

**BYLAWS
OF
NORTH CONGREGATIONAL CHURCH**

(As amended and updated through January 2018)

**ARTICLE I
Covenant**

The Covenant by which North Congregational Church, hereinafter referred to as “the Church,” exists as a distinct body, and which every member accepts, is as follows:

Acknowledging our desire for Divine guidance, we promise to cooperate with the members of this Church in the study and practice of that law which Jesus taught as supreme: *“You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbor as yourself.”*

We do now cordially enter into covenant with this Church, engaging to submit to its order and discipline until dismissed. We promise to support its services. We seek the advancement of truth in our world and in our personal lives.

**ARTICLE II
Character and Worship**

- A. The government shall be vested in the members, who, while independent in their action, shall still honor the principles of fellowship and rules of common usage of the churches of the Congregational way of faith and order.
- B. A public worship service shall be held on Sundays, and at such other times as may be determined by the Diaconate.
- C. Communion shall be celebrated at such dates as the Diaconate may from time to time determine and, unless otherwise ordered, upon the first Sunday of each alternate month beginning with February and on Maundy Thursday evening.
- D. Baptism may be administered at any Sunday worship service, and at such other times as may be arranged.

**ARTICLE III
Membership**

A. Active Members

- 1) **Admission.** Active members shall be those persons who, having been received into the Church by confession of faith, reaffirmation of faith, renewal of covenant or letter from other Christian Churches, have been publicly welcomed into its fellowship. The Diaconate is authorized to accept applicants into active membership where attendance at the Church is not practical.
- 2) **Responsibility.** The responsibility of Church membership shall include sympathy with the purpose of the Church, support of its benevolent and community interests, and service in its practical work. All active members of this Church shall be expected to contribute to the current operating and benevolence funds, according to their ability.
- 3) **Voting.** To vote, an active member shall be sixteen (16) years of age or older and meet any one of the following qualifications, namely: a) contributes by written pledge to upkeep of the property and operating

expenses of the Church, which pledge is not more than three (3) months in arrears; b) attends services with reasonable regularity when at home; c) personally participates with reasonable regularity when at home in some activity of the Church or one or more organizations within the Church recognized or made by the bylaws of the Church integral parts of it; or d) when recommended by the Diaconate, a person who has formerly qualified under one of the foregoing, but solely by reason of age or infirmity of self or member of the household is no longer able so to qualify, provided where either a husband or a wife who are living together is qualified as aforesaid, the other shall be deemed qualified as well, if a member.

- 4) **Termination.** Membership may be terminated in accordance with Congregational tradition in the following ways: a) by transfer: b) by withdrawal: c) by exclusion.
 - a) Letters of transfer to any Christian church shall, on written request, be granted to any member in good standing by the Clerk, upon authorization by the Senior Minister, and promptly reported to the Diaconate.
 - b) Any member who desires to withdraw from membership shall have such permission upon written application to, and action by, the Diaconate.
 - c) Any member whose conduct is reprehensible and unbecoming may, the opportunities for defense having been given, be excluded from membership by vote of the congregation upon recommendation of the Diaconate.

B. Inactive Members

- 1) Any member who is unable to maintain active membership may request inactive status by written application to, and action by, the Diaconate. The member shall be without vote.
- 2) Any member who, for two full years, fails to maintain at least one of the qualifications specified in Article III, Section A, or whose address the Church is unable to locate, may be given inactive status by the Diaconate.
- 3) An inactive member who has gained such status under Article III, Section B.2 where the conditions remain unchanged for an additional two years may be excluded from membership upon action by the Diaconate after diligent effort to ascertain the desires of such member.
- 4) Inactive members who desire to reactivate their membership status may apply for reinstatement in writing to the Diaconate and receive approval.

C. Associate Members

1) Admission

- a) Any member of a Christian Church who wishes to maintain membership in that church while also participating in North Congregational Church may, upon recommendation of the Diaconate, by publicly accepting the Covenant and the responsibilities set forth in this article, be admitted into associate membership.
- b) Any active member of North Congregational Church who wishes to transfer membership from said church to another Christian church may receive associate membership status in North Congregational Church upon written request to, and action by, the Diaconate.

