

CONGREGATIONAL UNITED CHURCH OF CHRIST
of
Hart, Michigan

BY-LAWS

PART I OFFICERS:

Section A. (Officers) The Officers of this Church shall include a Pastor, Moderator, Clerk, Treasurer, Assistant Treasurer, Sunday School Superintendent, Assistant Sunday School Superintendent, and Resident Agent.

Section B. Pastor

1. (Selection) The Pastor shall be called by a 2/3 vote of the Active Membership of the Church who have voting rights as defined in the Church Constitution, Article II, present and voting in person at a Congregational meeting properly called for that purpose.

The Pastor shall be selected in accordance with procedures directed by the Grand West Association of the Michigan Conference of the United Church of Christ (or its successor), and as more specifically set forth in Paragraph 8 of this section.

2. (Duties) The Pastor's duties and responsibilities shall include (but not necessarily be limited to) the following: (a) preparation for, scheduling, arranging and conducting all Worship Services on Sundays, Holy Days, and such other days as the Congregation may desire; (b) administering and performing the Sacraments and Rites of the Church; (c) freely preaching the Gospel with its social, individual, and community dimensions and applications; (d) directing the work of Christian Education; (e) visitation of the sick, comforting the distressed, and seeking assistance for those truly in need; (f) being active in pastoral service, marital and other counseling, to members and friends of the church and all other community persons, and all other duties as belong to the office of Pastor in the United Church of Christ; (g) encouragement and cooperation with all Church groups; (h) working particularly with youth and young adults in the Church and Community to encourage their activity, interest, participation and desire for responsibility in and within the Church; (i) to encourage and work for the growth and responsiveness in Church Membership; (j) to be active in the local Ministerial Association, and to participate in and with local public-service groups to the extent that such participation does not interfere with other pastoral duties and responsibilities; (k) to attend regional and state United Church of Christ meetings as required, and to counsel and encourage lay participation in these bodies; (l) to continually seek to update and upgrade pastoral skills; (m) to serve as an ex-officio member of all of the Boards of the Church, and to attend meetings of the Pastoral Parish Relations Committee and such other committees as requested when reasonably within the pastor's schedule; and (n) to set a good example for the Congregation and the community.

3. (Responsibility, Consultation and Direction) Pastor shall attempt in all instances to work with, counsel with, and cooperate with the Pastoral Parish Relations Committee, Boards of Diaconate, Trustees, and Christian Education, and the Executive Council of the Church, as to the respective areas of concern by such Boards as hereinafter set forth.

As to any differences of opinion between the Pastor and any Church Board or Committee, such differences shall be reviewed by the Pastoral Parish Relations Committee upon the request of either the Pastor or the Committee; and if a difference still exists between the Pastor and the Pastoral Parish Relations Committee, such differences shall be reviewed by the Executive Council upon the request of either Pastor or Pastoral Parish Relations Committee.

The Executive Council shall be the ultimate authority as to any difference of opinion, short of a meeting of the membership of the Church.

4. (Other Services) So long as one is Pastor, no other minister shall perform any religious service or ceremony in the Church without Pastor's consent; provided, however, that in any period of absence, inability, or sickness, or in case of a declination by Pastor to act, the Board of Diaconate may authorize another person to perform such service or ceremony.

5. (Term) The Call agreement for the minister shall be for an indefinite time, unless specified otherwise in the Call agreement between the Church and the Pastor; but unless otherwise specified, the tenure of the Pastor shall be considered at the first annual meeting of the Church after Pastor's first full year tenure, and shall be considered at annual meetings every three years thereafter, and may be considered at any annual meeting thereafter.

Pastor's call may be terminated by a majority vote of the "active membership" of the Church who have voting rights as defined in the Church Constitution, Article II, present and voting in person at a Congregational meeting, whether Annual or called for the special purpose of consideration of Tenure; provided, however, that any termination voted shall in no event be effective less than 3 months from the date of such meeting and vote.

Pastor shall have the right to terminate his call by notice in writing to the Executive Council of the Church, which shall be given at least 3 months in advance of the effective date thereof, unless otherwise consented to by the Executive Council of the Church.

6. (Additional Staff) The Church, at its discretion, may choose to call additional ordained or unordained staff members to work as associates or assistants to the Pastor. The process for calling such persons shall not be inconsistent with the rules of the Grand West Association of the Michigan Conference of the United Church of Christ (or its successor). Such persons, if so designated, shall be responsible in their work to the Pastor, subject to the review by the Pastoral Parish Relations Committee and the Executive, Council as is the Pastor.

