

CONSTITUTION AND BY-LAWS
of the
Saint Paul's Christian Church
(Disciples of Christ)
Raleigh, North Carolina

Preamble

We, the members of the Saint Paul's Christian Church, a congregationally-governed body, eager to respond more effectively to the love of God in Jesus Christ our Lord, do hereby adopt this Constitution.

Article I

Name, Affiliation and Purpose

Section A. Name and Affiliation

The name of this organization shall be the Saint Paul's Christian Church (Disciples of Christ) of Raleigh, North Carolina, affiliated with The Christian Church (Disciples of Christ) and participating in the co-operative life of its brotherhood, through support of and participation in the life and work of local, regional, and general organizations reporting to the General Assembly of the Christian Church (Disciples of Christ) or its legal successors.

Section B. Purpose

The purpose of this Congregation is to be a Church founded on New Testament principles, proclaiming the Gospel of Jesus Christ through all areas of its life and work, witnessing in all situations to the grace of God in Jesus Christ, thereby seeking in all people a response in faith and commitment to Him.

This Congregation shall work co-operatively with other Christians in Christian Churches (Disciples of Christ) in carrying out the mission of the Church and in making a united witness for Jesus Christ.

This Congregation shall work co-operatively with Christians in other communions, through such agencies as councils of churches, and in all other ways possible in order to testify to the unity of Christ's Church.

Article II

Membership

Membership of this Congregation, as a part of the Church Universal, shall consist of: (1) those who are now members of the Congregation; (2) those who shall unite with it by confession of faith in Jesus Christ as Lord and Savior giving expression to their faith through baptism and personal commitment to Him; and (3) those who unite by transfer of membership who are satisfied with the form of baptism which they have experienced and who reaffirm their faith and commitment to Christ.

Article III

The General Board

Section A. Purpose

The main function of the General Board is that of administration; however, this does not mean that the Board is limited to that function. It is expected that ideas for program may develop within the General Board as well as in the functional departments. The Board will use its own discretion as to whether these ideas shall be fully developed within the Board or through the functional departments.

The General Board shall look to various functional departments to bring to it written proposals concerning program, and to these same departments to carry out program after it has been approved by the Board. This means the General Board will confine its concern to broad matters of policy and administration, assigning details to departments that will execute them under supervision of the Board.

The Board will concern itself with the needs of the community, determine areas of need which require the support of the Church and make periodic analysis of the mission of the Church in relationship to the needs of all people within the community and the world.

Section B. Membership

The General Board shall be composed of:

1. The Minister(s).
2. Currently serving Elders, Deacons/Deaconesses (hereinafter Diaconate) and Trustees.
3. Treasurer.
4. The Presidents of Christian Men's Fellowship, Christian Women's Fellowship and Christian Youth Fellowship.
5. Chairperson of each functional department.
6. Officers of the Board

Section C. Duties and Responsibilities

1. The General Board shall perform its duties according to the authority granted in this Constitution or otherwise delegated to it by the Congregation.

In keeping with the traditions of the Christian Church (Disciples of Christ) the ultimate authority of the local Church shall rest with the Congregation. All boards (including trustees), organizations, fellowship groups, and departments shall be responsible to and shall report to the General Board, and through the General Board to the Congregation. The General Board shall be responsible to the Congregation and shall report to it each year at the annual meeting, and more frequently if Church activities dictate.

Article III The General Board (continued)

2. The General Board is charged by the Congregation with the duty of conducting the business affairs and planning and executing the program of the Church.

The Board will function by such general policies as have been adopted by the Congregation and thereby set forth in the Constitution and By-Laws. The actions of the General Board are at all times subject to review by the Congregation. Many of the over-all responsibilities of the General Board will be carried primarily by the various functional departments, but these departments are always answerable to the General Board.

