

# CONSTITUTION & BYLAWS

*Incorporating amendments as of January 21, 2018*



FIRST CONGREGATIONAL CHURCH  
UNITED CHURCH OF CHRIST  
MANHATTAN, KANSAS

# CONSTITUTION

Of the First Congregational Church United Church of Christ,  
Manhattan, Kansas

## ARTICLE I. Name

This church is a United Church of Christ. Its official name is the First Congregational Church United Church of Christ of Manhattan, Kansas, hereafter referred to as FCC-UCC.

## ARTICLE II. Policy and Government

The government of this church is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the articles of incorporation granted it by the State of Kansas.

While this church is an autonomous body, it accepts the obligations of mutual counsel, comity, and cooperation involved in the free fellowship of the United Church of Christ, and pledges itself to support its work and program at the association, conference, and national levels.

## ARTICLE III. Covenantal Statements

### Section 1. Church Covenant

*We covenant  
with God and with one another  
to seek the mind of Christ,  
to be open to the new light and truth God has for us,  
to bear each other's burdens and share each other's joys,  
to pray for each other,  
to serve in the name of Christ,  
to give to this church and its mission,  
and to take our stand for justice and peace,  
confident God's concern embraces the whole world.*

### Section 2. Open and Affirming (ONA) Statement

In response to God's call

- which we experience in the Gospel of Jesus Christ that breaks down barriers and gathers us into one body,
- which we express in our covenant  
"to be open to the new light and truth God has for us" and  
"to take our stand for justice and peace,"
- and which is embodied by our mission

"to love and accept others unconditionally as God loves and accepts us."

First Congregational United Church of Christ, Manhattan, Kansas, as a diverse body of believers seeking to live in the light and image of God in Christ, does affirm:

that every person has equal worth as a special and unique creation made in God's image,

that in the spirit of love, openness, and inclusiveness we welcome persons of every race, culture, nationality, age, family configuration, gender, gender expression, sexual orientation, physical or mental ability, and socio-economic status to participate fully in all aspects of our church's life and ministry,

that as agents of reconciliation and wholeness, we embrace justice and seek to support and offer sanctuary to all who suffer discrimination or who are disenfranchised from the community, and pledge ourselves to be a wellspring of faith for a diverse people in the heart of this community;

that in the light of the Gospel we will strive to comprehend and continue to appreciate more fully our differences and gifts;

that through grace, our love for God and neighbor may flourish.

#### **ARTICLE IV. Faith**

We believe in the freedom and responsibility of the individual soul and the right of private judgment and impose no creedal statement as a test of membership. We do, however, while reserving the right of private interpretation, accept the statement of faith adopted by the United Church of Christ in 1981, as follows:

*We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:*

*You call the worlds into being, create persons in your own image and set before each one the ways of life and death.*

*You seek in holy love to save all people from aimlessness and sin.*

*You judge people and nations by your righteous will declared through prophets and apostles.*

*In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.*

*You bestow upon us your Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.*

*You call us into your church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world, and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.*

*You promise to all who trust you forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.*

*Blessing and honor, glory and power be unto you. Amen.*

## **ARTICLE V. Membership**

### **Section 1. Qualifications**

This church will welcome into membership any person who wishes to join and who accepts the covenantal statements of the church.

### **Section 2. Responsibilities**

All members of the First Congregational Church are expected to be loyal to the church through prayers, presence, gifts, and service.

### **Section 3. Reception of Members**

Members shall be received by confession of faith or reaffirmation of faith or by letter of transfer from another church, whether affiliated with the United Church of Christ or any other Christian denomination.

### **Section 4. Associate Membership**

Members of churches in other communities may become associate members and retain their membership elsewhere. Associate members shall have the same rights and responsibilities as other members. Associate membership may be terminated by request of the associate member or by the associate member moving from the community.

