

## **BY-LAWS**

### **COMMUNITY CONGREGATIONAL CHURCH OF BELVEDERE-TIBURON**

#### **ARTICLE I. PURPOSE**

The Community Congregational Church (CCC) celebrates life as an open, loving community, experiencing and expressing oneness in spirit with God, with Christ, and with each other.

#### **ARTICLE II. POLITY**

##### Section 1. General

The governance of the church is vested in its members duly assembled in meeting, who exercise the right of control in all its affairs, subject in legal matters to the Articles of Incorporation granted to it by the State of California. A two-thirds majority vote of the active members present at the meeting at which a 20% quorum exists shall be the action of the church, unless otherwise specifically noted herein.

##### Section 2. Relationship with the United Church of Christ

CCC is accountable to no other ecclesiastical body but accepts the privileges and responsibilities of the free fellowship of the United Church of Christ, the Northern California-Nevada Conference and the Golden Gate Association of the United Church of Christ. It accepts the obligations of mutual counsel, comity and cooperation and pledges itself to share in their common aims and work.

#### **ARTICLE III. SPIRITUAL FOUNDATIONS**

##### Section 1. Statement of Faith

We recognize ourselves to be rooted in the Christian tradition and not root-bound by it. We consciously include the teaching and practice of other faith traditions to deepen our experience of our Judeo-Christian heritage.

We believe that one of our primary goals is to create a loving and caring community. We strive to create a safe place where healing, opening to the Spirit, continuing growth in personal and community wholeness, and service to the wider community can occur. In all that we do we seek to remain centered in God's goodness and promise, while acknowledging the complexity of life. We seek to open to the presence of the Spirit working within us and among us, and to be active in our community and the wider community in ways that radiate God's bounty, both spiritual and material.

##### Section 2. Covenant

Members of the Community Congregational Church of Belvedere-Tiburon shall share the following covenant with each other:

We agree to live out the questions together hand in hand, supporting the fragile, protecting the wounded, giving the angered space and time, dancing with the free, celebrating the moments of balance and not fearing the unfolding of imbalance.

Believing in the power of God's revelations, we share a living awareness that faith and hope and love are the inhaling and exhaling of life, as necessary and real as the air we breathe.

Therefore, while praying, studying, working and celebrating together, we shall experience the moments of our lives in spontaneous response to the call of God.

### Section 3. Statement of Mission

CCC's mission is to act with integrity and accountability to:

- explore and create what it means to be an authentic community, in which individuals are free to express their full range of feelings, beliefs, and ideas, and be heard;
- support, encourage, inspire and challenge individuals and families to pursue spiritual quests;
- be responsible stewards of our earth;
- be involved in compassionate outreach to the wider community and the world;
- explore all avenues (i.e., the arts - music, dance, the written and spoken word) through which we might experience our relationship with the Indwelling Presence in all creation;
- seek out a unifying language that communicates and celebrates our diversity;
- be a healing community.

### Section 4. Open and Affirming Policy

In the living out of our Covenant we are called as a spiritual community to actively accept and welcome each and every one of God's people regardless of differences that may distract or divide us. Therefore, we declare ourselves to be an Open and Affirming church. We specifically extend our welcome with open hearts and doors to those in the LGBTQ+ community because we recognize the fear, discrimination and injustice they face within society and within the church, which has frequently exiled them from its spiritual community. By so doing we also affirm the personhood of all people within the fellowship and membership of the Community Congregational Church.

## **ARTICLE IV - MEMBERSHIP**

### Section 1. Membership - General

This church welcomes into its membership any person who seeks to embrace the Spiritual Foundations as presented above and meets the following conditions:

1. expresses interest in membership to someone in leadership or to pastoral staff;
2. attends a new member seminar or meets with the minister to discuss, among other topics, the structure of CCC, its Spiritual Foundations and its relationship to the United Church of Christ ; and
3. is recognized by the congregation at a church service.

A letter of transfer from another church may accompany any request for membership.

### Section 2. Youth Membership

Children under the age of twelve shall be considered members without vote when engaged in the educational ministries of the church. Youth twelve and over may join the church as individuals with full membership rights upon meeting the conditions of membership.

### Section 3. Responsibilities of Members

Each member is responsible for seeking out his/her own level of participation within the church family.