2) Rights and Responsibilities

Associate members shall have all the rights and responsibilities of active members but they shall not vote at congregational meetings nor serve on the Executive Council.

ARTICLE IV Officers

The Officers of the Church, in addition to a Senior Minister, an Associate and/or Assistant Minister, and/or a Minister//Director of Religious Education shall be chosen by and from the membership of the Church, and shall be as follows: Moderator, Clerk, Treasurer and Assistant Treasurer. Honorary offices may also be created and filled by resolution at any Annual or special meeting.

- A. Senior Minister.** The Senior Minister shall be chosen and called by the Church, and shall unite with the Church at the first Communion after assuming ministerial duties. The Senior Minister may be installed by Ecclesiastical Council when the Church and Senior Minister shall so agree. The Senior Minister shall: be in charge of the spiritual welfare of the congregation; preach the gospel; have care of the services of public worship; administer the sacraments; be ex officio a member of all boards and committees without vote; and supervise the Church staff.
- B. Moderator.** The Moderator shall preside at all meetings of the Church at which business is to be transacted. The Moderator shall be the lay administrative head of the Church, and shall share with the Senior Minister the responsibility of the general welfare of the Church and of its organizations. The Moderator shall be the lay spokesman of the Church and its official lay representative where none other is designated. The Moderator may call special meetings of the Church and of the Executive Council whenever deemed necessary. The Moderator shall execute, upon authorization by the Executive Council or Board of Trustees, any and all documents required in connection with management, acquisition, and transfer of properties. The Moderator shall be a member of the Church (other than the Minister), shall be elected annually, and shall not be eligible to serve more than three (3) consecutive one (1)-year terms. The Moderator shall be ex officio a member of all boards and committees without vote.

In the absence or temporary incapacity of the Moderator, the Chairperson of the Diaconate shall act in the place of the Moderator.

- C. Associate or Assistant Minister.** A competent person may be chosen and called by the Executive Council, in consultation with the Senior Minister, to be an Associate Minister or Assistant Minister. The duties of the office shall be to render to the Senior Minister such assistance in the discharge of the functions of the Senior Minister as may be by the Senior Minister reasonably requested and, in the absence of, or vacancy in, the office of Senior Minister, to perform all such functions of the Senior Minister as such Associate or Assistant may be competent to perform. The duties of the office shall also include general charge, under the Senior Minister, of religious education. The Associate or Assistant Minister shall be ex officio a member without vote of the Board of Christian Fellowship and Education.
- D. Clerk.** The Clerk shall be elected at each Annual Meeting to serve for one (1) year, or until a successor shall be elected. The Clerk shall keep a complete record of the transactions at all business meetings of the Church and of the Executive Council. The record of the transactions of all business meetings of the Church shall be written and made available for the review of any Church member, in the Church office, no later than four (4) weeks following the date of the meeting, or at least three (3) days prior to the next meeting, whichever is sooner. The clerk shall present for approval the minutes of the Executive Council at the next Executive Council meeting and of the Church at the next regular business meeting. The Clerk shall issue letters of

transfer, and shall be responsible for keeping and maintaining the official membership roll (both active or voting and inactive or non-voting) of the Church and a record of baptisms, membership terminations and deaths; such records to be maintained in the Church offices. The Clerk shall preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated by the bylaws.

- E. Treasurer.** The Treasurer shall be elected at each Annual Meeting, to serve for one year, or until a successor is elected. The Treasurer shall have custody of all title papers, contracts, investment documents, and safe deposit box. All such instruments and documents shall be kept in a safe deposit box or appropriate fireproof repository in the Church offices. The Treasurer shall keep separate accounts of all monies received for any department of Church work, to be paid out to the persons or committees authorized by the Church. The Treasurer shall receive and hold all endowment and memorial funds subject to the terms and grants and subject to the direction of the Board of Trustees or Diaconate as appropriate.