### **Section 5. Inactive Membership**

Members and associate members whose addresses have been unknown or who for a period of two years have not communicated with the church, attended its services, or contributed to its support shall, after an attempted personal contact by the pastor or a member of the Board of Deacons, be transferred to an inactive list by vote of the Board of Deacons. From the date of transfer such persons shall cease to be reported on the active membership roll and shall not have votes at congregational meetings. Members and associate members shall be notified by the Board of Deacons of the intent to transfer them to the inactive list. If they express the desire to maintain active membership or associate membership despite their inactivity in church affairs, such privilege will be granted.

If an inactive member requests reinstatement as an active member or active associate member and accepts the covenantal statements of the church, the Board of Deacons shall do so at its next meeting.

### **Section 6. Termination of Membership**

Members may withdraw their membership by transfer to another church or by resignation. In the event that a member shown on the inactive list requests a letter of transfer it shall be provided.

# BYLAWS

## ARTICLE I. BOARDS AND COMMITTEES

### Section 1. Governance by Membership

The membership assembled in a Congregational Meeting shall be the highest governing body in this church. (See Article V, Sections 3 and 4.)

### Section 2. Church Cabinet

2.1. Functions. The Church Cabinet shall be the executive body of the church. It shall act for the church in the interim between congregational meetings and shall be responsible for coordinating all program activities of the church.

Every three years in November the Cabinet shall appoint an Audit Committee of up to three voting members. Audit Committee members may be members of the congregation or from outside the congregation. Neither the Treasurer, the Financial Secretary, nor any member of the paid church staff should serve on the Committee.

The Audit Committee shall perform the audit in the first three months after the books from the previous year have been closed; usually that will be from January to March in the given year. The Audit Committee shall present a written report of the results of the audit to the Cabinet within thirty days of the completion of the audit. The Cabinet will convey the results of the audit to the congregation at the next congregational meeting.

The cabinet shall coordinate an annual evaluation of the ministries of the church and its pastor using the mission, vision, and planning statements of our church as its guide. Part of the cabinet's responsibility will be to assure the work of the church's Boards and Committees along with any other major ministries be assessed at least once every three years.

If positions that are ordinarily directly elected by the congregation have been left vacant at the November Congregational Meeting or are vacated, then cabinet may fill such positions, except that of Moderator Elect, by appointment.

At its February or March meeting, Cabinet shall determine whether there is need to revise the constitution and Bylaws. If revision is indicated, Cabinet shall appoint a subcommittee to do so within six months.

2.2. Membership. The Church Cabinet shall consist of the Moderator, the Moderator-elect, the immediate-past Moderator, the President of the Women of the Church, the Clerk and a representative of each Board of the church (Christian Education, Deacons, Mission, and Trustees). In addition, there shall be three at-large members, one of whom shall be elected at each November Congregational Meeting to serve a three-year term. The Pastor, Treasurer, and a representative of the Gifts, Endowment, and Investments Committee shall be ex-officio members without vote.

Newly elected members of the cabinet are invited to attend the December meeting without vote for purposes of orientation.

2.3. Term Limitations. Persons are eligible to serve as at-large members of Cabinet for up to four consecutive years. After one year off as an at-large member of Cabinet, they are again eligible for an at-large position.

2.4. Cabinet Appointments. In addition to the standing committees enumerated below, Cabinet shall appoint such other committees as it may deem necessary.

2.4. Nominating Committee.

In order to know what positions are vacant and who is eligible to fill them, in April or May the presiding Officer of the Nominating Committee shall secure from the Clerk a list of current and past membership in positions that are directly elected by the congregation.

The Nominating Committee shall prepare a list of nominations for those board and officer positions that are elected directly by the congregation for the coming year and distribute such list of nominations to members of the church at least one Sunday before the election at the November Congregational Meeting. The right of members to make nominations from the floor shall always be recognized. All nominations made by the Nominating Committee shall be with the prior consent of the nominee, and those made from the floor must be followed by consent of the person nominated.

