province, whether meeting with clergy or lay people.
11. Continually promote the ministry and mission of the Brotherhood to all he comes in contact with, through the means available to him by the National Brotherhood.
12. Be an example of the Brotherhood through his leadership, his ideals and his commitment to the spread of "Christ's Kingdom among men and boys".

Diocesan Coordinator Job Description

The President of the Province, the National President, and together with the approval of the Diocesan Bishop, shall appoint a resident Brotherhood member in good standing, in each Diocese to serve as Diocesan Coordinator of the Brotherhood of St. Andrew.

Responsibilities:

To participate in all activities of the Brotherhood within his Diocese, emphasizing the spiritual growth and evangelistic mission of the Brotherhood membership in the Diocese he serves.

Duties:

He will:

1. Be the Diocesan Bishop's principal advisor and point of contact for all Brotherhood activities within the Diocese.
2. Assist parishes in the formation and training of new Brotherhood chapters, and act as a guide and advisor to achieve the objectives of the National Brotherhood and the Province.
3. Coordinate, with the Provincial President, in the formation of Diocesan Assemblies where sufficient chapters exist, and will act as interim Assembly President until elections can be held.
4. Constantly seek and groom new leadership to fill open positions to strengthen the field operations of the Brotherhood.
5. Assist Assemblies and chapters with their evangelization efforts to encourage men to attend church and join existing chapters, and form new ones where none exist.
6. Assist Assemblies and chapter officers in their outreach service projects that he may recommend, or they may identify as the need exists.
7. Utilize every opportunity to demonstrate the mission and ministry of the National Brotherhood to attract others to the service of our Lord.
8. Guide chapters in implementing chapter activities he recommends to revitalize and retain an existing chapter when assistance is requested by the leadership.
9. Continually work with his Bishop and all the clergy to encourage greater participation in the promotion the Brotherhood, and its ministry within his Diocese.
10. Assist the Provincial President with Brotherhood activities that may be assigned to him, to support the Brotherhood programs within the Province.
11. Submit a report of activities participated in, for his Diocese annually, to the Provincial President, or to the Senior Vice-President, if requested.
12. Also be known as "Mr. Brotherhood", as he performs the duties of the position he is appointed to when working in the field to promote the ministry of the Brotherhood, and be an example to the field leaders in his Diocese, and to everyone of his commitment to the disciplines of prayer, study and service in his life.

Assistant Diocesan Coordinator Job Description

The Diocesan Coordinator, with the concurrence of the President of the Province, shall appoint a resident Brotherhood member in good standing, in each Diocese to serve as an Assistant Diocesan Coordinator of the Brotherhood of St. Andrew.

Responsibilities:

To assist the Diocesan Coordinator with all activities of the Brotherhood within his Diocese, emphasizing the spiritual growth and evangelistic mission of the Brotherhood membership in the area he serves.

Duties

He will:

1. Be the Diocesan Coordinator's chief advisor with field operations and be an additional point of contact for all Brotherhood activities in his assigned geographical area.
2. Assist parishes in the formation and training of new Brotherhood chapters, while acting as an advisor to achieve the objectives of the National Brotherhood and the Province.
3. Work closely with the Diocesan Coordinator or Provincial President to assist in the formation of Diocesan Assemblies, as is requested.
4. Seek to identify future leadership to fill open positions, to strengthen the field operations of the Brotherhood.
5. Assist Assemblies and chapters with their evangelization efforts to encourage men to attend church and join existing chapters, and form new ones where none exist.
6. Assist Assemblies and chapter officers in their outreach service projects as the need is identified.
7. Utilize every opportunity to demonstrate the mission and ministry of the National Brotherhood to attract others to the service of our Lord.
8. Guide chapters in promoting and implementing the "how to" of chapter activities they commit to, when assistance is requested.
9. Continually work with clergy, to encourage greater participation in the promotion of the Brotherhood and its ministry within his Diocese.
10. Assist the Provincial President with Brotherhood activities that he may assign to him, to support the Brotherhood programs within the Province.
11. Submit a report of field activities participated in, for his Diocese annually, to the Diocesan Coordinator and the Provincial President, or to the Senior Vice-President, if requested.
12. Also to be known as "Mr. Brotherhood", as he performs the duties of the position he is appointed to when working in the field to promote the ministry of the Brotherhood, and be an example to everyone of his commitment to the disciplines of prayer, study and service in his life.

Assembly President Job Description

The Assembly President is elected annually by members of his Assembly, once it is organized with a minimum of four Chapters, and he is to be the chair of their Executive Committee. He must be a member in good standing, and be active in his Parish, Chapter and Diocese.

Responsibilities:

It is his ministry, and that of his Assembly to promote the mission and ministry of the National Brotherhood. Further, he is to promote evangelism and the spiritual growth of the membership in his Assembly.

Duties:

He will:

1. Serve as an example to the other elected officers of his Assembly, by his commitment to the disciplines of prayer, study and service.
2. Promote the mission of the National Brotherhood, and develop programs to be used by the member Chapters in his Assembly, while adhering to the discipline of service.
3. Work closely with his Diocesan Coordinator, Provincial President or other appointed field leaders to form new Chapters, or reactivate lapsed ones.
4. Organize his Executive Committee, ensuring active leadership with his Assembly by each elected member of this group of men.
4. Utilize his talents and Brotherhood experience to assist the Provincial President, or other National Officers in promoting the Brotherhood, as called upon.
5. Visit or hold Assembly Meetings at the various Chapter locations, in his Assembly.
6. Organize the Assembly meetings as is practicable, and observe the feast day of Saint Andrew, to include a worship service and installation of new officers.
7. Encourage the regular training of new Chapter or Assembly officers, as an Assembly event, or if needed at a Chapter level.
8. Be the direct link between the Chapters and the Provincial President, Diocesan Coordinator, or other National or field officer, as is necessary.
9. Encourage the writing of articles of interest to be submitted to the Editor of *St. Andrew's Cross* magazine, or a local Newsletter, if there is one, to share information of a spiritual nature, or an Assembly activity that promotes the Brotherhood.
10. Encourage the youth in parishes to organize into Youth Chapters, providing both assistance and leadership to develop programs for their participation.
11. Submit annual reports to the National President, Senior Vice-President, and Provincial President of his activities during the year to promote the mission of the Brotherhood
12. Also be known as "Mr. Brotherhood" to all he comes into contact with in his ministry to the Brotherhood of St. Andrew.

Associate Field Secretary Job Description

This position will generally be an honorary title given to a dedicated Brotherhood member in good standing, who has given many years of his life to the promotion of the Brotherhood in the area he serves. It can also be given to a brother who serves in a support role to a Provincial President and Diocesan Coordinator.

Responsibilities:

To assist the Provincial President or Diocesan Coordinator, in the completion of assigned tasks relating to the promotion and implementation of service projects in field operations, concerning the spiritual growth and evangelistic mission of the Brotherhood.

Duties:

He will:

1. Assist the Provincial President, Diocesan Coordinator, or the Assistant Diocesan Coordinator, if requested, in the development, promotion, and implementation of service projects that may need his expertise in the area he serves.
2. Represent the Brotherhood to all he comes in contact with in the completion of his assigned tasks, and also be considered "Mr. Brotherhood".
3. Identify areas of growth opportunities for new Chapters in the Assembly or Diocese he serves in, and work with the local Assembly President as may be requested to reactivate lapsed chapters.
4. Be called upon as is requested to train new officers at the Assembly, or Chapter level to ensure the full understanding of their roles as the leadership in the positions they were elected to.
5. Be the local contact for the Provincial President or Diocesan Coordinator, especially important in more remote areas of some Dioceses.
6. Encourage, mentor and identify future men for leadership positions in his Assembly, Province or at a National level.
7. Submit written or electronic mail reports of his field activities annually to his Provincial President and Diocesan Coordinator, while maintaining regular contact with his Diocesan Coordinator.
8. Work with clergy, as assigned, to promote the Brotherhood, and visit Chapters as requested, to show support for their local activities.
9. Continually seek new ideas, support those he is called upon to serve, and play an important role in the spiritual growth and evangelistic mission of the Brotherhood in his Assembly, Diocese or Province.

Dean of Provincial Presidents Job Description

Function:

To be the liaison between the National President and the Provincial Presidents regarding field operations, training and recruitment.

To be the chair of the newly formed Field Operations Committee, and its membership includes all Provincial Presidents.

Duties:

He will:

1. Identify potential training aides to be utilized by the Provincial Presidents to assist them in their field operations.
2. Work with the Leadership and Development Committee to develop the tools needed for effective field operations.
3. Provide training assistance for new Provincial Presidents as needed.
4. Conduct field operations workshops at National Council Meetings or Triennial Conventions.
5. Develop a channel of regular communication to share ideas, opportunities, and challenges that have to be addressed.
6. Report to the National President on a periodic basis to inform him of the status of Committee plans, outstanding projects, and future workshop needs.
7. Submit articles of importance to *St. Andrew's Cross* magazine, as to the Committee's activities and plans.
8. Establish a plan to groom future leaders to fill leadership positions.
9. Implement the National President's plans as presented and approved at Executive Board Meetings.
10. Implement the plans agreed upon by the Field Operations Committee.
11. Encourage the commitment of members of the Field Operations Committee, to promote the Brotherhood Disciplines in their respective Provinces.
12. Develop plans to promote quiet days, retreats and praise worship at the Provincial or National level.
13. Develop plans to form and retain chapters within more distant geographies in Provinces that encompass many states.
14. Promote joint activities, when and where possible with the DOK, to encourage worship, service projects, recruitment, and sharing of information.

Team Leader Job Description

Function:

A Team Leader assists the Provincial President in carrying out his field operation responsibilities, as may be directed.

He is to be a communication channel between the Provincial President and the field leaders in the exchange of information relevant to the retention and formation of chapters within their geographical areas.

Duties:

Maintain regular communication with the field leaders and the Provincial President concerning all field activities within their assigned area.

Notify the members of their Team when a planning meeting is called by the Provincial President.

Organize individual planning meetings, when necessary to implement new project plans.

Work with the Diocesan Coordinator, Assembly President, or other field leaders to assist them with the formation and retention of chapters.

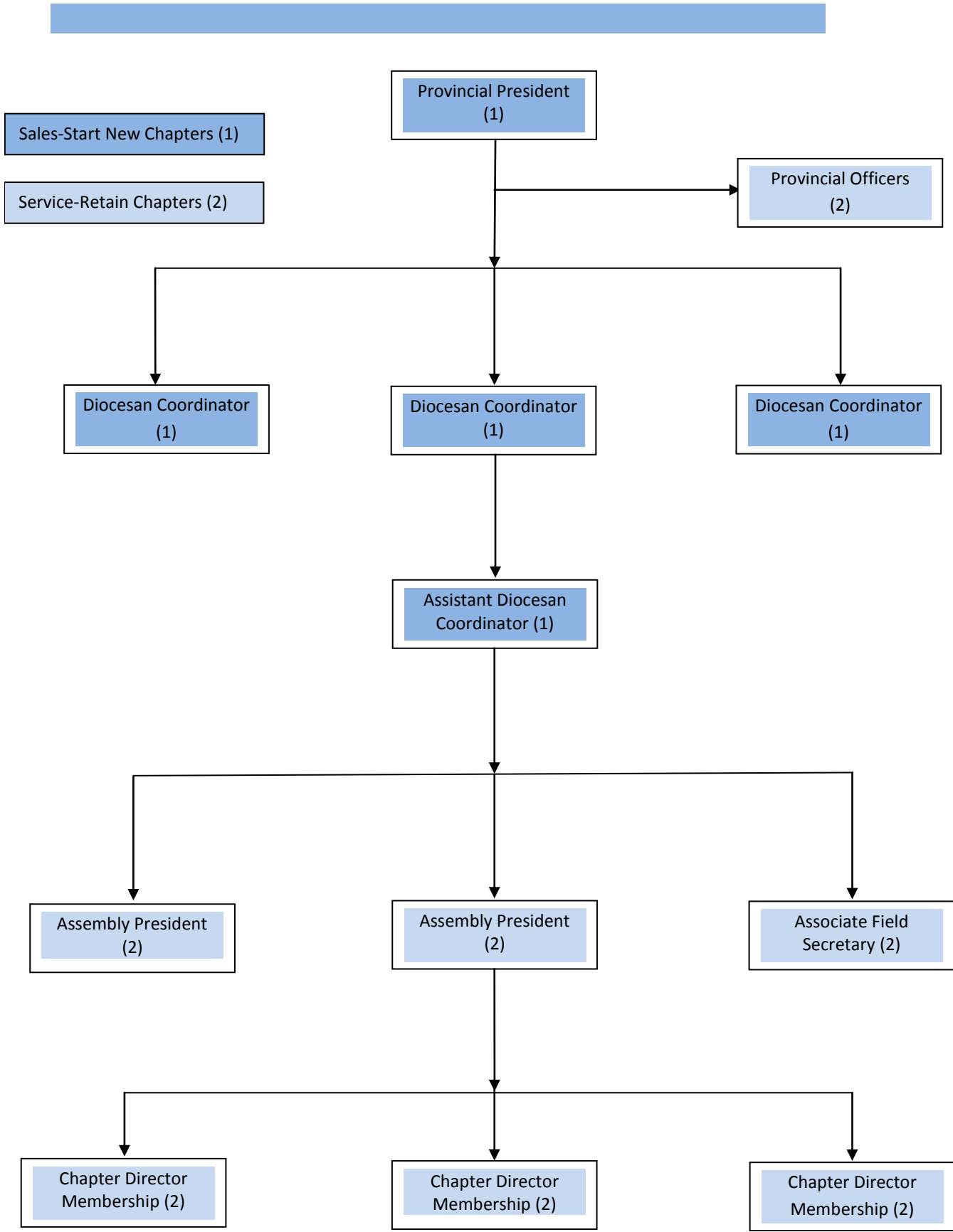
Report the status of Team projects to the Provincial President, ongoing.

Be a recruiter for men and youth looking to become more involved in Brotherhood activities outside of the chapter.

Requirements:

He must have a willingness to be a servant leader; dedicated to the disciplines of prayer, study and service; a member in good standing; a desire to promote the Brotherhood as a men's ministry exemplified by his actions, patience and perseverance.

Provincial Field Organization Chart



THE BYLAWS
OF PROVINCE__
THE BROTHERHOOD OF ST. ANDREW

ARTICLE I
NAME AND PURPOSE

Section 1

The name of this organization shall be Province __ of the Brotherhood of St. Andrew (hereinafter referred to as the Province).

Section 2

The purpose of the Province shall be (a) to give direction and guidance to the chapters and assemblies within the Province in their mandates; (b) to develop programs within the Province aimed at achieving the Brotherhood objective of bringing men and youth to Christ and (c) to play the role of mediator within the Province.

ARTICLE II
MEMBERSHIP AND ORGANIZATION

Section 1

Membership shall consist of all Chapter Members and Members-at-Large in Province __

Section 2

All Assemblies within the Province shall have membership status limited to that provided in Article XI Section 1, under "delegates.

ARTICLE III
PROVINCIAL COUNCIL

Preamble

The establishment of a Council within the jurisdiction of Province __ of the Brotherhood of St. Andrew is an expression of the Brotherhood to reach out to men and boys to bring them to Christ. The Council seeks the fulfillment of these hopes and aspirations through the framework of the National Brotherhood of St. Andrew (The National Organization). It shall be guided by the rules and regulations of the National Organization.

Section 1

The Province shall establish a Council in accordance with Article II, Section 3 of the Constitution of the National Brotherhood of St. Andrew, Inc. The Council shall consist of the Province II President, Vice President, Secretary, Treasurer, Diocesan Coordinators, and Assistant Diocesan Coordinators, a representative from each Chapter (Senior and Youth), Assembly Presidents and other National Council members that may reside in the Province.

Section 2

The President of the Province shall be the President of the Council. The Diocesan Coordinators of the Province shall also be Vice presidents of the Council.

Section 3

The Council shall meet at least ___ per year, and at any other time determined by the President of the Council. In the absence of the President, the Vice President shall chair the Council meetings.

Section 4

The Council shall review progress versus goals in establishing new chapters, make plans to better support the operations of chapters in the Province and, with the President, prepare a report for the Annual National Council Meeting.