For all monies contributed or accruing to the Church for expenses of carrying on the activities or for maintenance, improvement, replacement, or addition to any property or facilities of the Church, the Treasurer shall be answerable to and subject to the direction of the Board of Trustees. For all monies contributed or accruing to the Church for benevolent or charitable purposes the Treasurer shall be answerable to and subject to the direction of the Diaconate. The Treasurer shall, at the Business Meeting of the Church, make a full report of receipts and disbursements of all monies. The Treasurer shall submit the books for audit prior to each Annual Meeting, or as requested by the Executive Council. A CPA shall perform a complete audit at least every five (5) years.

- F. Assistant Treasurer.** The Assistant Treasurer shall be elected at each Annual Meeting to serve for one year, or until a successor is elected. He/she shall assist the Treasurer in any and all areas of activity and responsibility, as reasonably requested. Toward this end, the Treasurer shall keep the Assistant Treasurer fully informed of the finances and fiscal affairs of the Church, including the books and records and the condition thereof, so that the Assistant Treasurer will be able to fulfill the duties and responsibilities of the Treasurer when required. In the absence or incapacity of the Treasurer as determined by the Board of Trustees, the Assistant Treasurer shall serve as the Treasurer and be vested with all the duties, responsibilities, and authorities of the Treasurer.

- G. Interim Minister.** During a vacancy in the position of Senior Minister, a competent person may be hired by the Diaconate at the direction of the Executive Council to carry out as many duties of the Senior Minister as deemed appropriate. The position ceases to exist when a new Senior Minister is called and arrives to assume the duties. The Interim Minister may not be a candidate for the position of Senior Minister.

- H. Minister/Director of Religious Education.** The Minister/Director of Religious Education may be called by the Executive Council, in consultation with the Senior Minister, to develop, organize, and implement the total Religious Education program of the Church. The Minister/Director of Religious Education shall report to the Senior Minister and, as delegated by the Executive Council, shall have minimal involvement in pastoral care or counseling, and shall be ex officio a member without vote of the Board of Christian Fellowship and Education. The Minister/Director of Religious Education, upon specific direction of the Diaconate, may be called upon to preach.

ARTICLE V
Executive Council

- A.** The affairs and concerns of the Church, spiritual and temporal, shall be conducted, managed, and controlled by the Executive Council, between Annual Meetings of the membership, with powers vested in, and duties imposed upon, the boards, committees and other organizations named in this section or delegated by the Executive Council, all to be exercised subject to the direction of the Executive Council. Actions of the Executive Council shall be ratified by the membership at the Annual Meeting in May. The Executive Council shall consist of the Moderator, Clerk, Treasurer, the Chairpersons of: the Trustees, Diaconate, Christian Fellowship and Education, Ushers, Music Committee and Stewardship Committee, and, not less than three (3) nor more than six (6) Members-at-Large from the congregation as determined by the Executive Council. The Senior Minister and the Associate/Assistant Minister shall be ex officio members of the Council, without vote.
- B.** The following members of the Executive Council shall be elected at the Annual Meeting: Moderator, Clerk, Treasurer and Members-at-Large. The remaining members of the Executive Council shall be those chairpersons elected by and from the respective board(s) and committee(s) at their first meeting following the Annual Meeting and prior to the next meeting of the Executive Council.
- C.** The Executive Council shall hold a minimum of 10 regular meetings annually at a day and hour to be fixed by the Council. Special meetings may be held at any time the Council deems necessary. At each regular meeting of the Council and such other times as the Council may require, each member shall report to the Council orally or in writing such matters other than routine, both pending and accomplished, in addition to such other matters the Council may require. A Council member who is Chairperson (or like officer) of a board, committee or other organization, and unable to attend a Council meeting, shall be represented by the Vice-Chairperson or other member.
- D.** The engagement, compensation, functioning, and dismissal of all members of the staff (not chosen and called by the Church) and other employees serving throughout the year (whether full time or part time) shall be solely within the jurisdiction of the Executive Council with such authority vested in the Senior Minister, Moderator and/or the Personnel Committee as the Council may confer.