7. (Service to more than one church – joint call) The Church may, at its discretion, choose to jointly call a Pastor with another church affiliated with the United Church of Christ denomination, such Pastor having duties to serve more than a single church. Such arrangement must of necessity have the voted approval of at least 2/3 vote of the Active Membership of the Church who have voting rights as defined by Church Constitution, Article II, present and voting in person at a Congregational meeting properly called for

consideration of such arrangement and approval of such joint call agreement; and such Pastor would perform all services and responsibilities, and be subject to all of the provisions of this section, which did not conflict with the specific provisions of any joint call agreement which was executed pursuant to such 2/3 voted approval.

8. (Procedures for call of Pastor) In calling a Pastor, the Church shall first of all examine itself to see what it needs and expects from its Pastor. The Executive Council shall appoint a Search Committee who shall seek the counsel of the Grand West Association of the Michigan Conference of the United Church of Christ (or its successor) for suggestions as to a Pastor best fitted for the situation.

The Church shall then consider the recommended procedures of the Grand West Association (or its successor) and its Church and Ministry Committee, except in cases where the Association is unable to provide suitable suggestions and/or applicants within a reasonable length of time. In any case, the approval of the Association (or its successor) shall be sought before calling any Pastor into the service of the Church.

Section C. Moderator

1. (Selection) The Moderator shall be an Active Member of the Church, elected at each annual business meeting, for a term of 1 year.
2. (Duties) The Moderator shall preside at all regular and special membership meetings. In his or her absence from any such meeting, the members present shall elect a chairman to serve in the Moderator's absence. Moderator shall also serve as Chairperson of the Executive Council of the Church, and, if absent from a Council meeting, the Council shall elect one of their number to serve.

Section D. Clerk

1. (Selection) The Clerk shall be an Active Member of the Church, elected at each annual business meeting, for a term of 1 year.
2. (Duties) The Clerk shall be recording secretary and shall record all minutes of the membership meetings of the Church, and shall also be the recording secretary for the Executive Council of the Church. Clerk shall notify all officers, board and committee members and delegates, of their election and/or appointment. Clerk shall issue letters of correspondence from the Church, both to members and otherwise; and shall preserve on file all communications and written reports, give notice of all meetings where notice is required, or requested, and perform all other duties usually assigned to secretaries of assemblies. The Clerk shall assist the Pastor in the preparation and maintenance of records of the affairs of the Church involving baptisms, confirmations, membership classifications as to active, inactive and retired members, reception of new members, transfers, suspensions, and terminations of members, and the births, marriages and deaths within the membership; and at any time that the Church is without a Pastor shall have sole custody of such records, and the duty to preserve, keep and maintain current such records.

Section E. Treasurer

1. (Selection) The Treasurer shall be an Active Member of the Church elected at each annual business meeting for a term of 1 year.
2. (Duties) The Treasurer shall receive and disburse all moneys as directed by the proper officers of the Church; and shall keep a complete record thereof in a suitable book kept for that purpose, and report the same to the annual meeting, and to such other officers and committees as may request the same. Treasurer shall be an ex-officio, non-voting member of the Board of Trustees; and shall attend, or cause Assistant Treasurer to act in Treasurer's place, all meetings of the Board of Trustees, submit current financial reports to the Trustees, at their said meetings.

Section F. Assistant Treasurer

1. (Selection) The Assistant Treasurer shall be an Active Member of the Church elected at each annual meeting for a term of 1 year.
2. (Duties) It shall be the duty to act as assistant to, and on behalf of the Treasurer, when necessary; and said Assistant Treasurer shall attend meetings of the Board of Trustees when the Treasurer is unable to attend; and shall in addition act as the Chairperson of the Annual Financial and Pledge Campaign, under the direction of the Board of Trustees; and the Assistant Treasurer shall be Treasurer and voting member of the Memorial Committee.

Section G. Sunday School Superintendent

1. (Selection) The Sunday School Superintendent shall be an Active Member of the Church, elected at each annual business meeting for a term of 1 year.
2. (Duties) It shall be the duty of the Sunday School Superintendent to be the Chief Executive Officer, have general oversight and supervision of the Church School, and shall work in cooperation with the Board of Christian Education. Said person shall have and/or delegate the responsibility that; (a) proper curriculum materials are ordered and received; (b) craft supplies are available; (c) that all classes are provided with a teacher, supervisor, or moderator; and (d) that such teachers, supervisors, or moderators are given assistance when necessary.