ARTICLE IV PROVINCIAL EXECUTIVE BOARD

Section 1

The Executive Board shall consist of all the elected Provincial officers.

Section 2

The Executive Board shall transact all business necessary for the proper functioning of the Province and shall provide a detailed report at the scheduled meetings.

Section 3

The President shall chair all meetings of the Executive Board, if available, otherwise the Vice President.

ARTICLE V OFFICERS

Section 1

The elected officers of the Province shall be a President, a Vice President, a Secretary and a Treasurer. All officers shall be elected triennially by the delegates at the annual meeting of the Province, preferably held in the spring, before the Triennial Convention. Only the elected President must be presented yearly for acceptance at the Annual National Council Meeting of the Brotherhood of St. Andrew.

Section 2

Terms of office shall begin on St. Andrew's Day for the Vice President, Secretary and Treasurer, with commissioning of the President at the National Council Meeting. The term of office for elected officers shall be one (1) and three (3) years as stated for the particular office, and subject to a maximum of nine (9) years. A two-thirds majority shall be required for election in the final three years in office. Any former officer, after a full term out of office may be elected to an office he previously held. There shall be no term limit for the Chaplain.

Section 3

There shall be Executive Board Members, who are the Diocesan Coordinators, one from each Diocese.

ARTICLE VI
DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1

The President shall preside at all meetings and provide leadership contingent with his office. He shall maintain a close working relationship with the Diocesan Coordinators, Assembly Presidents and Chapter Directors. He shall appoint all committee Chairmen. He shall appoint an Assistant to the Secretary or to the Treasurer if needed. He shall be the primary link with the Central Office and National Leadership of the Brotherhood of St. Andrew.

Section 2

The Vice President shall, in the absence of the President, carry out all the functions of the President, and shall perform any other duties that he may be called upon to perform.

Section 3

The Treasurer shall receive and keep all funds received by the Province in a financial institution approved by the Executive Board; shall keep detailed records of all finances received and all disbursements made; shall make all disbursements up to the amount of \$300.00 when directed to do so by the President, with additional amounts subject to authorization by the Executive Board; shall present a detailed report at each meeting (including a reporting of all receipts, expenditures and cash balance to-date) of the Province.

Section 4

The Secretary of the Province shall be responsible for the taking and keeping of the minutes and records of the Province; shall be the custodian of all movable property of the Province, and shall turn over such property to his successor, or to the President, on demitting office; shall make a report at meetings, or otherwise when called upon to do so by the President. He shall notify the Secretary of the National Organization as to the Province's election of a President, and to the Central Office the names of all officers elected, in writing.

Section 5

The Chaplain of the Province shall open the Province meetings with a prayer of invocation, and shall close all meetings with a benediction. The Chaplain shall offer prayers on special occasions when requested to do so by the presiding officer.

Section 6

The Diocesan Coordinators shall perform such duties and have such responsibilities as may be assigned by the President; and may also be called on to aid and assist any one of the other officers in the performance of that officer's duties.

Section 7

In the absence of the President and Vice President, one of the other elected officers in the order of Secretary, and Treasurer, shall call the meeting to order and preside. If none of these officers are present, then a Diocesan Coordinator selected by the Provincial Officers or by the membership, shall call the meeting to order and preside.

Section 8

Removal of Council or Provincial Officers, shall be in accordance with the National Organization; (any officer who, through unwillingness or inability, does not fulfill the duties of his office or appropriate duties assigned by the President, may, after written notice from the President, be replaced by a vote of the Council or Executive Board). Temporary incapacitation does not apply.

ARTICLE VII MEETINGS

Section 1

Regular meetings shall be held _____, regionally and the Annual Spring Meeting (first Saturday of May), respectively. All meeting dates are subject to change by the President during intervening holidays.

Section 2

The time and place of the meetings shall be made known to the membership at least thirty (30) days prior to each meeting.

Section 3

Special meetings shall be called by the President for business that is of an urgent nature. He may also call a special meeting when it is voted to do so by a majority of the Executive Board, or such a vote to do so is passed by the membership. Only the business for which the special meeting is called shall be conducted at that meeting

Section 4

The Secretary shall notify the membership as soon as possible of the special meeting, but not less than ___ days, prior to the date and time at which the special meeting is scheduled to convene. A special meeting may be call via conference call to save time provided 72 hours lead time exists for the council.

ARTICLE VIII QUORUM

Section 1

The presence of the President and/ or the Vice President and at least ten (10) members shall constitute a quorum for conducting official business at a regular meeting.

Section 2

Should the President and Vice President be absent, Article VI Section 7 shall be followed.

ARTICLE IX NOMINATIONS AND ELECTIONS

Section 1

Anyone nominated for Office shall be a member in good standing (dues paid in full) of the affiliated Chapter, Assembly, Province and National Brotherhood of St. Andrew, and if elected must remain so during the term of his office. Members-at-Large must be in good standing of the Assembly, Province and the National Organization and remain so during his term of office.

Section 2

The election shall be held to fill vacancies for a President, a Vice President, a Secretary a Treasurer.

Section 3

A Nomination Committee Chairman shall be appointed by the President, subject to approval by the Executive Board. The Committee shall consist of the Chair, who may not be currently an elected officer of the Province, and members in good standing of the Province.

ARTICLE X VOTING

Section 1

The outgoing President, and other Provincial Officers and the other Vice Presidents (the Diocesan Coordinators) shall have one vote each.

Section 2

All other elected officers and members shall vote in accordance with the structure outlined in Article XI under 'Delegates'.

Section 3

Each delegate shall be entitled to one vote, and a simple majority of the delegates voting will determine the results of the election.

Section 4

Voting shall be by a closed ballot of the delegates voting, unless otherwise requested.

Section 5

Any request to use a voting procedure other than by a closed ballot must be done by a motion, which must be seconded, and must be passed by a two third (2/3) majority of the delegates present. Such a motion must be moved and passed before the beginning of the voting process (Roberts Rules of Order apply).

ARTICLE XI DELEGATES

Section 1

Each Assembly, in good standing, shall be entitled to one (1) delegate.

Section 2

Each chapter, in good standing, shall be entitled to delegate representation based on the following schedule: four to ten (4 – 10) members, one (1) delegate; one (1) additional delegate for every ten (10) additional members, or fraction over 10, 20, 30 etc.

Section 3

Delegates shall be seated upon proper authorization from the chapter.

Section 4

Authorization must be in writing from the chapter.

Section 5

No person shall be eligible to serve as a delegate unless he is a member of a chapter that is in good standing (dues paid in full) with the Province.

Section 6

Each chapter is entitled to a number of alternates equal to its number of delegates. The alternates must also be authorized in writing by the chapter. The alternates will have no official status, except when they are replacing a delegate who is absent from the meeting.

Section 7

Each Member-at-Large in good standing (dues paid in full) with the Assembly, Province and National Office, and who is not otherwise an accredited delegate, is entitled to one (1) vote.

**ARTICLE XII
AMENDMENTS**

Section 1

These Bylaws may be amended only at the Annual Provincial Meeting.

Section 2

Amendment action shall be limited to ratification or rejection of amendment proposals submitted by the Executive Board.

Section 3

The Constitution and Bylaws Committee shall prepare, review, pre-approve and submit all proposed changes to the Executive Board. The object of such procedures shall be the presentation of a considered recommendation by the Executive Board for adoption or rejection by the acting body with minimal discussion.

Section 4

Any active Brother Andrew, Chapter or Assembly may propose an amendment to the Bylaws by forwarding a resolution embodying the exact wording of the proposal to the President of the Province no later than ____ full months prior to the next scheduled Annual Meeting.

**ARTICLE XIII
AWARDS**

Section 1

(Name of award) Award:

CRITERIA

The award shall be presented as follows:

1. To be considered they are to be members of the Province or those serving as National Officers of the Brotherhood of St. Andrew, who faithfully serve the Brotherhood in exemplary ways.

2. To local members or those serving as national officers who consistently serve the Brotherhood in outstanding ways, but because of their health or other limitations are forced to limit or end their services.
3. The candidate must have demonstrated his faithfulness and adherence to the Brotherhood Disciplines and his love of our Lord and Savior Jesus Christ.

Section 2

The Provincial Presidents Award: This award shall be presented at the discretion of the President.

ADOPTED BY PROVINCE NUMBER: _____

DATE: _____

PROVINCIAL PRESIDENT: _____
Name

Signature

Province __ Field Officer Report

Name: _____ Position _____ 200_

Summary of Field Activities:

Summary of Chapter Contacts:

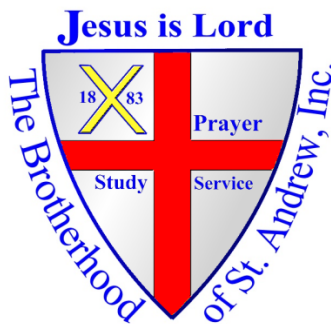
New Initiatives:

New Chapters Formed:

Lapsed Chapters:

How to Start a Brotherhood of St. Andrew Chapter in Your Parish

Field operations Guide



This is a text taken from a Power Point presentation used in the field at workshops, and for presentations to groups of men who are interested in forming chapters. The Power Point presentation can be downloaded from our web site.

Present by: Bob Dennis, Chair of Field Operations

The Brotherhood of St. Andrew Chapter Will Be

Part of a men's ministry that has been in existence for over 125 years!

Looking for men of prayer to join their chapter!

Mentoring the youth in their parish!

Practicing the disciplines of prayer, study and service!

Promoting evangelism in their parish!

Seeking to be disciples making new disciples to spread the Brotherhood of St. Andrew!

Brief History of the Brotherhood

The Brotherhood originally began in Chicago in 1883 to reach out to men, giving them bibles, and encouraging them to attend church services. Many later were baptized and confirmed.

We were incorporated by an act of the U.S. Congress, signed on May 30, 1908 by President Theodore Roosevelt.

The act stated: "The sole object of said corporation shall be the spread of Christ's Kingdom among men".

Who May Join?

Any baptized Christian man or boy may become a member of the Brotherhood.

However, only men who are confirmed or received in an Episcopal or Anglican church, or a church in communion with the Episcopal or Anglican church, may become a chapter, provincial or national officer.

Why Join The Brotherhood?

This is a men's ministry, which began over 120 years ago to spread Christ's Kingdom among men and boys, and to deepen our personal relationship with Jesus, our Lord and Savior.

The Brotherhood originally started with 12 dedicated laymen, who were evangelizing an area of Chicago they chose to reach out to.

Why Form A Chapter?

To provide an opportunity for men to meet on a regular basis, for fellowship, prayer, worship, to study the Holy Scriptures, and to share their faith experiences.

Does The Brotherhood Promote Evangelism?

Yes, by reaching out to other men, their families, the youth of a parish, encouraging them to come to church, and it all begins through prayer and extending an invitation.

We Have A Bible Study Group, Isn't That Enough?

If you are meeting regularly for study, you are already observing what Brotherhood members accept as part of their disciplines and rule of life.

What Are The Brotherhood Disciplines?

Prayer: To pray daily for the spread of Christ's Kingdom, especially among men and youth, and for God's blessings upon the labors of the Brotherhood.

Study: To study the Holy Scriptures regularly and in the teachings of the Church, to attain a better understanding of how to follow Christ and bring others into his Kingdom.

Service: To make continuous efforts week by week, to bring others nearer to Christ through his Church.

What About The Youth?

The Brotherhood encourages the boys to join a youth chapter, with the sponsorship and direction of an existing senior Brotherhood chapter, allowing the men to serve as role models and mentors to the young men, as they grow in their spiritual life.

Brotherhood Membership

Members are called Brothers Andrew, and are required to accept and observe the Brotherhood Disciplines as their rule of life, and pay annual dues to our Central Office to support the work of the Brotherhood.

Brotherhood chapters usually meet once or twice each month in Episcopal and Anglican churches.

What to Do!

Speak to your clergy about forming a chapter.

Speak to the men in your parish about joining the chapter.

Pray together about forming a chapter in your parish.

Who to Contact Next!

Visit the Brotherhood web site: www.brotherhoodstandrew.org

Contact the Brotherhood's Central Office: brotherhoodofstandrew@verizon.net

Contact your local Brotherhood field representative.

Getting Started

Obtain approval of clergy.

Select someone to be the person to contact from your parish. If you are the sponsor, then this man will be the person to speak to about forming the chapter and it may be the priest.

Notify the Brotherhood's Central Office of the interest in forming a chapter. This is especially important for the sponsor, if he is not already appointed.

Notify the Provincial President and Diocesan Coordinator of the potential new chapter.

Review Brotherhood materials and establish a monthly meeting date and time that is convenient to all attendees.

Important Steps!

Complete Chapter Enrollment Application Form, which is can either be obtained from our Central Office, our web site or it is located on the next page.

Collect \$40.00 dues from each member, and for youth, only \$8.00.

Send the dues you have collected with the completed Chapter Enrollment Form, along with the \$35.00 registration fee, and mail them to our Central Office in the address provided on the form.

**APPLICATION FOR ENROLLMENT AS A CHAPTER
OF THE BROTHERHOOD OF ST ANDREW**



1109 Merchant Street, P.O. Box 632
Ambridge, PA 15003
Phone (724) 266-5810 FAX (724)266-9577
brotherhoodofstandrew@verizon.net
Web site: www.brotherhoodstandrew.org

PARISH OR INSTITUTION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NO. (____) _____ E MAIL _____

DIOCESE OR ANGLICAN AFFILIATION _____

DATE _____

WE THE BELOW LISTED, HEREBY APPLY FOR A CHARTER (OR A CHARTER REACTIVATION IF PREVIOUSLY CHARTERED) AND ENROLLMENT AS MEMBERS OF THE BROTHERHOOD OF ST. ANDREW.

Forwarded by: _____
(Acting Chapter Officer)

Approved: _____
(Rector or Priest in Charge)

INSTRUCTIONS:

1. List names of members. Show Chapter Director, even if only temporary. Advise Central Office whenever change is made.
2. Forward this completed application to the Central Office, together with the dues for each member and a Chapter Registration fee as shown.

TITLE	NAME (PRINT OR TYPE)	AGE IF UNDER 21	STREET	CITY AND STATE	ZIP CODE	PHONE NO. AND EMAIL	SPOUSE NAME	DUES AMT.
RECTOR								
DIRECTOR								
VICE DIRECTOR								
SECRETARY								
TREASURER								

(List Additional Members on reverse side)

Registration Fee \$35.00
Total of Dues
Total Amount Forwarded.. \$ _____

ADDITIONAL MEMBERS

TITLE	NAME (PRINT OR TYPE)	AGE IF UNDER 21	STREET	CITY AND STATE	ZIP CODE	PHONE NO. AND EMAIL	SPOUSE NAME	DUES AMT.

The **Registration Fee** covers the cost of a "Chapter Reference Manual".

DUES

Please read the excerpt from the National Bylaws below. The individual dues are: Regular Dues: \$40.00 Voluntary Dues: \$50.00

Voluntary dues are suggested to help meet the increasing costs of continuing this ministry. No one will be denied membership for lack of funds. Write us indicating the circumstances of names submitted for dues reduced below the amount of Regular Dues.