The Nominating Committee shall be appointed by the Church Cabinet at its January, February, or March meeting. The committee shall consist of three members appointed on a staggered basis, each to serve three years. At the same meeting, Cabinet shall appoint one of the members to be Presiding Officer for the year. After having served one term, a member shall be ineligible for reappointment for one year.

2.4.2. Gifts, Endowments, and Investments Committee.

The Gifts, Endowments, and Investments Committee shall establish and administer individual memorials within a framework of Christian expression and with the advice and consent of Cabinet. The committee shall be responsible for the care of all church memorials, for the acknowledgment of memorial gifts, for advice as to the use of memorial funds, and for a list of appropriate memorial gift suggestions. The committee shall also be responsible for managing these funds, subject to approval by the Cabinet, and shall concern itself with a program of continuing stewardship in regard to wills and bequests to First Congregational Church.

The Gifts, Endowments, and Investments Committee shall be appointed by the Church Cabinet at its January, February, or March meeting. The committee shall consist of three members, appointed on a staggered basis, each to serve a term of three years. After having served two terms a person shall be ineligible for reappointment for one year. At the same meeting, Cabinet will appoint one member to be the Presiding Officer for the year. The Pastor and the Treasurer shall be ex-officio members of the committee without vote.

2.4.3. Pastoral Relations Committee.

The Pastoral Relations Committee shall support the pastor and church in their ministry together by providing a space for regular and confidential dialogue about the life of the church. The committee shall meet at least quarterly.

The committee shall consist of four members, serving staggered two-year terms. In January of each year, the Cabinet and pastor shall each appoint one member. None of the members shall be members of Cabinet. The committee shall select from its members a presiding officer. Persons are eligible to serve for up to four consecutive years. After one year off, they are again eligible.

#### 2.4.4. Vitality and Outreach Committee

The Vitality and Outreach Committee shall manage the church's routine advertising (e.g., social media, a church brochure, broadcast radio ads, newspaper ads, and phone book listing), lead the church in public pursuit of justice and peace missions that flow directly from our Open and Affirming Policy or are approved by Cabinet, provide a sounding board for new ideas concerning aspects of church vitality, occasionally assist and support persons who are launching new vitality initiatives, organize church participation in routine outreach activities, and enlist the support of the church in recruiting, welcoming, and assimilating new members and in conserving the active participation of existing members.

The Vitality and Outreach Committee shall consist of eight members, four of whom are appointed each year by Cabinet at its February, March, or April meeting for two-year terms. At the same meeting, Cabinet shall appoint the presiding officer for the year. After serving four consecutive years, a person shall not be eligible for reappointment for one year.

#### 2.4.5. Clerk.

At its November or December meeting, Cabinet shall appoint the clerk or co-clerks for the following calendar year. (See Article II, Section 5.)

#### 2.4.6. Budget Officer.

The Budget Officer shall be appointed annually by Cabinet at its April, May, or June meeting. (See Article I, Section 7.)

#### 2.4.7. Church Historian/Archivist.

Cabinet shall appoint the Church Historian/Archivist annually at its January or February meeting. (See Article II, Section 8)

### **Section 3. Board of Christian Education**

3.1. Functions. The Board of Christian Education shall represent the church in its educational relations with our denominational, interdenominational and public educational systems, and shall enlist and train volunteers for Christian service.

The Board of Christian Education shall have supervision and direction of the educational work of the church. It shall be its duty to provide a system of Christian education appropriate for an Open and Affirming UCC church for all ages and

classes in the Church School; appoint teachers and assistants for terms of one year or less; secure equipment and supplies; and in every way seek to keep the church membership aware of the needs of the church in its educational work.

In the January meeting, the Board shall elect one of its members to serve as presiding officer and one to serve as secretary. The presiding officer or another member elected by the Board shall be a member of Cabinet for the year with the right to send a substitute voting representative to Cabinet meetings that the regular representative cannot attend.