Section H. Assistant Sunday School Superintendent

1. (Selection) The Assistant Sunday School Superintendent shall be elected at each annual meeting to serve for 1 year.
2. (Duties) The Assistant Sunday School Superintendent shall have the duty of assisting the Superintendent in the performance of the Superintendent's duties, and acting for the Superintendent when necessary because of absence or other reason.

Section I. Resident Agent

1. (Selection) Resident Agent shall be an Active Member of the Church, elected at each annual meeting to serve a term of 1 year.

2. (Duties) It shall be the duty of Resident Agent to represent the Church in all relationships with government, whether federal, state, or any subdivision thereof; and shall be responsible for the preparation and filing of all reports and returns required to be obtained, prepared, and filed with any federal, state, county, or local governmental unit, agency or department.

Section J. Vacancies in Office

Any vacancy in any office described in this Part I of By-laws, except that of Pastor, shall be filled by the Executive Council until the next annual business meeting of the Church.

PART II BOARDS

Section A. (Boards) There shall be three major Boards of the Church, which shall be a Board of Trustees, a Board of Diaconate, and a Board of Christian Education.

Section B. Board of Trustees

1. (Composition and Election) The Board of Trustees shall consist of 6 Active Members of the Church, (up to 50% of the membership of the Board may be active persons in the Church, but not members). Two members shall be elected annually at the annual business meeting to serve a term of three years.

2. (Duties) The Board of Trustees shall exercise all of the temporal powers of the Church, subject only to the restrictions as may be imposed by the laws of the State of Michigan, the Articles of Association, Constitution and By-laws, or of the Grand West Association of the Michigan Conference of the United Church of Christ (or its successor).

They (a) shall receive and disburse all funds required for the corporate and on-going life of the Church as the Church may direct; (b) shall select one of their number to act on the Pastoral Parish Relations Committee, with duties and responsibilities as hereinafter set forth, (c) have in their charge and hold in trust the legal title to all Church property, real, personal, and mixed, and shall be responsible for its care, maintenance and supervision as directed by the Active Members; (d) may borrow funds, buy, sell, and/or encumber and mortgage the property of the Church when directed by a vote of the Active Members; (e) shall hire, release, set the salary of, and shall have general oversight of the salaried employees of the Church other than the minister, unless delegated by them to others; (f) shall have general oversight in all areas of building, building committees, stewardship, and benevolences; (g) shall have general oversight of the operation of the church facilities; (h) may appoint such committees as shall be necessary for the operation of the church and implementation of the directed policies of the Church in the area of responsibilities set forth in the preceding duties; and (i) shall present at each annual business meeting of the Church a proposed budget for the following fiscal year.

Section C. Board of Diaconate

1. (Composition and Election) The Board of Diaconate shall consist of 12 Active Members of the Church, (up to 50% of the membership of the Board may be active persons in the Church, but not members), Four members shall be elected annually at the annual business meeting to serve a term of three years.
2. (Duties) The Board of Diaconate (a) shall act as a counsel to the Pastor; (b) shall select one of their number to act on the Pastoral Parish Relations Committee, with duties and responsibilities as hereinafter set forth; (c) shall assist in the administration of the Sacraments of the Church (Baptism and Communion) and shall assist when necessary in the scheduling of the Rites (Weddings, Confirmation and admission to Membership and Funerals) of the Church; (d) shall minister to the spiritual welfare of the Church, including the planning and carrying out of the programs to meet the human spiritual needs of the membership; (e) shall take an active interest in the sick and needy; (f) shall secure pulpit supply in case of vacancy or absence; (g) shall recruit, approve, and receive new members into the Church; (h) shall review the Church membership annually to determine persons to be transferred to the inactive list, or to recommend removal from the Rolls of those persons continuing to remain completely inactive without reason therefore; (i) shall recruit and promote activity by inactive members to the end that they become once again Active Members of the Church; (j) shall appoint a Head Usher and implement the availability and service of Ushers and Greeters at and for all Church service and functions; and (k) shall appoint such special committees, either from their number or from the Church at large, as shall be necessary or desirable for the implementation of the duties and the responsibilities of the Board as herein set forth.