A. Active Member. An active member is one who participates in the life of the church. An active member is eligible to vote on congregational decisions and to receive “member rates” for functions where member rates are offered. Ways in which participation may be reflected include:

1. participating in the spiritually centered activities of the church;
2. participating in its services, on its teams, committees, governing board or in any other of its functions;
3. contributing towards the financial support of the church through pledging, gifts, endowment or other appropriate forms of support;
4. welcoming all members into the fellowship of the church and supporting them in their spiritual quests.

B. Inactive Member. An inactive member is one who is currently not participating in the life of the church. The church governing board may vote annually to classify those members who are currently not participating as inactive members. Those so classified would be provided with written notification if possible. Inactive members are not eligible to vote on congregational decisions, or to receive “member rates” for functions where member rates are offered.

#### Section 4. Termination of Membership

Termination of membership is an individual and voluntary act. It may be accomplished by withdrawal, either written or oral, confirmed by communication with the minister or a church officer.

A member who, for a period of two years, has not attended the church’s services or contributed to its support, or whose contact information has been unknown, may, upon the vote of the church governing board, be removed from membership.

Under extreme circumstance, with the board’s approval, a person may be asked to leave the church.

#### Section 5. Restoration of Membership

Any person whose membership has been terminated may, for good and sufficient reasons, be restored to membership, after discussion with worship leadership, by vote of the church governing board.

### **ARTICLE V - RELIGIOUS SERVICES**

Public religious services shall be held regularly on each Sunday. The number and times shall be as directed by the church governing board.

### **ARTICLE VI - GOVERNING BOARD**

#### Section 1. Governing Board

The governing board shall be the governing body of the church. It shall have the power and responsibility to act on behalf of the membership. It shall exercise the corporate powers set forth for the “Board of Trustees” in the Articles of Incorporation. It may delegate any of its tasks but not its responsibilities to an appropriate team, committee, or the professional staff. Each member of the board shall have concern for the work of the church as a whole. Governing Board members must be members of the church.

A. General Responsibilities. General responsibilities of the board shall be as follows:

1. to establish long-range goals to implement the purpose of the church;
2. to establish the policies for operation of the church;
3. to appoint the standing committees and other such teams and task forces as are deemed necessary;
4. to appoint representatives from CCC to the boards of other entities for which CCC has responsibilities (e.g., Tamalpais Pacific, Tiburon Thrift Shop);
5. to fill vacancies on the governing board or team or committee leadership for unexpired terms;
6. to approve employment of non-ministerial staff and hiring of contractors;
7. to maintain a communication structure between the board and the established teams and committees;
8. to appoint a ministerial search committee to seek a new minister(s) or an interim minister when necessary;
9. to recommend the employment of ministerial staff necessary to implement the program of the church and to specify the duties of the minister(s), which may include the supervision of administrative staff.

B. Annual Responsibilities. Annual responsibilities of the board shall be as follows:

1. to create a process to involve the leadership and the congregation in the setting of annual program goals for the church;
2. to propose a budget to carry out the annual program goals of the church, including compensation for staff positions;
3. to oversee the annual budget of the church;
4. to review church membership and identify members found to be inactive or removed from membership, for annual reporting to UCC; and
5. to review the performance of the minister(s) and to ensure that the reviews of other staff are completed.

Section 2. Quorum

Two-thirds of the members of the board in office shall constitute a quorum for the conduct of business.

Section 3. Board Membership

The board shall consist of seven or eight members: the moderator or co-moderators (who shall act as co-chairs), past moderator, secretary, treasurer, and members at large all of whom are elected by the congregation. The minister(s) and the administrator shall participate in board meetings but are not board members and do not have a vote on the board.

Section 4. Meetings

A. Frequency and Call of Meetings. The board shall meet at least quarterly. Special meetings may be called by the moderator, the minister, and/or any three (3) members of the board. Special meetings also may be called upon written request of ten (10) percent of the active members of the congregation.

B. Notice to Board Members. Regular meetings of the board may be held without notice if the time and place of the meetings are fixed by the bylaws or the board. Special meetings of the board shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone, including a voice messaging system, or by electronic transmission from a moderator or co-moderator. Notice of a meeting need not be given to any board member who (1) signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting,

or (2) who attends the meeting without providing written protest of the lack of notice prior to or at the beginning of the meeting.

C. Meeting by Teleconference. Any action required, or permitted to be taken, by the Board may be taken by a meeting noticed in accordance with this article and conducted by teleconference or comparable technology. Such actions taken by teleconference shall have the same force and effect as an equivalent vote of the Board. A regular quorum is required for the transaction of business during a meeting by teleconference. During the teleconference, each participant must be able to understand, and be understood by, every other participant. The secretary shall file a copy of the meeting notice and a record of the action taken by teleconference with the minutes of the Board meetings.

