

1 **BYLAWS**
2 **First Christian Church of Greensboro, Inc.**

3
4 **Preamble**

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6 We, the members of First Christian Church of Greensboro, Inc, a congregationally governed
7 body, in order to promote the work of the church in the spirit of Christ and thus advance His
8 kingdom, do hereby adopt these Bylaws as of the first day of January, 2009. Upon this date,
9 any previous written or implied Constitution and Bylaws are hereby nullified.

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11 I. Church and Fiscal Year

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13 A. The Church year shall begin on January 1.

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15 B. The Fiscal year shall begin on January 1.

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17 II. Congregation

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19 A. Membership

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21 1. Membership in this congregation shall consist of:

- 22 • Those who are members of the congregation upon adoption of this document
23 • Those who unite with it by confession of faith in Jesus Christ and subsequent
24 baptism by immersion
25 • Those who unite by transfer of membership
26 • Those who elect to unite with this church as associate members thereby
27 retaining their membership in their home church

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29 2. Associate members may not:

- 30 • vote on church business
31 • hold elected office
32 • chair committees

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34 B. Responsibilities

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36 1. The congregation shall faithfully define and carry out its mission, vision, and
37 goals.

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39 2. The congregation shall own, control, and encumber its property.

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41 3. The congregation shall establish its budgets and financial policies.

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43 4. The congregation shall call its minister(s) and sustain its minister(s) in faithfulness
44 and honor.

- 46 5. The congregation shall participate, through voting representatives, in Regional
47 and General assemblies of the Christian Church (Disciples of Christ).
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- 49 6. The congregation shall demonstrate its commitment by:
50 • Proclaiming the gospel
51 • Providing the rite of Christian baptism by immersion
52 • Providing weekly communion
53 • Providing for the spiritual nurture of its members
54 • Promoting the church as a universal fellowship
55 • Transcending societal barriers
56 • Being faithful Christian stewards and providing resources for the total life,
57 work, and witness of the Christian Church (Disciples of Christ)
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- 59 7. The congregation shall follow the Ethical Guidelines for Congregational Conduct,
60 Christian Church (Disciples of Christ) as approved by the congregation in 2008.
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62 C. Meetings

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- 64 1. A congregational meeting may be called by the Board Chair or by vote of the
65 Board.
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- 67 2. A congregational meeting shall be called upon request of 10% of participating
68 membership as defined in the most recent Yearbook and Directory of Christian
69 Church (Disciples of Christ) or 36 members (whichever is less) when presented to
70 the Board Chair.
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- 72 3. Notice of a congregational meeting and its stated purpose shall be given two
73 weeks prior to such meeting.
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- 75 4. A congregational meeting shall be conducted according to *Robert's Rules of*
76 *Order Newly Revised*.
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78 III. Officers

79 A. Election

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- 81 1. The following officers shall be elected by the congregation at the annual
82 congregational meeting held for this purpose:
83 • Board Chair
84 • Vice-Chair
85 • Secretary
86 • Financial Secretary
87 • Treasurer(s)
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- 89 2. These officers shall also serve as officers of First Christian Church of
90 Greensboro, Inc.
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- 3. A slate of officers shall be presented by the Nominating Committee Chair.
- 4. Nominations shall be taken from the floor.

B. Term of Office

- 1. The Board Chair shall be elected to a term of one year. The Board Chair may be elected to a consecutive one year term, after which one year must elapse before being eligible for re-election.
- 2. The Vice-Chair shall be elected to a term of one year. The Vice-Chair may be elected to a consecutive one year term, after which one year must elapse before being eligible for re-election.
- 3. The Secretary shall be elected to a term of one year. The Secretary may be elected to a second and a third consecutive one year term, after which one year must elapse before being eligible for re-election.
- 4. There are three Financial Secretaries and they shall be elected to terms of three (3) years not to succeed themselves for a period of one year.
- 5. The Treasurer(s) shall be elected to a term of one year and may be re-elected for additional one year terms.