Section D. Board of Christian Education

1. (Composition and Election) The Board of Christian Education shall consist of 6 Active Members, (up to 50% of the membership of the Board may be active person in the Church, but not members). Two members shall be elected annually at the annual business meeting to serve a term of three years.
2. (Duties) It shall be the duty of the Board of Christian Education to plan an effective program of religious education for the total Church, which shall include, but not be limited to, the following: (a) counseling with and assisting the Sunday School Superintendent and the Assistant Superintendent in promotion, advancement, and operation of the Church School, including the recruiting and training of teachers and workers therein, and supervising the obtaining of materials thereof; (b) shall select one of their number to act on the Pastoral Parish Relations Committee, with duties and responsibilities as hereinafter set forth, (c) supervision and counseling and directing the activities of not only the Church Sunday School, but also the Confirmation Classes, Vacation Church School, Nursery Supervision and Education, and Adult Education; (d) maintain and supervise the Church School, Nursery and other Christian education, Sunday School Treasurer, and make provisions for determining and raising funds for such purposes; (e) planning for continuing adult learning and fellowship opportunities, including retreats for youths and adults to promote personal renewal and enrichment; (f) planning of special seasonal events and programs, such as Christmas and Easter activities

and programs; (g) working with youth and their advisors to develop a youth program in the Church, and to promote, encourage and schedule youth participation of acolytes and lay persons in the services and activities of the Church; (h) and to appoint such special committees, either from their number or from the Church at large, as shall be necessary or desirable for the implementation of the duties and responsibilities of the Board as herein set forth.

Section E. Vacancies on Boards of the Church

Any vacancy occurring on the Boards of the Church shall be filled, upon notification of such vacancy, by the Executive Council of the Church until the next annual business meeting.

PART III THE EXECUTIVE COUNCIL

Section A. (Composition and Selection) The Executive Council shall consist of 2 persons from each of the three Boards of the Church, and one member from each active Auxiliary Organization of the Church, and the Moderator, Clerk, Treasurer, Assistant Treasurer, and Sunday School Superintendent, and shall be newly organized at the beginning of each fiscal year. The Moderator shall be the Chairperson and shall conduct the business of the Council, but in his/her absence a Chairperson pro-tem shall be elected from the members present at a meeting. The Pastor shall be an ex-officio member of the Executive Council.

Section B. (Duties) The Executive Council shall be the executive body of the Church; and shall be responsible for the following: (a) to provide a point at which all planning boards can meet and share common problems and concerns; (b) acting as the final review of any difference of opinion or controversy concerning any Board, Committee, Auxiliary Organization, Church Officer, Pastor and/or Member; (c) hear reports of the activities of the Boards and Committees of the Church and to coordinate the functions and activities of the Boards; (d) establish over-all objectives and priorities for the Church in the beginning of each Church year for that year; and to involve the Church membership as fully as possible in their determination; (e) evaluate progress of each Board, Committee and Auxiliary Organization towards the objectives of the Church; (f) appoint delegates to attend district and state conferences and meetings, and to attend any other meetings requiring representation from such delegates after attendance; (g) call, within a reasonable time, such special meetings of the Membership as may be required either on their own motion or by a petition by a sufficient number of Active Members as provided for in these By-Laws; (h) appoint such committees as provided for their appointment by the By-Laws, and also to appoint such special committees, either from their number or from the Church at large as shall be necessary or desirable for the implementation of the duties and responsibilities of the said Executive Council.

The Executive Council shall meet at least quarterly, and shall meet in additional special session upon the call of the Pastor or the Moderator, and shall be called in any event by the Moderator in case of resolution requesting a special meeting by any of the Church Boards, or in case of the presentation of a petition for special meeting as provided in Part IX, paragraph (d) hereof.

PART IV COMMITTEES

Section A. (Supervision and Responsibility: Terms of Office) All Committees shall be under the general supervision of the Board or Council which appoints such committee, and to which their activities relate. Elected committees are responsible to the Executive Council. Committee members shall hold office for the term of the fiscal year in which appointed and may be re-appointed or re-elected annually.

Section B. (Pastoral Parish Relations Committee)

1. (Composition and Selection) The Pastoral Parish Relations Committee shall be composed of 3 persons, one person to be selected from and elected by the membership of each of the Church Boards, at the beginning of each fiscal year, and to serve for the fiscal year in which appointed. The Committee shall meet with the Pastor as necessary, but at least once a year, and shall be responsible to the Executive Council, and shall make reports to the Executive Council and to the Boards from which their membership is elected and appointed, relating to its activities.