D. Action Without a Meeting. Any action required, or permitted to be taken, by the Board may be taken without a meeting if all Board Members then serving consent in writing to such action. Such action by written consent shall have the same force and effect as an equivalent vote of the Board. The secretary shall file such written consent or consents with the minutes of the Board meeting.

Voting by email is considered action without a meeting, and requires unanimous written consent, documented as follows:

- The cover email to the board members shall clearly explain that their formal consent to an action is being solicited, that their replies shall state such a consent unambiguously, and that the action will not take effect unless all board members approve it.
- All responses by board members to a written consent conducted by email shall be printed out and filed with the board's regular minutes, as would a signed written consent on paper.
- When all board replies have been submitted, a follow-up email shall be sent to advise board members on whether the consent has been approved unanimously.

#### Section 5. Annual Plan and Budget

The board shall submit to a scheduled meeting of the Congregation the proposed annual budget and budget objectives. This meeting for the approval of the budget will generally be held in January, after the annual pledge drive.

#### Section 6. Election of Board Members

At a scheduled meeting of the congregation, the nominating committee shall present for election a slate of candidates for the following offices: moderator or co-moderator, secretary, treasurer, and members at large. If nominations are received from the floor, those receiving a majority of the votes cast shall assume office. The new board members become active on the first day in July.

The board positions will be rotated on alternate years. One year, the nominating committee shall present a slate for one co-moderator, secretary and member(s) at large. The next year the nominating committee shall present a slate for the other co-moderator, treasurer and member(s) at large. If a slate with single moderator is proposed, the co-moderator election rotation commences at the end of the moderator's term, and one proposed co-moderator is designated as serving for a one-year term and the other co-moderator for a two-year term.

#### Section 7. Term of Office

Board members shall be elected for a term of two years. Board members may serve only two consecutive terms in the same position.

An individual's term may be extended due to special circumstances. Such an extension would require a congregational vote.

#### Section 8. Removal of Board Member

Any member of the board may be removed for cause upon an affirmative majority vote of the board.

### **ARTICLE VII - OFFICERS AND MEMBERS AT LARGE**

Section 1. Officers. The officers of the church shall be: the moderator or co-moderators, past moderator, secretary, and treasurer.

Section 2. Terms of Office. Officers and members at large shall be elected by the congregation from its membership for staggered two year terms. No officer or member at large may succeed himself or herself in the same position for more than two consecutive terms without the special circumstances extension referred to in Article VI, Section 7.

Section 3. Moderator. The moderator or co-moderators shall be the official lay leaders of the church. S/he/they shall preside at all regular and special meetings of the governing board and the meetings of the membership, and shall be the church's lay spokesperson(s).

Section 4. Past Moderator. The past moderator position shall be filled by the immediate past moderator or, if the immediate past moderator is unable to serve, by the next immediate past moderator or an appointee of the board. The past moderator shall perform such duties as are assigned by the board.

Section 5. Treasurer. The treasurer shall be responsible for the financial records of the church, and shall report on the financial position of the church. With the consent of the board, the treasurer may appoint one or more assistant treasurers, financial secretaries, or other person(s) to assist in the performance of the treasurer's duties.

Section 6. Secretary. The secretary shall discharge those duties usually associated with the office of secretary, including counting and recording votes taken, keeping the records of proceedings of the board and the congregational meetings, and presenting those minutes for the acceptance of the board or congregation at the succeeding meeting. The secretary shall also keep or cause to be kept a list of all members, officers, terms of office, and baptisms and shall perform other duties as may from time to time be agreed upon by the board. The records of the church shall be available for inspection to all members at reasonable times.

Section 7. Members at Large. The members at large shall perform such other duties as are assigned by the board.

### **ARTICLE VIII –TEAMS AND COMMITTEES**

#### Section 1. Teams

A. Purpose. The purpose of teams is to develop and implement programs which are in alignment with the vision and covenant of the congregation and the policies and goals set by the congregation and the board.

B. Membership. Each team shall be composed of a leader or leaders and additional members. Team leaders are elected by the congregation, and are encouraged to recruit additional members as needed. All members, whether elected by the congregation or not, are full participating members. Team members do not need to be members of the church.