APPOINTMENT OF CHAPTER SPONSOR

A sponsor for your chapter will be appointed by the Central Office upon receipt of this application in the Central Office. If you have had a Brotherhood member from another parish to assist you in getting organized and you would like to have him considered by the Central Office for appointment as your sponsor, please indicate his name and address below:

Name _____ Address _____ Phone _____ Email _____

EXCERPTS FROM THE BYLAWS

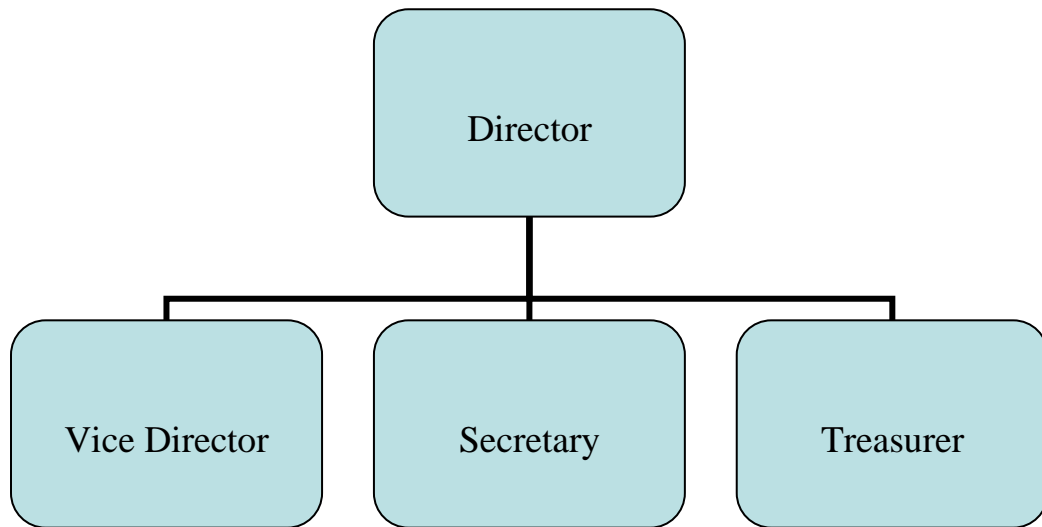
(For latest excerpts, please refer to the Constitution and Bylaws)

2. DUES

- (a) Each member of the Brotherhood shall pay to the Central Office a dues amount, as set at the previous National Council Meeting, to support the ministry of the Brotherhood, to cover the operation of the Central Office and publication of the St. Andrew's Cross Magazine. Members below the age of 20 years or students shall pay a dues amount equal to 20% of the standard dues amount. All dues shall become due on St. Andrew's Day, November 30, and are delinquent January 31.
- (b) Each member of the Brotherhood in a newly organized Chapter or reactivated after a lapse of at least one full year shall pay the full amount of dues its organization occurs more than six (6) months before St. Andrew's Day. If organization occurs within six (6) months and more than three (3) months before St. Andrew's Day, the amount of dues shall be 50% of the annual rate. If organization occurs within three (3) months of St. Andrew's Day, the full annual amount of dues shall be paid and considered paid until the next following St. Andrews Day. These arrangements shall be applicable to individual members joining a Chapter, or members-at-Large joining The Brotherhood, during the period preceding the next St. Andrew's Day.
- (c) New members, or reinstated individual members where membership has lapsed for at least one (1) full Brotherhood year, shall be admitted for the same dues quota rate as new or reactivated Chapter members.
- (d) Members-at-Large shall pay the same individual dues as one established above for Chapter members of the same category and age limits.
- (e) Chapter members and Members-at-Large will be billed directly by the Central Office for individual annual dues quota amounts on or before October 1 of each year; such dues then become due and payable by each individual for the ensuing year beginning November 30. Each Chapter shall be responsible for ascertaining, and so noting on its annual report, which of its members had individually remitted dues direct to the Central office, and for including with the report, payment for those members who have not so remitted; each Chapter is responsible for the full Chapter quota.
- (f) The President, upon appeal by any member, may reduce or eliminate the dues amount to that member for good reason. **Associates:** Women who contribute an annual amount of not less than \$20.00 to the Brotherhood will be accepted as Associates and will receive the St. Andrew's Cross magazine. Associates are not recognized as "members" and are limited in their activities in the Brotherhood, (as per BStA Bylaws, available upon request).

(g)

Chapter Officers



Form an Assembly

An Assembly may be formed when there are a minimum of four active chapters in a diocese or a specific geographical area.

An Assembly can be a diocese, or part of one, such as an archdeaconry or a convocation.

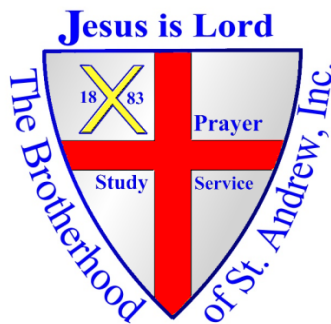
Assemblies provide support for each other and work together to promote the mission and ministry of the brotherhood.

Assemblies can help prevent chapters from folding by working closely with all their participating chapters' members to support one another

**THE BROTHERHOOD OF ST. ANDREW
THE ASSEMBLY PLAN**

**THE SOLE OBJECT OF THE BROTHERHOOD IS
THE SPREAD OF CHRIST'S KINGDOM AMONG MEN AND BOYS**

Jesus is Lord



THE ASSEMBLY PLAN

THE SIZE OF AN ASSEMBLY SHOULD BE ORGANIZED TO FIT THE NEEDS OF THE GEOGRAPHICAL AREA IT SERVES. THIS IS A GUIDE TO WHAT AN ASSEMBLY IS AND HOW IT WORKS

Why the Assembly?

The most successful Chapters are those that lead men and boys to Christ, and to have them become members in the Brotherhood of St. Andrew, ever growing in numbers, spreading the “Good News” of our Lord and Savior, Jesus Christ. An Assembly organizes to train its leadership and to plan, promote, and coordinate activities to reach out to other parishes to form chapters.

Responsibilities of the Assembly

The Assembly has two important responsibilities. (1) It has a direct relationship to the National Brotherhood of St. Andrew and to the work of the Brotherhood in the area in which the Assembly is organized. (2) It provides local support to the Chapters within the area it serves.

The Assembly can send its President or an elected Member, as a “Delegate” to the National Triennial Convention and National Council Meetings, enabling participation and sharing of ideas at these annual meetings.

Membership

The Assembly membership is comprised of all Brotherhood of St. Andrew Chapters within the area served which have paid their dues to the National Organization. Membership in an Assembly may also include a Diocesan Chapter, or a Member-at-large.

The Elected Assembly Council Members

The elected membership to an Assembly consists of the Chapter Director and one elected member from each Parish Chapter or Diocesan Chapter. A Member-at-Large is not an elected member. In addition, one adult counselor, and one youth from each Youth Chapter organized in the area served by the Assembly, is to be part of the Assembly Council. The Council members vote when required at all meetings, and especially for election of Assembly officers. The Chapters represented must be in good standing (dues paid) to the National Organization. The Assembly Council elects its own President who also serves as Chairman of the Executive Committee. The Council also elects a Vice President, a Secretary and a Treasurer.

Organizing the Assembly Council

The Assembly Council is formed to develop programs that express the mission purpose of the Brotherhood and the entire membership. This is assured by restricting the term of office of Members of the Executive Committee of the Assembly to three years, with no member eligible for re-election until he has been off the Committee at least one year. This further insures rotating new Members into the Committee periodically.

The Assembly Council Ministry

The Brotherhood of St. Andrew is a ministry for the spread of Christ’s Kingdom among men and boys in the

Episcopal Church, and the Worldwide Anglican Communion. Therefore, it is the mission and ministry of the Assembly to adhere to this National mission statement.

The Assembly President and Executive Committee

When the Assembly Council meets for the first time to organize its Executive Committee, it elects the President, Vice President, Secretary and Treasurer on the rotation of office principle. The President and Members of the Executive Committee may or may not be elected from the membership of the Assembly Council.

No person shall be elected to the Presidency of the Assembly or its Executive Committee who is not a member of the Brotherhood of St. Andrew in good standing. When possible, not more than one person should be elected to serve on the Executive Committee from the same parish. If the work of the Assembly is to express the mission of the whole Assembly, then its Executive Committee should be completely representative as is possible.

Frequency of Meetings

The Assembly Council meets annually on St. Andrew's Day, or at a time near it to install newly elected leaders. Should the Executive Committee feel that the Council should meet at any other time during the year, it may pass a motion requesting that the President call such a meeting. The President also may call a meeting of the Council when he feels that the interest of the Assembly requires it.

The Executive Committee should meet as necessary to insure the programs and ministries of the Assembly are functioning. The Assemblies should rotate the location of their Meetings to different parishes, not putting a burden on one parish only to host the event. This also brings the Committee in close touch with more Chapters in various parts of the Assembly, allowing more opportunity to meet other Brothers Andrew. The start time and frequency of meetings should be convenient to all attendees, when possible.

Annually Elected Term of Office

The Brotherhood year begins and ends with St. Andrew's Day, November 30, as do the terms of office Members are elected to.

The Assembly Chaplain

In addition to the election of an Executive Committee, the Assembly Council shall elect annually from among the clergy of the Assembly area, a Chaplain, if possible who shall be a member in good standing of the Brotherhood of St. Andrew. The Assembly President may appoint a lay chaplain in the absence of a clergy election, as is appropriate. The clergy person may serve as a spiritual director instead.

Assembly Finances

There is no allocation of National dues of the Brotherhood to an Assembly; therefore the activities of the Assembly are financed solely by its membership.

The funds necessary to do the ministry of the Assembly is obtained in various ways. Chapters may be assessed a small amount to take care of their share of the postage to mail out notices, and other expenses that the President may incur in traveling throughout His Diocese or the Assembly. Offerings taken at church

services held by the Assembly, and registration fees for those attending Assembly gatherings provide other means of supporting the Brotherhood work throughout the Assembly. Activities which are carefully planned can be made self-supporting to eliminate the necessity for any special contributions for participating Chapters.

ORGANIZING THE ASSEMBLY Decision

The Assembly Council forms as a result of a decision to do so by its membership, having a minimum of four organized chapters, and a desire to promote and participate in Brotherhood activities within its Diocese and on a National level. The Provincial President, the Diocesan Coordinator, or other field leader appointed, provides guidance during the formation of the Assembly. Field leaders consist of the Provincial President, Diocesan Coordinator, Assistant Diocesan Coordinator, and Associate Field Secretary.

Procedure to Follow

As the Assembly is formed, the National Office should be advised by the Provincial President, Diocesan Coordinator, or another appointed field officer, of the intention of the local Brotherhood leadership to begin organizing the local chapters. The National Office is to be notified of the newly elected leaders' names and their titles, and any other information that may be requested for recording purposes. The National Office will print an Assembly Charter to be presented to the membership at the Assembly Installation.

The Assembly is a part of the National Organization and exists to implement the ministry of the Brotherhood of St. Andrew within a Diocese. Therefore, no Assembly may be organized without the direct participation and assistance of the Provincial President or his appointed field leader. One or more field leaders should be present for this first meeting of the Assembly Council.

Once the Provincial President or other field leader has become involved, set the date, time and place for the first meeting of the Assembly. A notification should be sent to all Directors of chapters and Diocesan Chapters within the Diocese, to invite them to attend the meeting and requesting that they appoint or have elected one delegate from their Chapter to attend with them. A parish having a Youth Chapter is to be invited to send one adult counselor and one youth. The National Office will provide the names of the parishes within the Diocese having Chapters, and the names and addresses of the Directors, if not known. Once the date has been set, Copies of "The Assembly Plan" should be provided to each Chapter beforehand.

A follow up to the notification of the meeting should later be done as a reminder, and can be either an e-mail or a telephone call as the meeting approaches, to those who should be present.

The Meeting

The National Officer, as indicated, will serve as chairman to initially lead the Meeting to organize. He will present the Assembly Plan as contained in this outline which should have been sent to every member with the notification announcing the meeting, and will be prepared to answer any questions the attendees might ask. Once those present have understood the importance and function of the Assembly, there should be a formal motion committing the Brotherhood Chapters in the organized area to the Assembly Plan. Once received, then the President and Executive Committee are elected next.

Election of the President and the Executive Committee

The selection of the President and the Members of the Executive Committee for election is an important responsibility. The whole Assembly Plan depends upon the active interest of its President and the Executive

Committee and their commitment to do the job. These men must be chosen from the Brotherhood membership. It is not necessary to appoint a nominating committee to bring in a slate at a later meeting, if the Assembly Council at this first meeting is prepared to nominate and elect. This can be accomplished in advance when working with those who participate in the organization of the Assembly and obtain the cooperation of the Brotherhood leaders, such as the Provincial President or Diocesan Coordinator prior to this first meeting.

THE EXECUTIVE COMMITTEE OF THE ASSEMBLY

Duties of the Executive Committee

As the Assembly begins its work, it is important to give careful consideration to the purposes for which it was created. Briefly, its work is to coordinate all Brotherhood of St. Andrew Ministries within the Assembly or Diocese, and to serve as a liaison between the National Organization, the Province and the individual chapters. This means that it is the principal responsibility of the Committee to see to it that the projects agreed upon by the Assembly are carried out, and to promote the National Organization's actions as agreed upon at Triennial Convention or during the intervening years, with the assistance of the field leaders when needed.

The Executive Committee Organization

Once the President and the Executive Committee have been elected, the President shall call a meeting for the purpose of organizing the Committee. The President with the other officers in the Executive Committee may want to consider forming special committees as may be needed to support the Assembly programs. The Committees may be ad hoc or of a more permanent status.

The Work of the Executive Committee

One of the first tasks before the Executive Committee is to plan and develop programs that are useful at a chapter level to support them in their work, and implement those that may be performed by several chapters working together, to spread the mission of the Brotherhood.

Program Committees

The typical Committees that may form are for Training, Youth, Spirituality and those the Assembly identifies are needed to carry out the work of the Assembly, or the National Brotherhood.

Selecting Members for the Committees

Each Committee selects its Members from among the men in good standing in the Brotherhood of St. Andrew within the Assembly or Diocese. The committee Members are selected because of their interest in the work the committee is set up to do, and filled with men from several chapters, as well. Each committee serves with its chairman in planning and promoting the work assigned it and only for the purpose it was formed.

The Committees at Work

The Committees can work very closely with the field leaders in the Province or Diocese to carry out their assigned duties, which may lead to the formation or retention of chapters in parishes where the Brotherhood of St. Andrew has not been active. Further, to encourage when possible, the members-at-large to become affiliated with a chapter or start one, enabling more chapters to form. Consideration should be given to the training of new chapter officers who may request it, and it can be done during a scheduled Assembly Meeting.

The President will periodically ask a chapter to host a scheduled meeting, and arrange through a committee, if needed, to perform the actual setting up at the location. This will include a worship service if requested, refreshments as needed and space to meet in. These meetings should be planned in advance, and notices sent out to ensure attendance by the membership. Consideration should be given to encouraging the members to share their spiritual life's activities at the Meetings. A Committee can be formed to implement this to emphasize the Brotherhood Disciplines of Prayer, Study and Service.

Conducting a Youth program by the Assembly, and the formation of a Committee should be considered in an effort to become more involved in youth activities at a Chapter level or to promote them by the Brotherhood within the Diocese. It may set up under its supervision a youth group of the Assembly if there are enough Chapters in the Diocese interested in having one. This Committee should also promote youth activities occurring within its Diocese and directly concern itself with the organization of Brotherhood Chapters for younger and older youths in parishes where they do not now exist. Guidance is available at the National level, provided by the Vice President of Youth Ministry.

The Treasurer may form a Committee to assist him in considering a method to raise funds for a specific project, or to support the activities of the Assembly, which may include dues or free will offerings at Assembly Meetings.

The Membership want to know what is happening in their Assembly, and look to being kept informed of plans and programs. Communicating through a newsletter can be very useful and it can be done electronically to achieve this purpose. If the Province doesn't already have a newsletter, or the Assembly, it is an opportunity that should not be missed. It can, however, have a members act as correspondent and be a regular contributor to the Cross Magazine, our National publication. He should supply the Editor of the Cross Magazine with relevant news items only.

The Executive Committee should introduce to its Chapters, any effective service projects determined to be useful to the evangelization efforts at a parish level, and to promote the ministry of the Brotherhood. The Executive Committee Members may also want to visit member Chapters in their Assembly as part of a regular visitation, showing their interest and support for the local membership.

The Executive Committee should be active, as is possible, on Committees within its Diocese. This may include the Diocesan Youth Ministries, Evangelism, Overseas Missions or any other Committee the Assembly may want to include as part of its ministry.

Records

The Assembly President or Treasurer will keep records of all chapter leadership and membership, and cooperate if necessary with the National Office in the collection of annual dues and receipt of reports of activities from Chapters.

No one is considered a member of an Assembly who is not a member in good standing of the National Organization. Financial records concerning dues will be provided by the National Office to the Assembly President, if requested. The Assembly President is to submit an Annual Report to the National Office following its Annual Meeting each year, near St. Andrew's Day. This report is to inform the National leadership of the programs and activities of the Assembly. Further, to be included in the National Council and National Triennial Convention journals of reports. The Provincial President and the Diocesan Coordinator are to be copied as well on the report.