The Executive Council shall appoint a Personnel Committee of five persons, composed of one member of the Executive Council and one member of the Board of Trustees, appointed yearly, and, in addition, three members who shall each serve for three years.

The Personnel Committee members shall report to, and receive direction from, the Executive Council and be eligible to serve, while at the same time serving on another board or committee. The Personnel Committee shall review, as well as interview, all members of the staff and other employees of the Church, in regard to employee performance, benefits, and/or concerns. They shall establish and maintain records on all employees regarding salary, job description, performance documentation, and other appropriate data.

The engagement and/or dismissal of an employee(s) may be recommended by the Personnel Committee with final confirmation by the Executive Council. Opportunity for a hearing before either the Personnel Committee or the Executive Council shall be provided before dismissal.

A report shall be made to the Board of Trustees, no later than November 1 of each year, regarding the Personnel Committee's recommendations for monetary compensation for all employees.

- E. The Council shall appoint an Auditor annually who shall audit the books, records, and vouchers issued by the Church and/or the Treasurer in addition to those boards, committees, and organizations receiving and disbursing funds separately from the Treasurer. The Council shall require fidelity bonds covering the Treasurer and Assistant Treasurer and may require them for any staff employee, the cost to be borne by the Church. A CPA shall perform a complete audit at least every five (5) years.
- F. The Executive Council shall establish a Memorials Committee by designating three of the Members-at-Large to act with a representative from the Diaconate, and one from the Board of Trustees, whose responsibility it shall be to determine the disposition of memorials and trust funds. A record shall be kept of these donations and the use and disposition thereof, which shall be in accordance with the practices of the Church and appropriate to its use. A report of the actions taken by the committee shall be made to the Council, the Diaconate, and the Board of Trustees.
- G. All matters within the function of a board, committee, or organization may be acted upon without reporting first to the Council (unless ordered otherwise by the Council), but discretion shall be exercised as to whether a preliminary report shall be made. If the Council gives direction, the same shall be followed. This procedure is designed to secure coordination and cooperation among all boards, committees, and organizations resulting in a unified administration.

ARTICLE VI

Boards, Committees and Delegates

There shall be the following Boards: namely, Trustees, Diaconate, Christian Fellowship and Education and Ushers. The number of persons constituting each shall be: Trustees, nine (9) persons; Christian Fellowship and Education, not less than nine (9) persons; Diaconate, not less than twenty-one (21) persons; and the Ushers, not less than twenty-one (21) persons. There shall also be a Music Committee constituted of five (5) persons. A Stewardship Committee shall be constituted of at least five (5) members, one of whom shall be the Business Manager, and one a representative from the Board of Trustees. All members of boards and committees shall be members of the Church. Such other boards and/or committees, standing or special, shall be appointed by the Moderator as the Congregation or the Executive Council shall, from time to time, require.

- A. **Trustees.** The Board of Trustees shall hold a minimum of 10 regular meetings annually and keep a record of the business transacted. The Treasurer, Assistant Treasurer, and Chairperson of the Stewardship Committee shall be ex officio members of the Board without vote.
 - 1) The Trustees shall have charge of and manage the properties real and personal of the Church according to the laws of the State and these bylaws, and as may be directed by vote of the Church or Executive Council. They shall make recommendations in relation to the properties as they think necessary. They shall have power to buy, sell, mortgage, or transfer property only upon vote of the Church. Items deemed necessary or desirable in the work of the Church such as, but not limited to, furnishings, expendable Church School and office supplies and equipment may be purchased, and any such items no longer used or usable may be sold or otherwise disposed of, without such vote. They may authorize the affixing by officers of the Board of the corporate name, and such officers shall execute and attest conveyances, notices, obligations, acquaintances, and all other necessary legal documents.