3.2. Membership. The Board of Christian Education shall consist of six voting members. Three shall be elected at each November Congregational Meeting for terms of two years. The Pastor, the Director of Christian Education, and the Director of Youth Ministries shall be ex-officio members without vote. Newly elected members of the Board of Christian Education are invited to attend the December meeting without vote for purposes of orientation.

3.3. Term Limitation. Persons holding voting positions are eligible to serve on the Board for up to four consecutive years. After one year off the Board, they are again eligible.

#### **Section 4. Board of Deacons**

4.1. Functions. The Board of Deacons shall have general responsibility for the worship, spiritual life, fellowship, and pastoral care of the congregation in cooperation with the pastor and staff.

The Board shall have the duty to assist in the preparation and administration of the sacraments, to maintain the membership rolls, to keep in touch with absent members, to appoint the time and place of public worship services and to arrange for a substitute in the pastor's absence.

In the January meeting, the Board shall elect one of its members to serve as presiding officer and one to serve as secretary. The presiding officer or another member elected by the board shall be a member of Cabinet for the year with the right to send a substitute voting representative to Cabinet meetings that the regular representative cannot attend.

At its November or December meeting, the Board of Deacons shall appoint a Head Usher to serve for a term of one year.

4.2. Membership. The Board of Deacons shall consist of twelve (12) persons, six of whom shall be elected at each November Congregational Meeting for a term of two years.

Newly elected members of the Board of Deacons are invited to attend the December meeting without vote for purposes of orientation.

4.3. Term Limitations. Persons are eligible to serve as Deacons for up to four consecutive years. After one year off the Board, they are again eligible.

4.4. Subcommittee. The Music Committee shall make suitable provision for the music of all church services. It shall be responsible for the care of the organ and of other equipment necessary for the music program of the Church.

The Music Committee shall consist of three voting members, at least one of whom shall be a Deacon and one of whom shall not be a member of the choir, appointed at its January or February meeting by the Board of Deacons. Either one or two people shall be appointed each year to serve a term of two years. A member who has served four years shall be ineligible for reappointment for a period of one year. The Pastor, Choir Director, and the Organist shall be non-voting ex officio members.

## **Section 5. Board of Mission**

5.1. Function. The Board of Mission shall have responsibility for informing, educating and stimulating action within the church concerning the needs for help in the church, community, nation and world. It shall maintain close liaison with the Conference and the National instrumentalities of the United Church of Christ. It shall recommend to the Budget Committee specific goals for mission giving, develop and coordinate all mission fund raising programs, including special offerings within the Church. It shall study and recommend action to the Cabinet concerning local needs. It shall coordinate cooperative mission activities with other Christian denominations and other religions. It shall be responsible for providing representation to community groups that focus on local needs.

In the January meeting, the Board shall elect one of its members to serve as presiding officer and one to serve as secretary. The presiding officer or another member elected by the board shall be a member of Cabinet for the year with the right of sending a substitute voting representative to Cabinet meetings that the regular representative cannot attend.

5.2. Membership. The Board of Mission shall consist of six members, three of whom shall be elected at each November Congregational Meeting to serve for a term of two years.

Newly elected members of the Board of Mission are invited to attend the December meeting without vote for purposes of orientation.

5.3. Term Limitations. Persons are eligible to serve as members for up to four consecutive years. After one year off the Board, they are again eligible.

## **Section 6. Board of Trustees**

6.1. Functions. The Board of Trustees shall be responsible for the care and custody of the property of the church, but shall have no power to sell, lease, mortgage, or transfer real estate without specific authority by vote of the Congregation. The Board of Trustees shall constitute the Board of Directors for corporate purposes of FCC-UCC, Manhattan, Kansas, a corporation.

The Board of Trustees shall provide for the prompt payment of all salaries, current expenses, and benevolences, and shall make a full report at the January

Congregational Meeting. The Board of Trustees shall determine policies and fees for the use of the church.