Suggested Bylaws for an Assembly

Bylaws of the _____ Assembly' The Brotherhood of St. Andrew

Article I-- Name

This organization shall be known as the _____ Assembly of the Brotherhood of St. Andrew, Inc. chartered on _____

Article II-- Membership

Membership in the Assembly shall consist of all Chapter Members (Parish, Diocesan and Members-at-Large) of the Brotherhood of St. Andrew within the Diocese which are in good standing and who are current in their dues to the National Organization.

Article III-- Assembly Council

Section 1. — The Assembly shall be governed by an Assembly Council which shall consist of the Chapter Directors together with one elected Member from each Parish Chapter, Diocesan Chapter and one adult counselor and one youth from each Youth Chapter within the Diocese. The adult counselor shall be a Member in good standing of a Senior Chapter having a Youth Chapter.

Section 2. — The Assembly Council shall meet annually at a date on or near St. Andrew's Day (November 30), when it shall elect its President, Vice President, Secretary and Treasurer. The newly elected President may appoint an Assembly Chaplain for a one year term.

Article IV-- Assembly Executive Committee

Section 1. -- The Assembly Executive Committee shall consist of the President, Vice President, Secretary and Treasurer and may not be a member of the Assembly Council to be elected, but all Members of the Executive Committee shall be Members of the Brotherhood of St. Andrew in good standing. No member may be reelected to the Committee for more than three years unless at least one year shall have elapsed since his last term of office.

Section 2. -- The President of the Assembly shall be the Chairman of the Executive Committee. The Committee Members shall be eligible to be re-elected annually for up to three years. The Executive Committee Members may continue to serve the terms elected to or until such time as they cease to be Members of the Brotherhood of St. Andrew in good standing.

Section 3. -- The Executive Committee shall meet as determined by the President or other officer as called, for an important purpose. Vacancies occurring in the membership of the Committee shall be filled by action of the Assembly Council and for the duration of the unexpired term only.

Article V— Assembly President

Section 1. -- The Assembly President shall be elected by the Assembly Council at its Annual Meeting for a term of one year, as stated in Article IV, Section 1.

Section 2. -- The Assembly President shall serve as the Chairman of the Assembly Executive Committee. He

shall preside at all meetings of the Assembly Council. He shall appoint the Chairmen of each Committee, and shall be an ex-officio Member of all Committees.

Section 3. — The President or an Assembly Delegate shall be sent to the National Council meetings or the National Triennial Convention, if possible.

Article VI-- Assembly Chaplain

The Assembly President shall appoint an Assembly Chaplain from among the clergy of the Diocese it serves. The Assembly Chaplain shall serve for a term of one year and shall be eligible for re-appointment, and must be a Member in good standing.

Article VII — Financial Support

All activities of the Assembly shall be financed by its membership within the area served to support the programs of the Assembly.

Article VIII -- Assembly Committees

Section 1. -- At the first meeting of the Assembly Executive Committee following its election, the Assembly President shall appoint the Chairman of the various Committees that may be formed to develop and implement the programs of the Assembly.

Section 2. -- The Committees shall be limited to those necessary to carry out the activities of the Assembly.

Section 3. -- The Chairmen of each Committee shall serve for a term of one year or longer, or until such time as his successor is appointed, or the need for the Committee no longer exists. The Committee Chairs shall appoint their Committee Members from among the Brotherhood membership in the Assembly or Diocese it serves.

Section 4. – It is important to ensure that if at all possible, no Member shall be appointed to serve on more than one Committee each year. All Members of Committees shall be Members of the Brotherhood of St. Andrew in good standing.

Article IX-- National Constitution

All provisions of the Assembly Bylaws shall be subject to the National Constitution of the Brotherhood of St. Andrew, Inc., and as its amendments.

ADOPTED BY ASSEMBLY:

Name of Assembly: _____

Assembly President: _____

Print Name

Signature

Address of Assembly: _____

City & State: _____

Zip Code: _____

THE NEW CHAPTER SPONSOR'S GUIDE



Robert J. Dennis, Chair of Field Operations

THE NEW CHAPTER SPONSOR GUIDE

Purpose

This New Chapter Sponsor Guide is designed for the Brothers Andrew who is sponsoring a new chapter, and to give him practical insights in how to ensure that the new chapter continues to thrive and develop a mission purpose in their local parish. Regardless of the literature we supply, or how sincere the intentions of the new chapter are, early support is needed from an experienced member of the Brotherhood of St. Andrew. Without his support, some chapters may fail soon after they begin, and some may never become active in the life of the Brotherhood. The purpose of the new chapter sponsor is, very simply, to prevent failure of the new chapter and of its developing Christian ministry.

Section One

Why Do Chapters Succeed?

Chapters succeed because of: (1) good leadership, (2) support by the clergy, (3) understanding the Brotherhood's mission purpose, (4) selection of a convenient meeting time, (5) the right frequency of meetings, (6) experienced Brotherhood members and (7) selecting service projects that are enjoyable and fulfilling.

- 1. Good leadership** is a reflection of accepting Jesus Christ as your Lord and Savior for every officer and member of the chapter. A willingness to lead by example and to mentor the new members who join the chapter is also the role of the chapter officers. The chapter director however, should ensure that training takes place and that he utilizes any training guides produced by the Brotherhood that are designed for this purpose. Preparation and planning for meetings and activities are essential to the organization of the chapter, and these events need to be communicated to the members.
- 2. Support by the clergy** is very important, but at times there may be a feeling that the Brotherhood is a layman's organization and the priest may not want to interfere. However, the parish priest is important in the worship and prayer life of the parish and the chapter. The clergy may work closely with the director to develop study programs, and service projects that benefit the parish. Their advice and assistance should be asked for, and all service projects need to obtain their approval before implementation.
- 3. Understanding the Brotherhood's mission purpose** is a common problem associated with the new chapter. As a sponsor it is your responsibility to clearly communicate this to the chapter members, as well as the clergy. The spread of Christ's Kingdom among men and boys is the mission of the Brotherhood. It is now and always has been our mission.
- 4. Selection of a convenient meeting time** is very important and one which should be most convenient to the chapter officers, members and their rector. The time agreed upon should be

one that allows for the best attendance possible, to attract more men who will be able to attend. There is no time of day, or day of the week, which will satisfy everyone. Having more than one meeting a month is a solution to accommodate every potential member who may wish to join, and if they are held on different days, some who have difficult work or family demands, can then attend.

5. **The right frequency of meetings** should be given serious attention as to what is reasonable. Some chapters hold weekly meetings, some twice a month, and others once a month. At the start it may be practicable to hold training sessions more frequently and then decide what frequency will be followed thereafter. An important point should be remembered, the Brotherhood of St. Andrew does not take a summer vacation. The discipline must be maintained, and even if some of the Brothers Andrew may be away on vacation, there will be those who can, and want, to meet. This is a full time men's ministry.
6. **Experienced Brotherhood members** may not exist at the inception of a new chapter, and it is the role of the sponsor utilizing the New Chapter Sponsor Guide as a "how to" manual, to train the members in their responsibilities, especially the officers. The officers and members belonging to the new chapter, working with their parish clergy as a team, and initially their sponsor will all benefit and experience will be gained in time. Being a sponsor is unquestionably the most important ministry a Brothers Andrew can pursue to further the work of our men's ministry and establish new chapters. The experience of the sponsor or another Brother, both with years of experience, is the stabilizing factor that will fulfill our mission purpose of bringing men and boys to salvation through our Lord Jesus Christ. That is what we are about, and what we are trying to accomplish in this worthwhile ministry.
7. **Selecting service projects that are enjoyable and fulfilling** is of utmost importance, and not to be ignored. Some chapters have only the best intentions and then set service goals that are unrealistic and difficult to maintain, ongoing. Service projects should be centered on bringing men and boys to Christ through their efforts to reach out, and evangelize in their community.

Section Two

Qualifications to be a Sponsor

The qualifications to be a Sponsor are important:

- At least one year of experience with a successful chapter
- A commitment to personal spiritual growth through adhering to the disciplines of Prayer, Study and Service
- An awareness that our disciplines are a rule of life to be followed, and working with a small group Christian fellowship that can bring men and youth to a closer relationship with Jesus Christ, is a rewarding and a dynamic ministry for you and the parish you are sponsoring
- Willingness to witness to other men and youth what the Brotherhood has meant to you and how it has contributed to your personal growth as a Christian
- The Christian humility to accept the call to be a sponsor, and making the time to help others form new chapters

How Much Time is Required?

The amount of time you spend cannot be measured in a simple manner. It can only be said that some chapters take more or less time to form, than others. You will have to determine what amount of time should be spent by you in this ministry as a sponsor for a new chapter. What needs to be done is as follows:

1. Your sponsor assignment will be sent to you by the Central Office, Provincial President, or Diocesan Coordinator prior to the chapter formation. You will also organize the chapter installation. It is possible that you will be the person who has introduced the Brotherhood to the new chapter and will have signed the chapter application as sponsor. The chapter sponsor acts as the Presenter during the chapter installation and institution of Chapter Officers, at a regularly scheduled Sunday service for this special occasion.
2. You should meet with the new chapter leaders and their priest before the first chapter meeting to decide if they want to proceed further, answer all their questions, and then help them plan the first meeting. They will need your help throughout the early stages of the chapter formation.
3. The sponsor should attend the first chapter meetings, as is possible, distance permitting. These are crucial meetings, and the new members will need your suggestions and answers to their questions about conducting meetings, and developing a mission purpose.
4. It is vital for the new chapter leadership to be able to reach you, so having your telephone and e-mail address is essential. Be sure they know when it is best to reach you by phone if your advice is needed in between meetings. Your scheduled visits will provide a mentoring opportunity for the officers and members, and eliminate any concerns by anyone inexperienced in how to proceed with future meetings. The leaders especially need to know that what they are doing is important enough for you to stay in contact with them.
5. The chapter will be very effective simply by inviting other men and youth to become involved in the ministry of the Brotherhood. If the Chapter is properly trained, it will encourage an atmosphere in a small group where an individual can grow and mature in the knowledge of the Word. Then next, be led to accept Christ in his life and be committed to be a servant of our Lord. The first Brotherhood chapter in Chicago had up to 400 men in church attendance on Sunday mornings, while not belonging to the Brotherhood, they had participated in the chapter bible study and prayer time which led them to being baptized and later confirmed in the parish. This happened in less than four years, during which time the chapter grew in membership from 12 to 40 men.
6. After you attend a couple of meetings, you can then decide if you should attend any more meetings. If the chapter is progressing well as you determine, then tell the chapter members that you are pleased with their efforts and you will return at a future date, assuming the chapter is installed already. An occasional brief telephone call to the director or their priest, just to say hello and to inquire about how things are going is an important tool to ensure the success of the new chapter. Answer any questions you may be asked and tell them they will continue to be in your prayers.

This is a guide to follow as a new chapter sponsor. Lifting up the chapter, its leaders and their clergy

in your daily prayers is part of your ministry to them.

Help for the Sponsor

The chapter sponsor is the man “in the field,” but do not feel that you are alone. Our Lord Jesus Christ will hear your prayers and the Holy Spirit will be your constant guide and companion. The Brotherhood is a ministry to men, by men, and through our faith in God, and our willingness to serve him we will be fulfilling our mission purpose of spreading the message of Christ’s Kingdom, here on earth.

Please remember not to overlook the advantage of a telephone call to the Central Office for advice or materials to help you fulfill your role as a chapter sponsor. Most especially your field officer, such as Provincial President, Diocesan Coordinator or any other National officer, including the President, is vitally concerned with the ministry of the chapter sponsor and is available by telephone or e-mail to help in any way to support you.

Section Three

Sponsors’ Challenges

There are many chapters which have flourished since they began, even through changes in rectors, chapter directors and membership. The Holy Spirit is present at all times and working through the men to continue with its ongoing success.

However, the new chapter sponsor can play an important role in helping the new chapter get off to a good start. He should mentor the new chapter leadership with training as to their individual responsibilities. Meeting other chapter leaders at meetings enables the sponsor to identify future leaders, who can potentially take on positions at a provincial or national level. The sponsor’s experience is an invaluable resource for the chapter’s members to learn from, while they work towards becoming a group of men establishing a Christian men’s ministry at their parish.

When the clergy is not asked to support the chapter by the chapter leadership, it may be because no one has told them differently. The chapter and clergy may both consider the Brotherhood only to be a lay ministry in which the clergy has only a limited part. This occasionally may develop into an adversarial relationship between the chapter and their clergy. The sponsor can help to avoid this from occurring right from the beginning by including the priest in all the initial planning stages, and the chapter installation. A chapter not only needs the permission of its clergy to form, but it will grow with its support. The clergy can help in identifying service projects that benefit the parish, and the community.

If you believe that another priest with a well established chapter in his parish, could telephone the priest in the parish with the new chapter, to lend support and be willing to answer questions that the priest may have, and to dispel any concerns, then do so. If you are not sure who to contact and need assistance on this, contact the Central Office, your Diocesan Coordinator or Provincial President and they will give you the name of clergyman who may be willing to assist with this worthwhile effort.

You may face the belief that some men think the Brotherhood is a social organization or another name for a parish men’s club. It may happen in a few instances, but that is why the sponsor needs to effectively train the new chapter and direct it towards a men’s ministry, and not just a work group to

be used to maintain the parish property. It is, first and foremost, an affiliation of men and youth interested in maturing in their Christian faith, by following the disciplines of prayer, study and service. The sponsor mentors the chapter to reach out to other men and youth, in and outside the parish, offering the Good News of Jesus Christ. He and all Brothers Andrew are not asked to be an evangelist who only quotes the Bible, but one that is called to be a witness of how God's redeeming grace has changed his life, and to share this with others.

New Chapter Sponsor's Prayer and Pledge of Support

Please pray for this new ministry on which you are about to begin, for the new chapter, its officers and members, and especially for the Brotherhood of St. Andrew:

Heavenly Father, I fully accept Jesus Christ as your only Son and my personal Savior, and the Savior of all people everywhere. I lift up this ministry as a Chapter Sponsor for your blessing and guidance by the Holy Spirit. Direct me, Lord, and direct the new Brotherhood Chapter, its members, its leaders and clergy, that what we begin together will bring glory to you, our God and Creator. And, Lord, I pray for your blessings on the Brotherhood of St. Andrew, that this Ministry be so guided as to bring to men the saving knowledge of the Good News you have provided for us all. These things I pray in the Name of Jesus Christ, your Son and our Savior. Amen.

I hereby pledge to support this chapter (name of parish) _____ as its sponsor to the best of my ability, utilizing all resources and training materials at my disposal, and through constant prayer, so help me God.

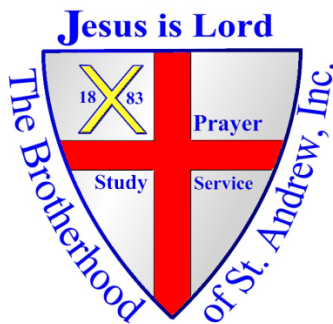
Signature

Print Name/Title

Date/Phone #

Send a copy of this page only to the Provincial President, Diocesan Coordinator and Central Office. Keep a copy for yourself as your pledge.

Brotherhood of St. Andrew Chapter Retention Plan



Prepared by Robert J. Dennis, Chair of Field Operations

Section Contents

Purpose for Chapter Retention Guide

Why Do We Lose Chapters

Why Do Chapters Fold

Chapter Retention

We Start Here First

Chapter Retention

The Plan

To Retain Chapters

Job Requirements

Discipleship Mission

Men Need Mission

Field leadership

Implementing the Plan

Purpose for Chapter Retention

As important as starting a chapter is to the mission of the Brotherhood of St. Andrew, it must equally be the focus of the chapter leadership and membership of the Brotherhood to retain chapters. A new ministry opportunity begins for men and boys in a parish when a chapter forms. More often the focus is only on the many worthwhile women's ministries at the parish level. Frequently, much effort has been made in sponsoring and organizing a chapter through the formation process, and to have that chapter become inactive over time is an unfortunate occurrence for our men's ministry, the parish, the membership and local community.

This document is written to be a guide to use which provides the common causes for chapters to fold. It is meant for the reader to understand the symptoms a chapter may experience, whether new or not, that determines why they fold. Further, once symptoms appear, to be proactive in seeking or offering help to retain a chapter that you are either part of, have sponsored, or as a Field Leader are trying to salvage.