3. Specific functions of the General Board:
 - a. To approve the personnel of the functional departments and standing committees through which the work of the Church is primarily carried forward.
 - b. To regularly receive, consider, and act on reports from the various functional departments and standing committees, approving, disapproving, or modifying the recommendations contained therein.
 - c. To approve an annual budget, upon recommendation of the Department of Stewardship, and refer the budget to the Congregation for approval.
 - d. To recommend to the Congregation, the call of the Minister(s) (upon recommendation of the Pulpit Committee) and other professional staff members.
 - e. To recommend annually, and additionally if necessary, to the Congregation, upon recommendation of the Department of Administration, the renewal, cancellation or modification of employment contracts with minister(s), other professional staff members, secretarial and clerical employees and custodian(s).

Article IV

Officers of the Church

Section A. Officers Elected by the Congregation

The following officers shall be elected by the Congregation at its annual meeting and shall serve as members of the General Board:

1. Elders. The Board of Elders shall consist of not fewer than twelve (12) members. One-third of the membership shall be elected each year for a term of three years. After serving one full term these officers shall be ineligible for re-election or appointment to the same position until one year shall have elapsed.
2. Deacons. The Board of Deacons shall consist of not fewer than twelve (12) members. One-third of the membership shall be elected each year for a term of three years. After serving one full term these officers shall be ineligible for re-election or appointment to the same position until one year shall have elapsed.

Article IV Officers of the Church (continued)

3. Deaconesses. The Board of Deaconesses shall consist of not fewer than twelve (12) members. One-third of the membership shall be elected each year for a term of three years. After serving one full term these officers shall be ineligible for re-election or appointment to the same position until one year shall have elapsed.
4. Trustees. The Board of Trustees shall consist of five (5) members. Each Trustee shall be elected for a five-year term. After serving one term, said Trustee shall be ineligible for re-election or appointment to the same position until one year shall have elapsed.

Section B. Officers Elected by the General Board

The following officers shall be elected by the General Board for a term of one year and not more than two consecutive terms:

1. Chairperson of the General Board.
2. Vice-chairperson of the General Board.
3. Secretary of the General Board.
4. Treasurer of the General Board.
5. Church Historian.

Section C. Qualifications of Officers

All officers must have a willing spirit and abide by the following principles of stewardship:

1. Conductibility of one's total life in such a manner as to be deserving of the office.
2. Regular attendance at General Board meetings.
3. Regular participation in Church services.
4. Willingness to fulfill one's assignment as a member of a functional department.
5. Regular contributions to the financial support of the Church to the best of one's ability.
6. Strive toward continual personal growth in Christian stewardship.

Section D. Election of Officers

1. Elders. The Advisory Council shall serve as a nominating committee for the nomination of Elders for the next succeeding church year. The Advisory Council shall submit to the ordained Elders on or before the March meeting of the ordained Elders the names of persons the Council feels qualified to serve as Elders. The ordained Elders shall select the names of at least four (4) persons (which number may be increased to total one-third of the total number of Board of Elders) from this list and present these names to the General Board before the May meeting of the Board prior to the annual Congregational meeting. The General Board may add to but not subtract from this slate of names before

Article IV Officers of the Church (continued)

presenting said list to the Congregation at its annual meeting. Election of Elders shall take place at the annual meeting of the Congregation. Additional nominations may be made from the floor at the annual meeting, but only if the person being nominated has indicated his/her willingness to serve. Four (4) Elders (which may be increased to total one-third of the total number of Elders) shall be elected by a majority of the voting Church members. This does not preclude the election of additional Elders to fill unexpired terms.