The Board of Trustees shall hire and supervise a custodian for the church.

The Board of Trustees shall appoint a Treasurer (See Article II, Section 6) and a Financial Secretary (See Article II, Section 7) in November or December of each year to serve for one-year terms running from January 1 through December 31. These appointees need not be elected members of the Trustees.

In the January meeting, the Board shall elect one of its members to serve as presiding officer and one to serve as secretary. The presiding officer or another member elected by the Board shall be a member of Cabinet for the year with the right of sending a substitute voting representative to Cabinet meetings that the regular representative cannot attend.

6.2. Membership. The Board of Trustees shall consist of nine members. Three members shall be elected at each November Congregational Meeting to serve a term of three years. The Treasurer and the Pastor shall be ex-officio members without vote.

Newly elected members of the Board of Trustees are invited to attend the December meeting without vote for purposes of orientation.

6.3. Term Limitation. Persons are eligible to serve in elective positions of the Board of Trustees for up to four consecutive years. After one year off the Board, they are again eligible.

6.4. Subcommittee. The Board of Trustees shall annually appoint a Stewardship Presiding Officer who will be responsible for raising the monies to support the tentative budget presented to the Congregation. This person need not be a member of the Trustees. Two additional persons shall be appointed by the Trustees to assist the presiding officer. The Trustees shall submit to the December Cabinet meeting a report of the results of the stewardship drive.

Section 7. The Budget Officer shall prepare, in consultation with each of the four boards, the immediate past Moderator, the Moderator-elect, and the Treasurer, a tentative budget to be presented to the Cabinet for action at its October meeting. A tentative budget shall then be presented at the November Congregational Meeting, with the final budget to be approved at the January Congregational Meeting. The tentative budget and the final budget, with explanatory material, shall be made available to the membership at least one week prior to the respective congregational meetings.

## **ARTICLE II. CHURCH OFFICERS**

### **Section 1. Officers**

Officers of the church shall include the Moderator, Moderator-Elect, Past Moderator, Clerk, Presiding Officers of the four Boards (Deacons, Christian Education, Trustees, and Mission), Treasurer, Financial Secretary, Church Historian, and Head Usher.

## **Section 2. Moderator**

The Moderator is the lay leader of the church and shall preside over all Congregational Meetings. The Moderator shall be presiding officer of the church Cabinet and may participate, ex-officio without vote, in the meetings of all church boards and committees.

The Moderator-Elect for the previous year shall automatically become Moderator for a term of one year from January 1 through December 31. However, in the event that the Moderator-Elect is unable to succeed to the office of Moderator or the position of Moderator-Elect is vacant, then both a Moderator and a Moderator-elect shall be elected at the November Congregational Meeting for terms of one year.

Should the office of Moderator become vacant, the Moderator-Elect shall become Moderator. If, and only if, the succession occurs after June 30, then the successor shall automatically remain in office for the following full term.

## **Section 3. Moderator-Elect**

The Moderator-Elect shall be elected at the November Congregational meeting. The Moderator-Elect shall preside over Congregational Meetings and the church Cabinet in the absence of the Moderator and shall carry out such duties and responsibilities as designated by the Moderator or the church Cabinet.

## **Section 4. Immediate Past Moderator**

The immediate past moderator shall work with the Budget Officer to present the budget to the congregation at the November and January Congregational Meetings. See I-2.2.

## **Section 5. Clerk**

The Clerk's term shall run from January 1 through December 31.

The Clerk shall keep a record of the proceedings of the Congregational Meetings and of meetings of the Cabinet. The Clerk shall also keep a register of the active members of the church with the dates of their reception and removal, record the baptisms, marriages, and deaths, and make a full report at the January Congregational Meeting.

The Clerk shall issue letters of transfer; preserve all communications, documents, and written official reports of the church; notify all persons elected to office, to committees, or to membership in the church; give notice of all meetings when such notice is required; report all communications intended for the church; and conduct its correspondence.

