

GUILD OF THE SERVANTS OF THE SANCTUARY
DIOCESE OF ACCRA
ST. JOHN'S PARISH-ODORKOR ALABAMA CITY
BYE-LAWS

ARTICLE 1: NAME

The name shall be guild of the servants of the SANCTUARY. ANGLICAN Diocese of Accra hereinafter referred to us the "GUILD".

ARTICLE 2: GOVERNMENT

- A. The government body of the guild consist of the following:
 - The Chief Server
 - The Asst. Chief Server
 - The Secretary
 - The Asst. Secretary
 - The Treasurer
 - The Sacristan
 - The Asst. Sacristan
 - The Chief Trainer
 - The Asst. Trainer
 - The Robe Master
 - The Asst.
- B. The body shall be concerned with the right implementation of the objectives of the guild and all policies made from Diocesan Council right to the Chapter at their conferences.
- C. The body shall see to the carrying into effect, the provision of this BYE-Laws and shall also be responsible for administrations of the affairs of the Guild.

ARTICLE 3: FUNCTIONS

- A. The Chief Server shall be the head of the guild and preside over all meetings. In the absence of the Chief Server, The Assistant Chief Server shall act. In the absence of both of them an executive member shall preside over the meeting.
- B. The Secretary shall be responsible for the keeping of proper records of all Minutes of meeting and handle newsletters and other correspondence on behalf of the guild.
- C. The Treasurer shall be responsible for the proper records of all financial Transactions of the guild, make payments and collect monies due for the guild. He shall present a report on the financial position of the guild annually or at other times when needed.

ARTICLE 4: ELECTION

- A. Elections of officers of the guild and the appointment of an Auditor shall be held every two years at a general meeting (excluding the Chief Server, Assistant Chief Server and Sacristan).
- B. Only fully received, and paid-up members of the guild will be eligible for election as Chief Server.
- C. Election of officers appointed by the executives and members at general meetings.
- D. Out-going officers are allowed to context for a second term only.
- E. The members each of who is eligible for election shall nominate any member who desires to be elected to the executive.
- F. Any member in arrears will not be entitled to vote.
- G. Election of officers shall be by secret ballot.

ARTICLE 5: PRACTICE & MEETINGS

- A. The Guild shall meet on the last Tuesday of every month for transaction of business and other times when necessary and executive meetings third Tuesdays in the month.
- B. Where a member absents himself from practice on three (3) consecutive occasions without any reasonable written notice, the guild shall fine that member and also ask him to write apology letter. Any executive who will do same declare his position vacant and have the vacancy appropriately filled.

ARTICLE 6: ANNUAL GENERAL MEETING

The guild shall hold annual general meetings to be attended by all altar servers in November to review the activities of the guild. The executive shall hold meetings with the parents of members every two (2) years.

ARTICLE 7: QUORUM

Monthly meeting, there shall be deemed to be a quorum present at any meetings where not less than one-third of its members.

ARTICLE 8: VOTING

The Chief Server or presiding officer shall have a casting vote in the events of Equality of votes.

ARTICLE 9: ADMISSIONS

Admissions of servers shall be filling of forms which shall be held under the Auspices of the guild and will be performed by the Chief Server/Asst. and the Priest IN Charge.

ARTICLE 10: FINANCE

- A. The funds of the guild shall be derived from the dues, membership subscription and donation proceeds from fund-raising activities.
- B. Each member shall be entitled to pay C500.00 and C200.00 to the guild monthly (i. e. from ages 6 to 17 and 18 and above C500.00). Workers will pay C1000.00.
- C. The guild shall operate a savings account with an established bank as may be decided by the guild.
- D. The Chief Server, the Secretary and the Treasurer shall operate the accounts of the guild. However, two signatories shall be valid for the purpose of operating the account and the principal signatory shall be the Chief Server.
- E. The Financial year of the guild shall commence from August and end in July each year.

ARTICLE 11: BENEFITS AND BERIEFMENTS

- A. The guild shall attend funerals of deceased member(s) Marriage, Out-dooring, etc. and present a Reasonable amount to him.
- B. Any server who would devote himself to the guild during the year under review will be honored.

ARTICLE 12: DISCIPLINE

- A. The guild shall appoint as and when necessary a disciplinary committee, membership which may include our patrons to investigate and report to the guild any member referred to it by the guild on the conduct and behavior of member(s).
- B. The Council may deem necessary and appropriate to protect the good name of the guild.
- C. Every Server must endeavor to be present at all church service and bible studies and must be at the church premises at 8:20am when he is on duty else be suspended for three (3) months after three (3) warnings
- D. Servers must not eat after putting on the cassock.
- E. Server must not be disobedient to them or will be suspended. Any server found stealing, disobeying the Executive or found insulting will also be suspended indefinitely.
- F. Any executive member should not take decision along.
- G. Any member enrostered who do not come to serve without any tangible reason will be suspended after three (3) warnings.
- H. Any server found wearing T-Shirt under cassock would be suspended.

ARTICLE 13: AMENDMENT

- A. The provisions of this Bye-Laws may be amended by (2/3) majority vote of members present at a general meeting.
- B. No amendment of the Bye-Laws shall be made unless oral notice of the proposed Amendment is given to the guild at least two (2) weeks before the general meeting.

- C. Any amendment to the bye-Laws shall deemed to come into force one (1) month after Adoption.

APPENDIX

- A. Guild: This means the general body of the servants of the Sanctuary.
B. Altar Servers: Good moral person who has been admitted to serve at the altar.
C. Member of Good Standing: This means a member who is active and has fulfilled his entire financial obligation to the guild.

ENDORSED BY:

CHIEF SERVER

SECRETARY

EMMANUEL C. QUARCOO

EUGENE C. TETTEH