2. Deacons. The Advisory Council shall serve as a nominating committee for the nomination of Deacons for the next succeeding church year. The Advisory Council shall submit to the ordained Elders on or before the March meeting of the ordained Elders the names of persons the Council feels qualified to serve as Deacons. The ordained Elders shall select the names of at least four (4) persons (which number may be increased to total one-third of the total number of Deacons) from this list and present these names to the General Board before the May meeting of the Board prior to the annual Congregational meeting. The General Board may add to but not subtract from this slate of names before presenting said list to the Congregation at its annual meeting. Election of Deacons shall take place at the annual meeting of the Congregation. Additional nominations may be made from the floor at the annual meeting, but only if the person being nominated has indicated his willingness to serve. Four (4) Deacons (which number may be increased to total one-third of the total number of Deacons) shall be elected by a majority of the voting Church members. This does not preclude the election of additional Deacons to fill unexpired terms.
3. Deaconesses. The Advisory Council shall serve as a nominating committee for the nomination of Deaconesses for the next succeeding church year. The Advisory Council shall submit to the ordained Elders on or before the March meeting of the ordained Elders the names of persons the Council feels qualified to serve as Deaconesses. The ordained Elders shall select the names of at least four (4) persons (which number may be increased to total one-third of the total number of Deaconesses) from this list and present these names to the General Board before the May meeting of the Board prior to the annual Congregational meeting. The General Board may add to but not subtract from this slate of names before presenting said list to the Congregation at its annual meeting. Election of Deaconesses shall take place at the annual meeting of the Congregation. Additional nominations may be made from the floor at the annual meeting, but only if the person being nominated has indicated her willingness to serve. Four (4) Deaconesses (which number may be increased to total one-third of the total number of Deaconesses) shall be elected by a majority of the voting Church members. This does not preclude the election of additional Deaconesses to fill unexpired terms.
4. Trustees. The Advisory Council shall serve as a nominating committee for the nomination of Trustees for the next succeeding church year. The Advisory Council shall submit to the ordained Elders on or before the March meeting of

Article IV Officers of the Church (continued)

the ordained Elders the names of persons the Council feels qualified to serve as Trustees. The ordained Elders shall select at least one person each year from this list and present the name to the General Board before the May meeting of the Board prior to the annual Congregational meeting. The General Board may add to but not subtract from this slate of names before presenting said list to the Congregation at its annual meeting. Election of Trustees shall take place at the annual meeting of the Congregation. Additional nominations may be made from the floor at the annual meeting, but only if the person being nominated has indicated his/her willingness to serve.

5. General Board Officers. The Advisory Council shall serve as a nominating committee for all Officers of the General Board (as set out in Article IV, Section B). The nominations shall be placed in the hands of the outgoing Chairperson of the General Board prior to the first meeting of the incoming General Board. After additional nominations are called for from the General Board members, the incoming General Board (chaired by the outgoing Chairperson of the General Board until the election of the new Chairperson) shall elect each General Board Officer by a majority of the voting General Board members.

Section E. Duties and Responsibilities of Officers

1. Elders
 - a. Encourage a deepening of the spiritual life within the Congregation.
 - b. Serve at the Lord's Table as assigned.
 - c. Take communion to those who cannot attend Church and to others who request it or would appreciate it.
 - d. Be available to serve first communion to new members after their baptism.
 - e. Serve as members of the General Board.
 - f. Support the Minister(s) and be available to counsel with them.
 - g. Consider special problems which would not be brought before the Church or General Board.
 - h. Have representation on and cooperate with the functional departments to under gird the work of the entire Church.
 - i. Support the program of the Church by regular attendance at church school, worship services, General Board meetings and Elders' meetings.
 - j. Verify the qualifications and determine the willingness of the nominees to serve as Elders, Deacons, Deaconesses and Trustees.
2. Diaconate
 - a. Support the program of the church by regular attendance at church school, worship services, General Board meetings and Diaconate meetings.
 - b. Prepare the communion elements and serve at the Lord's table as assigned.
 - c. Keep the communion service and offering plates clean and polished.
 - d. Be available to serve as an active member of a functional department.
 - e. Assist in carrying out the pastoral ministry of the church (such as visiting the aged and sick, distributing flowers, assisting with baptismal service, etc.).