C. Qualifications

- 1. Officers must have been members of the congregation for at least one year.
- 2. Officers must be members who are active in the life of the congregation and in the promotion of good will and Christian fellowship within the congregation and the community.
- 3. Officers must have a willingness to fulfill assignments on behalf of the congregation.
- 4. Officers should have demonstrated skills or potential to carry out the responsibilities of the office to which elected.
- 5. The persons serving as Secretary and Financial Secretaries should possess basic computer skills.
- 6. The person(s) serving as Treasurer(s) should possess accounting and computer skills equal to the task.

D. Responsibilities

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1. The Board Chair shall preside over all meetings of the congregation and the Board, including setting and publicizing the agendas and other such duties normally associated with the office of Board Chair. The Board Chair serves as an ex-officio, non-voting member of all committees and the Cabinet.
2. The Vice-Chair shall serve to support the Board Chair and preside in the absence of the Board Chair at meetings of the congregation and the Board. The Vice-Chair shall preside at all meetings of the Cabinet and perform such other duties normally associated with the office of Vice-Chair. The Vice-Chair, in cooperation with the Board Chair and Senior Minister, shall coordinate the selection of committee chairs.
3. The Secretary shall keep accurate minutes of all meetings of the congregation, the Board, and the Cabinet and ensure that these minutes are reviewed and approved by their respective bodies. Minutes shall be on file in the church office for review by church members. The Secretary shall record amendments to these Bylaws and forward approved amendments to the Trustees.
4. The Financial Secretaries shall receive all income and gifts on behalf of the congregation. The Financial Secretaries shall keep accurate records of the source and amount of such income and gifts, deposit such income and gifts to proper accounts, and provide appropriate written reports of such income and gifts to individual donors. A Financial Secretary shall notify the Treasurer of all deposits weekly. A Financial Secretary shall be a member of the Stewardship Committee.
5. The Treasurer(s) shall be responsible for recording all deposits and paying all authorized accounts of the congregation. The Treasurer(s) will provide accurate records of all expenditures and make regular written reports to the Board. These reports shall also be made available to the congregation. The Treasurer(s) shall be a member of the Stewardship Committee.

IV. Board

A. Membership

The Board shall consist of:

- Board Chair
- Vice-Chair
- Secretary
- Treasurer(s)
- Twelve individuals elected at-large from and by the congregation
- Minister(s) of the congregation, ex-officio, non-voting member(s)
- One Trustee
- One Financial Secretary

- The Chair of the Elders

B. Terms of Office

1. Terms of office shall be for one year for all members except at-large members.
2. An at-large member shall be elected to a term of three years after which one year must elapse before being eligible for re-election.

C. Meetings

1. The Board shall determine and publicize a regular monthly meeting day.
2. The Board shall meet in January, November and not less than six (6) additional months per year.
3. The Board shall notify the congregation of any changes in the meeting schedule.
4. Board meetings are open and members of the congregation have the right to attend these meetings and express opinions.
5. Special meetings of the Board may be called by the Board Chair or upon request of at least 50% of the voting members of the Board.
6. In order to conduct the business of the church, at least two-thirds of the voting members of the Board must be present at a meeting.
7. Board meetings shall follow an agenda and be governed by *Robert's Rules of Order Newly Revised*.
8. The agenda will be made available to the congregation on the Sunday morning before the Board meeting. The Board Chair shall be informed of any new business at least three (3) days in advance of the Board meeting so that it can be placed on the agenda.
9. Items received less than three (3) days in advance of the Board meeting can be placed on the agenda at the Board Chair's discretion.

D. Authority

1. The Board shall perform its duties according to the authority granted in the Articles of Incorporation or otherwise delegated by the congregation.
2. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority for all actions shall rest with the congregation.