C. Terms of Office, Election, Leaders, and Vacancies. To assure a core of active members, the leader(s) of identified teams shall be elected by the congregation for one-year terms at a scheduled meeting of the congregation. A team leader should not serve more than five consecutive terms without the consent of the board. Nominations for team leaders shall be presented by the nominating committee and may also be received from the floor. Any vacancy in team membership may be filled by the team. Appointments of team leaders for vacancies or unexpired terms shall be made by the board.

D. Responsibilities. Each team shall have the following responsibilities:

1. create the vision for the functions for which it is responsible;
2. participate with the board and congregation in the annual setting of goals;
3. set team objectives which support congregation goals or propose new goals;
4. develop and implement programs to achieve those objectives;
5. develop a budget proposal for the team's work;
6. develop, review and recommend appropriate changes to existing policies which affect the team's areas of responsibility; and
7. report to the board on the work of the team.

E. Creation and Functions. The board may create such teams as it considers necessary. The team structure may be flexible, and the functions may be performed by ad hoc individuals or groups. The following functions, at minimum, shall be addressed:

1. Worship support. The worship support function is to plan worship services and events reflecting the liturgical year of the church, in collaboration with the minister(s). This function includes, but is not limited to, the following responsibilities:

- a. invite guest speakers and musicians for worship services and liturgical events;
- b. provide ministry teams and liturgists for the Sunday worship services;
- c. coordinate with church members to organize and oversee certain non-worship events in the life of the church (e.g., Easter brunch, seasonal labyrinth walks);
- d. work with those providing community building support to create annual retreats, such as the annual women's and men's retreats, and day-long silent retreat.

2. Arts. The arts function nurtures the spiritual life of the congregation through the arts. This function includes, but is not limited to, the following responsibilities:

- a. plan and coordinate art exhibits, performing arts programs and other artistic events;
- b. affirm the artists in our midst;
- c. sponsor events that support the artistic and worship life of our community.

3. Nurture. The nurture function relates and responds to the physical, mental, emotional, and spiritual needs of our congregation. This function includes, but is not limited to, the following responsibilities:

- a. comfort, care, and healing support for congregants;
- b. development of educational programs that support the wholistic health of the members;
- c. recognition of special occasions in the lives of the members.

4. Membership. The membership function is to attract potential members, to encourage their participation and membership, and to encourage the congregation to join in this effort. This function includes, but is not limited to, the following responsibilities:

- a. reach out to the wider community and CCC community with the goal of attracting new members;
- b. prepare and disseminate promotional material and media;
- c. facilitate the welcoming of new attendees, introducing them into the life of our church and encouraging their participation;
- d. educate prospective members regarding the benefits and responsibilities of membership in CCC;
- e. encourage joining CCC and assist with new member joining ceremonies;
- f. encourage congregants to reach out, invite, welcome, and include others in our community;
- g. support ideas that enhance the experience of church membership.

5. Finance. The finance function secures and cares for the resources necessary to support the church. This function includes, but is not limited to, the following responsibilities:

- a. educate the congregation about the resources, including financial, necessary to carry out the mission of the church;
- b. secure the operational and capital resources necessary for carrying out the mission of the church, including planning and conducting the annual pledge drive.

6. Building and grounds. The building and grounds function maintains the church's buildings, land, and gardens/grounds, approaching its care through a lens of earth stewardship and social justice. This function includes, but is not limited to, the following responsibilities:

- a. develop annual goals and priorities and budget for the team, subject to approval by the board;
- b. establish and implement maintenance and preventive maintenance policies and procedures;
- c. coordinate with the office administrator to establish and implement cleaning and janitorial policies, and procedures;
- d. coordinate with the office administrator on the purchase of supplies;
- e. develop a long-term plan for the buildings, land and gardens/grounds of the church with input from the board, provide related research and development of the plan with recommendations to the board, and document changes and completion;
- f. recommend overall contractual responsibilities for building and grounds-related contractors. Interact with these contractors and adjust work schedules as needed to achieve best results within budgetary constraints, including creation and maintenance of a calendar for seasonal recurring tasks;
- g. identify and manage contractual workers related to maintenance or rehabilitation of buildings and grounds/gardens, in coordination with and approval by the board;
- h. maintain with office administrator a list of tradespeople to hire for repairs;
- j. organize and supervise team-building "workdays";
- k. implement building rehabilitation and expansion and major landscaping projects as approved by the board;
- l. foster good relations with Hawthorne Nursery School by being responsive to their needs regarding building maintenance;
- m. strive to maintain good relations with church neighbors, including sensitivity while completing grounds/gardens and building maintenance or rehabilitation (e.g., noise levels of work being done).