Article IV Officers of the Church (continued)

3. Trustees

- a. Handle all legal matters according to the Constitution and By-laws.
- b. Borrow money and sign notes, execute contracts, deeds, deeds of trust, leases and mortgages for the Church - with the approval of the General Board and Congregation.
- c. Administer wills and bequests.
- d. Receive and administer annuity contracts.
- e. Receive and provide for proper administration of memorial gifts, memorial funds and estates left to the Church within the policy as set by the General Board.
- f. Keep and preserve proper records of proceedings of Trustees.
- g. See that proper insurance is provided to cover the liability or property of the Church with the approval of the General Board and Congregation.
- h. See that all legal papers are listed and kept in a safe fireproof place.
- i. Set policy for acceptance or rejection of gifts to the Church.
- j. Supervise and oversee the Columbarium and Memorial Garden.
- k. Regularly attend General Board meetings.

4. Chairperson of the Board

- a. Preside over meetings of the General Board and the Congregation.
- b. Assist the minister(s) in appointment of the chairmen of functional departments and members of special committees.
- c. Serve as ex-officio member of standing and special committees.
- d. Serve with the minister(s) as a coordinator between the functional departments and all other church organizations.
- e. See that general plans, goals, and budget are prepared and implemented.
- f. Impress upon fellow leaders constantly the fact that they are representing all members of the Church.
- g. Regularly attend Advisory Council meetings.
- h. Appoint ad-hoc committees as necessary.

5. Vice Chairperson of the Board

- a. Preside over meetings of the General Board and the Congregation in the absence of the Chairperson of the Board.
- b. Fulfill other responsibilities of the Chairperson in his absence or at his request.
- c. Keep himself well-informed on all Church business.
- d. Regularly attend Advisory Council meetings.

6. Secretary of the Board

- a. Keep clear, accurate and concise minutes of all meetings of the General Board, Advisory Council and Congregation.
- b. Keep attendance record of all meetings of the General Board and Advisory Council.
- c. Assist the Chairperson with preparation of agenda when such assistance is requested.

Article IV Officers of the Church (continued)

- d. Provide Chairperson of the Board, Minister(s) and Historian with copy of all minutes for their reference.
 - e. Give successor the Secretary's book and any other records connected therewith.
 - f. Regularly attend Advisory Council meetings.
7. Treasurer of the Board
- a. Receive and pay bills for the operating expenses of the Church.
 - b. Serve as custodian for at least the preceding three year's Church financial records.
 - c. Keep necessary records and prepare financial reports as directed by the General Board.
 - d. Prepare and file proper Social Security and income tax withholding.
 - e. Prepare and file sales tax refund request annually.
 - f. See that the duties of the Financial Secretary (who normally will be the Church Secretary) are performed.
 - g. Be an active member of the Department of Administration.
 - h. Provide successor with records and explain them if requested.
 - i. Regularly attend Advisory Council meetings.
8. Chairpersons of Functional Departments
- a. Meet with Advisory Council and select membership of departments.
 - b. Call and preside over departments meetings.
 - c. Be responsible for developing and carrying out duties of the department.
 - d. Regularly attend General Board meetings.
9. Historian
- a. Maintain scrap book of Church news items.
 - b. Maintain Church archives, including all official minutes, financial reports and other official records.
 - c. Keep all records in a safe place.
 - d. Regularly attend General Board meetings.

Article V

Advisory Council

Section A. Purpose

The purpose of the Advisory Council shall be to interpret and correlate the entire Church program as planned by the various functional departments and serve in an advisory capacity to the Minister(s), the General Board, the various departments and organizations of the Church.

Article V Advisory Council (continued)

Section B. Membership

1. The Advisory Council shall be composed of:
 - a. Minister(s).
 - b. Chairperson of the General Board.
 - c. Vice-Chairperson of the General Board.
 - d. Secretary of the General Board.
 - e. Treasurer of the General Board.
 - f. Chairperson of each functional department.
 - g. Chairperson of the Board of Elders.
 - h. Presidents of the Christian Men's Fellowship, Christian Women's Fellowship and Christian Youth Fellowship.
 - i. Chairperson of Diaconate.
 - j. Chairperson of Trustees.
 - k. Historian of the General Board.
2. The Minister shall be Chairperson of the Advisory Council.