230 E. Responsibilities

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- 232 1. The Board shall serve as the Board of Directors of the corporation.
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- 234 2. The Board shall conduct its affairs in harmony with these Bylaws. Regular
- 235 reports of Board activity shall be made to the congregation.
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- 237 3. The Board shall be responsible for conducting the business of the congregation.
- 238 It shall oversee the planning, coordination, research, evaluation, and
- 239 implementation of congregational activities.
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- 241 4. The Board shall approve the creation of special committees as needed to
- 242 conduct the work of the Church.
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- 244 5. The Board shall approve, when necessary, the creation of a Search Committee
- 245 for the purpose of securing a minister for the congregation.
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- 247 6. The Board shall present proposed amendments to these Bylaws to the
- 248 congregation.
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250 V. Elders, Trustees, and Deacons

251 A. Election and Term of Office

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- 253 1. The congregation, at an annual meeting for this purpose, shall elect elders, one
- 254 trustee, and deacons.
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- 257 2. Elders are elected for terms of three (3) years not to succeed themselves for a
- 258 period of one year. Deacons are elected for terms of three (3) years and may be
- 259 elected for additional three year terms
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- 261 3. Trustees are elected for terms of three (3) years not to succeed themselves for a
- 262 period of one year for a total of three (3) Trustees serving at all times.
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264 B. Qualifications

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- 266 1. Elders, trustees, and deacons must be members who are active in the life of the
- 267 congregation and in the promotion of good will and Christian fellowship within the
- 268 congregation and the community.
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- 270 2. Elders, trustees, and deacons must have a willingness to fulfill assignments on
- 271 behalf of the congregation.
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- 273 3. Elders, trustees, and deacons should have demonstrated skills or potential to
- 274 carry out the responsibilities of the office to which elected.
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C. Responsibilities

1. Elders shall:

- Promote the growth and welfare of the church
- Preside with the minister at communion
- Provide communion to home-bound individuals upon request
- Assist the minister(s) with pastoral functions
- Provide spiritual leadership to the congregation
- Provide supportive counsel for the minister(s) regarding the spiritual life and development of the congregation
- Organize and elect a Chair
- Meet a minimum of eight (8) months in a calendar year

2. Trustees shall:

- Function in an advisory role.
- Be responsible for the fiduciary concerns of the church
- Update insurance coverage when needed
- Assure appropriate transactions are executed in a timely manner when non cash gifts are received
- Participate in the management of trust funds
- Review these Bylaws every three (3) years for accuracy, proposing amendments when necessary
- Ensure amendments are incorporated into these Bylaws
- Study needs and make recommendations regarding property improvements in cooperation with the Property Committee
- Organize and elect a Chair

3. Deacons shall:

- Cooperate with the elders in promoting the growth and welfare of the congregation
- Greet, usher, and count worshipers
- Collect the offering
- Prepare and distribute the communion
- Organize and elect a Chair
- Meet as appropriate.
- Perform other duties, as requested

VI. Cabinet

A. Membership

1. The Cabinet shall consist of the following:

- Board Chair, ex-officio, non-voting member
- Vice-Chair
- Treasurer(s)
- Secretary

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- Leaders of Functional Ministry Teams and chairs of Standing Committees
 - Chairs of Elders, Trustees, and Deacons
 - Chairs of women's and men's groups
 - Youth representative selected by the youth
 - Minister(s), ex-officio, non-voting member
 - Adult youth advocate, ex-officio, non-voting member appointed by the Senior minister

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2. The Vice-Chair shall serve as Chair of the Cabinet. In the absence of the Vice-Chair, the Chair serves.

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B. Meetings

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1. The Cabinet shall determine a regular monthly meeting day which shall occur before the regularly scheduled Board meeting
 2. The Cabinet shall meet in January and then a minimum of seven (7) additional months per year.
 3. The Chair of the Cabinet may call additional meetings as needed.