There may be times when the interest wanes for a chapter, but a men's ministry is essential to the spiritual life of a parish, and a necessary part of the growth of a parish through evangelism. Attracting new members through evangelism outreach is part of our discipleship commitment, but if a parish offers nothing for the men to meet with other men who are seeking to grow spiritually, they may look elsewhere.

Our Field Leadership is taking a more active role in chapter retention. We are working with chapter officers and asking questions to determine the causes of a decline in a chapter's membership, or for their non-payment of national dues, and where possible we are implementing plans to revitalize these chapters.

This guide may not provide all the answers, but as we experience the turn-around of these chapters, it is important for the men involved to share their findings and their results with the leadership of the Brotherhood. Communication is the best means to share what works and what doesn't work, and only if we share can we all learn from each other the knowledge that has been gained through commitment and hard work. Please e-mail brotherhoodofstandrew@verizon.net with any information you have to share or you may write to the Central Office.

Why Do We Lose Chapters?

Common excuses:

- The chapter's leadership is getting old, they get no cooperation, and no one is willing to take over.
- The lack of clergy support, either they are not interested, or not very familiar with the Brotherhood's as a men's ministry.
- The perception is that the Brotherhood is an old men's club, mainly focused on the building and grounds.
- The chapter has little or no mission purpose.

Other factors: Image

- Competition between other ministries.
- We are not the ministry of choice.
- What is the purpose of the Brotherhood?
- The members are not willing to change, as they are comfortable with the way we have always done things.

Other factors: Presence

- We have few or no chapters in a number of dioceses in the U.S.
- What national, provincial or diocesan level positions are held by Brotherhood members in the Church?

Obstacles to overcome: Image

- Are we a men's ministry?
- Are we willing to evangelize first and foremost?
- Do we want to leave a legacy for the future members of the Brotherhood?
- Are we willing to make the Brotherhood our ministry of first choice for all men and boys?

Obstacles to overcome: Presence

- Are we willing to promote the Brotherhood at every level in the Church?
- Are we willing to visit other parishes to promote the Brotherhood?

Why Do Chapters Fold Early On?

The chapter:

- Is isolated from other chapters.
- Does not participate in any Brotherhood activity at any level.
- Has little or no communication between chapters and field leadership.
- Sponsors are unable to attend meetings in the beginning of the new formation because the distance may be too great.
- Sponsors don't adequately mentor the new members, or follow up with the chapter periodically to see how it is progressing.
- Sponsors may not be able to identify future leaders, who may be interested in taking on more responsibilities.
- Is relatively new and has inexperienced members who don't know how to handle issues that come up, or not know who to speak to for problem resolution.

Other reasons:

- The training is inadequate and not enough filters down to individual members.

- The chapters become non-financial because they haven't paid their National dues.
- The chapters are not committed to furthering the programs of the Brotherhood.

Chapter Retention

We Start Here First

Problem solving: Commitment

- Who wants to be part of the solution?
- Are we a men's ministry, or a social club?
- Are we willing to be a scripture and faith based mission oriented men's ministry?

Renewed commitment to:

- Believe in the mission of the Brotherhood!
- Maintain a positive mental outlook
- Encourage your chapter members to believe as you do about the Brotherhood.
- Be outspoken in your support.
- Be in regular communication with members at all levels in our men's ministry, and especially with the Provincial and National field leadership.

Chapter Retention

The Plan

Field leadership:

- Train all field leaders-top down
- Greater accountability through job descriptions
- Develop ongoing funding opportunities to defray the costs to promote the Brotherhood.
- Provide all tools needed by a field leader available to download from our Web site.
- Utilize the *St. Andrew's Cross* publication for communicating progress, new ideas and recognizing chapters that are reactivated.

What to avoid:

- Appointments that are not needed if there is no specific mission purpose for them, or positions that have no accountability in starting or retaining chapters.
- Having less than a team spirit, doubt or resistance to implementing ideas that will retain chapters, and help the Brotherhood be stronger in our mission and ministry.

To Retain Chapters

Field leaders provide support:

- To the chapter's leadership, and if possible visit with them for training and orientation purposes.
- By requesting chapter sponsors to inform their Provincial Presidents and D.C.'s, of the status of a new or reactivated chapter.
- When consideration is given to a plan for the formation of an assembly in an area of a diocese to build a support network for the chapters and their leadership.
- In bringing the "good news" of the Brotherhood to the men and boys they meet with in the field.

Job Requirements

Provincial President:

- Seeks out fertile ground in new areas to introduce the Brotherhood and plants "seeds". This is a **sales** position.

Diocesan Coordinator:

- Sows the "seeds" and "reaps the harvest" by forming or retaining chapters. This is a **sales** position.

Assembly President:

- Delivers the harvest to "market" by bringing new or reactivated chapters to the Brotherhood community. A **service (support)** position.

Sponsor:

- Shepherds the new or reactivated chapter into the mission and ministry of the Brotherhood. A **service (support)** responsibility.

Discipleship Mission

Mission purpose:

- A belief in the Brotherhood's mission and ministry, answering God's call to us in the Great Commission.
- A desire to witness to men and boys as you share your faith, spreading the Gospel message as you lead them to Christ.
- A willingness to be challenged to fulfill this ministry purpose in your daily life, adhering to the Brotherhood Disciplines as your Rule of Life.

- A spirit of servant leadership which demonstrates your willingness to say “Here I am Lord, use me as you will.” Volunteer spirit and to say “Here I am Lord, use me as you will”.

Men Need Mission

Men want to save the world, but need to be saved first and accept Jesus Christ as their Lord and Savior. Men are risk takers, but they need to know the risks. Men are results oriented, but need to know how they will be measured. Men want recognition, and need to be acknowledged in a meaningful way.

Field Leadership

Implementing the Plan

We need:

- To work together as a team, sharing new ideas, and working together to retain chapters.
- Every chapter and field leader to believe in one mission, on purpose for the Brotherhood.
- A clearly identified support network, with Central Office participation.
- To believe that when “two or three are gathered together in my name, I am in the midst of them”.

We have:

- A clear explanation of what each leadership’s job descriptions are, and refer to them when performing your ministry in the Brotherhood.
- National, provincial and diocesan level leaders receiving ongoing training, and given direction as to what the mission of the National Brotherhood is in the Church.
- All field leaders working together to promote our ministry and at the National level, reporting on our achievements.

In addition:

- Please read David Murrow’s book, “Why Do Men Hate Going To Church”.
- Plan, work, celebrate, and rest (taken from David Murrow’s Book).
- Foster a “do it now” attitude.

Lastly, follow the disciplines of:

- Prayer: Pray daily about our mission.
- Study: Study the Holy Scriptures for direction and inspiration.
- Service: Achieve spiritual maturity for yourself, and for those you bring to Christ.

Brotherhood of St. Andrew

Bulletin Inserts

Most commonly asked questions

Why join the Brotherhood? This is a men's ministry, which began over 120 years ago to spread Christ's Kingdom among men and boys, and to deepen our personal relationship with Jesus, our Lord and Savior.

Why form a chapter? To provide an opportunity for men to meet on a regular basis, for fellowship, prayer, worship, to study the Holy Scriptures, and share their faith experiences.

Why pay dues? Our dues cover the administrative costs to maintain a central office function, and without these funds we could not operate on a national or international level.

What will the Brotherhood do for me? The Brotherhood promotes a ministry for men in the Episcopal Church; we have chapters in many dioceses throughout the Country, and there are opportunities to become part of a national organization that meets each year.

What can I do for the Brotherhood? Our ministry encourages men to meet regularly together, to form chapters, to welcome and invite other men visiting your parish, or who occasionally attend church services to become part of the Brotherhood.

Does the Brotherhood promote evangelism? Yes, by reaching out to other men, their families, the youth of a parish, encouraging them to come to church, and it all begins through prayer and extending an invitation.

We have a men's club, isn't that enough? It is a good beginning, and the social part is what some men are looking for, and they may do good work for their parishes, but to deepen their faith requires something more, such as the Brotherhood.

We have a bible study group, isn't that enough? If you are meeting regularly for study, you are already observing what Brotherhood members accept as part of the discipline of daily prayer, regular study, and service to bring others nearer to Christ through His church.

What about the Youth? The Brotherhood encourages the boys to join a Youth Chapter, with the sponsorship and direction of the existing Senior Brotherhood Chapter, allowing the men to serve as role models and mentors to the young, as they grow in their spiritual life.

MEN OF PRAYER WANTED

The Brotherhood of St. Andrew is looking for men who are willing to pray daily for the spread of Christ's Kingdom, especially among men and boys, who are willing to study the Holy Scriptures regularly, and to bring others nearer to Christ through His Church.

Are you that kind of man? Are you willing to join other men who are willing to stand up for their faith and to witness to all who would hear you?

Do you pray daily? Have you accepted Jesus Christ as your Lord and Savior? Do you want to?

Volunteers are needed now! We are to be Disciples of Christ and spread the Good News! Are you willing to spend the time to be part of this mission? Are you willing to work hard?

Rise to the call and stand up for your faith! You are never alone. Jesus said. "I am with you till the end of the ages".

Jesus further said, "If anyone desires to come after me, let him deny himself, and take up his cross, and follow Me".

Let us make the journey together, giving faithful service along the way, enduring any disappointments, persevering for His sake and giving glory to His Name.

Your Brotherhood of St. Andrew recruiter is nearby. He will answer your questions and sign you up now! God bless you.

Brotherhood of St. Andrew

Mission purpose: “The spread of Christ’s Kingdom among Men and Boys”.

Who we are:

The Brotherhood of St. Andrew is a missionary and evangelism ministry of the Episcopal Church and Anglican Communion. We are the oldest evangelistic ministry of the Episcopal Church and in continuous service for over 120 years.

What we believe:

- The saving grace of Jesus Christ through the Cross,
- The authority of Holy Scripture,
- The power of the Holy Spirit, and
- The fellowship of all believers

What we are about:

Personal spiritual growth, mutual ministry, and Christian service

The Brotherhood Chapter in your parish:

- Brings other men into a deeper personal relationship with our Lord and Savior, Jesus Christ
- Is centered in our disciplines of prayer, study and service
- Interacts with other ministries, such as Alpha, the Boy Scouts, Cursillo, The Daughters of the King, and Faith Alive
- Meets regularly under the rector’s authority

The Brotherhood encourages:

Spiritual growth

- Becoming more Christ-like
- Practicing regular, reflective Bible study
- Establishing closer relationship with others
- Developing a vision for ministry in your parish and in the wider world

Mutual ministry

- Building community among men in the parish
- Sharing one’s faith with others
- Evaluating one’s life by biblical standards
- Open discussions in small group settings
- Sharing resources for various ministries

Christian service

- A ministry to men, by men
- Over 120 years of Christian leadership training
- An international network of clergy and laymen
- A quarterly news magazine called the “St. Andrew’s Cross”

Purpose of the National Council of the Brotherhood of St. Andrew Administrative Organization

The National Officers are currently a Chairman, a President, a Senior Vice President, "one or more" Vice-Presidents, a Treasurer, a Secretary, and a Chaplain who shall be a Bishop of the Church. The Presiding Bishop is Honorary President of the Brotherhood. Currently there are five (5) Vice-Presidents, (with Bylaw limitation to eight (8)), whose duties are assigned by the President. Additionally there are **Provincial Presidents** elected as National Vice-Presidents, one (1) for each Province of the Church, or region where a Province is divided, and for overseas jurisdictions. The national officers work under the jurisdiction and direction of the President and generally perform duties usual to the office to which they are elected. Officers, except the Chaplain and Provincial Presidents, are elected for a three-year term and may succeed to one (1) additional three-year term only, unless elected by 3/4 majority to a third term. The Chaplain is elected annually to a one-year term, and may be elected to successive terms without limitation. Provincial Presidents are elected annually for a maximum six (6) year tenure without interruption. The elected officers constitute **the Executive Board** of the Brotherhood.

The Executive Board exercises the powers of the National Council when the Council is not in session, except that it may not amend or modify the Bylaws. The Executive Board annually elects two (2) members of the Nominating Committee, for an overlapping three (3) year term, and elects replacement members where needed for previously elected Committee members who for any reason will not complete their elected term.

Provincial/Diocesan Administrative Extension: The sole purpose of Brotherhood administration from National level is for coordinated support and nurture of the Brotherhood activity at Chapter level, and by individual Brothers. This is the first responsibility of the President, with support of the elected officers. In order to enhance the lines of communication to the field, **Provincial Presidents**, who have status as National Vice Presidents, are elected, on nomination by the Senior Vice President, to administer Brotherhood affairs and promote the Brotherhood in his Province or Region. The Senior Vice President may be, and currently is, deputized by the President as the chief executive administrator of field work of the Brotherhood at Provincial (Regional) and Diocesan level. **Associate Field Secretaries** (AFS) may be appointed to assist the Provincial Presidents, and in each Diocese **a Diocesan Coordinator** is appointed to further and coordinate the work of the Brotherhood and serve as a point of contact and resource to the Diocese. The Diocesan Coordinator works under the direction of the Provincial President, and is expected to work harmoniously with Assembly officers, if there be any.

The **Assembly** and the **Chapter** are the alpha and omega of the administrative chain. Through these primary administrative units, and extension through National Convention and National Council, the individual Brothers exercise direction over the National Officers. From the National level administration devolves to the **Assembly President**, who is the man whose responsibility it is to work with the chapters to keep them healthy in his Diocese, and working with the **Chapter Director** as he is the responsible leader for guiding and maintaining effective activity for his membership.

The Central Office consists of the President, Senior Vice President, the Secretary, the Treasurer, and "such full time or part-time administrative officers or employees as are necessary to transact Brotherhood business." The Central Office is the administrative agent of the President, and is charged with the maintenance of all files and records, both financial and administrative. Location of the Central Office is determined by the National Council. Currently the Central Office is located at 1109 Merchant Street, P.O. Box 632, Ambridge, PA 15003, telephone 1-724-266-5810; Fax 1-724-266-9577; near the campus of Trinity Episcopal School for Ministry.

Currently the Central Office support staff comprises only two full time regular employees, with additional part-time assistance employed as needed for specific tasks. In addition to routine administrative duties, correspondence, etc. in support of the President, other officers, Committee chairman, etc, these dedicated staff employees are always cheerfully helpful to any Brother, Chapter or assembly who makes request by furnishing information, literature or other assistance.

Committees: The work of the Brotherhood at the National level is accomplished in Committees, and their Chairmen and members address their interest and industry to Brotherhood matters falling within the scope of their Committee function. Accomplishments of the Committees come to Brotherhood attention through Committee reports to Convention or Council meetings, bulletins or memoranda issued from the Central office, articles in the *St. Andrew's Cross*, or in the form of Brotherhood literature, training manuals and other publications developed by the Committees. Except for the Nominating Committee, which is otherwise provided for, the President appoints, defines Committee tasks and objectives and is ex-officio member of all Committees. Some of the Committees names are Evangelism, Constitution and Bylaws, Communications, Finance, Personnel, Youth, Leadership Development, Missions, Stewardship, Strategic Planning and Awards. At the pleasure of the President, and for the duration of his term, these Committees may be reorganized or combined, and special ad hoc committees may be appointed as the need arises.

St. Andrew's Cross Magazine: is the official communication medium for the Brotherhood, presently published four (4) times a year in magazine format. It serves as a communication link to the membership providing information from the President through his written message and other informational articles prepared in an official or unofficial capacity to share with all Brothers Andrew in the field. The Editor welcomes news from the Chapters, preferably with pictures. If a Chapter has had some special experience, or has completed some successful work project in furtherance of Brotherhood Disciplines and mission objectives, please send in an article about it.

An outreach to other countries, and a vision to evangelize

The Constitution of the Brotherhood of St. Andrew, Inc
(Amended by the Triennial Convention, Atlanta, Georgia, June 26, 2009)



ARTICLE I
NAME, EMBLEM, OBJECTIVE, AND BASIS OF UNION

Section 1

The name of this fellowship shall be the Brotherhood of St. Andrew, Inc. (hereafter referred to as the Brotherhood). It is a ministry to and for men and boys of The Episcopal Church or any church in communion with it, or with churches that have a Historic Episcopate, within the fellowship of the Anglican Communion (hereafter referred to as "the Church"). The Brotherhood's emblem shall be the CROSS OF ST. ANDREW.