Section C. Duties and Responsibilities

1. The Advisory Council shall be responsible for:
 - a. Studying the needs of the Church, evaluating its present activities, discussing proposed programs and referring specific items to the appropriate functional department or to the General Board for study and implementation.
 - b. Correlating plans and activities of the departments and groups for the purpose of achieving an effective program for the entire Church.
 - c. Co-ordinating the calendar of activities as presented by the various departments and organizations.
 - d. Encouraging the fulfillment of objectives set by the various departments and groups.
 - e. Serving as Nominating Committee as set forth in Article IV, Section D.
 - f. Filling the vacated position of an Elder, Trustee, Deacon or Deaconess who dies or resigns until the next annual congregational meeting; provided however, a successor Elder shall have been previously ordained by a Disciples of Christ (Christian) Church.
2. The Advisory Council shall not become a legislative body to make major decisions on policy or actions of the Church. This function belongs to the General Board and the Congregation.

Article VI

Functional Departments

Section A. Department of Worship

This Department shall perform the following functions:

1. Be responsible for the worship services of the Church, including order of service, ushering, general decorum and physical aids to worship.
2. Be responsible for communion and baptismal services.
3. Develop a program of personal devotional life throughout the membership of the church, including promotion of daily devotions and special prayer meetings.
4. Maintain and supervise the musical program of the Church.
5. Set policy concerning use of all musical instruments belonging to the Church and supervise their use.
6. Instruct new Elders, Diaconate members, and acolytes in their duties and responsibilities pertaining to worship services.

Section B. Department of Membership

This Department shall perform the following functions:

1. Maintain a working roll of the membership of the Church.
2. Work closely with the Evangelism Department to develop and implement a program to attract and orient new church members into the fellowship and activities of the church.
3. Provide sponsors to assist new members in becoming actively involved in church programs.
4. Assist the Elders and Diaconate in maintaining contact with the sick, shut-in and bereaved members of the congregation.
5. Maintain contact with members away in school, in the Armed Services, and others who are temporarily out of direct contact with the Church.
6. Design and conduct an annual program to restore inactive members to full participation in the life of the Church. When it is determined that they are not responding to the invitation then transfer their names to the non voting church list.

Section C. Department of Fellowship

This department shall perform the following functions:

1. Stimulate the interest of the membership and promote the spirit of fellowship through general church social functions.
2. Serve as social and recreational advisors to the church by planning, coordinating and evaluating fellowship activities. In concert with the Functional Departments, coordinate these activities so as to complement the efforts of all. This can be

Article VI Functional Departments (continued)

- accomplished by acting as a "clearing house" for all church social and recreational activities.
3. Plan, organize, control and evaluate church dinners. In addition, enlist and train volunteer workers to assist in this effort.
 4. Maintain inventory, care, repair and storage of all recreational equipment and supplies.
 5. Prepare reports necessary for keeping the church fully informed on church activities.

Section D. Department of Education

This Department shall perform the following functions:

1. Plan a comprehensive and co-ordinated program of Christian Education for the entire Church.
2. Administer and supervise the Church School.
3. Administer and supervise such organizations and projects as Vacation Church Schools, youth groups, and Special Education Classes.
4. Approve curriculum material to be used in the educational organizations of the Church.
5. Maintain an adequate program of leadership education.
6. Maintain and supervise Church libraries.