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C. Responsibilities

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1. The Cabinet shall plan and administer the church program through the ministry teams and other groups.
 2. The Chair of the Cabinet shall:
 - Prepare the agenda for the meeting
 - Report Cabinet activities to the Board
 - Forward any new item(s) of business to the Board Chair to be placed on the Board meeting agenda
 3. The Cabinet shall:
 - Study the needs of the church and plan for programs that meet those needs
 - Schedule church activities
 - Approve the appointment of functional ministry team members
 - Perform other duties, as requested

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VII. Functional Ministry Teams

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A. Ministry Team Names

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1. Outreach
 2. Christian Education

368 3. Congregational Enrichment

369 4. Property

371 5. Stewardship

372 6. Worship

373 7. Church Growth

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377 B. Selection

379 1. The Vice-Chair (and immediate-past Vice-Chair, when applicable), the Senior
380 Minister, and Board Chair (and immediate-past Board Chair, when applicable)
381 shall select the functional ministry team leaders for the next church year. These
382 selections are submitted for approval at the November Board meeting.

383 2. A functional ministry team leader may not serve on any other functional and/or
384 standing committee.

385 3. A functional ministry team leader shall be appointed to a term of one year and
386 may be re-appointed for additional one year terms.

387 4. Functional ministry team members shall be selected by the respective ministry
388 team leaders and presented to the Cabinet.

389 5. The Vice-Chair presents the functional ministry team member roster at the
390 January Board meeting.

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396 C. Responsibilities

397 1. Each functional ministry team shall:
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- 399 • Oversee and coordinate the business for which it is responsible
- 400 • Coordinate its work with other areas of church work via the Cabinet
- 401 • Manage its current budget
- 402 • Project the following year's financial needs by submitting a proposed budget
403 to the Stewardship Committee by October 1st of each year
- 404 • Make regular reports to the Cabinet, and, through the Cabinet, to the Board
- 405 • Initiate and implement new programs only with Board approval

406 2. Immediate-past functional committee chairs shall serve as ex-officio, non-voting
407 members of their functional committees for the first 6 months of the new year.

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410 D. Purpose and Duties

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1. The Outreach Ministry Team oversees and coordinates the church's outreach activities. This includes, but is not limited to:
 - Providing financial assistance to community agencies
 - Sending disadvantaged youth to camps
 - Encouraging congregational volunteerism
 - Developing monetary goals for the church's Special Offerings
 - Promoting each Special Offering campaign and reporting total offering received
 - Providing and enlisting support for other benevolent projects
 2. The Christian Education Ministry Team oversees and coordinates the educational program of the church. This includes, but is not limited to:
 - Planning and directing all youth activities such as Sunday School, Children's Church, Vacation Bible School, and Youth Groups
 - Providing curriculum and supplies for Sunday School, Children's Church, Vacation Bible School, and Youth Groups
 - Advising adult Sunday School classes
 - Providing opportunities to improve teaching and leadership skills
 - Distributing Christian literature
 - Providing other worthwhile educational opportunities
 3. The Congregational Enrichment Ministry Team oversees and coordinates activities related to church membership. This includes, but is not limited to:
 - Keeping accurate records of members
 - Publishing membership directories
 - Nurturing members by visitation
 - Promoting fellowship by coordinating and publicizing events such as meals, receptions, and socials
 4. The Property Ministry Team oversees and coordinates the care of all church property. This includes, but is not limited to:
 - Maintaining real property and capital equipment
 - Studying needs and making recommendations regarding property improvements, in cooperation with the Trustees
 - Supervising custodial and grounds keeping services
 5. The Stewardship Ministry Team oversees and coordinates the financial program of the church. This includes, but is not limited to:
 - Preparing the annual budget
 - Soliciting annual pledges
 - Reconciling the annual budget
 - Promoting an ongoing program of stewardship awareness and understanding within the congregation
 6. The Worship Ministry Team oversees and coordinates the worship services, the music program, and the building's aesthetics. This includes, but is not limited to:

- 459 • Setting the order of worship with advisement from the Senior Minister
- 460 • Caring for the baptistery and baptismal robes
- 461 • Assisting baptismal candidate(s) and minister(s) during the baptismal service
- 462 • Planning special worship services with advisement from the Senior Minister
- 463 • Ensuring that the pulpit is filled in the absence of the Senior Minister
- 464 • Scheduling worship leaders
- 465 • Assisting in the hiring of the music staff
- 466 • Approving aesthetic and decorative changes to the building's interior so as to
- 467 maintain a worshipful atmosphere
- 468 • Determining the acceptability of proposed gifts of decorative or artistic nature
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- 470 7. The Church Growth Ministry Team oversees and coordinates activities related to
- 471 church growth. This includes, but is not limited to:
- 472 • Evangelizing
- 473 • Promoting the community's awareness of the church
- 474 • Scheduling greeters for worship services
- 475 • Orienting new members into the life and fellowship of the church
- 476 • Keeping accurate records of potential members
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478 VIII. Standing Committees