The Clerk shall keep a record of current occupancy of positions of Cabinet and the four Boards of the Church that are ordinarily directly elected by the congregation; this includes members elected at November Congregational Meetings, members appointed by Cabinet, and resignations. These records for the present year and each of the three immediate past years shall be given to the presiding officer of the Nominating Committee in April or May.

### **Section 6. Treasurer**

The Treasurer shall be appointed by the Board of Trustees in November or December for a term of one calendar year and may be chosen from among its membership. The Treasurer shall have charge of all funds and moneys of the Church received from the Financial Secretary and shall be responsible for making disbursements as instructed by the Board of Trustees. The Treasurer shall perform such other duties in keeping with the office as may be designated by the Trustees from time to time.

### **Section 7. Financial Secretary**

The Financial Secretary shall be appointed by the Board of Trustees in November or December for a term of one calendar year and may be chosen from among its membership. The Financial Secretary shall receive the offerings from the church and after properly crediting them, turn a report over to the Treasurer. The Financial Secretary in conjunction with the Administrative Assistant shall keep a weekly record of all pledge contributions to the church. They shall furnish each pledge contributor a quarterly statement of the contributor's standing with the church.

### **Section 8. Historian/Archivist**

The Historian/Archivist receives from the Administrative Assistant at the end of each year the church's non-current records, preserving and making them available to members of the church, collects and preserves other items of historical significance, including church publications, photographs, and physical artifacts, and makes a written report of the significant activities of the church during the year for the Annual Report.

### **Section 9. Head Usher**

The Head Usher shall be appointed by the Board of Deacons at its November or December meeting for a term of one calendar year. The Head Usher shall name assistants as necessary. In regular and special worship services, the usher(s) shall open and close the doors to the lobby and foyer, make the audio system available as needed, collect the offering, provide for orderly procedures during communion, and make a head count.

## **ARTICLE III. AUXILIARY ORGANIZATIONS**

All auxiliary organizations of the church are regarded as integral parts of the church and under its general supervision.

## **ARTICLE IV. THE STAFF**

### **Section 1. The Pastor**

The pastor shall be an ordained minister with ministerial standing in the United Church of Christ. The pastor's responsibilities shall include proclaiming the Gospel, administering the Sacraments, providing pastoral care, and relating the good news of God's justice and mercy to the City of Manhattan and the world. As spiritual leader of the congregation, the pastor shall be an ex-officio member, without vote, of all church boards and committees and entitled to be present at any meetings of any church-sanctioned group.

The pastor may be installed, if congregation and pastor agree, by the Association of the Kansas-Oklahoma Conference of the United Church of Christ.

When a vacancy occurs in the office of pastor, the Cabinet shall elect a pastoral search committee of no fewer than seven and no more than twelve people, who, after seeking the counsel of the appropriate staff members of the Kansas-Oklahoma Conference of the United Church of Christ, shall nominate a successor at a meeting of the church called for the purpose of acting on such nomination. Voting shall be by prepared written ballot, handed out upon sign in, to active members only, including active associate members. Election as pastor must be by a two-thirds majority of those active members, including active associate members of the church present and voting. The term of office shall be for an indefinite duration. The congregation may terminate the pastoral relationship by majority vote at a congregational meeting called for that purpose, giving the pastor sixty days written notice. The pastor may resign on sixty days written notice. If agreeable to both pastor and congregation, the sixty days notice may be waived.

The pastor shall work closely with the leadership of the church to define expectations for the church and the pastor. As part of the Cabinet's annual evaluation process the pastor, in consultation with the pastoral relations committee, will provide a reflective statement which addresses the shared ministry of the pastor and the congregation. In addition, the statement will be used to guide future planning and resource utilization efforts. It is the responsibility of the Cabinet to make recommendations to the church regarding the pastor's salary and other updates to the pastor-church call agreement.