- 2) The Trustees shall form a House and Grounds Committee by designating three or more of their number to oversee caring for, maintaining, improving, and adding to the grounds, buildings, furnishings, furniture, and equipment of the Church. The House and Grounds Committee shall consider needs, wants, or suggestions presented by any Board, Committee, the Church staff or any member of the Church and present these items to the Board of Trustees for review and action. In addition, the House and Grounds Committee shall grant and oversee the use of any of the facilities for any purpose or by any person or organization, within or without the Church; all to be done in accordance with the rules, regulations, orders, and directions which may be established or given by the Board of Trustees or by the Executive Council. The House and Grounds Committee shall meet and make regular reports to the Board of Trustees.
 - 3) The Trustees shall form an Investment Committee of no more than seven (7) members who shall be responsible for overseeing the Church's investment assets. Each member shall serve for a term of one (1) year, but may be reappointed in ensuing years if deemed appropriate. The Treasurer, Assistant Treasurer, and the Chairperson of the Board of Trustees shall be three (3) of the seven (7) members. The Chairperson shall be elected by the members of the committee. At least one report shall be made to the Board of Trustees each year.
 - 4) The Trustees shall prepare a preliminary budget for the ensuing calendar year for all expenses and activities included in the Church's operating budget. All boards, committees, and organizations with activities covered by the Church's operating budget and restricted funds, shall supply financial estimates of their needs to the Trustees before the Trustees' November meeting. The Trustees shall present the proposed annual operating budget to the Executive Council at the Council's December meeting. The Executive Council shall review the proposed budget when presented, making such amendments as deemed necessary. The finalized budget shall be made available in the Church office two (2) weeks prior to the annual Business Meeting and be submitted to the membership of the Church for approval at said Business Meeting.
 - 5) The Trustees shall make periodic progress reports to the congregation during the year to inform them of the financial status of the Church by comparing current figures with the budget. These reports shall be made at least twice a year.
 - 6) The Trustees shall approve all payments by the Church for non-recurring expenditures over \$500.00 except those excluded by Church accounting policies. Their approval shall be full authority to the Treasurer or responsible staff person to whom the task is delegated, for payment thereof.
- B. Diaconate.** The composition of the Diaconate shall be Deacons and Deaconesses. The Diaconate shall have oversight of worship, membership, visitation, flowers, benevolence and others as deemed necessary.
- 1) The Diaconate shall, with the Senior Minister, constitute the spiritual board of the Church and, in general, shall see that the religious work of the Church in its various organizations is conducted in a manner to best serve the interests of the whole Church. They shall see that the regular religious meetings of the Church are held and may omit or suspend any thereof if deemed advisable unless otherwise ordered by the Church or Executive Council, shall prepare and assist the Senior Minister in the administration of the sacraments, aid in pastoral work, care for the poor of the Church, and comfort the sick and afflicted.
 - 2) They shall have direction of the benevolences and of the missionary activities of the Church.
 - 3) They shall approve speakers for the pulpit in the absence of the Senior Minister.