479 A. Committees Names

- 481 1. Personnel
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- 483 2. Nominating
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- 485 3. Finance
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487 B. Selection

- 488 1. The Vice-Chair (and immediate-past Vice-Chair, when applicable), the Senior
- 489 Minister, and Board Chair (and immediate-past Board Chair, when applicable)
- 490 shall select the incoming standing committee chairmen for the next church year.
- 491 These selections are submitted for approval no later than the December Board
- 492 meeting.
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- 496 2. Standing committee members shall be selected by their respective committee
- 497 chairs and approved by the Board at the January Board meeting.
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- 499 3. The Vice-Chair presents the standing committee member roster at the January
- 500 Board meeting.
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- 502 4. The Personnel, Nominating, and Finance committees each consist of six
- 503 members who serve three year terms. A member shall not succeed himself for a
- 504 period of one year

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5. Members of these standing committees may not serve on multiple standing committees

C. Responsibilities

1. Each standing committee shall:
 - Oversee and coordinate the business for which it is responsible
 - Coordinate its work with other areas of church work via the Cabinet
 - Manage its current budget, if applicable
 - Project the following year's financial needs by submitting a proposed budget to the Stewardship Committee by October 1st of each year, if applicable
 - Make regular reports to the Cabinet and, through the Cabinet, to the Board
 - Initiate and implement new procedures only with Board approval
2. The immediate-past chairs of these Standing Committees shall serve as ex-officio, non-voting members of their respective committee for the first 6 months of the new year.

D. Purpose and Duties

1. The Personnel Committee oversees and coordinates all matters dealing with church personnel. This includes, but is not limited to:
 - Maintaining current employment agreements for all employees
 - Facilitating annual performance reviews of paid staff
 - Assist the Senior Minister in addressing and documenting employee performance issues
 - Submitting the employee compensation budget to the Stewardship Committee
 - Reviewing and revising Personnel Policies and Job Descriptions on an annual basis
 - Presenting changes to Personnel Policies and Job Descriptions for Board approval
 - Distributing revised Personnel Policies and Job Descriptions to employees
2. The Nominating Committee oversees and coordinates the nomination of all those individuals elected by the congregation. This includes, but is not limited to:
 - Soliciting potential nominees from the congregation
 - Explaining the responsibilities of elected positions to potential nominees
 - Presenting a slate of nominees to the congregation on or before the first Sunday in November for election to full terms of office as set forth in these Bylaws. The slate shall include Officers of the Congregation, At-Large Board Members, Elders, Deacons, Trustees, and when applicable, candidates for Emeritus status
 - Recommending nominees to fill vacancies in unexpired terms with such nominees being approved to serve by the Board

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3. The Finance Committee oversees and coordinates the financial affairs of the church. This includes, but is not limited to:
 - Implementing and maintaining financial procedures in cooperation with the Financial Secretaries and the Treasurer(s)
 - Evaluating vendor services
 - Providing for an internal evaluation annually and after change of Treasurer(s) and /or Financial Secretary

IX. Pastoral Relations Committee

- A. The **Pastoral Relations** Committee shall act as a liaison between a minister and the congregation. The committee shall meet on a regular basis with its frequency determined by the committee. However, there should be no fewer than two (2) meetings a year.