2. (Duties) The purpose of the Committee is to (a) provide the Pastor (and staff if applicable) a formal vehicle for communicating concerns, aspirations, problems and ministerial and administrative plans; (b) provide the congregation with an intermediary group who can listen to and convey concerns and ideas, especially where the subject matter might be of a critical or delicate nature; (c) thoroughly ventilate any problems concerning the ministry and/or the staff and find solutions to them while they are still small, and to make recommendations to the respective boards of the Church relative to such problems, and to follow through and ensure that appropriate action is taken; (d) and such Committee is charged to provide at least one review of the Pastor each year, while at the same time having the Pastor review the status of the Church and the Pastor's position and relationship within it; and (e) in all of the above to limit the activities of the committee to its primary purpose, i.e. communication between the Pastor, Church Staff, Church Boards, Committees and the Congregation; and to avoid trespassing in areas rightfully belonging to other active organizations within the Church, except wherein the activity or non-activity of some other group might be having a detrimental effect upon the Pastor-Congregation relationship.

3. (Review) In case of any difference of opinion between said Committee and Pastor, the Executive Council shall review such differences upon the request of either the Committee or the Pastor. The Executive Council may either review such difference, or refer it to a church board for action; and a determination, recommendation, or referral by the Executive Council shall be the ultimate authority as to any difference of opinion, short of a membership meeting of the Church.

Section C. (Nominating Committee)

1. (Selection) Nominating Committee shall consist of 6 members, 2 of whom shall be appointed by the Executive Council each year, for terms of 3 years.

2. (Duties) The Nominating Committee shall present at the time of the annual business meeting, names of persons to fill the offices of the Church, having secured

consents and acceptances of such proposed candidates in advance of the meeting. Additional nominations may, of course, be made from the floor at any meeting by any Active Member.

Section D. (Music Committee)

1. (Selection) A Music Committee of 5 persons shall be appointed annually by the Executive Council for a term of 1 year, and shall include within its membership the Choir Director and Organist.
2. (Duties) It shall be the duty of the Music Committee, in conference with the Diaconate, to develop and have general oversight of the choirs, music equipment, and the music of the Church.

Section E. (Memorial Committee)

1. (Selection) A Memorial Committee shall be composed of 6 members, 2 of whom shall be appointed by the Executive Council each year, to serve a term of 3 years.
2. (Duties) The Memorial Committee shall meet at least quarterly, for the purpose of considering the application and disposition of memorial funds and donations, taking into consideration both the needs of the Church and the wishes of family and relatives of the donors. Memorial donations, unless specifically designated otherwise, shall not be used for general operating revenues or pastoral gifts or privileges; but shall be kept as separate funds to be used for lasting capital expenditures, renovations, and replacement and/or improvement of existing facilities; and any donations may be combined with other donations for the purpose of funding projects of a larger nature than possible with one donation separately.

Section F. (Social Activities Committee)

1. (Selection) A Social Activities Committee of 6 persons shall be appointed by the Executive Council at the beginning of each year, for a term of 1 year.
2. (Duties) The Social Activities Committee shall be responsible for creating a wholesome social life in the Church through planning periodic coffee hours and special seasonal social gatherings during the year. The Social Activities Committee will be responsible to the Board of Diaconate.

Section G. (Archives Committee)

1. (Selection) An Archives Committee of 2 persons shall be appointed annually by the Executive Council.
2. (Duties) The Archives Committee shall keep the Church History, and shall care for and supervise the display of all Church artifacts.

Section H. (Library Committee)

1. (Selection) A Library Committee of 3 persons, 1 of whom shall be appointed by the Executive Council each year to serve a term of 3 years.
2. (Duties) The Committee shall act and consult with the Pastor and the Board of Diaconate to maintain and improve library facilities for both Pastor reference purposes and for member referral, use and inspiration. The Committee shall catalogue and keep records of all library assets and facilities, and shall be responsible in their duties to the Board of Diaconate.

Section I. (Auditing Committee)

An Auditing Committee of one or more Active Members shall be appointed by the Executive Council at least 2 weeks prior to the annual meeting to audit the books of the Church Treasurer prior to the annual meeting and make a report to the Church at the annual meeting; and they shall supplement their audit at the end of the fiscal year of the Church and file a supplemental report with the Church Secretary. The Auditing Committee, after having completed its annual audit and the supplement thereto, and the same being approved, shall then cease to exist.