Section E. Department of Stewardship

This department shall perform the following functions:

1. Stimulate, educate and lead all the members of the church to grow in their understanding of the biblical and practical principles of stewardship by conducting a definite program of commitment.
2. Plan and carry out a comprehensive program of Christian stewardship.
3. Develop and implement an overall plan for sharing stewardship information throughout the year.
4. Establish the budget process, provide consultation to the various functional departments and prepare the church's annual budget.
5. Educate the church membership on the importance of making gifts of a lasting nature; for example, estate stewardship and living trusts.
6. In partnership with the church treasurer submit status reports at regular meetings of the Advisory Council and General Board.

Article VI Functional Departments (continued)

Section F. Department of Administration

This department shall perform the following functions:

1. Act as the link between the paid staff (this does include the ministers) and the church in matters related to personnel administration and management. This does not involve any direct supervisory responsibility or authority.
2. Assist, when called upon, in counseling with the ministers on matters related to personnel and administration.
3. Establish employment qualifications and skills and formulate written employment policies and procedures that will serve as a guide to the staff. Obtain General Board approval in areas such as employment policies, staff organization and personnel policies.
4. Establish a salary and employee benefits plan for the church staff and submit an annual budget recommendation for salaries to the Stewardship Committee.
5. Make periodic studies of the workload of the church staff to determine needed changes.
6. Maintain up-to-date job descriptions and job qualifications. Review, periodically, the salary plan, personnel policies and benefit plan. This includes an annual study of comparable wages and salaries.
7. Ensure that an annual performance review of each staff member is conducted by the appropriate supervisor. Provide guidance to the supervisor on appropriate formats for review.

Section G. Department of Evangelism

This Department shall perform the following functions:

1. Develop a vital interest and concern for evangelism on the part of the entire membership through a year round program.
2. Plan and administer special evangelistic projects at appropriate times throughout the year.
3. Maintain an adequate and accurate evangelistic prospect roll, contacting each person on the roll to inform him of the beliefs, objectives, and program of the Church.

Section H. Department of Outreach

This Department shall perform the following functions:

1. Stimulate an awareness of Christian mission and concern for others on the part of the entire membership of the Church.
2. Maintain effective contact between the Church and the various brotherhood missionary, benevolent and education agencies and with recognized interdenominational agencies.

Article VI Functional Departments (continued)

3. Study all requests from brotherhood and interdenominational agencies for special financial support and make recommendations to the General Board concerning the Church's responsibility.
4. Help serve church members in need.
5. Coordinate the work of the Church with the social agencies of the community in helping those in need.

Section I. Department of Property

This Department shall perform the following functions:

1. Oversee the Church building and grounds and all general equipment, including care, repair, decoration, cleaning and protection.
2. Oversee the installation of all new equipment.
3. Handle all requests for the use of the buildings or equipment except musical instruments.
4. Maintain a complete inventory of all Church property and equipment.

Section J. Department Changes

The General Board by majority vote may add to, eliminate, or combine any of the above functional departments provided (1) none of the duties set above for the various departments is eliminated and (2) the congregation is notified of said change by publication in the church newsletter or by direct mailing to every member. The change will be effective thirty (30) calendar days after such publication.

Article VII

Minister or Associate Minister

Section A. Selection

1. The Pulpit Committee shall be composed of the Chairperson of the General Board and six other members of the Congregation selected by him from representative groups of the Church. The Pulpit Committee shall elect its own Chairperson, but the Chairperson of the General Board shall be ineligible to serve as committee chairperson.
2. The Pulpit Committee shall utilize the services of the office of the Regional Minister of Christian Church of North Carolina (Disciples of Christ) for information on prospective candidates.
3. The Pulpit Committee will recommend a prospective Minister to the General Board. Before presentation to the Congregation, this recommendation must be accepted by at least a two-thirds majority of members present and voting in a regular or special called meeting of the General Board.

Article VII Minister or Associate Minister (continued)

4. The General Board shall recommend the prospective Minister to the Congregation. This recommendation must be accepted by at least two-thirds majority of members present and voting in a regular or special meeting of the Congregation before a call may be extended.
5. The term of the ministry shall be for an indefinite period and may be terminated by either party in accordance with the terms of the written contract.