## **Section 2. Other Staff Members**

The appropriate board or committee shall select from its membership and the membership of the church a search committee. For example, the Music Committee will form a search committee when there is a vacancy in the position of organist or choir director, the Board of Trustees will form a search committee when there is a vacancy in the position of Administrative Assistant or custodian, and the Board of Christian Education will form a search committee when there is a vacancy in the position of Director of Christian Education or Director of Youth Ministry.

The search committee will present its recommendations to the appropriate board or committee. The appropriate board or committee will clear financial arrangements with the Board of Trustees. The Cabinet will accept or reject the person nominated to the staff position. The concurrence of the pastor is required before the name of the proposed staff member is presented to the Cabinet.

## **Section 3. Ordained Staff Other Than the Pastor**

The church from time to time may call other ordained pastors to serve with the pastor as colleagues. At the discretion of the Cabinet, either of two procedures may be followed: (a) The person may be called in the same way as the pastor; (b) The person may be called in the same way as stated in Section 2 above. In either case, the concurrence of the pastor is required.

#### **Section 4. Termination of Staff**

Any paid staff member (other than the pastor or ordained personnel called in the same way as the pastor) may resign by giving two weeks written notice. The Cabinet may terminate any such staff persons by giving two weeks written notice.

### **ARTICLE V. MEETINGS**

#### **Section 1. Regular Congregational Meetings**

A congregational meeting of the church shall be held during the month of January on a date set by the Cabinet and announced at least two weeks prior to the date of the meeting. The meeting shall be for the purpose of reviewing the reports of the Officers, Organizations, Boards, and Committees, and to transact business as may be required, including adjustments, to the budget if needed for the ensuing year.

A congregational meeting shall be held in November at a date announced by Cabinet at least two weeks prior to the meeting. The Nominating Committee shall prepare a list of nominations for board and officer positions that are elected directly by the congregation and shall distribute it to members of the church at least one Sunday before the meeting. At this meeting the congregation will receive the reports of the Nominating Committee and the Budget Director, seek to fill all elective officers from those nominated by the Nominating Committee or other nominations as provided by the by-laws and adopt the tentative budget for the ensuing fiscal year.

#### **Section 2. Special Meetings**

Special meetings of the congregation may be called by the Cabinet or on petition to the Cabinet signed by not less than five percent of the active members including active associate members. Notice of special meetings shall state the particular business to be considered and such notice shall be announced at least a week before the date of the meeting.

#### **Section 3. Quorum**

A quorum for any business meeting of boards and committees shall consist of at least fifty percent of all voting members. A quorum for any business meeting of the congregation shall consist of at least 15% of the active members including active associate members.

#### **Section 4. Decisions**

A majority of the active members including active associate members present and voting shall be decisive on all matters before the Congregation, Boards, or Committees, unless otherwise provided.

### **Section 5. Rules of Order**

The procedures specified by *Robert's Rules of Order Newly Revised, Eleventh Edition* shall be the official procedures used for formal proceedings.

### **ARTICLE VI. AMENDMENTS**

This Constitution and these By-laws may be amended by a two-thirds vote of the members present and voting at either a regular or a specially called Congregational Meeting. Members must be notified electronically or by mail of proposed amendments and their content at least two weeks before the scheduled Congregational Meeting. In addition, printed copies of the proposed amendments must be available at the two regular Sunday worship services preceding the Congregational Meeting.

Revised -- January 24, 1993 Congregational Meeting

Revised -- January 21, 1996 Congregational Meeting

Revised -- January 25, 1998 Congregational Meeting

Revised -- January 21, 2001 Congregational Meeting

Revised -- January 26, 2005 Congregational Meeting

Revised -- January 27, 2013 Congregational Meeting

Revised -- May 17, 2015 Congregational Meeting

Revised -- January 21, 2018 Congregational Meeting