Section 2

The Brotherhood acknowledges God: Father, Son and Holy Spirit; and accepts its responsibility for individual ministry to represent Jesus Christ and His Church; to bear witness to Him wherever we may be; and, according to the gifts given to us, to carry on Christ's work of reconciliation in the world; and to take our place in the life, worship and governance of the Church.

The objective of the Brotherhood shall be as stated in Section 2 of the Act of the US Congress which, on May 30, 1908, incorporated the Brotherhood in the District of Columbia: "That the sole object of said corporation shall be the spread of Christ's Kingdom among men." To this end, each member of the Brotherhood pledges himself to follow three Disciplines, which are: Prayer, Study, and Service.

The Discipline of Prayer is to pray daily for the spread of Christ's Kingdom, especially among men and boys, and for God's blessings on the work of the Brotherhood.

The Discipline of Study is to study the Holy Scriptures regularly and the teachings of the Church to attain a better understanding of how to follow Christ and bring others into His Kingdom.

The Discipline of Service is to make continuous efforts, week by week, to bring others nearer to Christ through His Church.

Section 3

Any group of men or boys under the direction of a Brotherhood Chapter, in any parish or mission of the Church, institution, prison, military organization, or Veterans Administration facility, first having the approval of the rector, vicar, minister-in-charge or a Chaplain of the Church, is entitled to apply for a charter as a Chapter of the Brotherhood, and upon approval by the Central Office, to representation at annual National Council Meetings and Triennial Conventions of the Brotherhood. Withdrawal of clergy approval terminates the right to hold a charter; however, those individuals who elect may retain their membership status by becoming Members-at-Large. In any institution not of the Church or at any military or Veterans Administration facility not served by a Chaplain of the Church, a Chapter of the Brotherhood may be established only with the approval of the Bishop of the Diocese in which said institution is situated. Chapters so formed shall be under the supervision of the Bishop or of a deputy appointed by the bishop. In any Diocese where three or more Members-at-Large desire to coordinate their efforts in behalf of the Brotherhood, a Bishop's Chapter of the Brotherhood may be established with the approval of the Bishop. Chapters so formed shall be under the supervision of the Bishop or of a deputy appointed by him.

Only men and boys baptized in the Christian faith may be admitted to active membership in the Brotherhood and only communicants of the Church may hold elective office or be designated as delegates to Brotherhood Triennial Conventions. In the case of a Junior Chapter, or a Chapter chartered in a Military, Veterans Administration facility, or correctional facility, this requirement may be waived, but only with the approval of the rector, vicar, minister-in-charge or chaplain.

Membership in Junior Chapters shall be limited to young men and boys; only males may be members or officers of the Brotherhood. Women and girls may participate in Brotherhood activities as Associates, as provided in Article II, Section 2.

Section 4

In the event of the dissolution of the Brotherhood of St. Andrew, Inc., all assets and real estate of the Brotherhood shall go into an investment trust under the control of the Executive Council of the Domestic and Foreign Missionary Society of The Episcopal Church. Income from the trust, to be known as the St. Andrew's Trust, shall be used to support a program of evangelism among men and boys.

ARTICLE II MEMBERSHIP AND ORGANIZATION

Section 1

There shall be three classes of membership: Active, Life and Honorary. An "Active Member" is one who has pledged to follow the Disciplines of the Brotherhood and whose current annual dues have been paid, either individually or through his Chapter. Active members who cannot practically become affiliated with an active Chapter shall be known as Members-at-Large.

A "Life Member" shall be any person otherwise eligible for membership, who having made a contribution of a special amount of \$600 will receive a certificate of Life Membership and will receive no further dues billings. A portion, not exceeding 20 percent of such contribution, shall be allocated toward current operating expenses with the remainder being invested in the Brotherhood Foundation, under control of the Trustees.

An "Honorary Member" is one who because of high eminence in the Church or outstanding leadership in Brotherhood work at home or abroad, is deemed worthy of the highest honor the Brotherhood can bestow. A unanimous vote of the National Council, in meeting assembled, or of the Triennial Convention will alone create such membership. Honorary members may by their own decision remain or become active members by the payment of annual dues. They will always be entitled to the floor at any Brotherhood meeting, but not to vote unless otherwise qualified for the particular type of meeting attended.

There shall be an honorary body known as "The Brotherhood Legion" to which all categories of members may be elected by the Executive Board in recognition of distinguished service in the Brotherhood. A special emblem shall be provided for members of this body.

Section 2

Women may be invited to all Brotherhood meetings as "Associates." Associates may attend Brotherhood meetings, and at Chapter and Assembly levels may participate in discussions and activities of the Chapter or Assembly; but Associates may not hold Chapter or Assembly office or have delegate status at national events and may not be recognized as "members" of the Brotherhood.

Section 3

The membership of the Brotherhood is organized into Chapters and Assemblies (of Chapters and Members-at-Large) with a Central Office as the administrative agent of the President. In addition, the President, with the consent and advice of the National Council or its Executive Board, may create regional or Provincial subdivisions of the Central Office in order to facilitate the transaction or supervision of Brotherhood affairs.

Chapters shall be Senior (including boys) or Junior (under 20 years of age), depending on the age limits of their members and meeting of other Constitutional and Bylaw requirements. Each active Chapter is entitled to vote at Triennial Conventions as prescribed in the Bylaws and in the Constitution (Section 2, Article IV).

"Assemblies" shall be organized groups of four or more chapters within any diocese, or geographical area which, with the consent of the Bishop(s) concerned, band together for better coordination of Brotherhood activity in the area concerned. Assemblies are entitled to elect National Council Members and Delegates to the Triennial Convention as prescribed in the Bylaws. The National Council or its Executive Board may in particular cases waive the numerical requirement of four chapters for organization or continuation of an Assembly. Assemblies of less than four chapters shall, unless such waiver has been received, lose their right to elect National Council Members and Triennial Convention Delegates and the term of office of any National Council Member so elected shall be terminated coincident with the official discontinuation of the Assembly.

Provincial Councils may be established in those Provinces with one or more Assemblies. The Provincial Council shall consist of the Provincial President, Diocesan Coordinators, Assistant Diocesan Coordinators, Associate Field Secretaries a representative of each chapter, and other National Council members in the Province, and Assembly Presidents. The Provincial Council shall meet at least once a year, prior to the annual National Council meeting to review progress versus goals in establishing new chapters and for plans to better support the operations of chapters within the Province.

"The Central Office" of the Brotherhood shall consist of the President, Senior Vice President, Secretary, Treasurer, and such full time or part time administrative officers or employees as are necessary to transact Brotherhood business. No employee of the Brotherhood may be a member of the National Council but shall be entitled to be heard by it when matters within his cognizance are under discussion. The location of the Central Office shall be prescribed by the National Council.

ARTICLE III NATIONAL OFFICERS

Section 1

To be eligible for election to National Office in the Brotherhood an individual must be an active lay member of the Brotherhood and of the National Council. Failure to remain active or termination of National Council membership automatically terminates tenure of any officer, except that the Presiding Bishop of The Church shall be the Honorary President of the Brotherhood regardless of any other requirements.

Section 2

The national elective officers of the Brotherhood shall consist of a President, a National Council Chairman, a Senior Vice President, one or more other Vice Presidents as provided in Section 3, a Treasurer, a Secretary, a National Chaplain who shall be a Bishop of The Episcopal Church and Provincial Presidents as provided in section 4. The National Officers shall be elected by the National Council at its annual meeting held coincidentally with and immediately following the Triennial Convention.

Section 3

One or more Vice Presidents, not exceeding eight (8), may be elected by the National Council for specific supportive duties, as prescribed in the Bylaws, with the National Officer status.

Section 4

Provincial Presidents, who shall have National Officer status shall be elected every three years by their Provincial Council if one exists. Where a Provincial Council does not exist, the Provincial Presidents shall be elected by the National Council. Elections of Provincial Presidents

shall provide one (1) for every National Province of the Church; and may be so elected for overseas jurisdictions. The Provincial President shall administer and promote all Brotherhood affairs in his Province under the supervision of the National President.

Section 5

The terms of office for elected officers shall be three (3) years as stated in the Bylaws for the particular office. Except for the Chaplain, for whom there is no term limit, and as otherwise provided in the Bylaws, no person shall serve more than three (3), three year terms. A two-thirds majority shall be required for election in the final three years in office. Any former officer, after a full term out of office, may be elected again to the office, which he previously held. Procedures for nomination, election, succession in office, including in special circumstances, and provisions for transitional support by retiring officers, are stated in the Bylaws.

Section 6

The National Officers listed in Section 2 above, and the Vice Presidents listed in Sections 3 and the Provincial Presidents listed in Section 4 shall be delegates to the Triennial National Convention representing the National Council and be on equal basis with elected Chapter and Assembly delegates.

Section 7

The National Council Chairman, or in his absence the President, shall preside over the Triennial Convention and all meetings of the National Council. The President shall chair meetings of the Executive Board. Committee appointments (except the Nominating Committee, which is to be elected as provided in the Bylaws) shall be made by the President.

Section 8

The President, or in his absence or incapacitation, the Senior Vice President, shall be responsible for the operation of the Brotherhood. He shall be ex-officio a member of all committees except the Nominating Committee. The Senior Vice President shall be the chief consultant of the President and, in case of inability of the President to perform his duties, shall immediately assume the duties, office and title of President, with the advice and consent of the National Council. Vice Presidents shall perform appropriate duties prescribed in the Bylaws and as assigned by the President. The Treasurer may be the Chairman of the Finance Committee and shall supervise all matters of finance. The Secretary, with the assistance of the Central Office employees of the Brotherhood, shall keep all corporate records and affix the corporate seal where required. The Chaplain shall advise the President and the National Council on religious and ecclesiastical matters.

Section 9

The Senior Vice President, under direction of the President and the National Council, shall be the chief executive administrator of support work of the Brotherhood. He shall be responsible for the administrative organization of the Brotherhood's Central Office operations. The administrative organization shall be defined by an organization chart.

Section 10

All National Officers shall take office on the day of their election at the annual National Council meeting and the day of their election at the Triennial Convention.

Section 11

If any national office except President becomes vacant due to resignation, death, incapacity, or for any other reason, the President shall appoint an interim replacement who shall serve until the next National Council Meeting. At the meeting, an election shall be held to fill the remainder of the term.

If both offices of President and Senior Vice President become vacant, the National Council Chairman shall serve as Interim President of the Brotherhood of St. Andrew, Inc. until the next National Council Meeting or Triennial Convention. At the meeting an election shall be held to fill the remainder of the unexpired term.

ARTICLE IV GOVERNMENT

Section 1

Legislative and policymaking functions of the Brotherhood shall be vested in its National Convention, National Council and Executive Board as provided in this Constitution and the Bylaws. The President and all other elected or employed administrative officials will conduct affairs of the Brotherhood in conformity with the Constitution and Bylaws, and directives of these agencies.

Section 2

"The Triennial Convention" of the Brotherhood shall have the sole power to legislate for the Brotherhood; except that action to amend the Constitution or Bylaws shall be limited to ratification or rejection of amendments proposed by the Executive Board as provided in Article X. The Triennial Convention shall elect members of the National Council as prescribed in the Bylaws. Triennial Conventions shall be held at intervals of three years at times and places determined by the National Council, except that for special events such as founding celebrations, etc., they may be held at shorter intervals. Only National Officers and properly accredited Chapter, Assembly and Provincial Delegates have the right to vote at meetings of the Triennial Convention. However, National Council members, Honorary members and members of Advisory Committees or Boards have the right to be heard.

On demand of five accredited delegates, the vote on any question will be taken by roll call. All members of the Brotherhood are encouraged to attend Triennial Conventions and will be seated without voice or vote at business sessions unless otherwise eligible or granted permission to speak on a particular issue by the Triennial Convention. Those delegates in attendance establish a quorum. The National Council Chairman or the President must preside at any session at which a vote is taken.

Section 3

The "National Council" shall administer the affairs of the Brotherhood subject to this Constitution and the actions of the Triennial Convention. It shall have the power: (a) to execute the provisions of this Constitution and the rules and orders of the Triennial Convention; (b) to enact and amend Bylaws for the transaction of Brotherhood business; (c) to fill in its membership caused by death, resignation or otherwise, except that vacancies occurring among its members who were elected by Assemblies/Provinces shall be referred to the appropriate Assembly/Province for filling; (d) to elect the national officers of the Brotherhood; and (e) to consider review and adopt a budget for the ensuing fiscal year.

The National Council shall consist of: (a) Former National Council Chairmen and Former Presidents; (b) members elected by the Triennial Convention who shall serve through the next Triennial Convention and are eligible for re-election; and (c) members elected by Assemblies. Diocesan Coordinators and Assembly Presidents shall be ex-officio members of the National Council. Only active members of the Brotherhood shall be eligible for membership in the

National Council and evidence of lapse of active status, properly presented, serves to terminate membership. Limitations as to the number of members will be prescribed in the Bylaws.

The National Council shall meet annually to fulfill its prescribed functions, at a time and place to be set by the President. In the year of a Triennial Convention, the National Council shall meet concurrently. There shall be a final meeting of the incumbent National Council at or near the opening of that Triennial Convention, and an initial meeting of the newly elected (or re-elected) Council at or near the close of Triennial Convention. In addition, the National Council shall meet within thirty (30) days at the call of the National Council Chairman or the written request of ten (10) members of the National Council filed at the Central Office. Except as designated herein and at the time of its annual meeting, the National Council may administer the affairs of the Brotherhood through its Executive Board including, if necessary, the election and installation of officers to fill vacancies caused by death, disability or resignation. Twenty (20) members shall constitute a quorum of the National Council.

In addition to legislative responsibilities, each member of the National Council has the individual responsibility of promoting the organization and effectiveness of Brotherhood Chapters in their respective areas and in assisting in raising funds for the support of the Central Office.

Section 4

“The Executive Board” shall exercise the powers of the National Council between sessions thereof. It shall screen all proposals for amendments to the Constitution & Bylaws and shall present recommended final revisions for ratification by the National Council or Triennial Convention as provided in Article X. It shall elect a Nominating Committee annually. The Executive Board shall be composed of the elected National Officers of the Brotherhood listed in Article III, Section 2, the Vice Presidents and Provincial Presidents listed in Article III Section 3 and 4, and all Former Presidents of the Brotherhood. The Executive Board shall meet on call of the President, at such times or places as he may set. The business of the Executive Board may be conducted by correspondence, by telephone or other electronic communication means. Memoranda summarizing the matters discussed and decisions reached by the Executive Board shall be maintained in the Central Office files; except that records of personnel matters may be retained in the President’s confidential files.

ARTICLE V OTHER PERMISSIVE ADMINISTRATIVE SUBDIVISIONS AND OFFICIALS

Section 1

Whenever the President, after consultation with the National Council or its Executive Board, decides that a regional or Provincial subdivision of the Central Office will facilitate administration of the Brotherhood, he shall appoint one of the Provincial Presidents therein resident, as chief administrator of the subdivision and will provide the necessary means, including funds, to carry out responsibilities delegated to him. Before such subdivision is created, a specific Bylaw governing its extent, operation and responsibilities must have been adopted by the National Council (with budgetary justification).

Section 2

A Diocesan Coordinator shall be appointed by the President or Senior Vice President upon the recommendation of the Provincial President. Duties and procedures for appointment or reappointment are as provided in the Bylaws. The Diocesan Coordinator shall coordinate the work of the Brotherhood under the direction of the Provincial President or National President, and serve as a point of contact and resource to the Diocese and its bishop. A Diocesan Coordinators will encourage the formation of Assemblies in his diocese and the Assembly officers will also assist him in the work of the Brotherhood. They shall serve for a term of three

years, and may serve for additional terms as renewed and approved by the Provincial President.

Section 3

An Executive Director and other such officers may be employed with the consent of the National Council or its Executive Board.

Section 4

A National Missioner may be appointed by the President.