Section J. (Mission Committee)

1. (Selection) A Mission Committee of 8 persons, 4 appointed by the executive Council at the beginning of each year, 2 selected from their members by the Board of Trustees and 2 selected from their members by the Board of Diaconate, shall serve a term of 1 year.
2. (Duties) The Committee shall be responsible for analyzing mission requests and setting the church's giving goals, especially for OCWM and the four annual special offerings of the church (One Great Hour of Sharing, Neighbors in Need, Strengthen the Church and the Christmas Offering, formerly known as The Veterans of the cross). It shall make the congregation aware of other giving opportunities, i.e. CUE, CWS Blanket Sunday and Crop Walk. A line item for discretionary use of the Committee may be included in the General Fund Budget each year.

Section K. (Other Committees)

Any Church Board, the Executive Council, the Moderator, or the Pastor acting with the Pastoral Parish Relations Committee, may appoint such special committees as from time to time is deemed necessary or advisable; and such committees shall be responsible to the Board, Council or person making the appointment.

Section L. (Vacancies)

Vacancies in committees which are appointed shall be filled by the Board, Council or person originally making the appointment to such committee; and vacancies in elective committees shall be filled by the Executive Council until the next following annual meeting.

PART V VACANCIES, NOT OTHERWISE PROVIDED FOR:

In any case not herein otherwise provided for, any vacancy shall be filled by appointment by the Executive Council, subject to approval at the next annual meeting.

PART VI. AUXILIARY ORGANIZATIONS:

Section A. (Establishment) The Church shall provide for the establishment of such auxiliary organizations as may be deemed advisable or expedient, for the purpose of worship, education, instruction, fellowship, recreation, and service; such organizations to include, but not be limited to, Men's Fellowship, Women's Fellowship, and Choir.

Section B. (Duties) Such auxiliary organizations shall be under the supervision of the Executive Council, shall report to the membership at the annual meeting, and shall be regarded as integral parts of the Church.

Any auxiliary organization shall be considered as active as required for membership on the Executive Council (Part III, Section A) if actively in existence and meeting as such for at least the preceding fiscal year; and each auxiliary organization, when deemed "active" shall be entitled to one voting delegate on the Executive Council of the Church.

PART VII SACRAMENT AND RITES OF THE CHURCH:

Section A. (Sacraments) Sacraments of the church are hereby defined to be the sacraments of BAPTISM and COMMUNION.

Section B. (Rites of the church are hereby defined to be the rites of CONFIRMATION, MARRIAGE and FUNERALS.

Section C. (Communion) The Church will ordinarily celebrate Communion on the First Sunday of each month; and/or at the discretion of the Board of Diaconate and the Pastor. It may be provided for at any other times as the Board of Diaconate and the Pastor may select, including Holy Week, or Easter.

Section D. (Baptism) Baptism shall be administered to adults and youth who desire to be baptized, and who have not previously been baptized, after meeting with the Pastor to assure that the candidates for baptism understand and affirm the vows they will take. All those received into church membership must first have been baptized in this or another Christian church.

Infants and young children may be baptized at the request of their parents or guardians, and after meeting with the Pastor to assure that the vows undertaken on behalf of the children are understood and affirmed. The Pastor should present the names of the candidates for baptism to the Board of Diaconate before the day of baptism.

PART VIII CHURCH SCHOOL

The Church shall have the general oversight of the Sunday School, through the Superintendent and the Board of Christian Education.

Secretaries, Treasurers, Department Heads, Pianist and other officers shall be provided from and appointed by the Board of Christian Education; and teachers and assistant teachers shall be recruited and trained by the Board of Christian Education, and appointed by such Board to their positions.

PART IX MEETINGS

Section A. (Annual Meetings) Annual meetings of the Church shall be held prior to the end of the fiscal year as determined by the Executive Council with a minimum of 30 days notice to the congregation.

At this meeting Annual Reports of the various Boards, Committees, Officers and Organizations shall be presented. Officers, Boards and Elective Committee positions shall be elected, and Annual Budgets considered and adopted. All reports made at the Annual Meeting shall be in writing for the previous eleven months, October 1 through August 31, together with, in case deemed necessary, an estimate of status for the end of the fiscal year.