- 4) They shall hold a minimum of 10 regular meetings annually, and shall keep a record of the business transacted.
 - 5) They shall fulfill their responsibilities as noted in Article III, Membership, A 1, 3 and 4, B 1-4 and C 1.
 - 6) In addition to the members elected to the Board by the membership of the Church at the Annual Meeting, any person or persons, who by reason of length of service, faithfulness, and efficiency in the work of the Church shall be so worthy, may be recommended by the Board and approved by the Church in a Special or Annual Meeting to be elected as Life Deacon or Deaconess, to continue as a member of the Diaconate so long as a member of the Church. The number of Life Deacons and Life Deaconesses holding office at one time shall be determined by the Diaconate.
- C. Christian Fellowship and Education.** They shall advise and cooperate with the Ministerial Staff in the educational, recreational, and social activities of the Church. This shall include the Church School, weekday programs, youth groups, and any other groups (including adults) which are, or shall be, organized at their invitation to meet under Church auspices. The appointment of all supervisors, teachers, and leaders of said organizations shall be made by, and at the initiative of, this Board subject to the powers of the Executive Council. The appointment of the person to have charge of the Religious Education program shall be made only after consultation of said Board in formal meeting. All curricula, general policies, and budget requests shall be established or made on the approval or authorization of the Board.
- 1) They shall seek to maintain helpful contacts between the Church membership and the various organizations for which they are responsible. The Superintendent of the Church School shall be secured by the Board and shall be ex officio a member without vote. They shall hold a minimum of 10 regular meetings annually, and keep a record of the business transacted.
 - 2) The Library Committee shall be composed of not less than three (3) persons and shall be a subcommittee of the Board of Christian Fellowship and Education. The Chairperson shall be ex officio a member of the Board of Christian Fellowship and Education without vote. A committee member shall be eligible to be re-elected to this committee without a time interval. A person shall be eligible to serve on the Library Committee, while at the same time holding an office or membership on another board or committee.
- D. Ushers.** The Board of Ushers shall assist those in attendance at the various religious activities of the Church and receive the offering at the regular Church services. Each Sunday the ushers will open and close the church, and perform various tasks and duties as described in the Usher Procedure Manual. They shall hold meetings as necessary. A person shall be eligible to serve on this board, while at the same time holding an office or membership on another board or committee.
- E. Music Committee.** The Music Committee shall be advisory to the Diaconate, Ministers, and Executive Council on all matters pertaining to the music of the Church. The Music Committee is responsible for recommending the selection of the music staff, authorization of music related expenditures, and provides advice and support to the Music Director. The Music Director is responsible for all music activities of the church and coordinates these activities with the ministerial staff. The Music Director shall be ex officio a member of the committee without vote. A person shall be eligible to serve on this committee, while at the same time holding an office or membership on another board or committee.
- F. Stewardship Committee.** The Stewardship Committee shall be responsible to raise, by pledge or cash subscription, the funds required for the annual budget(s) for benevolences, current expenses, and any other

funds which may have been authorized. They shall hold regular meetings and make regular reports to the Executive Council.

- G. Delegates or representatives** to any association, conference, or council to which the church may send one or more delegates or representatives, shall be nominated by the Nominating Committee. An alternate delegate to the National Association shall be nominated and shall serve as the delegate the following year.

Delegates shall make a written report of the meetings that they attend within one (1) month following the meeting, and present said report to the Executive Council.

- H.** No subordinate body within the Church shall be empowered to grant a loan or confer a bonus or gift to any person in excess of \$1500.00. Any sum greater than this shall require advance approval by vote of the Congregation at a special or regular meeting.

ARTICLE VII

Nominations and Elections

A. Nominating Committee

1) Composition

The Executive Council shall appoint this committee each year which shall include the Member(s)-at-Large whose term of office next expires. This may include members of boards and committees who are not members of the Executive Council. The total number of members on the Nominating Committee shall be uneven. They shall serve until their successors are appointed.

2) Duties

This committee shall prepare a list of candidates for all offices and positions on boards and committees to be filled at the ensuing Annual Meeting, both full and partial terms, including any delegates or other representatives to be elected as provided in Article VI Section H, and including members of the Library Committee as provided in Article VI, Section C. The committee shall obtain prior consent of all nominees before presenting them for election. They shall consult with the Senior Minister and may consult with boards and committees in preparing the list. This list of nominations shall be placed on file in the Church Office at least fourteen (14) days before the Annual Meeting and shall be posted in the narthex of the Church before May 1. Nominations may be made from the floor at the Annual Meeting by active members with the prior written consent of the nominee except when such nominee is present.

B. Elections

- 1) The election shall be held at the Annual Meeting in May.
- 2) The election shall be by ballot when the number of nominees shall exceed the number of vacancies. A majority vote of those active members present and voting shall elect.