Section 5

The President may appoint an Advisory Committee comprising a former national president and four (4) lay or clergy members. This committee will serve until a new President takes office or they are released from this assignment. Advisory Committee members are invited to attend and shall have a voice at all Brotherhood meetings, but shall have no vote unless otherwise eligible.

ARTICLE VI RELATIONSHIP TO THE CHURCH

Every effort will be made at all levels of the Brotherhood to maintain harmonious relations with the Church, clergy and church organizations. The guiding principle in such relations shall be that the Brotherhood is a part, rather than a competitor, of parish, diocesan, provincial or national programs of the Church.

ARTICLE VII FINANCE

Section 1

Members-at-Large and Chapter members dues, in the amount prescribed in the Bylaws, are payable annually on or before January 1st for each calendar year ending the following December 31st. Dues include contributions to publications cost of regular Brotherhood publications. Dues notices will be sent out to members each November 1st for the new calendar year. Dues not paid by January 31st are considered to be in arrears and delinquent members shall be considered to be in an inactive status. Each Member-at-Large and Chapter Members so involved shall be notified by the Central Office to that effect. Assembly Presidents concerned and National Council Members residing within the Diocese will also be notified.

Should unusual hardship conditions exist within any Chapter, the Chapter Director may request in writing that a reduction in annual dues be made for the Chapter members. Such a request will state the amount of dues per member that the Chapter feels can be paid and the period of time for which such reduction is requested. The President of the Brotherhood on receipt of such a request shall investigate and, if conditions warrant, authorize the reduction of dues for an appropriate period of time. Reductions so granted shall be reported to the Executive Board at its next meeting. Mitigation of individual dues may be granted as provided in the Bylaws. Members-at-Large and Chapter members who have not paid their last year's dues by 31 July of the current dues year will cease being a member of the Brotherhood.

Section 2

The general finance policy of the Brotherhood shall be to prepare a realistic budget and operate within its limits. Should the National program require more funds than are available from dues and income from endowments, the President, after having first obtained the consent of the Executive Board, may solicit the active membership or selected portions of it for gifts to satisfy a

particular need. The amount for annual dues will be evaluated at each annual meeting of the National Council, in comparison with the previous and future year's budgets, and appropriate adjustments will be made at such meetings.

Section 3

On October 24, 1939, the James L. Houghteling Memorial Fund, a trust, was established by the Brotherhood. Undesignated memorial contributions shall become part of this trust. This trust, as amended, is continuing and exists for the purpose of receiving and retaining funds, the income from which shall be used for the maintenance, benefit, and support of the Brotherhood. The National Council shall have the power to amend this trust from time to time. The names of all persons memorialized shall be inscribed in the Brotherhood Book of Remembrance and published in the Brotherhood magazine. The legal designation of this Trust is "The Brotherhood of St. Andrew Foundation (James L. Houghteling Memorial Fund)"; also referred to as "The Brotherhood Foundation." The Trustees of the Brotherhood Foundation shall be five (5) members elected by and reporting to the National Council in accordance with the terms of the Trust Agreement. The members will elect amongst themselves a chairman and a vice chairman annually.

ARTICLE VIII NATIONAL OUTREACH

A national outreach program of an evangelistic nature shall be promoted by the Evangelism Committee formed for this purpose. It should seek the advice of the National Chaplain and other clergy in the selection of programs designed for any outreach initiative.

ARTICLE IX AWARDS

Section 1

The President may, with the advice and consent of the National Council, establish awards honoring and recognizing outstanding service by particular individuals, to be awarded from time to time (by the National Council upon nomination by the President or others) to other persons, who may or may not be members of the Brotherhood, for similar outstanding services. All awards and honors will be administered in conformity with the Constitution and Bylaws, and directives of the President and National Council.

Section 2

Each such award shall be cited in a specific Bylaw briefly naming the person honored, reason for recognition and basis for selection of succeeding recipients. Further procedural details for nomination, selection, and award shall be maintained in the Central Office, and made available to interested inquirers. The existence of each such award and identity of all current recipients shall be appropriately recorded and published in current Brotherhood directories.

ARTICLE X AMENDMENTS

Section 1

This Constitution may be amended or revised only by the Triennial Convention and the Bylaws may be amended or revised by the National Council or by Triennial Convention. Amendment

actions shall be limited to ratification or rejection of amendment proposals submitted by the Executive Board.

Section 2

Procedures for review, pre-approval and submittal of proposed Constitution or Bylaw amendments for action by Convention/Council shall be as defined in the Bylaws. The object of such procedures shall be the presentation to Triennial Convention for Constitution amendment or to National Council for Bylaw amendment, of a considered recommendation by the Executive Board for adoption of amendments considered by the Executive Board to be needed for adoption or rejection by the acting body with minimal discussion.

Section 3

The Central Office shall notify the membership without delay of all changes made under the above procedures in either the Constitution or Bylaws.

BYLAWS OF THE BROTHERHOOD OF ST. ANDREW
(As amended by the National Council, Atlanta, Georgia, June 26, 2009)

1. CHAPTERS

(a) Upon approval of an application for a Chapter Charter, a number will be assigned to the Chapter by the Central Office, which number will remain with the Chapter in perpetuity, regardless of status.

(b) An active Chapter shall be one which (a) has forwarded to the Central Office an annual report on a form provided by the Central Office as of the past St. Andrew's Day (November 30), or whose application for charter has been approved since October 1, immediately prior to the past St. Andrew's Day: (b) its members have paid their current annual dues as hereafter prescribed: (c) meets regularly, preferable weekly, for prayer, study of the Holy Bible, plan for service and regular business: (d) holds regular corporate communions for its membership: and (e) endeavors to be represented at Assembly meetings (if there is one) and National Conventions.

(c) The officers of a Chapter shall be Director, Vice Director, Secretary, Treasurer, Chaplain (lay or ordained) and Advisor (if it is a Junior Chapter). The rector is ex-officio a Chapter member. In small chapters, two or more offices may be combined.

(d) Each Chapter is entitled to one voting delegate at National Conventions, except that when local conditions eliminate the possibility of multiple Chapters in a parish, a Chapter having more than twenty-five members may have one voting delegate for each twenty-five members or a major fraction thereof. When Chapter membership begins to approach twenty-five members, serious consideration should be given to forming a second Chapter within the parish.

(e) Each Chapter delegate to National Convention shall be furnished with a letter, signed by an officer of the Chapter, confirming his qualification as a delegate to the Convention.

(f) Women may be invited to all Brotherhood meetings as "Associates." Associates may attend Brotherhood meetings, and at Chapter and Assembly levels may participate in discussions and activities of the Chapter or Assembly; but Associates may not hold Chapter or Assembly office, or have delegate status at National events, and may not be recognized as "members" of the Brotherhood. Associates may contribute an annual amount of not less than \$20.00, may make additional voluntary contributions, and on contribution of \$600 or more may be recognized as a Life Associate. Associates may obtain from the Central office and are privileged to wear a suitable pin or emblem, similar to but distinguishable from that of an Active member. Life Associates, and Associates, who contribute \$20.00 or more, will receive the St. Andrew's Cross magazine.

2. DUES

(a) Each member of the Brotherhood shall pay to the National Treasurer a dues amount, set at the previous National Council meeting, to cover the operation of the Central Office and publication of the **St. Andrew's Cross**. Members below the age of 20 years or students shall pay a dues amount equal to 20% of the standard dues amount. All dues shall become due on St. Andrew's Day, November 30, and shall be paid before the following January 31st.

(b) Each member of the Brotherhood in a newly organized Chapter or reactivated after a lapse of at least one full year shall pay the full amount of dues if organization occurs more than six (6) months before St. Andrew's Day. If organization occurs within (6) months and more than three (3) months before St. Andrew's Day, the amount of dues shall be 50% of the annual rate. If organization occurs within three (3) months before St. Andrew's Day, the full annual amount of

dues shall be paid and considered paid until the next following St. Andrew's Day. These arrangements shall be applicable to individual members joining a Chapter, or Members-at-Large joining the Brotherhood during the period preceding the next St. Andrew's Day.

(c) New members or reinstated individual members where membership has lapsed for at least one (1) full Brotherhood year shall be admitted for the same dues quota rate as new or reactivated Chapter members.

(d) Members-at-Large shall pay the same individual dues as are established above for Chapter members of the same category and age limits.

(e) Chapter members and Members-at-Large will be billed directly by the Central Office for individual annual dues quota amounts on or about November 1st of each year; such dues then become due and payable by each individual for the ensuing year beginning December 1. Each Chapter shall be responsible for ascertaining, and so noting on its annual chapter report, which of its members had individually remitted dues direct to the Central Office, and for including with the report, payment for those members who have not remitted; each Chapter is responsible for the full Chapter quota.

(f) When a chapter recognizes that a member is in circumstances making it impossible for him to pay his dues, then the Chapter Director may, with the consent of the Chapter members, authorize payment of the member's dues from the Chapter treasury. If the chapter treasury contains no funds, then the Chapter Director may appeal to the President, on behalf of the member, for waiver of his dues for the current dues period, certifying with his appeal that the Chapter has no funds. Members-at-large may appeal directly to the President for waiver of their dues. Continuation of a waiver past the current dues period shall be subject to consideration of the circumstances on an annual basis.

(g) Any person otherwise eligible for membership, making a contribution of a special amount of \$600 will receive a certificate of Life Membership and will receive no further dues billings. A portion, not exceeding 20.0%, of such contribution shall be allocated toward current operating expenses with remainder being invested in the Brotherhood Foundation, under control of the Trustees.

3. ASSEMBLIES

(a) Assemblies shall not be numbered but shall be named for the ecclesiastical or geographical area they represent. Each Assembly organized under the provisions of the Constitution Article II, Section 3, shall prepare Bylaws, which shall govern its activities. (Samples of such documents may be obtained from the Central Office). As a minimum, provisions as to Assembly objectives, membership by both Chapters and Members-at-Large within the Assembly area, number of officers and their election, meetings and standing committees will be included. A copy of such Bylaws shall be forwarded to the Central Office.

(b) Each Assembly shall submit an annual report to the Central Office on a form provided.

(c) Each Assembly may elect one National Council member. An additional National Council member may be elected for every additional 100 Assembly members above the first 100, but not to exceed six (6) members for their diocese. National Council members shall be elected to serve a three-year term commencing as soon as elected. All National Council members so elected or re-elected will be reported to the Central Office by name, address, and term of office. Assemblies are solely responsible for re-election or filling of a vacancy when a term expires for such National Council members.

(d) Each Assembly may elect one delegate to the Triennial Convention for each one hundred Assembly members or fraction thereof.

(e) At the option of the Assembly, or if no specific election of Convention delegates has taken place, the National Council member(s) elected by the Assembly may represent the Assembly as its delegate or alternate to the Triennial Convention.

(f) It shall be the duty of the Central Office to keep each Assembly currently informed of the status (active or inactive) of Chapters and of the names and addresses of Members-at-Large within the area. Chapter annual reports together with dues payments and change of address notification from Members-at-Large will form the basis of such information.

(g) A position known as Assistant Diocesan Coordinator shall be established. Diocesan Coordinators may appoint one or two Assistant Diocesan Coordinators to assist in carrying out their duties.

4. CENTRAL OFFICE

(a) The President, having first justified the positions to the National Council and secured or budgeted salaries for the positions, may from time to time appoint and employ, on a full-time basis or a part-time basis, such paid administrative officers and other employees as are deemed to be necessary for the effective operation of the Brotherhood. Such officers and employees may include but are not limited to Executive Director, Office Manager and clerical help. Terms of office, duties and titles shall be determined by the President. Policies concerning employment, salaries, working conditions, employee benefits, termination of employment, and other personnel matters shall be prepared and kept current by the President, with the advice of the Personnel Committee, and shall be approved by the Executive Board. Up-to-date job descriptions shall be maintained for all employees. The President may authorize travel and other expenses for employees and other members of the Brotherhood or its Advisory Boards or Committees engaged in Brotherhood business.

(b) The President may appoint or authorize Provincial Presidents to appoint Diocesan Coordinators to administer and promote Brotherhood affairs within their Dioceses under direction of the Provincial President. The President may authorize travel and other expenses within budget limitations for Diocesan Coordinators or other Field Officers.

5. VICE PRESIDENTS (OTHER THAN SENIOR VICE PRESIDENT)

(a) Vice Presidents, not exceeding eight (8), may be elected triennially to assist the President in the administration of the Brotherhood.

(b) A Provincial Presidents may be appointed to fill an unexpired term by the National President, where a Provincial Council does not exist, and then he shall be elected at the next annual National Council Meeting, to provide one (1) Provincial President for every region or Province of the Church. The Provincial President shall administer Brotherhood affairs and promote the Brotherhood in his Province under the supervision and authority of the National President. A Provincial President may serve two three (3) year terms. If a replacement cannot be found, he may continue to serve for an additional three (3) year term. For the final three years, a two-thirds majority shall be required for election. No person shall serve as Provincial President for more than nine (9) consecutive years.

(c) International Vice Presidents may be appointed by the President, with the advice and consent of the Executive Board, to represent the Brotherhood for work outside the United States of America and to establish the Brotherhood in particular areas in which the President sees that

opportunity exists, and where there is presently no functioning organization of Brotherhood activity.

(d) A clear written statement of the authority, duty and responsibility of each International Vice President, in the form of a position description, shall be prepared by the President, approved by the Executive Board and furnished to each respective International Vice President at the time of his election, or as soon thereafter as conveniently practicable. A file of these statements shall be maintained in the Central Office, reviewed and updated by the President and re-approved by the Executive Board from time-to-time as appropriate and upon assumption of office by each new President.

6. ELIGIBILITY FOR NATIONAL OFFICE

(a) All new nominees for National Office shall meet requirements of Article III of the Constitution. Names, addresses, and brief outline of Brotherhood activities, together with title of position for which nominated and letter from nominee stating willingness to serve, shall be submitted to the Chairman of the Nominating Committee at least sixty (60) days prior to any National Council Meeting or Triennial Convention.

(b) All nominees for National Council shall meet requirements of Article IV Section 3 of the Constitution. All elected National Council members who have missed **three (3)** consecutive annual National Council meetings shall not be eligible for re-election unless they attend the Triennial Convention or they submit an acceptable reason to the Central Office prior to that Convention.

(c) National Council Members elected by the Triennial Convention may not exceed six (6) for each diocese.

(d) International Vice Presidents appointed for work outside the United States of America shall, while so functioning, be ex-officio members of the National Council, with full voice and vote, without respect to numerical limitations expressed in Section 6 (c).

(e) National Officers must retain their National Council status per Article III, Section 1, of the Constitution.

(f) Any National Officer who, through unwillingness or inability, does not fulfill the duties of his office or appropriate duties assigned by the President, may, after written notice from the President, or the Senior Vice President in the absence or incapacitation of the President, be replaced by a vote of the National Council or its Executive Board. Temporary incapacitation does not apply.

(g) The Former National Presidents, National Council Chairmen, and Provincial Presidents who desire to continue affiliation with the National Council with diminished participation may on their request be designated as honorary members of the National Council. The honorary council members when present at meetings shall have full privileges with voice and vote and shall receive all communications addressed generally to the council membership.

7. NOMINATIONS

(a) A Nominating Committee of six (6) National Council Members, of which the President shall not be a member, shall be elected by the Executive Board to serve a three (3) year term. Two (2) members shall be elected each year and retiring members shall not be eligible for re-election to the Nominating Committee for a period of (1) year after expiration of their last term of membership. The Senior Vice President, whether a Committee Member or not, shall act as temporary Chairman and call for an organizational meeting to elect a Chairman. The

organizational meeting shall be held at the annual meeting location, prior to or immediately following adjournment of the annual meeting at which the Committee has been elected.

(b) A Nominating Committee member who wishes to be nominated for an elective office will recuse himself from any actions taken by the Committee by leaving the place of discussions. The Nominating Committee shall take no action on nominations until they meet at the National Council or Triennial Convention. The Committee must have a majority of its members in order to act.