Section B. (Fiscal Year) The Fiscal Year shall be October 1 through September 30 of each year. A supplemental report in writing shall be filed in each instance, showing status at the end of the fiscal year, to the Executive Council, with a copy to the Board of Trustees, not later than October 15 of each year; and such supplemental reports may be published in the Church Newsletter if deemed advisable.

Section C. (Meetings of Membership; Notice) Notice of meetings, specifying the time, place and object thereof, shall be read from the pulpit during Church service on the two successive Sundays preceding such meeting on which services shall be held; PROVIDED, HOWEVER, that in case it is proposed to amend the Articles of Association, Constitution or By-Laws, the substance of the proposed amendment shall be read from the pulpit on the three successive Sundays immediately preceding such meeting at which such proposed amendment will be voted upon; and the proposed amendment shall not itself be amended in any material way at the same meeting; AND PROVIDED FURTHER that if there be no public services at which the required notice may be given, such Notice shall be posted on the Church Door for at least 3 weeks.

Section D. (Special Meetings) Special Meetings shall be called in the manner herein set forth for the calling of Annual meetings, upon the request of the Pastor, or upon the request of the Executive Council on their own motion or pursuant to petition received as herein-after set forth. The Executive Council shall call a Special Meeting, if the Executive Council is petitioned in writing by at least 25 Active Members of the Church; such calling of meeting to be done within one month from the receipt of such petition, and such meeting to be held no more than one month from the call for such meeting.

Section E. (Admission or Dismissal of Members) The Board of Diaconate may dismiss a member, after notice as provided by Article II, Sections B and C of the Church Constitution.

Section F. (Financial – Solicitations for Pledges and Contributions) The solicitation for pledges to finance the work of the Church shall be conducted commencing with the 3rd week of September and continuing to the 3rd week of October of each year. Such solicitation of pledges shall be for the fiscal year beginning October 1 of the year.

Section G. (Terms of Office – Officers, Boards and Committees) Notwithstanding any other provision to the contrary herein, the Terms of Office for the Church Officers, Boards and Committees elected at the Annual Meeting shall commence on October 1 following said meeting, to serve on a Fiscal Year Basis, through September 30 of the following year.

PART X QUORUM

Section A. Twenty-five (25) Active Members present and voting shall constitute a quorum at any Regular Annual or Special Meeting of the Church Membership.

Section B. (Absentee Voting – Proxies)

1. Any Active Member who will be absent for any reason, but wishes to vote upon a specific issue confronting the Church membership, other than upon an Amendment to the Constitution or By-laws, or a matter specifically otherwise provided, to be voted upon at a regularly and properly called and scheduled meeting, may contact the Church Office and request an Absentee Ballot, which must be returned to the Church Office or Moderator of the Church prior to the time of vote. Such votes shall be counted as to specific issues; PROVIDED, HOWEVER, that a quorum of Active Members is present in person and acting (exclusive of proxies) as required by the previous paragraph.
2. Other than set forth in the preceding provision, relating to specific issues to be voted upon, there shall be no General Proxy voting allowed at any Church meeting.

PART XI AMENDMENTS

Section A. (Notice requisite for Amendment) The Constitution and/or By-Laws may be amended at any Annual business Meeting of the Church, or to any duly-called Special Meeting of the Active Members, called in accordance with the notice provisions of Part IX hereof; and provided that in each case the intent to consider amending the By-Laws and a statement of the proposed changes is included in the Call for the Meeting. A summary of the proposed amendment may be made in lieu of a full verbatim statement if the proposed amendment is lengthy; PROVIDED HOWEVER, if a summary of the proposal is announced a full-text of the proposed amendment shall be posted on the church bulletin board.

Section B. (Two-thirds vote required) Amendment of the Constitution and/or By-Laws shall be only upon the two-thirds (2/3) vote of the quorum of Active Members present and voting at the meeting called for that purpose.

PART XII GOVERNING RULES OF BUSINESS AND PROCEDURE

Conduct of all business of the Church, meetings, and other procedure shall at all times be guided by the most recent edition of Robert's Rules of Order, UNLESS mandatorily otherwise provided by the statues of the State of Michigan or by the Grand West Association of the Michigan Conference of the United Church of Christ (or its successor organization).

Revised 1981

Retyped 1993

Revised 2001

Revised 2002

Updated with all revisions included on January 27, 2003, by Pastor Lorraine Boucon.

Amended September 24, 2006

Amended October 18, 2009