C. Term of Office

- 1) The Moderator, Clerk, Treasurer, and Assistant Treasurer shall be elected to serve for a one year term.
- 2) The Members-at-Large shall serve a three (3)-year term. Not more than two-thirds (2/3) of the Members-at-Large shall be of the same sex.
- 3) No member shall serve on the Executive Council for more than three (3) consecutive years without a one (1)-year hiatus, except the Clerk and Treasurer.

- 4) Members of the Boards of Trustees, Diaconate, Christian Fellowship and Education, and Ushers, Music and Library Committee members, and Members-at-Large shall serve for a three (3)-year term. One-third (1/3) of the full number of each board and committee shall be elected each year to provide for continuity of membership.
- 5) The term of office shall begin at the close of the Annual Meeting at which the member is elected.

D. Vacancies

Vacancies occurring in any office, board or committee (with the exception of Senior Minister, Associate/Assistant Minister or Minister/Director of Religious Education) shall be filled by the Executive Council until the next Annual Meeting.

ARTICLE VIII

Meetings

- A.** There shall be two regularly scheduled congregational meetings each year.
- B.** The Clerk is responsible for the Call to all meetings of the congregation, specifying the time, place, and purpose of the meetings. Such notice shall be published in the Church bulletin and/or Church newsletter, may be posted on church website and/or noted in e-mailed planner, and shall be posted in the narthex two weeks prior to the meeting. In the absence of such a bulletin or newsletter, the notice of said meeting shall be given by first class mail, sent to each active member of the Church at least two (2) weeks preceding the meetings.
- C. Annual Meeting.** The Annual Meeting shall be held on the third Sunday in May, or as ordered by the Executive Council, at which time the annual reports shall be presented and such other business transacted as may be specified in the Call or authorized in the Bylaws. All reports made at the Annual Meeting shall be in writing and for the preceding Church year, from May 1 to April 30.
- D. Business Meeting.** A general meeting of the membership shall be held on the last Sunday in January, or as ordered by the Executive Council, to transact business as may be specified in the Call or authorized in the Bylaws. At this meeting, the Treasurer shall provide an annual financial report for the past year. The Trustees shall present the annual operating budget for the current calendar year to the membership for their consideration and approval.
- E. Special Meetings.** Special Meetings shall be called upon request of the Senior Minister, the Moderator, or Diaconate, or on the written request of any five (5) active members.
- F. Real Property.** When any question of buying, selling, mortgaging, or transferring property is to be submitted to the congregation, provision shall be made to send an absentee ballot to those members unable to be present who so request one. Such ballots shall be returned to the Church Office to be counted by the Tellers Committee composed of five (5) Church members appointed by the Moderator.
- G. Quorum.** Thirty-five (35) active members shall constitute a quorum at any Annual/Business/Special meeting of the Church.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern proceedings of the Church, in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, and any special rules of order the Church may adopt.

ARTICLE X
Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of the active members present and voting at any Annual or special meeting of the Church, provided that the amendment(s) have been published in the Church bulletin/newsletter, may be posted on church website and/or noted in e-mailed planner, and have been posted in the narthex at least two (2) weeks prior to the meeting.

In the absence of such a bulletin or newsletter, the notice of said meeting shall be given by first class mail, and sent to each active member of the Church at least two (2) weeks preceding the meeting.

STANDING RULES

1. The order of business at the Annual Meeting shall be as follows:

Call to Order

Prayer

Approval of Minutes of previous Annual Meeting and any special meetings during the preceding Church year.

Report of the Moderator

Report of the Clerk

Report of Council actions taken during the year and approved by members

Read In Memoriam List

Membership Roll

Report of the Treasurer

Report of the Auditor

Stewardship Committee

Memorials Committee

Board of Trustees

House and Grounds Committee

Investment Committee

Reports from the Diaconate

Board of Christian Fellowship and Education

Library Committee

Board of Ushers

Music Committee

Delegates

Senior Minister

Associate/Assistant Minister

Minister/Director of Religious Education

Music Director

Special Committees

Nominating Committee (followed by election)

New Business

Announcements
Adjournment