The Pastoral Relations Committee is composed of six (6) church members and the Minister. The members are chosen by the Minister and the Board Chair to serve a three-year term with yearly rotation of two members. The names will be reported to the General Board. At least one Elder will serve on the committee. The Board Chair will not serve on the committee. The Search Committee may be asked to serve for one year as the Pastoral Relations Committee following the call of a new minister or until a new Pastoral Relations Committee can be established. The chair of the Pastoral Relations Committee will serve for a three (3) year term. (Upon adoption of this document, two members shall be appointed to serve one (1) year, two members shall be appointed to serve two (2) years and two members shall be appointed to serve three (3) years with one of the members serving three (3) years appointed as chair of the committee.)

X. Special Committees and Other Functional Groups

- A. When needed to administer the work of the church, the Board shall approve the creation of special committees. Committee members shall be appointed by the Board Chair. These committees shall perform specific duties as assigned and shall function for such time as designated.
- B. The responsibility of other functional groups shall be outlined separately. These groups shall cooperate with standing committees in planning and administering the total program of the church.

XI. Ministerial Staff

A. Positions

1. The congregation shall be served by a Senior Minister. If the Senior Minister position is vacated, an Interim Senior Minister shall be called.

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2. In addition to the Senior Minister, the congregation may be served by other ministerial staff. If any other ministerial position is vacated, an Interim Minister may be called.

B. Ministerial Responsibilities

1. The Senior Minister shall be the spiritual leader of the congregation.
2. The Senior Minister, in cooperation with the Board, shall be the chief administrator for the congregation.
3. The Senior Minister shall assure that the life and work of the congregation complies with the congregation's Bylaws, policies and procedures.
4. The Senior Minister shall give special attention to the training of the congregation's leaders.
5. The Senior Minister shall be an ex officio, non-voting member of all committees and functional groups of the congregation.
6. The Senior Minister shall supervise and evaluate the work of the church staff.
7. The responsibilities of ministerial positions shall be adapted to meet current congregational needs.

C. Selection

1. The Board Chair shall select a Search Committee consisting of six members and a Chair.
2. This committee shall represent diverse segments of the congregation and shall be approved by the Board.
3. The Personnel Chair shall serve as an ex-officio, non-voting member of this committee.
4. The Search Committee shall utilize the services of the congregation's Regional Minister for information and counsel concerning prospective candidates.
5. The Search Committee shall interview only one prospective minister at a time; however, information may be secured on multiple candidates.
6. The Search Committee shall present its recommendation for a prospective minister to the Board.

- 643 7. The Search Committee shall make information on a prospective minister
644 available to the congregation.
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- 646 8. The Search Committee shall present its recommendation to the congregation at a
647 congregational meeting.
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- 649 9. If at least three fourths of those voting at this congregational meeting approve the
650 recommendation, the Chair of the Search Committee shall extend a call to the
651 prospective minister on behalf of the congregation.
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653 D. Terms of Employment

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- 655 1. Compensation, terms of employment, and termination procedures shall be
656 stipulated in a letter of call/employment agreement.
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- 658 2. Copies of this letter of call/agreement are to be kept by the Personnel Committee
659 Chair, the Treasurer and the Minister.
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- 661 3. The Senior Minister shall meet at least semi-annually with the officers of the
662 Corporation and the Chair of the Elders to review the church's mission, vision,
663 and goals.
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665 XII. Amendments to Bylaws

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- 667 1. A proposed amendment to these Bylaws must be presented to the Board Chair in
668 written form and must be accompanied by the written support of at least fifteen
669 (15) members of the congregation or all serving Trustees.
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- 671 2. The Board Chair shall assure that a proposed amendment is provided to the
672 members of the Board at least two weeks prior to the Board meeting at which the
673 amendment will be considered.
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- 675 3. The Board shall present a proposed amendment to the congregation. The Board
676 will also present its recommendation, non-recommendation, or no comment.
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- 678 4. A copy of the proposed amendment and the Board's opinion must be made
679 available to the members of the congregation at least two weeks prior to a vote
680 being taken at a congregational meeting.
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- 682 5. A proposed amendment shall be approved by a two thirds majority of the
683 members of the congregation voting on the proposed amendment.
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- 685 6. An approved amendment is recorded by the Secretary and forwarded to the
686 Trustees, who shall ensure the amendment is incorporated into these Bylaws.