(c) The Nominating Committee's duties shall be to solicit nominations, determine eligibility of nominees and prepare a list of all nominees for each meeting of the Triennial Convention, National Council, Executive Board or any meeting of the National Brotherhood at which elections are to be held, in accordance with Article III Section I of the Constitution. Nominations shall be submitted annually using the National Nomination Questionnaire to the Central Office for all open positions for National Officers then eligible for election or re-election. The Central Office shall send all Questionnaires as received to the Nominating Committee, and the Committee Chair shall present a summary report listing the nominees and the names of the nominators for each office, and their recommendations to the National Council at the designated annual meeting, where elections may be held. Nominations for National Council membership shall be submitted triennially to the Triennial Convention for convention election, and annually to National Council for interim replacement candidates to vacancies arising from death, disability or resignation of Convention elected members.

(d) The Nominating Committee shall screen all nominations submitted, initiate its own nominations if appropriate, and present for election a slate of a single nominee for each national office, selected as being in the judgment of the Committee best qualified for the office for which nominated. The Committee may, however, in its own discretion, or shall, if so directed by the Executive Board, submit a multiple slate of two (2) or more candidates for each office.

(e) Regardless of the number of nominees submitted by the Committee for consideration, the Committee shall include with its report a list of all nominees for whom nominations were duly received in accordance with the provisions of Bylaw 6(a), with identification of the nominator(s) for each. The Committee shall review every Nomination Questionnaire submitted to it, on behalf of a nominee, for completeness and accuracy, and shall make request to the nominator(s) for any additional information which it may need before beginning its selection of nominees. The Committee's recommendations shall be published to the membership of the National Council, by direct mail or other appropriate means, not less than two (2) weeks prior to the election date.

(f) Nominations from the floor may be made after the report of the Nominating Committee if advance acceptance of the nomination has been obtained from the person to be nominated, as provided by Bylaws 7(g) and 7(h) following.

(g) Floor nominations for National Council membership may be made by any accredited Delegate, with second similarly qualified, at any session of the Triennial Convention not less than 24 hours prior to the time set for election unless a particular time for such nominations has been set in the published agenda or declared by the National Council Chairman. It shall be the responsibility of the nominator(s) to ascertain and certify (in writing) the eligibility and willingness to serve of his nominee, unless the nominee is present and gives personal affirmation.

(h) Floor nominations for a National office may be made only at a session of the National Council not less than 24 hours prior to the time set for election, and, unless such nominee has been previously listed by the Nominating Committee in accordance with Bylaw 7(e), shall be supported by no fewer than three (3) National Council members from no fewer than two (2) Dioceses. It shall be the responsibility of the nominators to ascertain and certify in writing the eligibility and willingness to serve of the nominee, and to prepare, reproduce and distribute to

the National Council membership, at the time of nomination, an appropriate resume as prescribed in Bylaw 6(a).

(i) Election of National Council members shall be by voice vote of accredited Delegates to Convention at the time set for election, unless any nomination shall be challenged from the floor; in which case a roll call vote on the election of the nominee so challenged may be required as provided in Article IV Section 2 of the Constitution.

(j) Election of National Officers may be by voice vote, for acceptance of the Nominating Committee report and election by acclamation, if only a single candidate slate has been presented by the Nominating Committee, no nominations have been made from the floor and there is no dissent from the election by acclamation. Otherwise election shall be by written ballot, on successive ballots until a clear majority has been established for a single candidate for each office.

(k) The Nominating Committee shall, with the assistance of the Central office, review each year the list of National Council members and determine those who are no longer interested in performing the duties of the office, as outlined in Bylaw 7 (c). In the case of those elected by the Triennial Convention, if it is a non-convention year, it shall take steps to seek their resignations in order to replace them; or, in Convention years, remove their names from the list of nominees, as outlined in the Constitution, Article IV, Section 2. In cases of Assembly elected National Council members who are no longer interested, the Committee shall request the President of the Brotherhood to suggest to Assembly Presidents that the Assemblies replace members with those who are interested in serving.

(l) At least three months prior to the Triennial Convention, the provisions governing election to the National Council shall be published by the Central Office and Chapters shall be advised of their right to nominate National Council members on the floor of the Convention and the restrictions thereon.

8. FINANCES

(a) All personnel of the Central Office involved in handling of funds shall be adequately bonded.

(b) Checks issued by the Central Office will be signed by two individuals: the Treasurer and one other designated bonded person, or, in the absence of either one of these, the Treasurer or a bonded person designated by him.

(c) The Fiscal Year need not be coincident with the Brotherhood year: December 1, to November 30. The Fiscal Year shall be September 1 to August 31.

(d) The annual budget shall be submitted to the Executive Board by the Finance Committee for its review and possible modification and approval. The Executive Board shall submit the proposed budget to the National Council in writing as part of the Annual Report prepared and printed under the direction of the Central Office. The National Council members at the annual meeting of the National Council shall make a reasonable amount of time available for discussion of the proposed budget. The National Council will vote up or down for the approval or disapproval of the submitted budget without making amendments to the individual line items. In the event the National Council disapproves the proposed budget submitted by the Executive Board, the Executive Board will take whatever steps are necessary to revise and resubmit the budget for a second vote later in the National Council meeting.

(e) The Treasurer shall keep correct account of all funds received and paid out by the Brotherhood. He shall keep Brotherhood funds, except for small amounts of petty cash, in

banks approved by the Finance Committee. He shall prepare and distribute to the Executive Board periodical financial reports on a form prescribed by the President.

(f) The Finance Committee shall keep watch over the financial condition of the Brotherhood including capital assets, receipts, expenditures, and preparation of and adherence to an annual budget.

(g) There shall be an annual audit of the books of the Brotherhood by an independent auditor selected by the Finance Committee. A similar audit shall be performed upon relief from employment of the Treasurer.

(h) The Treasurer shall establish rules and regulations governing all travel and expense vouchers and for other financial procedures subject to approval of the Finance Committee.

(i) The income derived from Thank Offering boxes and designated gifts shall be utilized in furtherance of the National Brotherhood Outreach Program conforming to Article VIII of the Constitution.

(j) The Trustees of "The Brotherhood Foundation," legally known as The Brotherhood of St. Andrew Foundation, (James L. Houghteling Memorial Fund) shall be five (5) members elected by and reporting to the National Council in accordance with the terms of the Trust Agreement.

(k) No bank account shall be created or continued in the name of The Brotherhood of St. Andrew without the approval of the President and Chairman of the Finance Committee. However, an independent account by a recognized Chapter or Assembly may be allowed if it is designated by the chapter number and parish name or the words "Assembly of" before the Diocese name, then followed by "of The Brotherhood of St. Andrew." Thus, i.e., chapter 0456-S, of The Brotherhood of St. Andrew at St. Luke's Episcopal Church or Assembly of the Diocese of Western Massachusetts of The Brotherhood of St. Andrew.

9. RECORDS

(a) All records of the Brotherhood, both financial and administrative, will be kept in the Central Office, except for such short periods of time that they may be required for official use elsewhere. The Senior Member of the Brotherhood staff in the Central Office shall be the custodian of records and shall turn them over to the successor upon termination of employment or transfer of custody and obtain a receipt thereon. A copy of this receipt will become part of the official records.

(b) No files or records of the Brotherhood are to be removed from the Central Office without authorization of the President. An inventory of all such files and records stored outside the Central Office is to be kept in the Central Office and available to National Officers. No such files and records are to be destroyed without approval by the President and vote by the Executive Board.

10. COMMITTEES

(a) Committees, except the Nominating Committee, which is otherwise provided for, shall be appointed by the President in writing. The letter of appointment shall designate the Chairman and the term for which the Committee is to function. The President will also state clearly the duties and responsibilities of the Committee, its authority and the means available to it for the execution of its task. A list of Committee Chairmen and outline of Committee functions shall be furnished to the members of the Executive Board and Committee members. Each Standing Committee shall consist of at least three members including the Chairman. The President shall

be a member ex-officio of all Committees except the Nominating Committee. Special Committees may be of any size commensurate with the task assigned.

(b) The Standing Committees assigned by the National President shall be: (a) Evangelism; (b) Missions; (c) Constitution and Bylaws; (d) Finance; (e) Personnel; (f) Nominating; (g) Junior Brotherhood; (h) Leadership Training; (i) St. Andrew's Cross Editorial Board (j) Awards and (k) Field Support Operations. Standing Committee reports shall be submitted annually by each Chairman to the President and for inclusion in the Annual Report and for presentation, if requested, by the President at the annual Executive Board and National Council Meetings.

(c) The St. Andrew's Cross, the Magazine of the Brotherhood shall be published quarterly and mailed to the entire Active and Associate membership of the Brotherhood and to such other recipients as the Executive Board may direct. The President, with the advice of the Senior Vice President, shall appoint an editorial board which shall include the Editor and other Brothers having particular expertise in promoting the Brotherhood.

(d) At the discretion of the President, with the exception of the Nominating Committee, the function of two or more of the designated Standing Committees may be combined in a single committee under a single Chairman; the additional duties are to be specifically delineated in the President's letter of appointment of the Chairman of the dominant Committee. Such reassignment of Committee functions shall continue during the term and at the pleasure of the current President unless otherwise directed by National Council or Executive Board action.

11. MEETINGS

(a) Business meetings of the Convention, National Council and Executive Board shall be conducted in conformity with Robert's Rules of Order.

(b) Meetings of the National Council at times of the Triennial Convention shall be open joint sessions attended by both National Council Members and Convention Delegates, scheduled in the Convention agenda at times conveniently correlated with Convention business. At such joint sessions, only National Council members may vote on matters subject to National Council jurisdiction. When, during such sessions, matters are raised or presented which are appropriate for action by the Convention, these shall be voted on only by properly accredited Convention Delegates.

(c) The National Council meeting to be held prior to Convention (Article IV, Section. 3) shall be scheduled as an early agenda item following the formal opening of Convention. At this meeting, the Council shall present its recommendations to Convention regarding Nominations, Constitution amendments and other matters requiring Convention consideration. The Executive Board may meet in private session prior to the National Council meeting, for consideration of recommendations for National Council action prior to presentation to Convention.

(d) This session shall be the occasion for the National Council and/or Presidential reports to Convention, and for formal submission to Convention of Constitution amendment proposals and Nominations for National Council elections. Nominations for National Officer election shall also be announced, for later election by National Council.

(e) Every voting Assembly and Chapter delegate must send in their Assembly or Chapter Delegate form along with their registration each Triennial Convention year to designate him as such, to then be added to the voting rolls. The Central Office will annually certify the willingness of all elected National Council members to continue serving on the National Council, requiring them to respond to the questionnaire sent out by the Central Office, which is mailed three months prior to an annual meeting. The Central Office with the assistance of the Nominating Committee Chair shall prepare a voting roll of chapters, assemblies, National and Honorary

Council members and Executive Board Members to the National Secretary before any vote is taken.

(f) Committee reports to either the Triennial Convention or the National Council are to be written and included in the Annual Report given to participants. Reports by Committee Chairmen are to be submitted by title unless otherwise instructed and there is a decision to be made by the National Council.

(g) The floor may be opened for other nominations immediately after the announcement of the Nominating Committee reports for National Council candidates, for election by Convention, and for National Officer candidates, for election by National Council; or, the receiving of floor nominations may be deferred until a later joint session to be scheduled no less than twenty-four (24) hours before the respective elections. Floor nominations shall conform to the requirements of Bylaw 7(g) for National Council nominees, Bylaw 7(h) for National Officer nominees.

(h) The National Council meeting to be held following Convention (and after the new National Council elections) (Article III, Section 2) shall be scheduled prior to formal closing of Convention, and conducted as a joint session as prescribed in Bylaw 11(b). Only National Council members may vote for the election of National Officers. Convention delegates may be granted the privilege of the floor for candidate endorsement or other comment pertinent to the elections.

(i) Following the announcement by the President of the selection, location and time for the next Council meeting it shall be the National Council Chairman's responsibility unless directed otherwise by the President, to make all necessary arrangements and accommodations for future Triennial Convention and National Council meetings, with Central Office support. This task shall include facilities planning, meeting agenda, and the Chair may form a committee to assist him in this function. The National Council Chairman may appoint a Triennial Convention Chairman and may obtain local support for his committees. The meeting or convention chairman shall be a National Council member.

12. STUDY AND TRAINING AIDS

(a) The Field Operations Committee shall be charged with the responsibility for preparing Field Operations manuals and guides for the training of new members and officers, and for assisting both individuals and Chapters toward fulfillment of the Disciplines of Prayer, Study and Service. The Manuals and Guides currently authorized and available from the Central Office are:

- Devotional Handbook
- Chapter Reference Manual
- Field Operations Reference Manual
- The Assembly Plan
- New Chapter Sponsors Guide
- Annual Chapter Report
- Answering Questions About The Brotherhood
- A Brief History of the Brotherhood of St. Andrew
- Nominating Committee Members Guide

(b) The Junior Brotherhood Committee shall be charged with the responsibility for preparing manuals and guides for the training of Junior Chapter Sponsors, members and officers, and for assisting both individuals and chapters toward fulfillment of the Brotherhood mission of "Bringing Boys to Christ." The reference materials currently authorized and available either from the Central Office or on our website are:

- Junior Chapter Reference Manual
- Junior Chapter Sponsor Guide

13. BYLAW SUPPLEMENTS

Promptly following each National Council meeting at which action has been taken to change the dues amount(s) or payment schedule, or to amend these Bylaws, the Central Office shall prepare a "Bylaws Supplement" which shall be maintained at the Central Office for distribution on request by Brotherhood members or others interested in the Brotherhood.

14. AMENDMENTS

(a) Any active chapter or Assembly may propose an amendment to the Constitution by forwarding a resolution embodying the exact wording of its proposal to the President of the Brotherhood not later than six (6) full months before the day on which a Triennial Convention is to assemble.

(b) The Executive Board shall give full consideration to all proposed amendments to the Constitution at a meeting, by e-mail or by postal service mail if a meeting is not practicable, immediately following the President's receipt thereof and shall record its recommendations as to adoption, rejection or change of language without delay.

(c) The Executive Board may propose an amendment or revision of the Constitution by tendering to the President a resolution embodying the exact wording of the proposal not later than the publication deadline for a Brotherhood publication mailed three months prior to the date a Triennial Convention will convene.

(d) Proposed Constitutional amendments or revisions shall be circulated to the Brotherhood membership by the Central Office in an issue of the Brotherhood publication mailed not less than three months prior to the day on which the Triennial Convention will convene, with notice that it will be presented to the Convention for action. In the case of Chapter and Assembly proposals, the Executive Board recommendations thereon will immediately follow the text of the proposed amendment.

(e) Only proposed Constitutional changes or revisions thereof submitted according to the preceding sections shall be presented to the Triennial Convention. Adoption shall require a two-thirds vote taken on written ballot of the accredited chapter delegates present at a session of the Convention formally designated for this purpose in the Convention program and announced to the delegates at least forty-eight hours in advance of the vote. The attention of all chapters shall be called to this provision in the same Brotherhood magazine that publishes the proposed amendment or revision.

(f) Debate on a proposed amendment or revision to the Constitution may take place at any business session of the Triennial Convention prior to the designated time of voting. At this time, revision of the proposed changes may be made by a simple majority of the accredited delegates voting.

(g) Amendments to Bylaws may be proposed by a Chapter or Assembly at any time by forwarding a resolution embodying the exact wording of the proposal to the President of the Brotherhood. Such proposals will be reviewed by the Executive Board and presented to the National Council at its next meeting together with any recommendations thereon. The Executive Board and any National Council member may propose amendments to the Bylaws at any meeting of the National Council. A two-thirds vote of the National Council members present at a properly called meeting is required for adoption of proposed amendments.

(h) The Central Office shall notify the Brotherhood membership without delay of all amendments approved in either the Constitution or Bylaws.

4. **Our growth depends on new membership.** Briefly summarize the activities of your chapter this past year. Highlight ministry projects and activities which describe how you adhere to the Disciplines of Prayer, Study and Service; and how your Chapter members reach out to men and boys in your church and in churches without chapters.

5. Are there currently any areas of your ministry where you would like assistance from your Diocesan Coordinator or Provincial President? Yes___No___

6. If you answered yes, please explain.

7. Is your Chapter a member of an organized Assembly in your Diocese? Yes___No___
If yes, provide the name of the Assembly.

Do the chapter members attend the meetings? Yes___No___

If you answered yes, how many attend meetings? Chapter Officers__Members___

8. If you wish, please share with us your vision for the Brotherhood and your Chapter?

Submitted by: _____ Chapter Officer Title: _____ Date: _____