Section B. Role of the Minister(s)

The Minister(s) of the Church shall perform the duties as set forth in the job description and written contract. Their roles in the Church shall be in accord with Christian principles.

The Minister shall preside over meetings of the Advisory Council and be an ex-officio member of all other organized groups, auxiliaries, and committees. The Minister, in co-operation with the Chairperson of the General Board, shall encourage orderly procedures in the life and work of the Church.

Section C. Resignation of Minister(s)

1. Voluntary resignation of the Minister(s) shall be submitted to the General Board in writing. A consultation of the Minister(s) and the Elders prior to bringing this matter to the General Board is encouraged, but is not mandatory.
2. Following action on the resignation by the General Board the Chairperson shall announce the action to the Congregation.
3. The Congregation and the Minister(s) shall remember that their relationship is more than a mere contract and conduct themselves accordingly in the Spirit of Christ.

Article VIII

Church Meetings

Section A. Meetings to be Held

1. The Congregation shall hold a business meeting at least thirty days prior to the beginning of the Church year. This annual meeting shall be for the primary purpose of electing new members of the General Board.
The Congregation shall also hold a business meeting prior to the beginning of the fiscal year. This meeting shall be for the primary purpose of approving the final Church budget.

Other meetings of the Congregation may be called by the Chairperson of the General Board or on written request of the majority of the members of the General Board.

Article VIII Church Meetings (continued)

2. The General Board shall hold quarterly meetings and special meetings as called by the chairperson or on written request of 25% of the Board.
3. The Advisory Council shall hold bi-monthly meetings and special meetings as called by the Minister.
4. The Board of Elders shall hold monthly meetings and special meetings as called by the Chairperson of the Board of Elders or by the Minister(s).
A majority of the Elders shall be required to cancel any regularly scheduled Elders' meeting.
5. The functional departments shall hold meetings as scheduled by the Chairperson of each department.

Section B. Notice of Meetings

Notice of all meetings of the Congregation (except for amending this constitution) shall be announced 1. at a regular Sunday morning worship service of the Church at least one week in advance of the meeting, or 2. by means of the Church newsletter, or 3. by a written notice sent through email and the postal mail postmarked at least one week before such a meeting. Purpose of the meeting shall be indicated in each notice.

Article IX

Amendments

This constitution may be amended at any business meeting of the Congregation by a two-thirds vote of the members present and voting on the amendment, provided written notice of the proposed amendment has been sent through the mail to members of the congregation at least ten days prior to the time of the vote is to be taken, or the proposed amendment has been read at or following the two successive regular Sunday morning worship services immediately prior to the vote.

BY-LAWS

1. The Church year and fiscal year shall begin July 1.
2. A quorum for any constitutional group in the Church shall consist of 50% except for congregational meetings which shall consist of 25%. At all meetings a quorum shall be deemed to be present unless a count is called for by any member present.
3. Interim appointments of officers of the General Board may be made by the Chairperson of the General Board.
4. Voting shall be by open or secret ballot in General Board meetings and in congregational meetings. A secret ballot may be called for by any member at any time.
5. There shall be no proxy voting or mailed-in ballots in any constitutional group meeting.
6. These by-laws may be amended by a two-thirds vote of the members of the General Board present and voting in a regular or special meeting provided a copy of the proposed amendment has been sent to the congregation at least ten days prior to the time the vote is to be taken in the General Board.
7. Should a multiple number of candidates be nominated to fill church offices, the required number of candidates receiving the highest number of votes shall be considered elected. In the event of a tie there shall be a run-off between or among the candidates tied and the person or persons receiving the highest number of votes shall be considered elected. This procedure shall be followed until all ties are resolved and the required number of candidates are elected.
8. Except as herein provided in the constitution and by-laws all decisions shall be made by a majority vote of members present and voting.
9. Business meetings of the Church are to be conducted in accordance with Roberts' Rules of Order dated 2000.