7. Social justice. The social justice function brings forth education and opportunities for action related to social justice issues, environmental concerns, homeland and world ministries, local outreach, and ecumenical concerns. This function includes, but is not limited to, the following responsibilities:

- a. develop and present for board consideration suggestions for the church as a whole to become involved in opportunities for education or action related to global social justice issues;
- b. provide educational opportunities to the CCC community on issues of peace, social justice, economic policy, the environment, and other global concerns;
- c. assist congregational members to find their own ways of reaching out to the community in service with projects and other opportunities for lay ministry in our community;
- d. support ecumenical and lay ministries to vulnerable populations;
- e. encourage delegates or representatives to ecumenical committees and organizations in Marin, such as Marin Interfaith Council, Ecumenical Association for Housing, Marin Organizing Committee, etc.;
- f. support the minister or other delegate in educating the congregation about and supporting the United Church of Christ's social justice advocacy and pastoral activities in this country and abroad, including Our Church's Wider Mission (OCWM), the Board for Homeland Ministries, One Great Hour of Sharing, among others.

8. Safety. The safety function equips the congregation and its members to engage in effective preparation and preventative measures to survive and sustain themselves during a disaster or local emergency situation. This function includes, but is not limited to, the following responsibilities:

- a. provide information on how to effectively prepare for a disaster;
- b. assist the congregation in setting up a way to contact members in order to check on their welfare during a disaster;
- c. assist the board and minister in disaster planning for the church building;
- d. provide educational and training events to prepare the congregation for responding to community needs during a disaster.

9. Community building. The community building function plans and implements social and recreational events that foster community. This function includes, but is not limited to, the following responsibilities:

- a. organize congregational events and encourage the membership to participate;
- b. sponsor parties and social activities of the church;
- c. work with those providing worship support to plan and implement retreats.

10. Adult education. The adult education function provides opportunities for the spiritual development of adults. This function includes, but is not limited to, the following responsibilities:

- a. develop and provide educational lectures, and other education programs for adults based on the interests and needs of the congregation;
- b. provide spiritual and educational materials consistent with the interest of the congregation, including the library;
- c. develop and provide or sponsor cultural, musical and other educational events for adults.

11. Youth and family. The youth and family function provides opportunities for the spiritual development of youth and families. This function includes, but is not limited to, the following responsibilities:

- a. develop and conduct children's church;

- b. provide educational programs, retreats, and events for family members of all ages;
- c. coordinate with the church staff, teams and committees to see that the spiritual needs of the youth and families are met;
- d. develop and provide child care as needed.

F. Subteams. The team leaders may appoint whatever subteams they deem necessary to discharge the responsibility of their team.

G. Communication with Board. Team leaders shall communicate with the board regarding their activities on at least a quarterly basis.

## Section 2. Committees

A. Standing Committees. Standing committees manage internal processes within the church.

1. Nominating Committee. The nominating committee shall be elected by the board annually. Everyone in the congregation shall be invited to participate in the process by nominating themselves or anyone else to serve on the committee. If there are more than three nominees, the candidates are ranked and contacted in order until three people accept the offer to serve. The ranking is kept confidential. This group selects its own chair and serves for one year.

The nominating committee shall recommend to the board and to the congregation the names of persons who are suitable and interested in serving as officers and board members for the expiring and vacant terms. It shall also recommend persons for the expiring and vacant terms of the leaders for existing or other teams and committees as directed by the board. It shall educate the congregation about the offices for which it is seeking nominations.

2. Personnel Committee. The personnel committee shall be responsible for recommending policies and procedures for employment, termination, and annual reviews of the church staff excluding the minister (hereafter, staff) and shall make recommendations to the board regarding relations with the staff. The committee shall recruit staff and ensure that employment terms are current and adhered to, including oversight of annual reviews. The committee shall recommend salary, fringe benefits, job descriptions and conditions of employment for staff to be approved by the board.

The personnel committee shall also be responsible, in conjunction with the appropriate team, for recruiting contractors and insuring that contracts are prepared, approved by the board, signed, and monitored, and that the performance of the contractor is reviewed in accordance with the terms of the contract.

The personnel committee shall be responsible for consulting the UCC employment guidelines and for exploring the employment conditions in other churches to make recommendations to the governing board as to whether the staff and contractors are fairly and equitably treated. The board may delegate to the committee the function of hearing grievances from staff/contractors and from members of the congregation concerning staff/contractor performance, all of which shall be confidential and discussed only in closed session with the board.

The personnel committee shall provide a forum for an open exchange of ideas or concerns related to personnel.

The committee shall be composed of three or more members appointed by the board, each with terms of two years. The members of this committee may be selected from the board or congregation at large.

3. Pastor-Parish Relations Committee. The Pastor-Parish Relations Committee shall be responsible to the congregation to support and maintain a healthy relationship between the pastor and members of the congregation in order to enhance their ministries, and thereby the effectiveness of the church. This committee will serve as a resource for candidates for the ministry, as applicable.

The committee shall be composed of up to four members to be selected by the pastor in consultation with the moderator or co-moderators. Other support may be sought as needed. One or more members of the committee shall revolve off each year. Members revolving off may be reappointed after a lapse of at least one year.

4. Term of Office. Members of standing committees may serve no more than two consecutive terms, except that after a lapse of at least one year, they may be reappointed.

B. Other Committees. The board may appoint such additional committees as it sees fit to assist in its work. Such committees shall continue until terminated by the board.

## **ARTICLE IX - STAFF**

Section 1. Ministers. The ministerial staff shall consist of the pastor(s) and any other ordained clergy called by the congregation.

A. Call. A Call meeting must be duly noticed for the purpose, and attended by a quorum of 20% of the active membership. Upon an affirming vote of two-thirds of the active members present, the ministerial staff shall be called for an indefinite period, and, upon acceptance, shall become members of the church.

B. Duties. To the pastor(s) shall be entrusted the conduct of celebrations of worship, the administration of the sacraments, the spiritual guidance of the church and the task of ministering to persons in the congregation as well as to persons in the community. The pastor(s) shall be responsible for supervision of the church staff. The pastor(s) shall be ex-officio members of all teams, committees, and the governing board without vote.

C. Termination. A minister may terminate his/her relationship with the church upon 90 days notice given to the governing board.

In the case of request for resignation of a minister, the process shall be as follows:

1. a recommendation to that effect must be submitted to the church membership by a majority vote of the church governing board;
2. ratification of that recommendation must be effected by a majority of the members present (which members must also represent at least twenty (20) percent of the active membership), at a meeting called for this purpose in accordance with Article XI, Section 2, at least 15 days in advance of the meeting date.

D. Search. In the event of a need for an interim minister, the governing board shall appoint an Interim Minister Search team of three or more members, which shall present its recommendation to the congregation. In the event of a vacancy in the position of pastor, and optionally of other ministerial staff, the governing board shall make recommendations to the congregation for the appointment of a Search Committee whose members shall be approved by the congregation. The search committee shall be charged to seek and present its recommendation to the congregation. If a member of the Search

Committee is unable to fulfill their commitment for the duration of the search process, the Governing Board shall appoint that person's replacement and no vote is required by the congregation.

## **ARTICLE X. ENDOWMENT FUND COMMITTEE**

Material relating to the creation and operation of the Endowment Committee is contained in the "Resolution Adopted by the Congregation of Community Congregational Church of Belvedere-Tiburon Amending and Restating the Prior Resolution Governing the Status and Operation of The Endowment Fund of CCC" adopted January 31, 2010, and amendments.

## **ARTICLE XI - MEETINGS OF THE CONGREGATION**

### Section 1. Meetings

Scheduled meetings of the church shall be held once or twice a year, usually in May and January, as determined by the governing board.

### Section 2. Special Meetings

Special meetings may be called by the governing board, upon 10 days notice to the membership. Special meetings may be called upon written request of fifteen (15) percent of the church membership.

### Section 3. Notice

Notice shall be deemed given if published in the church newsletter or mailed or emailed to all members at their latest physical and/or electronic address as shown in the church's active membership list.

### Section 4. Quorum

Unless otherwise noted, a quorum for the conduct of business shall consist of 20% of the active membership of the congregation.

## **ARTICLE XII - MISCELLANEOUS**

### Section 1. Rule of Order

Conduct of all meetings shall be in accordance with the consensus model of decision making backed up by Robert's Rules of Order.

### Section 2. Amendments

These bylaws may be amended by a majority vote of the governing board, provided that the governing board shall have no power to alter the voting, quorum or governing board membership provisions, nor those pertaining to employment or termination of a minister; further, that any amendment shall be published on the church website as soon as practical thereafter. These bylaws may also be amended upon two-thirds vote of the attending membership at a meeting duly noticed for that purpose. Twenty (20) percent of active members shall be required for a quorum to amend the bylaws.

### Section 3. Fiscal Year

The fiscal year of the Church shall begin on January 1 and end on December 31.